

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



2010 District Eleven, Northern Region Operations Workshop

WELCOME

- **This seminar is a refresher of the basic surface operational processes and procedures to promote safety and efficiency for all patrols.**
- **This is a required seminar for all D11NR surface operational members.**
- **This seminar is not a replacement for the TCT Refresher course which is also required for all Auxiliarists in Surface Operations**

WELCOME

- **Safety of all personnel: Auxiliary & the public are first and foremost in our surface operations**
- **Risk Management principles are to be applied in mission planning and execution**
- **Know your facility's operational limits**
- **Remember to “adapt, not adopt”. Local conditions will impact the execution of any mission!**



CHANGES FOR CURRENCY MAINTENANCE

- You must log 12 hours underway annually
 - ◆ Crew & Coxswains
 - ◆ Coxswains can log their 12 hours as crew or coxswain
- Attend a mandatory 1 hour Team Coordination Training (TCT) refresher
 - ◆ Must be completed by 31 December 2010
 - ◆ 1-hour TCT will be waived if you complete the 5-year TCT in a given year

2009 PERSONAL WATERCRAFT (PWC) CHANGES MADE FOR CURRENCY MAINTENANCE

- If you are a qualified coxswain AND complete your 12 underway hours, you only need an additional 6 hours for Personal Watercraft Operator (PWO), which must be done on a PWC under orders

<u>Qualification</u>	<u>Annual Currency Requirement</u>
◆ PWO only	12 hrs on PWC
◆ Boat Crew + PWO	12 hrs on boats + 12 hrs on PWC
◆ Coxswain + PWO	12 hrs on boats + 6 hrs on PWC

WHAT IS YOUR PERSONAL RESPONSIBILITY?

- **Keep your skills current**
 - ◆ **It is your responsibility to keep your training and skills current. You represent the CG and should be able to perform at a professional level**

WHAT IS YOUR PERSONAL RESPONSIBILITY?

- **Training Suggestions while on Patrol**
 - ◆ **Anchoring drills**
 - ◆ **Towing drills**
 - ◆ **Search Pattern exercises**
 - ◆ **Marlinspike Review**
 - ◆ **Communications Practice**
 - ◆ **Man Overboard Drills**

CHECK RIDE “PHASE IN” IS OVER

- ALL Check Rides are now on a 3-year cycle
- There are NO annual sign-offs required



WHEN AM I DUE FOR A REQUAL??

- Last Check Ride: 2005 or 2006 – was DUE 2009
- Last Check Ride: 2007 – DUE 2010
- Last Check Ride: 2008 – DUE 2011
- Last Check Ride: 2009 – DUE 2012

CURRENCY DATA

- Request your IS officer run the “Training Management Report” from AUXDATA and send it to all members in your Division
- If you see an error get it corrected before going REYR or REWK

#1 REASON WHY MEMBERS WENT REYR AS OF DEC 31, 2009

- Members failed to take the one hour *Team Coordination Training Refresher,* and /or if they did failed to have the workshop recorded in AUXDATA
- This is a National requirement and is easily taken at the Flotilla level

TRAINING MANAGEMENT REPORT

BOAT CREW COXSWAIN									
Task	(BCM) QE APPROVAL	1 HR TCT REFRESHER	8 HR TEAM COORDINATION TRAINING WORKSHOP	COXSWAIN U/W HOURS	INCIDENT COMMAND SYSTEM LEVEL 100	INCIDENT COMMAND SYSTEM LEVEL 200	INCIDENT COMMAND SYSTEM LEVEL 210 OR 300	INTRO TO NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS IS-700)	INTRO TO NATIONAL RESPONSE PLAN (NRP IS-800)
Frequency	3 to 5 Years*	Annual	Five Years	Current Year Hours/Exams/Visits	Permanent	Permanent	01-APR-2010	Permanent	Permanent
	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed	Completed
JONES	02-AUG-2004	WAIVED	27-MAR-2004	0	28-APR-2006	16-MAY-2006		16-MAY-2006	14-JUL-2006
SNELL	11-SEP-2007	WAIVED	01-AUG-2009	60.3	17-AUG-2006	22-SEP-2006	08-NOV-2008	22-SEP-2006	22-SEP-2006
CLARK	22-OCT-2008	18-MAR-2008	22-OCT-2005	13.2	14-JUN-2006	14-JUN-2006	27-FEB-2009	14-JUN-2006	14-JUN-2006
RIEM	10-OCT-2006	17-MAR-2009	25-AUG-2007	12	02-JUN-2006	09-JUN-2006	28-MAR-2009	06-JUN-2006	06-JUN-2006
SUTTER	26-AUG-2003	WAIVED	08-MAY-2004	0	26-JUN-2006	24-AUG-2006		26-JUN-2006	24-AUG-2006

