

CHAPTER 4 OPERATIONS

References:

- a. Auxiliary Manual – COMDTINST M16790.1 (series)
- b. Auxiliary Operations Policy Manual COMDTINST M16798.3 (Series)
- c. Auxiliary Boat Crew Training Manual Basic Guide – COMDTINST M16794.51
- d. Auxiliary Boat Crew Qualification Guide Volume I: Crew – COMDTINST M16794.52
- e. Auxiliary Boat Crew Qualification Guide Volume II: Coxswain – COMDTINST M16794.53
- f. Auxiliary Boat Crew Qualification Guide Volume III: PWC Operator – COMDTINST M16794.54
- g. Boat Crew Seamanship Manual (Coast Guard) – COMDTINST M16114.5
- h. Navigation Rules, International-Inland – COMDTINST M16672.2
- i. National Search and Rescue Manual
 1. Volume I: National Search and Rescue System COMDTINST M16120.5 (series)
 2. Volume II: Planning Handbook COMDTINST M16120.6 (series)
- j. Auxiliary Specialty Courses –Seamanship, Search and Rescue, Patrols, Communications,
- k. Navigation and Weather COMTPUB P 16794.xx (series)
- l. Safety and Environmental Health Manual - COMDINST M5100.47
- m. Air Operations Policy Manual, COMDTINST M16798.3
- n. Auxiliary Aids to Navigation and Chart Updating Manual
- o. Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (Series)

This chapter is intended to supplement the Auxiliary Manual, the Operations Policy Manual, and the Boat Crew and Seamanship Manual. Its purpose is to provide a quick reference guide to information which is used frequently. For more detailed information, or if you feel this manual is not answering your questions, you should consult the above-mentioned manuals.

- A. **Damage Claims.** Claims and Litigation Manual (COMSTINST M5690.9) & Auxiliary Claims Handbook (MLCLANTINST 5890.3A)
 1. An Auxiliarist whose facility or related equipment is damaged while under official orders must notify the order issuing authority within 24 hours. Additionally, the Auxiliarist must notify DIRAUX as soon thereafter as possible. Claims over \$200.00 must be investigated in accordance with MLC PAC guidance. Claims less than \$200.00 may be approved without investigation by the order issuing authority and can be paid by that unit's AFC-30 account.
 2. The Auxiliarist must NOT file the patrol orders for reimbursement or commence repairs until authorized by the order issuing authority or DIRAUX.
 3. The instructions and appropriate forms will be mailed to the Auxiliarist.

The Auxiliarist must complete the forms and return them within six months of the incident.

B. Personal Injury or Death of an Auxiliarist While Assigned to Duty. When an Auxiliarist is physically injured or dies as a result of injuries sustained while performing specific duty (under orders), the member or their survivors should take the following initial actions.

1. Emergency Care. Auxiliarists who require immediate attention should obtain emergency care from the local Coast Guard unit's contract provider, military hospital, U.S. Public Health Service facility, or the nearest treatment facility.
2. Initial Report. Report the injury/death immediately to the responsible order issuing authority, cognizant group or station, or to the District Eleven Command Center 510-437-3705 who will notify DIRAUX.
3. Filing Procedures and Compensation.
 - a. Auxiliarists filing for reimbursement for emergency care must provide all the required information within 30 days of the injury. Procedures can be found in Chapter 5 reference (a). Completed CA-1 forms (see appendix) should be mailed to DIRAUX:

Commander, 11th CG District (oax-n)
Coast Guard Island, Bldg. 21
Alameda, Ca 94501
 - b. Prior to seeking follow-up care, review reference (a) for policies and procedures for follow-up care.
 - c. Follow-up care for an injury or illness which occurred while assigned to duty is referred to the Department of Labor (DOL) Officer of Workers' Compensation, not the USCG. DOL must have approved this claim before payment can be made to treating physicians for follow-up care.
 - d. Prior to obtaining follow-up care from a physician, the member must insure the treating physician is willing to accept prescribed DOL rates for medical service rendered.

