



## Past Commanders' Association Fair: Spring 2017

Please join us at the 49<sup>th</sup> semi-annual PCA Fair!

**Who:** All Auxiliarists (including those in AP status)

**What:** Weekend of fun classes, required training, and certifications

**When:** Saturday/Sunday, January 14 & 15

Morning classes start at 08:00; afternoon classes start at 13:00

**Where:** Coast Guard Island, Alameda

**Cost:** \$15 (for the entire weekend, NOT per class) **Early Bird (\$10) if received by December 24th**

### Course Offerings:

Class Room	Saturday AM	Saturday PM	Sunday AM	Sunday PM
Gresham Hall	<b>Registration and District Store</b>			
Lighthouse Room	ACV Operations	ACV Operations	ACV Operations	ACV Operations
DIRAUX, Bldg 50-2	Proctored Exams (offered both days 07:30a-15:00p)			
DIRAUX classroom	Chart Updating		ATON Verifier PQS	
Bldg 55	Powerpoints: Avoid Death by Powerpoint		GIMP: free photo editing software	
Chief's Dining Room	AUX Chef Program (2 day class)			
	AUXCHEF	DCDR training (1-3p) <b>(Mandatory for all DCDR)</b>	AUXCHEF	AUXCHEF
Point Welcome	Dockwalkers (8-10a)	District BOARD & STAFF MEETING 3-5p	Team Coordination Training (TCT)	
Colombia A	HazWhoper	Coastie (1-3p)	Vessel Examiner	
Columbia B	New Member Academy (starts at 07:30)		MEES	Uninspected Passenger Vessels
Gym, Classroom 35	Boat Crew Academy			
Bldg 21, rm 115	ICS 300			
Banners Club-(Front)	Fleet Week (08-10a)	Diversity (1-3p)	AUXSEA	
	Comms Roundtable (10-12a)			
Banners Club- (Back)	Mandated Training		Program Visitor	

### Meals:

Prices for meals in the Galley vary from \$2.55-\$4.10 for breakfast and \$4.65-\$7.70 for lunch. More details will be provided in your email confirmation letter. There is also a Subway Sandwiches on the Island (next to the CG Exchange), and various restaurants available in the neighborhood (off the Island). Please note that the galley no longer serves dinner, however the **AUX Chefs will sponsor an optional dinner on Saturday for \$10.**

**DIRAUX:** Open both days from 07:30-3:00 for photo IDs, proctored exams and general questions.

**District Store:** The District Store will be open both days (Saturday 07:30-16:30; Sunday 07:30-13:00) for all your shopping pleasures. They will have a complete selection of Operational, Navigational, and new Boat Maintenance items, as well as uniform items and accessories.

**Course Descriptions (and pertinent information) begins on page 3**



Past Commanders' Association

SPRING 2017



Registration Form

Name: \_\_\_\_\_ Member #: \_\_\_\_\_

Flotilla: \_\_\_\_\_ Email: \_\_\_\_\_

If you have not received your "AP Letter" yet, please provide a phone #: \_\_\_\_\_

**PLEASE PRINT CLASS TITLES AND OTHER NECESSARY INFORMATION BELOW:**

Class Choice #1: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day

Class Choice #2: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day

Class Choice #3: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day

Class Choice #4: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day

Class Choice #5: \_\_\_\_\_  SAT  SUN  Both  AM  PM  All-day

Proctored Exam: \_\_\_\_\_  SAT  SUN Time: \_\_\_\_\_

**Meal reservation for the Galley (Auxiliary identification cards/AP letter necessary):**

Saturday:  Breakfast  Lunch Sunday:  Breakfast  Lunch

Please pay Galley directly for meals

Reservation for the dinner Saturday @5:30 pm for \$10  (pay at the dinner)

Registration fee is required with your application. Please, no registrations by phone/e-mail,  
Or walk-in registrations.

**Please make your check payable to the "PCA Fair"**

Please send check and class choices to:

Attn: Past Captains Association Fair

c/o Mary Kirkwood

5 Orchard Way, Novato, CA 94947

Phone # (415) 209-9999

E/Mail: [mkirkwoodaux@gmail.com](mailto:mkirkwoodaux@gmail.com)

Amount enclosed:  \$15  \$10 (early-bird if postmarked before Dec. 24<sup>th</sup>) Free:  Member PCA

All registrations will receive a confirmation (via email) within a week of receipt.

Course Descriptions (and pertinent information) begins on the next page

## COURSE DESCRIPTIONS- PCA Fair January 2017

**ACV (AUX Communications Vehicle) Qualifications:** This vehicle is a multi-use/mission vehicle that can be used as a PA Display and Recruiting tool, or as a Communication Center with the capability of functioning independently in remote locations.



