



# SAN FRANCISCO FLEET WEEK

2011

## USCG AUXILIARY POLICIES, PROCEDURES AND GUIDELINES

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*Latest Revision: August 31, 2011*

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## 1. Introduction

The largest, regularly-scheduled single event involving US Coast Guard and Auxiliary assets in District 11N occurs early October each year, the annual San Francisco Fleet Week event. Typically 40-50 surface assets patrol 4 days maintaining safety zones for the air shows and military parade of ships. Approximately half of these are USCG Auxiliary vessels, the rest including Coast Guard (CG), local Law Enforcement (LE), Other Government Agencies (OGA), harbor masters, and others. In addition, a number of Auxiliary land mobile units augment Coast Guard, Federal Aviation Authority (FAA), and other communications assets, while other Auxiliarists assist with a variety of shore-side public affairs and other tasking.

This is also the most visible marine event in the District during the year, with hundreds of thousands of spectators ashore and over a thousand private recreational boats (and most all of the commercial passenger boats in the area) on the water to watch the shows. Regular commercial traffic (including ferry boats, tugs and barges, tankers, container ships, bar pilot boats, commercial fishing vessels) are also transiting the bay doing their normal on-going activities. With heavy radio traffic on multiple channels and often very crowded waters, the performance of the Auxiliary units on the radio, on the water, on shore, and in general throughout the week is highly visible to the recreational boating public, professional mariners, and to the active duty CG and LE assets. Besides having an important role to play in helping to ensure the safety and security of this event, the Auxiliary units also have an important opportunity to highlight their seamanship, courtesy and professionalism.

While the Auxiliary units have demonstrated their capabilities and critical value to this event for decades, there is always room for improvement. Many areas involve “standard” policies and procedures that operations members should already be familiar with, but, due to lack of experience, exposure, or consistent training and enforcement in different parts of the District, they are not consistently demonstrated by all units. Because this event includes an unusual blend of assets from many areas around the entire District, plus being so large and unlike typical weekend patrols, there are also a number of additional policies and procedures that are both critical and unique to this event.

This document has been developed to help reiterate the most relevant policies and to help convey a number of the detailed procedures involved in this special event. Portions of this information should be of use in other patrol situations, but much is unique to Fleet Week. In any event, all Auxiliary Fleet Week participants (coxswains, crew, crew trainees, and land mobiles) are expected to read this document prior to participation in any Fleet Week patrols. While most of the information should be familiar, especially to those who have supported this event in the past, most all of the “guidelines” mentioned have been included due to known discrepancies seen in past evolutions. Some procedures are new or revised each year, and all the information should be a good review for all participants. Any questions or further clarifications can be obtained at the Auxiliary Skippers’ meeting before the event, or by contacting the appropriate contact from the list in Appendix A at the end of this document.

There are many policies, procedures, and references which apply to units on patrol, and they will not all be repeated here. However, it is expected that all are familiar with the relevant material. For example, note that Fleet Week is a major planned event, and therefore utilizes aspects of the Incident Command System (ICS) that all Auxiliary operational personnel should already be familiar with, including terminology (e.g., the patrol areas on each side of the safety box have “Division” designations and separate frequencies, as they are geographical sub-units of the overall event command structure).

All of the myriad share holders and chains of command, including Sector SF, DIRAUX (CG Director of Auxiliary), local CG stations, CG patrol boats, and Auxiliary officers, have annually expressed their thanks and appreciation for the level of support and effort they receive every year from the Auxiliary membership for this event. Everyone’s goal is to make the Auxiliary participation safer and more professional, while continuing our history of providing meaningful assistance. Please carefully read the entire document – we hope that it will make your future participation easier as well as safe, pleasant, and professional. Thank you for all your assistance with this major annual event and in working together towards these goals.