C. Communications.

1. Auxiliary Working Frequencies. Below are the working frequencies designated in the Eleventh District (NR) for official Auxiliary use. They may be used by Auxiliarists only when conducting SAR, emergency operations, official Coast Guard Auxiliary business, communications, or when directed by competent Coast Guard authority.

Channel	Frequency	Use
83A	157.175 MHz	AUX Comms. Radio Facilities
	*149.000 MHz	*Black Mountain Repeater
	*143.280 MHz	*Mt. Vaca Repeater
	*143.280 MHz	*Snow Valley Repeater
	*143.280 MHz	*Mt. Diablo

***Repeater Use Authorization.** Contact the ADSO-CMR (as listed in the Eleventh District (NR) Auxiliary District Website) for requesting authorization to utilize this frequency. The ADSO-CMR will obtain written permission from Chief, Telecommunications Division, Eleventh Coast Guard District.

2. Land Mobile Patrols.
 - a. The facility must be currently inspected and be issued orders through the appropriate area coordinators.
 - b. The Operator must be a qualified Communications Specialist.
 - c. All patrols should be scheduled through the Assistant District Staff Officer-Communication-Land, (ADSO-CML.)
 - d. Land Mobile Patrols are reported under, Categories 01A, 02, 03, or 20A, for Scheduled Mobile Patrols and Category 25, SAR Call Out, on the Activity Report –Mission ANSC 7030 Form.

D. Group San Francisco Area of Responsibility (AOR).

1. Station Bodega Bay: From the Mendocino/Sonoma County line south to Point Reyes (37-59.8N, 123-01.3W) including the Russian River, and 50 miles out to sea.
2. Station Golden Gate: On the coast from Point Reyes South to Ano Nuevo, from 50 miles out to sea to San Francisco Bay west of Alcatraz and Angel Island.
3. Station Monterey: 100 nautical miles of coastline from Point Ano Nuevo south to Monterey/San Luis Obispo County line. The Monterey Marine

Sanctuary, which covers 5,000 square miles, is the nation's largest marine sanctuary and covers the entire Station Monterey AOR.

4. Station San Francisco: San Francisco Bay south to San Jose, west to Pier 45 in San Francisco, to Alcatraz Island, to Point Blunt on Angel Island, and north from Point San Pedro to Point San Pablo at the south end of San Pablo Bay.
5. Station Carquinez: From Point San Pablo and Point San Pedro to the west at 37-57.9N, 122-25.7W, to Stake and Simmons Point at 38-03.1N, 121-57.0W. This area includes the Petaluma River, Napa River, Montezuma Slough, Suisun Slough and other tributaries, and encompasses approximately 300 miles of navigable waterways.
6. Station Rio Vista: Encompasses 1500 miles of delta region waterways, including the Sacramento and San Joaquin Rivers, and their connecting tributaries.
7. Station Lake Tahoe: Lake Tahoe
8. Nevada & Utah: Operations coordinated by Group San Francisco, with the exception that the Order Issuing Authority for Lake Powell, UT is Activities San Diego.

E. Group Humboldt Bay Responsibility (AOR). Includes Station Noyo River and Station Humboldt Bay north to the California/Oregon border 200 miles south along the coast to the Mendocino/Sonoma County line to include Arcata Bay and Humboldt Bay.

F. Air Auxiliary D11N Patrol Program.

1. Program Administration.
 - a. Mission Coordination.
 - (1) Air Station San Francisco has call out authority for all Air Auxiliary District Eleven North mission assignments.
 - (2) Pilots should call (650) 876-2923 to request mission assignment. Confirmation of mission assignment will be in writing via email or fax.
 - (3) Missions should be requested a minimum of 10 days in advance (two Wednesdays before the desired weekend

duty), but will be accepted on shorter notice on a case-by-case basis.

- (4) AM flights will be flown between 0800 and 1400. PM flights will be flown between 1400 and 2000.
- (5) Mission requests should include Patrol Area (see table 4-1), Date, AM/PM, Air Crew, and Facility.

b. Pilot / Aircraft Eligibility.