In this class you will learn the vehicle's capabilities and see its potential for the Auxiliary. The training for the PQS for basic use will be reviewed in this class so you will be able to drive and use this vehicle at local events. This session will not have detailed training for the specific data and remote communication capabilities.

**Instructor: Carrie Vandebloom**

**ATON PQS:** This workshop is designed to get you ready for the Aids to Navigation PQS sign off with the Qualification Verifying Officer. Prerequisites: Download and bring the "Auxiliary Aid to Navigation (ATON) Verifier" PQS sign-off booklet, found at <http://ns.d11nuscgaux.info/ns.html>. For questions, please contact DSO-NS Jim Duncan at [dvc.on@comcast.net](mailto:dvc.on@comcast.net). **Instructor: Jim Duncan, DSO-MT**

**AUX Chef (2-day course):** WANTED... A few good cooks! The Aux Chef (FS) class will provide the experienced or novice Auxiliarist with the desire to cook for the USCG, the opportunity to learn the basics of cooking, sanitation and workings of a Coast Guard galley. The AuxFS program is a direct operation support mission that helps relieve the Coast Guard Food Service cooks at small boat stations or on cutters to allow them time for other tasks, training and leave. Once the class is completed you will have to complete the PQS by getting signed off by a Coast Guard FS or qualified AuxFS.

This is a hands-on and classroom program. To become an AUX Chef, members must complete a short medical evaluation and obtain a Hepatitis A immunization. Please contact the instructor for more information- [lrhaynes@att.net](mailto:lrhaynes@att.net)

**Instructor: Linda Haynes, DSO-FS**

**AUXSEA:** The Auxiliary Seamanship Specialty course is designed to present the Auxiliarist with a thorough knowledge of vessels and proficiency in their operation. An AUXSEA Specialist has extensive knowledge of how vessels are constructed and operated. The AUXSEA Specialist understands marine engines, how to perform minor repairs, is knowledgeable about vessel handling and knows how to approach distress situations. You can achieve success as an AUXSEA Specialist by passing a proctored examination with a score of 75% or better. The exam will be offered (paper version or on-line) at the end of class.

For training materials, please visit [www.cgaux.org/auxop.html](http://www.cgaux.org/auxop.html) (requires Aux Directory username/password). You might also want to check out the instructor's training/prep website: <http://www.comomike.info/>

**Instructor: COMO Mike Maddox**

**Boat Crew/Surface Ops Academy:** This is an all-new, 2-day course designed to be a great prep for those interested in/thinking about obtaining their Boat Crew or Coxswain certification. Taught by our OTO, QEs, and experienced coxswain and crew, there will be didactic portions, followed by practice and PQS task sign-offs.

Don't miss this great prep for all who are planning to complete their check ride at an OPTREX in 2016!

**Instructors: BOSN4 Doug Leavell (OTO), COMO Angelo Perata (QE Coordinator), various QEs, Coxswains and seasoned Boat Crew**

**Chart Update Training 101:** This workshop is designed for all members wishing to assist NOAA-NOS & USCG in keeping our charts updated and Coast Pilot accurate for the boating public. The instructor will be covering Nautical Chart updating, Small Craft Facility updating, Coast Pilot updating, and how to report your findings. You can find study material from the following website: <http://ns.d11nuscgaux.info/ns.html>. For more information, contact the instructor, Jim Duncan, at [dvc.on@comcast.net](mailto:dvc.on@comcast.net). ***Instructor: Jim Duncan, DSO-MT***

**Coastie:** Coastie is an animated robotic cartoon character in appearance, and is very mobile. He has navigation and searchlights, a rotating beacon, a siren, an air horn, and eyes and eyelids that move meaningfully. He talks, plays music, and interacts with the instructor and the children during the presentation. Coastie teaches rules about what to do and not do in a water emergency situation. For instance, Coastie teaches "Reach or Throw But Never Go In". This class is mandatory if you would like to use "Coastie" at boat shows, parades, or your PA events; or if you will be trailering Coastie to events.

If you haven't taken a Coastie course in the past two years, you need to come back for additional instruction and changes to the program and Coastie/trailer operations. ***Instructor: Phil Grove, DSO-VE***

**Communications Roundtable:** If you are working within the AUX Comms program, this is a great opportunity for you. This roundtable is offered by our District Communications staff, and will include topics such as: radio texting, OPTREX-CERT drills, Spectrum Management, VHF net and Digital. The group will discuss issues and solutions within the Comms community and expectations of the Comms chain of management. ***Instructors: Robert Vanderhyde, DSO-CM and the District 11N AUX Comm staff***

**DCCR Training (Mandatory):** This course is mandatory for all 2017 Division Commanders. Vice Division Commanders are welcome to attend. Topics to include: "Go to Web", format and information to be included in monthly reports, District goals, etc. ***Instructors: members of EXCOM***