## **2. Event Overview**

San Francisco's Fleet Week event is a long-standing tradition in celebration of the men and women of the armed forces. More details are available on various web sites, such as <http://www.fleetweek.us/>, which includes details on many events, tentative participants and times. The primary CG surface asset participation is during the air shows (multiple days, Thursday – Sunday, Oct. 6-9, includes practice dates) and the Parade of Ships (Saturday, Oct. 8). During these events, patrol boats establish and maintain large safety zones (“boxes”) to provide clear water for the air show base and ship parade corridor. There will be a variety of civilian and military air show participants, this year including the US Navy Blue Angels and Canadian Snow Birds. Participating military ships often include a variety of US Navy, US CG, and some foreign Navy ships. Many hundreds, even thousands, of spectator boats will be out some days, as well as on-going commercial boating traffic (e.g., tankers, tugs, barges) and most all “spectator” cruise boats (ferry boats and various bay cruise boat lines) from the area.

The event continues through October 11 with ship shore-side tours and other land-based activities – an estimated 10,000 service men and women are expected to have shore-side leave. The Auxiliary is also heavily involved this year in supporting land-based Public Affairs and other activities. Contact Rick Saber (see contacts list in Appendix) if you can assist.

The Auxiliary vessels are part of the large (roughly 6 miles around) perimeter for these safety zones. The primary role is to keep the zones clear and free of intruding boats (including our patrol boats), and notify boaters of the safety zones and where they can transit or anchor. There will be FAA (Federal Aviation Administration) representatives ashore during all air activities, and they will delay or cancel the air shows if the safety zone does not remain clear of vessels. There will also be Navy and other armed vessels and armed aircraft assisting with security zones around the military ships for the Parade of Ships and their berthing. The Auxiliary vessels will maintain an outer perimeter in that case, and are not permitted to approach within the designated security range of the military ships.

There will be specifically designated SAR response and LE incident boats assigned to each area of the safety perimeter (not Auxiliary vessels). A large LE presence will be on the water and on shore, as well as designated boarding team drop off areas and medivac points. The details of these locations and of specific location assignments for each unit (including the Auxiliary vessels and land mobiles) will be provided at the Auxiliary skippers briefing.

While our primary mission will be to assist in the safety of all present, Fleet Week patrols are also an excellent opportunity to see some great air shows and military ships.

## **3. Timeline**

Due to the magnitude of this event, a considerable amount of advanced planning and related preparation effort is required. Many organizations outside the CG are involved in such a large event (e.g., Navy ships and Blue Angels, San Francisco city planners, FAA). The bulk of the CG-related planning falls on Sector San Francisco, including marine event approvals, requesting CG assets from throughout the west coast (and arranging berthing for typically a dozen or more extra non-local CG patrol vessels and crews), working with dozens of LE assets, etc. The Auxiliary component needs to function as an augmentation to the CG assets, in a timely and independent process that dovetails smoothly with the CG needs. Therefore, deadlines need to be enforced to ensure seamless integration with the overall schedules.

There are also variables that affect each year's details. Participants in the ship parade and air shows vary each year, as do sponsorships and special events (e.g., firework shows).

The following bullets provide a summary of the critical deadlines for Auxiliary participation in the overall 2011 Fleet Week schedule:

- September 1 – Final Fleet Week Policies and Procedures Guidelines document (this document) made available to all potential District 11N Auxiliary participants.
- September 25 – All requests for orders for Auxiliary units (surface and land mobiles) must have been entered into POMS (earlier is preferred). Ensure that you have requested orders for each day that you intend to be on patrol, and with all the appropriate field designations. All coxswains and land mobiles requesting orders should read this document in its entirety prior to submitting any requests for orders.
- October 2 (Sunday) – Auxiliary Skippers Meeting for all Coxswains and Land Mobiles receiving orders. Each facility must have a representative in attendance. Details such as assigned locations, frequencies, and on-station times will be provided, box lunches ordered, and questions answered. Crew members are also encouraged to attend. Civilian attire acceptable. *Note:* Attendance will be taken and units need to send at least one member who is actually scheduled to be on-board their facility to attend this meeting. Units who normally patrol in other locales are strongly encouraged to line up one or more crew members who frequently patrol in the SF Bay area. Tentatively, 1400-1600 in the CG Galley on Yerba Buena Island. Allow extra travel time due to Bay Bridge construction activities on the Island.
- October 3 – All requests for orders will be activated in POMS or (if necessary) rejected, and a final list of Auxiliary participant units provided to Sector SF by the SF Bay Patrol Area Coordinator (PAC).
- October 6-9 (Thursday-Sunday) – Patrol dates for 2011. On-scene times will be approximately 1100-1730 each day, Saturday starting 0900 (final times provided at Skippers meeting). *Note:* units may request orders to participate on any/all of the days. Saturday and Sunday are the most critical days, needing all assets possible.
- October 31 – All data should be entered into POMS for all patrol claims and the claims and related 7030 (Mission Activity Reports) submitted up the appropriate chain (SectorSF for claims, AUX IS chain for activity hours).

#### **4. Requesting Patrol Orders**

All requests for vessel or land mobile patrol orders for Fleet Week must be properly entered into POMS (no orders will be processed outside of POMS), and entered no later than the order request deadline noted above. Where possible, enter order requests for each patrol date desired well ahead of the deadline to ensure no last minute delays or issues that would need to be resolved, and to help the CG plan the number of assets to expect. Coxswain/land mobiles must ensure that their qualifications and their crew's qualifications are current, their status in POMS is active (valid email address, valid direct deposit entry on file with FINCEN, etc.), the facility inspection is current for the duration of Fleet Week, and they have necessary current year OPS-8 forms on file for the designated coxswain to obtain orders.

It is important that the proper information is entered into POMS for all order requests. Please use the correct “Station” (“Sector SF Response”) and “Area” (“Fleet Week”) as well as all other information. A separate order request/order number is needed for each patrol day.

Please note that if you put in for orders for a given date for Fleet Week patrols, that you are expected to arrive on time for that day’s designated “on-station” time and patrol the entire time required. When you put in for orders for a given day, the CG will be counting on your timely participation. If you plan to require a day of transit before or after the days you will patrol, you must get advance permission from Sector SF AuxLo for those to be under orders, and mark in the POMS order request comments clearly indicating that the orders for that date are for transit only and that you will not be available for regatta patrol assignments. If you wish to transit under orders, remember that you would be required to have a full qualified crew on board, use proper uniforms and signs, maintain appropriate radio guard, and be available for SAR or other assignments. There will be special radio guard requirements if you are transiting on Oct. 6-9, as there will already be heavy radio use of many frequencies. If you expect to transit under orders, be sure to understand the special communications requirements.

Failure to enter order requests prior to the deadline, or failure to meet other guidelines or qualifications including attending the skippers’ meeting, may result in your orders not being approved, or being cancelled.

## **5. Making Launching/Docking/Berthing Arrangements**

While the Coast Guard is normally very accommodating to Auxiliarists stopping by at their docks and stations during normal patrols, the large influx of CG assets to the SF Bay area for Fleet Week means that the local stations are hosting large numbers of out of town CG boats and crews. For Fleet Week, there can be half a dozen 87-foot CG Patrol Boats in SF Bay, as well as many smaller boats from CG Stations such as Bodega Bay, Lake Tahoe, Rio Vista, Vallejo, Monterey, and Noyo River, all of which require dock space and room for their crews. Local CG stations that are affected include Sector San Francisco, Station San Francisco, Station Golden Gate, and Coast Guard Island (Alameda).