- (1) The normal regulations per reference (m) for Air Auxiliary apply.
- (2) Aircraft Facilities must have been accepted by DIRAUX and have a current inspection.
- (3) Pilots must be qualified and current per reference (m) and AIRSTAINST 16798.3.

c. Mission Execution.

- (1) Pilots in Command (PIC) will contact the appropriate USCG Group Command Center via land line prior to take off to notify the Group Controller of operations in their Area of Responsibility (AOR) and request, if applicable, specific tasking.
- (2) PICs will insure that a radio guard is established with the appropriate USCG Group and that a 15 minute comms schedule is maintained at all times during the mission. The radio guard shall be secured prior to landing. In the event of a Remain over Lunch (ROL), if available, cell phone contact should be established.
- (3) Mission activity should be reported via Activity Report-Mission Form, ANSC 7030, and mailed through your FSO-IS to your SO-IS. There is no need to attach the respective CG Aux Patrol Order (Form CG-5132). The CG-5132 should be mailed to the Order Issuing Agency requesting reimbursement.
- (4) Non-standard event (i.e.: pollution sighting, SAR, etc.) should be reported via land line to CGAS San Fran OPSCEN to be passed to the Air Aux Liaison or

Operations Officer as appropriate upon mission completion.

- (5) In the event of mission cancellation, contact Air Station San Francisco with as much prior notice as possible. Complete CG Aux Patrol Order (form CG-5132) w/ reason for cancellation (i.e.: CANX for WX, CANX for Crew, etc).

Table 4-1

AIR AUXILIARY D11N PATROL PROGRAM	
PATROL AREA	MISSION TIME, TYPE & COMMUNICATIONS
<p>A L P H A – N o r t h e r n C o a s t a l A r e a</p> <p>Stations Covered:</p> <ul style="list-style-type: none"> • Sta Humboldt Bay • Sta Noyo River <p><u>Mission Profile:</u> Gualala River to California/Oregon boarder, ROL/BSF in AOR. <u>Radio Guard:</u> Group Humboldt Bay, VHF freq 83, Tel (707) 839-6113.</p>	<p><u>Mission Time:</u> Missions are available daily for AM and PM slots in each Patrol Area. The AM missions will be flown between 0800 and 1400. The PM missions will be flown between 1400 and 2000. The time slots are intended to give pilots leeway in departure time for WX.</p> <p><u>Mission Type:</u> Patrols will include elements of the following mission types, as well as other duties assigned by the USCG:</p> <ul style="list-style-type: none"> • <u>Safety Patrols</u> (see Aviation Training Text Chapter 1, section B): <i>“Air safety patrols are flown over a wide expanse of water in a vigilant effort to keep our boating public safe.”</i> • <u>Marine Environmental Patrols</u> (see Aviation Training Text Chapter 1, section E): <i>“Auxiliary Aircraft can help the Marine Safety Offices (MSO) in this mission by patrolling/observing harbors and other areas for unreported spills and reporting their observations back to the applicable MSO.”</i> • <u>Search and Rescue</u> (see Aviation Training Text Chapter 1, section C): <i>“Auxiliary aircraft can be used for SAR missions with or without surface vessels. Aircraft can be used effectively for first light searches and ELT/EPIRB searches.”</i> • <u>Other Mission Types:</u> (see Aviation Training Text Chapter 1, sections H, I, J). <i>The above missions may also be combined with duties relating to Area Familiarization missions, Photographic mission, and other missions deemed appropriate by the Coast Guard.</i> <p><u>Communications:</u> Pilots, aircrew, and observers should familiarize themselves with Chapter 8 of the Aviation Training Text: <i>“The primary purpose of Auxiliary Aviation is to act as the eyes and ears for Coast Guard and Coast Guard Auxiliary operations and transmit the information gathered to shore or operating facilities.”</i></p> <ul style="list-style-type: none"> • A radio guard must be established and maintained at all times during the patrol. Pilots, aircrew, and observers should consult Chapter 8 sections D and E for procedures. Also, see Patrol Area column for VHF frequencies in each Patrol Area.
<p>B R A V O – C e n t r a l C o a s t a l A r e a</p> <p>Stations Covered:</p> <ul style="list-style-type: none"> • Sta Bodega Bay • Sta Golden Gate • Sta Monterey <p><u>Mission Profile:</u> Santa Cruz to Gualala River, overfly Clear Lake, ROL/BSF in AOR. <u>Radio Guard:</u> Group San Francisco, VHF freq 21, Tel (415) 399-3451.</p>	
<p>C H A R L I E – S o u t h e r n C o a s t a l A r e a</p> <p>Stations Covered:</p> <ul style="list-style-type: none"> • Sta Monterey • Sta Morro Bay <p><u>Mission Profile:</u> Morro Bay to Santa Cruz. ROL/BSF in AOR. <u>Radio Guard:</u> Group San Francisco, VHF freq 23, Tel (415) 399-3451. South of Piedras Blancas Group LA/LB, VHF 83, Tel (562) 980-4443.</p>	
<p>D E L T A - S a n F r a n c i s c o B a y a n d D e l t a</p> <p>Stations Covered:</p> <ul style="list-style-type: none"> • Sta Golden Gate • Sta San Francisco • Sta Carquinez • Sta Rio Vista <p><u>Mission Profile:</u> SF bay (north of SFO low Bravo), San Pablo Bay, Suisun Bay, Stockton Deepwater Channel, Sacramento Deepwater Channel. <u>Radio Guard:</u> Group San Francisco, VHF freq 21, Tel (415) 399-3451.</p>	
<p>E C H O – E a s t e r n L a k e s</p> <p>Stations Covered:</p> <ul style="list-style-type: none"> • Sta Lake Tahoe <p><u>Mission Profile:</u> Lake Tahoe, Pyramid Lake, Walker Lake. <u>Radio Guard:</u> Group San Francisco, VHF freq 21, Tel (415) 399-3451.</p>	