Competency BOAT CREW COXSWAIN				
Task	NAVIGATION RULES EXAM (70)		NAVIGATION RULES EXAM (95)	
	Frequency	Permanent	Five Years Sliding	Completed
Name	Completed	Completed	Completed	Completed
ALBERT JONES	01-JAN-2007	14-AUG-2004		
JAMES SNELL	01-JAN-2007	15-JUN-2007		
RICHARD CLARK			07-NOV-2007	
ROY PRIEM	01-JAN-2007	24-MAR-2006		
THOMAS SUTTER	01-JAN-2007	04-FEB-2004		

Name Color Coding

- = person REYR
- = person is REWK

Task Completion Date Color Coding

- = person is current for task
- = person is current for this task, but is within 3 to 6 months of expiration (frequency >= biannual only)
- = person is current for this task, but is within 2 months of expiration
- = person is expired/overdue for this task

Report run on: January 11, 2010 1:48:07



REMINDER: CHANGES FROM 2008

- ICS-210 Initial Incident Commander course is REQUIRED for all Coxswains, PWOs and Pilots by 31 March 2010
- Without this certification in AUXDATA you will go into REYR status
- NavRules re-certification is 5 years from last date test was successfully taken (e.g. passed 15 May 2005 due next by 15 May 2010, NOT 31 Dec 2010)

CHANGES FROM 2009

- There are no OPS forms changes at this time but you should always check the web site for the latest versions of all forms

MORE CHANGES FROM 2008

- PWC equipment changes
 - ◆ No more throwable device requirement
 - ◆ Spare spark plugs ONLY required for 2 cycle engine PWCs
- ALL Facilities need their picture, availability and location data entered into Patrol Order Management System (POMS)
 - ◆ See instructions in the November 2009 DSO-OP Report

MORE CHANGES FROM 2008

- New 50 MPH dynamic strength tested PFDs were required by 1 June 09 if (and only if) your facility could exceed 35 MPH
- Inflatable vests listed in the Rescue and Survival Systems Manual, COMDTINST M10470.10F are not authorized after 01 JUN 2009 for facilities that can exceed 35 MPH
- Non-Operational Facility category was eliminated in 2008 and not authorized to fly blue AUX Ensign

MORE CHANGES FROM 2009

- Uniform sew-on insignia will now display a black “A” for Auxiliary. The Red and Blue “A” designation has been discontinued.
 - ◆ Current insignia may be worn until Dec 31, 2010
 - ◆ Recommend that sew on member insignia, instead of office insignia, be used on Operational Dress Uniforms (ODUs)

MORE CHANGES FROM 2009

- Use new 7029 form, effective 1 Jan 2010, for travel & prep time for operations.
- This new form is for other uses, also. Read the directions and check with your IS officer if you have questions.

NOTES ON PFDs

- Your PFD must be the appropriate color – International **Orange** or High Visibility **Yellow** ONLY
- Inflatable PFD wearers – DO NOT wear your SAR vest over the Inflatable. Carry all required survival equipment in a self-purchased waist belt
- Any Personal Protective Equipment (PPE) including PFDs with “Coast Guard Auxiliary” markings can only be used when under orders
- Items marked “US Coast Guard” are not authorized

EASE OF GAINING OPERATIONAL INFO

- All DSO-OP Reports / Archive of DSO-OP Reports (Jan 2007 to current) are available at below link on our District Website, Surface Pages
- Subject index is on the same page giving month or report containing information

<http://ops.d11nuscgaux.info/operations/archive.html>

PATROL REMINDERS

- Remember that local CG Unit ball caps are NOT authorized while on patrols. Only Coast Guard Auxiliary caps.
- Maritime Domain Awareness on all patrols - (we are the eyes and ears of the Coast Guard)

MORE PATROL REMINDERS

- If you are going to have your photo taken, with your life jacket on, please be wearing the proper uniform and your PFD zipped.



MORE PATROL REMINDERS

- Correct signage on ALL Operational Vessels must be displayed – US Ensign, Auxiliary Patrol Ensign (with the red stripe, NOT the “Blue Ensign”), Patrol Banners (red stripe forward) and Operational Decal.