Therefore, during Fleet Week, all Auxiliarists are required to make all their own boat docking and crew accommodations outside of the local CG stations and CG chain of command. That means no Auxiliary vessels can use CG stations for overnight docking during this event, or for crew berthing. Do not make requests of the stations for exceptions and put them in awkward situations or their crews under extra burdens. Auxiliarists who are members of Yacht Clubs may have reciprocal privileges for guest dock accommodations with local SF area Yacht Clubs or may be able to rent guest docks at local marinas, or trailered boats can arrange to launch and recover daily at a number of local marinas. Some marinas allow overnight stays on the boat at guest docks, or there are many hotels (or maybe friends or relatives) in the area. Due to the large number of spectators and other visitors for this event, you should arrange for your accommodations well before the event dates. There will also be CG crews using some of the local marinas and launch ramps for their trailered boats. If you are trailering in, be sure you are familiar with the launch ramp and trailer parking facilities you plan to use, and check ahead of time if there are any issues about use at low tides or other special considerations.

Note that reimbursable orders unfortunately do NOT cover dock/berth or hotel fees, although ramp launch fees are covered. There are also limits as to trailering and/or boat travel transit distances that will be funded under orders (default max = a single 200-mile round-trip).

The distance funding limits vary from year-to-year/case-to-case depending on the need for boats from outside the local area, and depending on the number of patrol days the boat provides. Contact the SF Bay Area PAC if you have specific requests for transit days or trailering, and Sector SF approval will also be required.

This also means that Auxiliarists should not attempt to “cruise in” to the local CG stations during Fleet Week event days at any times for meals, to tie up to meet with other boats, or even to pick up/drop off crew, as the docks will be crowded with the extra CG boats from out of the area. While we are part of Team Coast Guard, we are volunteering to assist with Fleet Week and the active duty CG assets and personnel must have first priority for the very limited accommodations (including dock space and housing) that are available in the SF Bay area. Please also read the section on Fuel if considering fueling at Station SF at any point.

## **6. Requesting Waivers**

While requests for any policy waivers should always be kept to a minimum, it is expected that some facilities will want the option to take extra crew, crew trainees, or guests along, or have other reasons to request waivers of selected standard policies during Fleet Week. As previously mentioned, all national and district policies are in effect for Fleet Week, as well as some additional local policies unique to Fleet Week. All potential waivers of any policy for any patrol require that the proper procedures be followed, which normally includes timely requests in writing to the appropriate authorizing office and written approvals.

Do not overload your vessel – you must adhere to vessel capacity plate limits. In general, too many people can distract from duties, cost the CG more funds (extra meals, extra fuel for extra weight, etc.), and/or limit your capacity to pick up victims in SAR situations. However, no special waivers are required based on number aboard if within safety limits. Of course you must have appropriate PFDs for everyone on board and room to safely work.

Another standard policy that applies to all Auxiliary patrols is that any passenger aboard who is non-Coast Guard (neither active duty, reserve on duty, nor Auxiliary) requires a written waiver/approval ahead of the patrol, and also the coxswain must be sure to obtain a signed Waiver of Liability from each non-CG passenger when they come aboard for the patrol. The request for taking each guest (by name, along with the other information in the previous paragraph) must also be in writing (email acceptable), to the Order Issuing Authority for that patrol (for Fleet Week that would be Sector San Francisco’s AuxLo – Auxiliary Liaison Officer). Remember that the signed Waiver of Liability form (available on the district web site) for each guest must then also be submitted along with the 5132 Claim form and 7030 Activity Report after each patrol as well. Both the request and waiver forms are available on D11N web site in Surface Operations area.

Waivers for not wearing “survival suits” (“Mustangs”) on patrol cannot be obtained ahead of time, as the policies are dependent on the air and water temperatures of the patrol area at the time of the patrol. A blanket waiver may be granted for each day of Fleet Week at Sector’s discretion (the SF Bay water temperature is often below the level where members must wear their “Mustangs” or get a waiver), and will be determined each day. Members are reminded that they must always have an appropriate size suit on board for each person on board, even when a waiver is granted. You can check with your Division Commander once on-scene if temperatures are not above the 80/60 limits and if you have not previously been notified of any waiver and are interested in changing to some other PFDs, otherwise you should

wear the suits while on patrol. Remember PFDs used by Auxiliarists should never be marked with “US Coast Guard” only – they must have “AUX” or “Auxiliary” included in the markings.