G. Qualifications for Patrolling in District Eleven North.

1. Qualification – Facilities.

- a. Vessels and Aircraft need to be inspected each year. Mobile and Land Fixed communications units need to be inspected every three years. Facilities must be inspected as an “O” facility to be able to receive orders.
- b. A Coast Guard form CG-2736 (series) Facility Inspection and Offer to Use form is used to document the required facility inspection. Specific forms are available for vessels, aircraft and Land Mobile Units and Fixed Land Stations.
- c. The CG-2736 (series) forms, including appropriate instructions for the preparation of each form, are available on the Coast Guard Auxiliary web page or from the Flotilla Materials Officer.
- d. Facility Inspections and the Offer for Use Form procedures are in the National Auxiliary Operations Policy Manual.
- e. Facility inspections are performed on an annual basis, one year from date of acceptance. For vessels and aircraft, if they are not re-inspected within one year and 35 days, they will be converted to Non-Inspected. Radios are valid for three years and will be converted to Non-Inspected after three years and 35 days.
- f. Facility inspections are submitted to the Director of Auxiliary for approval and recording in the information systems and the owner(s) records.

2. Qualification – Personnel.

- a. Upon completion of your crew or coxswain examination you will receive a letter granting you the crew or coxswain status. This is your proof of having earned the status. The tasks are all found in the Boat Crew Seamanship manual.
- b. There are certain tasks that need to be completed and signed off on an annual basis. The sign-off can be performed by any currently qualified coxswain. The form for this is called **Boat Crew Annual Currency Maintenance Certification** (OPS-10A). The form can be found on the District Operations web page or is obtained from the Director’s office.