**Diversity: A Key Part of Building Recruitment, Involvement and Retention:** This session will be used to introduce and discuss proven ways to apply Coast Guard Standards for Diversity to be more effective in the major functional elements of Flotilla operations. We will be reviewing the application process for the NACO 3-Star Award for Excellence in Diversity so that any representative from a Flotilla or Division can learn the process. From that point on, the instructor will be ready to answer any questions to make sure that the application is successful. ***Instructor: Tim Kahn, DSO-Diversity***

**Dockwalkers:** Learn about potential sources of boat pollution and their impact, federal and state environmental boating regulations for boaters, and clean boating practices that prevent pollution from boating. This program will provide you with educational resources (boater kit) and information for working with boaters. The Dockwalker program is consistent with the Coast Guard marine environmental pollution message and fulfills your commitment to carry out the mandate of the Commandant of the Coast Guard. The Dockwalker program complements the USCGAUX Vessel Examination program, supports Public Affairs/Public Education events, and counts towards the annual Marine Safety service requirement for the TRIDENT program. Hours of Dockwalking may count towards earning the Aux Recreational Boating Safety Insignia. ***Instructor: Vivian Matuk, California State Parks Division of Boating and Waterways and California Coastal Commission.***

**Fleet Week Shore-side Volunteer Training Class:** This class is for all Auxiliarists who are interested in finding out what it takes to be a volunteer for shore-side duty during Fleet Week. Auxiliary volunteers are heavily relied upon to help insure the success of this major public event. We have the primary role in managing the long lines of visitors to the docked ships. Last year we interacted with more than 300,000 members of the public. We act as eyes and ears, playing a key part in ensuring the public have a safe, enjoyable visit when touring the Fleet. We represent the Coast Guard to the public in what is one of the largest PA/PR activities held in the country.

This class will cover communicating with the public, including what you can and can't talk about; what to do in the event of an emergency; military courtesies; proper wearing of uniforms and more. Come learn what this is all about and decide if you want to participate in what will likely be the most enjoyable duty you will have in the Auxiliary. **Instructors: Gary Kaplan & Michael Brown**

**GIMP- Free Photo Editing Software:** There's no question that Adobe Photoshop is excellent image editing software. But for those of us that can't afford the cost and don't want to pay \$20 per month just to use it, there is GIMP. GIMP has become the preferred software for photo & image editing among more professionals than ever. The GNU Image Manipulation Program is the standard photo-editing tool. While photo-editing professionals may sneer at GIMP, the program has more than enough capabilities for the average person editing snapshots at home. This class will get you started in the world of GIMP. We will crop, add and remove things from a photo, look into some artistic tricks. This class will be a BYOD (Bring Your Own Device) if you want to have hands on ability, but it's not required. You will need to have installed GIMP before class. If you need help with this contact Mart Gardner ([we7atv@gmail.com](mailto:we7atv@gmail.com)) **Instructor: Mart Gardner, DSO-CS**

**Hazwoper:** This 4-hour training is designed to meet the requirements of CFR 1910.120(q), the Hazwoper regulation, for EMERGENCY RESPONSE to a potential or actual release of hazardous substances or a discharge of oil. Provides an understanding of what hazardous substances are, and the risks associated with them. Understand your role in the response plan. **Instructor: Wil Sumner, DCAPT**

**ICS 300:** "Intermediate ICS for Expanding Incidents", or ICS-300, is the FEMA course usually required when responding to multi-day incidents like the Valley Fire. ICS-300 provides training and resources for personnel who require advanced application of the ICS. The course expands upon information covered in the ICS-100 and ICS-200 courses. Students taking ICS 300 must have completed ICS 100, 200, 700 and 800. Please bring proof to class. Topics include:

- Describe how the NIMS command and management component supports the management of expanding incidents.
- Describe the incident or event management process for supervisors and expanding incidents as prescribed by ICS.
- Implement the incident management process in a simulated Type 3 incident.
- Develop an incident action plan for a simulated incident.

**NOTE:** In lieu of meeting Friday evening, the instructor will assign pre-reading that must be completed before class on Saturday. You must attend the course in its entirety to receive credit. There is a \$20 fee for this class. Please make your check payable to "Bruce Martin" and bring with you to class. **Instructor: Bruce Martin, DSO-IM**

**Mandatory Courses:** If you have been putting off completing the required “mandatory” courses, or have had trouble finding them online, then now is your opportunity! An experienced instructor will demonstrate how to log on, then provide instructor led course for each of the required/mandatory courses. Different topics/required courses will be offered each day, such that if you attend both sessions you will complete all the mandatory courses. *Instructors: various*