Many other standard policies also exist, most of which are not likely to be appropriate for waivers for Fleet Week (e.g., no pets aboard during patrols, minimum number of crew required for vessel size, no sirens, cell phone/texting rules). If you feel you need a waiver or have questions about any policies, check the standard references such as the Auxiliary Operations Policies Manual, Boat Crew Manual, etc. (information on many policies and links to documents and forms are available via the District 11N web site at: <http://ops.d11nuscgaux.info/> ) or contact DIRAUX office. Do not leave these to the last minute, so that there will not be any disappointments.

## 7. Preparing Your Crew and Facility

It is highly recommended that you carefully inspect your facility a number of days ahead of your patrol date(s) to make sure that all is operational and ready for some long and continuous days of patrols. Check your date of facility inspection and (if non-owner coxswain) valid OPS-8 status. Coxswains must ensure that all facility-required gear is aboard and operational, including appropriate-sized survival suits for each person that will be aboard, working 25-watt radio(s), and a copy of that day’s orders. An operational red/yellow safety light is also a requirement for all Fleet Week patrols. Sufficient personal protection supplies such as sun screen and ear plugs should also be available for all crew and passengers.

On the morning before any patrol, be sure to re-check the inventory and operational status of all your gear. Ensure all hand-held radios and loud hailer, cell phones, etc. have their batteries fully charged (any cameras, too, although those are optional). Also always check that your crew arrives in proper uniforms, fit for duty, and have all appropriate PPE/safety gear.

Double-check that your patrol signs are mounted correctly, and also that your US and Auxiliary patrol ensigns are in good condition and properly displayed. Maintain a sharp looking boat, make sure no loose trash or gear can fly off your boat to pollute the bay, and ensure your fenders are not hanging out. Everyone on board (crew and passengers) must be wearing proper PFDs at all times, and wearing them properly (e.g., zipped up, not loose).

**All your crew members (and crew trainees you may expect to have aboard) should also read this entire document prior to the event so that all are familiar with the policies, the expected duties, operational details, and other information.** You should also provide a full crew briefing each morning on your facility and the expected events of the day. Knowing your Area of Responsibility (AOR) or AreaFam (Area Familiarization) is also important. If you do not normally patrol in the SF Central Bay area (or do not patrol there many times each year), be sure you are familiar with all the critical locations ahead of time and have current charts available. You need to make sure that you know the Medivac locations and important landmarks that may be involved in maintaining your assigned positions or referenced if you are diverted locally for cases or assistance. If you know the area but your crew does not, take time during the patrols to point out relevant locations and their names and significance. If you are not a frequent SF Bay boater, try to arrange for one or more experienced, local crew members.

## 8. Getting Underway for Patrol

It is crucial that you arrive on-station (at your appointed position) no later than the designated time for each day, preferably 15 minutes or so earlier. Be sure to leave plenty of time to get on-station. Have your facility already checked-out and ready to go, and make sure your crew understands the importance of arriving at your docks on time and getting underway on time. Expect heavy traffic, on the roads every day (on weekdays with normal commute traffic, and weekends for crowds going to the event), as well as on the water, especially Saturday and Sunday when a lot of recreational boaters are likely to be out to watch the show. Do not expect to cut across the box to save time – if you arrive anywhere near the box once PATCOM has declared it closed (which may be earlier than the posted times), you must go around the box to get to your station like all other vessels.

From the time that you first get underway and assume patrol for Fleet Week, you will assume patrol via special procedures outlined later in the “Communications” section, and not as done normally with the local CG Station. Read that section carefully for the special radio procedures for Fleet Week patrols.