- c. Every FIVE YEARS, there are tasks that need to be performed and witnessed by a Qualification Examiner. The sign-off is documented on the **Boat Crew Five Year Currency Maintenance Certification (OPS-10B)** form, available on the District Operations web page or from the Director's office.
- d. The **NAVIGATION RULES** exam must be taken every five years to maintain coxswain status. The Member Training department will help with this.
- e. An **OPERATIONS WORKSHOP** will be required some years. The District Operations department will conduct the workshop and make every effort to give all operational members a chance to take the workshop.
- f. **TEAM COORDINATION TRAINING** per current directives.
- g. Currency of coxswains, crew, and vessels may be verified from AUXDATA, AUXINFO or on the District Operations web page.

3. Patrol Order Requirements.

- a. To qualify for patrol orders, a vessel must become an operational facility. To do this, the **VESSEL FACILITY INSPECTION AND OFFER FOR USE** form (CG-2736) must be filed with the Director's office and accepted by the Director. A Vessel Examiner will perform this inspection. Contact your Vessel Examination officer.
- b. An **OP-8 FACILITY ORDERS REQUEST** form must be filed along with the CG-2736. A separate form must be filed by each coxswain that will expect to operate the vessel, including the owner. This form is available on the District Operations web page or from the Director's office.
- c. Crew requirements are as follows:
 - (1) Less than 26': TWO CREW, including coxswain.
 - (2) 26' to less than 40': THREE CREW, including coxswain.
 - (3) 40' to less than 65': FOUR CREW, including coxswain.

(4) Greater than 65': FIVE CREW, including coxswain.

d. Maximum Crew. Maximum crew shall be no more than twice the minimum crewing requirements for normal patrols. When a mission is being conducted primarily as a training mission, Cox'n judgment may prevail. In no case shall total number of persons on board exceed the manufacturers stated maximum capacity.

e. Fixed Land/Land Mobile.

(1) Fixed Land. The minimum requirement is one Communicator.

(2) Land Mobile. The minimum requirement will always be the vehicle operator, (Communicator). But it is highly recommended that one additional Crewmember, (Communicator), be added whenever possible.

4. Patrol Orders.

a. In District 11NR, orders are obtained from the **AREA COORDINATOR**. The names of these are found on the District Operations web page or can be obtained from your Operations officer. Call a minimum of seven days before your scheduled patrol. It is the responsibility of the coxswain to ensure that all crewmembers are currently qualified. You must provide the Area Coordinator with the names of your crew. The Area Coordinator will check that the coxswain is current with District requirements. You will not receive orders if you are not current, your crew is not current, or your vessel is not current.

b. REIMBURSEMENT comes through Group San Francisco, Group Humboldt Bay, and in some cases, especially for Division 6, Group Los Angeles/Long Beach. For Lake Powell, reimbursement is through Activities San Diego. Within a week of your patrol, send your orders to the respective Group.

5. Special Paperwork.

a. **Orders forms** are obtained from the District web site. Do not use the orders from the National web site. The forms are valid for the District fiscal year, which runs from 01October through 31 September. These papers must be filed with the Group Commander within one week after the patrol.

- b. **OP-8 Facility Orders Request Form.** Must be filed for every boat on which a coxswain wishes to secure orders. Please fill out carefully and be sure to PRINT your name on the form as well as sign it! This form is turned in to the Director's Office.
- c. **OPS-10A and OPS-10B. Boat Crew Annual and Five year Re-Qualification Currency Maintenance forms.** The OPS-10A (Annual) is to be attached to Activity Report-Mission, Form ANSC 7030, for the mission on which the tasks were performed and forward through your FSO-IS to your SO-IS for data entry. The OPS-10B (Five Year) is turned in to the Director's office.

6. Guests on Board.

- a. It is not general policy to have guests on board patrol vessels. There are times when it is to your benefit to have guests aboard, and we realize this, though we do not encourage it. When you experience this special circumstance, this is the procedure to follow. **This is not a procedure that you can undertake the day before the patrol and expect to get it done.** You must do this a week or two in advance.
- b. The Unit Commander must authorize any guests by name or by title on board an Auxiliary facility while underway under orders. This authorization must be in writing. The Unit Commander is the Commander of the Regular Coast Guard unit for which the Auxiliary facility is patrolling. This could be a Station or a Group. For example, a facility patrolling the Delta would contact Station Rio Vista, while a facility patrolling Strawberry Lake in Utah would contact Group San Francisco. Unit Commander duties as they pertain to this can be delegated to the operations division or perhaps to the OOD. A sample letter to request permission for guests can be found in the appendix of this manual.