SAFETY IS PRIORITY 1

- Remember safety of the crew, the public, and the vessel are more important than the mission
- Personal Emergency Position Indicating Radio Beacon (PEPIRB) – Key piece of safety equipment
 - ◆ Have attached to your PFD with three foot lanyard when underway
 - ◆ Check the battery expiration date
 - ◆ Keep it registered with NOAA

SAFETY IS PRIORITY 1

- HAZMAT

- ◆ Remember to steer well clear of ANY HAZMAT situation unless you have a certified HAZMAT responder on your crew and you and your crew are comfortable with the situation and only then with authorization from your controlling agency

PROMOTE SAFETY

- Set a good example for the rest of the crew and especially the general public
- Don't ride on the gunwale
- Keep speed to a minimum in close quarter situations
- Be professional at all times
- Make sure both you and your facility are properly equipped

PROVIDE SAR RESPONSE

- Do only what you & your facility are capable of and trained to do
- Operate at safe speeds for the sea conditions and local environment
- Observe all NO WAKE zones

Safety of Crew Comes First

SAR ADDITIONAL REMINDER

- When filling out your 7030 form for Search and Rescue Cases (SARS) be certain to use mission “24”. Some are still using “25” and that is not accurate and AUXDATA no longer uses that mission.

IN RENDERING ASSISTANCE

- Do only what you are trained to do
- Keep your crew informed as to what you plan to do
- Communicate your intentions to the disabled vessel's Master
- Maintain a tow watch at all times
- Leave medical cases for qualified EMTs or seek help from the local ambulance squad



RESPONSIBILITIES OF FACILITY OWNERS

- Conduct a thorough facility mechanical inspection at least annually
- Maintain the facility in good working order
- Notify DIRAUX of any significant changes
- Abort the mission when any situation pertaining to the mission may adversely affect the safety of the facility or crew

RESPONSIBILITIES OF COXSWAINS

- Have minimum number of qualified crew
- Ensure patrol orders are issued and aboard
- Wear proper uniform (you and your crew)
- Wear proper PPE as defined in the **Rescue and Survival Systems Manual**
- Ensure that your facility is properly equipped/maintained



RESPONSIBILITIES OF COXSWAINS

- Be sure your Crew & Facility are capable of performing the mission
- Remember Safety of the crew priority 1, then the mission
- Continually be aware of risk management
- Remember your GAR model & TCT
- Complete and file required paperwork

RESPONSIBILITIES OF CREW

- Be in good physical condition. Inform Coxswain of any limitations – physical or mental (fatigue, etc.)
- Use good judgment & common sense when performing duties
- Repeat all commands from Coxswain - Remember your TCT training
- Know your limitations and abilities. You may have to perform in challenging situations
- ***Safety, TCT, Safety, TCT, Safety, TCT,***



PATROL ORDER MANAGEMENT SYSTEM (POMS)

- Please submit your request for patrol orders at least one week in advance unless a late request is made by the Coast Guard
- Patrol Area Coordinators (PACs) will accommodate if possible

PATROL ORDER MANAGEMENT SYSTEM (POMS)

- Crew can now gain access to the program
- Excellent instructions on how to gain access on-line @

<http://cgauxsurfaceops.us/POMS.htm>

- USER ID: Your member number
- PASSWORD: The last six digits of your Social Security number

PATROL ORDER MANAGEMENT SYSTEM (POMS)

- The member 's social security number must be in POMS or the crewmember cannot access POMS.
- *Not everyone has their SS number in the system*
- PO Stacy Curtin at DIRAUX can insert the SSN for you. Contact her at (510) 437-3308
- *BE SURE TO TRY TO GET INTO POMS PRIOR TO CALLING STACY*

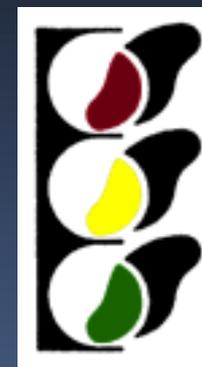
OPERATIONAL RISK MANAGEMENT (ORM)

- Accept No Unnecessary Risk
- Accept Necessary Risk When Benefits Outweigh Costs
- Make Risk Decisions at the Appropriate Level
- *ORM* is Just as Critical in Executing as in Planning All Activities

OPERATIONAL RISK MANAGEMENT GAR MODEL

Green – Amber – Red

- Any single item 5 or above should be a red flag 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
- GAR is done before AND updated during all missions



OPERATIONAL RISK MANAGEMENT GAR MODEL

Green – Amber – Red

- If your local Order Issuing Authority (OIA) does not have a GAR form requirement use the one on the National Response Department Web site at
<http://www.cgaux.org/response/SurfaceOps/SurfaceOpsNews.htm>
- See September 2009 National news item

AUX SAR INCIDENT REPORT

- All SARs should be reported on the “Auxiliary SAR Incident Report” Form # CG-4612
- Fill out as completely as possible, attach it to your Request for Reimbursement and 7030 when you send in your packet to SECTOR San Francisco or Group Humboldt Bay.
- If working with a CG Station, send them a copy
- Maintain a copy in your file

OPERATING IN REDUCED VISIBILITY

- Maintain lookout as far forward on the vessel as possible (remember safety first)
- Reduce speed
- Use proper Horn Signals
- Turn on running lights
- Turn on radar and monitor it , if you have one on your vessel
- Know any district or OIA special requirements