Times	Title	Length of Class
08:00	Welcome, intro	15"
08:15	Influenza (with exam)	45"
09:00	Ethics 1: Personal Gifts (with exam)	45"
09:45	Break	15"
10:00	Building Resilience and Preventing Suicides in the CG	90"
11:30	Civil Rights	30"
12:00	LUNCH	
13:00	Welcome; intro	15"
13:15	Sexual Harassment Prevention	45"
14:00	Sexual Assault Prevention	45"
14:45	Break	15"
15:00	Security Fundamentals	90"
16:30	Privacy at the DHS: Protecting Personal Info	30"
17:00	End of Day	60"

**MEES (Marine Safety- Prevention Outreach Specialist):** This course will provide an overview and the materials required for one of the new Performance Qualification Standards (PQS) for the Marine Safety Program. To complete the PQS the member must be a qualified Instructor, complete the on line FEMA EMI course IS-5 (Hazardous Materials), the online IMSEP, and the on line Good Mate Course. *Instructor: Sue Fry, DSO-MS*

**New Member Academy:** A “must” course for new Auxiliarists! Includes discussions about uniforms, protocols, Auxiliary offices, opportunities, DIRAUX, Chain of Leadership and other topics. The course will include a tour of the Island, and a cutter if in port. *Instructors: Rick and Georgianna Scheurman*

**PowerPoint: Avoid Death by PowerPoint:** The main purpose of this class will be to show you what you can do with presentation software. What you should do is a whole different story that what you can do. It is often said that style is a personal issue, however, in the case of presentations, legibility comes first and should never be sacrificed for the sake of the presenter’s artistic fantasies.

This class is a BYOD (bring your own device) if you want to have a hands-on experience, but it is not required. *Instructor: Mart Gardner, DSO-CS*

**Proctored Exams:** Having difficulty finding someone to proctor an exam for you? Ready to take NavRules, or any another exam? This is your opportunity! You tell us which exam, and pick a day/time, and we will provide the proctor in the DIRAUX office. *Instructors: DIRAUX Staff*

**Program Visitor:** The primary purpose of the RBS Visitation Program is to establish Program Partners (marine dealers, bait shops, etc), in local areas and visit them on a regular basis. The Program Visits inform Program Partners of the Coast Guard's Recreational Boating Safety program and the applicable federal, state, and local safety requirements. While doing so, the Program Visitor has the opportunity to clarify safety issues, promote safe boating education, and to promote the Vessel Safety Check program.

Consider joining the District 11N RBS Program Visitation team! This course will provide information about the program, how to obtain display supplies, and submitting the appropriate documentation. The qualification exam will be provided at the end of the class. After the class, students will need to be proctored for one visit.

Please review the following manuals prior to class: RBSVP # M16796.C & VSC # M16796.8, which can be found at <http://www.uscg.mil/hq/cg3/cg3pcx/publications/comdtinst/default.asp> . **Instructor: TBD**

**Team Coordination Training (TCT):** Team Coordination Training (TCT) is a program that focuses on reducing the probability for human error by increasing individual and team effectiveness. Required to participate in all Operational activities, and recommended for all Auxiliarists. Must be renewed every 5 years for Operations, and annually for AuxChef. Be sure to check your due date for this important class. **Instructor: Bob Coackley**

**Uninspected Passenger Vessel Examiner:** Intended for all current and form VE's, this class will cover topics in preparation for completing the PQS:

- regulatory requirements for examinations for vessels under 65'
- additional safety equipment needed for the 5-Star Program
- examiner's verification of basic safety equipment
- ePIRBS, pumps, high level alarms and fire extinguisher requirements
- education of operator for carriage requirements for 6-pack operations
- outreach to operators for volunteer compliance

Copies of the current PQS will be available for signoffs.

**Instructors: LCDR David Cripe and Michael Mitchell, DCDR**

**Vessel Examiner (1-day course):** The Vessel Examiner (VE) course at the Past Captain's Training Fair (PCA) by design, is a FULL 1-day class. It is presented with the new member in mind to help enhance understanding of the Vessel Safety Check (VSC) that is not provided when simply reading the manual and attempting the on-line examination. All information provided assists in passing the on-line 35-question examination.

Other than being a member in at least AP status and a pre-class 1-hour review of the VSC Manual, there are no prerequisites. The Sunday class commences PROMPLY at 0730 and concludes approximately 1600. The presentation is light and filled with actual instructor VSC experiences to help enhance the student understanding of the VSC and is packed with information not only about the VSC, but also Facility Inspections.

In addition to a thorough review of the VSC Manual in preparation for the online exam, there is a 15-minute video of a VSC, and several power-point presentations. In addition, many forms and handouts are provided to assist the student in creating a successful VSC program. When the member passes the on-line exam, their results will be automatically entered into AUXDATA. After taking the course and passing the examination the member is well prepared to perform at least 5 VSC's under the guidance of a mentor." **Instructor: Phil Grove, DSO-VE**