If for any reason you are unable to patrol on a day for which you had previously obtained orders, you must contact the PAC (Patrol Area Coordinator) and Sector AuxLo representatives as soon as you are aware that you will not be available. This can be done with a combination of emails (up to the night before) and phone calls (if not known until that morning) to make sure someone gets the information in as timely a manner as possible. If you must leave the patrol area due to some casualty one day and know then that you will not be returning the following day or any remaining days of the event, also notify your Division Commander at that time. Cell phone numbers will be provided at the skippers meeting.

## 9. Arriving On Station

All necessary chartlets and location designations will be distributed at the skippers’ meeting on October 2. Know your assigned location, your assigned Division designation, and your Division Commander’s call sign, cell phone number, and assigned radio frequency. Go to your location and maintain radio communications on the designated Division frequency. Note that your assigned location, division, and frequency may be different on different days. Remember that you are not on-station yet just because you are in sight of the box area, or have reached one end of your Division’s line and might still be 2 miles from your assigned spot.

As soon as you are at your assigned station on your designated line, report on-station to your Division Commander on the designated radio frequency for that Division (or direct with PATCOM for some Land Mobiles). If the Division Commander is not yet up on that frequency (the patrol boats typically used for Division Commanders or PATCOM are often amongst the last on-station since they all need to attend morning briefings at Yerba Buena Island and pick up Sector and other personnel before proceeding to their line), wait at least 10 minutes before trying to contact them again, or until after you hear them communicating with other units in your Division. In general, remember there could be over 60 patrol units out there, plus normal radio traffic, so keep all radio communications to the bare, professional minimum throughout the entire patrol.

## 10. Patrolling On Station

As in all patrols, good application of TCT (Team Coordination Training) is crucial. Everyone on board should be helping with lookout duties, monitoring radio/boat/aircraft traffic, keeping the helmsperson informed of potential dangers or actions needed, and helping to keep station properly. Help each other out and communicate plans, warnings, and suggestions. Especially on weekends, there will be more boat traffic than most crew have encountered in any other patrols, and with the added distractions of low flying aircraft and possibly fog and rough sea conditions, these patrols can be taxing. The coxswain should be sure to assign duties to all crew, monitor their performance, and rotate duties as necessary throughout the patrol.

While you will be assigned a particular location on the “chartlet” for the day, you can normally patrol back and forth for a short distance along your line (e.g., 100 yards) rather than sit entirely still or just stemming the tide, if there is space and that appears to work better to maintain the overall line. Work with the patrol boats assigned on either side of you as a team. Do not stray too far from your assigned location, as the north and south lines are a couple of miles long and the Division Commander cannot always see where all the assets are along the line and needs to depend on assets covering their assigned locations. Sometimes you can also call a neighboring patrol boat on your line to assist, especially if multiple boats are approaching and you are not sure they have noticed assistance is needed.

Be sure to keep an active radio guard on your assigned frequency at all times. Your Division Commander will pass information to all their units about when the box is to be enforced, when flashing lights are to be energized (turned on) or secured (turned off), and similar information. They may also directly call individual boats requesting specific actions or re-positioning of assets throughout the day, all of which should be occurring on your Division’s assigned frequency. Ensure someone on board is monitoring that frequency and can hear it, even during loud air traffic, at all times. It does not make a favorable impression when a Division Commander has to repeatedly call an Auxiliary unit and they fail to respond, possibly also causing the Division Commander to dispatch another asset to go get their attention, and maybe also delaying taking some needed action. You might want to have multiple radios tuned to different frequencies, but be sure that you have at least one on the proper Division frequency and that it is actively monitored at all times.