LIABILITY

- Orders do not guarantee liability coverage
- Legal process bases coverage on a review of the circumstances and facts involved
- Your actions -
 - ◆ Must be within your qualifications and training
 - ◆ May not exceed the facility capabilities
 - ◆ Must not go beyond the scope of the Auxiliary duties

Coverage may be denied by the Coast Guard if above not adhered to

OPERATIONAL GUIDELINES

- Remember, we are prohibited from:
 - ◆ Boardings for law enforcement purposes
 - ◆ Investigating complaints of negligent operation
 - ◆ Violating any navigational rules
 - ◆ Creating any situation that would place any vessel in navigational extremes



MORE OPERATIONAL GUIDELINES

- **Maximum time underway is 8 hours**
 - ◆ **Read OPS POLICY MANUAL, CHP 4- PAGE 20**
 - ◆ **1/2 of Trailering time to be taken away from available underway time.**
 - ◆ **Example: 2 Hr trailer time would mean only 7 hours underway on the water – 1/2 of 2 = 1**
 - ◆ **8 HRS max underway time – 1 hr = 7 underway allowed**
 - ◆ **Less time if crew is tired**

MORE OPERATIONAL GUIDELINES

- ◆ Less time when considering weather (heat, cold, wind)
- ◆ A waiver for extended time (think of crew fatigue) can only occur when authorized by controlling authority (station or sector)

MORE OPERATIONAL GUIDELINES

- The Coxswain is responsible for keeping track of crew mission time and advising the OIA when their crew mission time is approaching the limits

OPERATIONAL PARAMETERS - COMMUNICATIONS

- External:
 - ◆ VHF Radio is ALWAYS primary, cell phone secondary
 - ◆ Must have 2-way communications at all times (inland and coastal)
 - ◆ Many AORs require a 30-minute radio guard, never more than 1 hour without communications
 - ◆ *If communications are lost, patrol is to be terminated*



OPERATIONAL PARAMETERS - COMMUNICATIONS

- **Internal:**

- ◆ **Be aware of challenges in communicating with engine noise and wind**
- ◆ **Communications may be distorted**
- ◆ **Verbalize the response to the coxswain's orders: "Coming up", "coming down", "hard turn", etc.**
- ◆ **Crew - repeat/acknowledge these commands or informational messages**



OPERATIONAL PARAMETERS - COMMUNICATIONS

- Sound professional on the water, everyone can hear you
- *Always* monitor Channel 16!!
- *Do not* use 10-code, use only authorized pro-words (See Radiotelephone Handbook)
- *The public sees us as the “Coast Guard”; sound professional like the Coast Guard.*

TOWING

- Requires a high degree of awareness
- Many potential hazards
- Know limitations of your facility and towing components, including safe towing speed
- How the vessels are loaded will affect maneuverability
- Brief your crew and the disabled vessel's owner
- Plan an escape route in case things go wrong

MISHAP REPORTING

- Report all information immediately via radio or cell to your OIA
- Call your DIRAUX/OTO no later than next business day
- Download the Claim form from the CG website
- CG will investigate
- *Do not repair the facility unless authorized to do so*
- Maintain “bound” LOG BOOK
- Damage must be linked to identifiable patrol cause

LOCAL HAZARDS

- Are there particularly tricky or dangerous hazards in your local Area Of Responsibility (AOR)?
- What are they, have you communicated them to your crew?
- Highlight them on your charts for new crew to easily see.

COMMON SENSE FOR CELL PHONE USE

- Coxswains and Crew do not use your cell phone when underway/making way
- Cell phones are not listed on your Facility's "Offer for Use Form"
- While cell phones are an outstanding tool remember "Situational Awareness" at all times

ADDITIONAL REMINDERS

- Any other special requirements for your area?
- Is your “Ready Bag”/”SAR Bag” packed, checked, and updated from last year?
- What’s a “Ready Bag”? - see article in the September 2009 issue of Up Top In Operations

MENTORS For Crew, Coxswains & PWC Operators

- Mentors are a critical component of all training and are especially needed for Operations
- All tasks completed and signed-off by mentors prior to requesting a Qualification Examiner (QE).

D11NR OPERATIONS OVERVIEW

FACILITIES, COXSWAINS & CREW

YEAR	RADIO	SURFACE	AIR	COXS	CREW
2004	151	348	14	294	338
2006	210	204	20	172	214
2008	203	178	11	179	348
2010	164	157	12	156	210
PERCENTAGE CHANGE 2004 VS 2010	+ 9%	- 55 %	- 14%	- 47%	-38%

Bravo Zulu!



Great Job!

Thank you for your
participation in the

2010
Operations
Workshop.