H. Crew/Cox'n Certification Process. How does the crew/Cox'n process work, and what does a person need to do to become certified? This is a fairly simple process, and with few exceptions follows National policy.

- Step 1. QUALIFICATIONS SIGN OFF. Get your book signed off by a qualified person. This can be anyone who holds a current certification in the qualification you are seeking; i.e., If going for crew, any certified crewmember can sign off your ability to tie a bowline, and thusly, if going for Cox'n, any certified Cox'n can sign off your ability to take a vessel in side tow. Having completed all requirements for the position you are interested in becoming certified, including having your book signed off IN FULL, with documented u/w hours and completion of NAVRULE'S (for Cox'n), proceed to step 2.
- Step 2. FLOTILLA COMMANDER (FC) REVIEW. Take your FULLY SIGNED OFF BOOK to your flotilla commander. The FC will review the book for completeness, and then proceed to step 3.
- Step 3. COORDINATE SURFACE FACILITIES. Arrange for two boats to be available on your preferred testing day . Work with the FC or other operations staff as needed. A specific QE may be requested although the request is simply that and the QE coordinators are under no obligation to assign a specific QE. A gold side QE may also be requested. This info should be passed to your FC.
- Step 4. COORDINATE A QUALIFICATION EXAMINER (QE). The Flotilla Commander will contact the QE coordinators who will verify the following:
- 1) Two boats are arranged.
 - 2) The qualification book is completely signed off.
 - 3) A specific date and location has been selected
 - 4) Any other specific requirements which may be particular to your qualification day.
 - 5) The QE coordinators will randomly (depending on area) select a QE from a pool of highly qualified QE's, available to either grant or deny qualification to the level being tested.
- Step 5. QUALIFICATIONS REVIEWED BY A QE. The first thing the QE is going to do is go through your book, and

determine that all tasks have been signed off (if not, the process should not proceed). After review, and signoffs are complete to the QE's satisfaction, the QE will ask you questions related to your desired qualification. If possible, this should be a panel question and answer session preferably with a certified Cox'n and crewmember also on the panel. This is where the QE is going to decide, based on your answers and knowledge, whether or not to proceed to the next step, which is your underway check ride.

Step 6. UNDERWAY CHECK RIDE. The check ride is where you will demonstrate your ability to perform the tasks you have worked so hard to perfect and for the QE to make the determination whether you have mastered the skills satisfactorily to be qualified. Remember, the QE is on board to evaluate your abilities, not to train you. The QE will come on board, expect a good underway brief, tell you to get the boat u/w, run you through specific drills, and ask you to return to port. If during the evolutions the QE determines that you need additional work on a specific skill, the day may turn from a qualification day into a training day. In this case, the QE can schedule another day to continue your qualification. The QE will not train you on a specific skill and then proceed with the qualification process on the same day. This process mirrors a check ride on the gold side.

Step 7. QE DETERMINATION. Once you have demonstrated your skills, the QE notifies the QE coordinator on the results of the day, and sends the necessary paperwork to DIRAUX. DIRAUX reviews your file to determine eligibility for the position qualified, and if all requirements have been met, notify you by letter via your FC.

2. If followed, the process will flow simply and quickly. Bringing the flotilla commanders into the loop has brought "checks and balances" to the program. Having the QE coordinator randomly assign QE's assures no favoritism comes into play during the check ride. An important thing to remember is that your QE cannot be a person who has been doing check offs in your book. Boat Crew certification is one of the most critical processes within the Auxiliary program and should be taken very seriously. As a crewmember, you have to be able to react to changing situations without hesitation, and as Cox'n, your leadership, and decisions could dictate the outcome of potentially life threatening scenarios.