Any requests that you may wish to make (such as asking for assistance in your area, reporting potential SAR cases or collisions, needing to visit the cutter on the corner for a head call) are also to be communicated directly to your Division Commander on that same frequency, who will approve or direct any actions on your part. Note that each Division has one or more pre-designated assets standing by for SAR and/or LE actions, and will normally deploy those assets for such occasions rather than the Auxiliary units. However, they may direct an Auxiliary asset to respond to any specific (non-LE) situation on occasion or ask you to reposition to cover the unit that was dispatched, and will likely also direct Auxiliary vessels to help intercept or “educate” nearby errant boaters straying too close to the line.

Of course, you should always be alert and on the lookout for suspicious activities. If you observe collisions, potentially illegal or other activities that suggest the need for CG/LE investigation, notify your Division Commander of the incident and location and/or any requests for assistance. If deemed appropriate by the Division Commander they will dispatch a CG/LE unit to that location. Cell phone numbers for the Division Commander will be made available at the briefing if you have information that is potentially too sensitive to transmit via radio.

Make sure that your red/yellow flashing safety light is energized (and working) at all appropriate times, and that it is secured when directed. Typically they should be on during all times that any of the safety/security boxes are actively being enforced, with the exception of no flashing lights during the actual performances of the Blue Angels or other jets (the Blue Angels normally require that all flashing lights be secured during their performances to reduce distractions for them at high speeds and low altitudes). Your Division Commander will notify you when to turn them on or off, but anticipate the requirements and timing, and ask them if you have any questions. Of course secure your safety lights whenever leaving the patrol area.

Per national policies, Auxiliary vessels are NOT authorized at any time to have any other types of flashing lights (no blue lights!), nor are they authorized to use sound devices such as sirens that are normally LE in nature. Fleet Week is no exception. You can (and should) use loud hailers where possible to communicate to boaters, and your boat horn if necessary. Hand-held signs (e.g., “Do Not Enter”, “Stop”) are also very useful for such events, and are available for purchase from the Auxiliary District Store or elsewhere.

Please be firm but polite and respectful with all the boaters. Most of the time potentially infringing skippers just need education about the timing and location of the safety or security boxes, and will comply with instructions if they can understand them and you are professional with them. Refer to the person running the other boat as “Captain” or “Skipper” to be respectful to them and their passengers. Be clear in your instructions, assuming they are erring or asking questions because they do not fully understand the set-up or directions. Instead of saying something like “stay away”, give them more specific directions or options, such as “please proceed further east and do not approach the safety area outlined by the yellow buoys and patrol boats with flashing lights” or “the area along the city front is open for transit only, do not stop or loiter in that area”. Remember that they also may not typically boat in that area, and may not be familiar with which way is “east” or some of the landmarks (e.g., Anita Rock, Blossom Rock buoy), so when you pass information, use understandable instructions.

Always remember that your primary assignment when on station is to help maintain the safety zone, rather than just to watch the show or sit in the galley having lunch. Good lookouts and anticipation of potential issues are key ingredients to a safe and useful presence. Ensure that you have adequate lookouts assigned at all times (take turns eating or going below, etc.), and are watching and anticipating actions of passing or approaching boats from all directions.

Typically your position should be about 100’-200’ outside of the actual safety box line location, to help keep boaters out and have room to maneuver and time to talk to approaching boaters before they get too close to the line. You can also go out further to talk to a particular boat where lead-time may be more useful (e.g., a sail boat under full sail heading straight for the box may take longer to change course). Your Division Commander may also send you out to talk to specific boaters, or to reposition the line, so again maintain a continuous radio watch as well as watching the rest of the assets on your line for other clues.

Another area of anticipation is boats anchoring or rafting up. It is much harder to move boats once they have anchored, especially if they have been allowed to maintain that position for some time before being notified they need to move. Be particularly aware of boats that may try to anchor in areas that will be closed (and must be evacuated) during parts of the day or that are transit only areas (e.g., most everywhere along the SF city front that is south of the box area, except well inside some coves such as by Black Point). Also near the corners or the edges of the box on all sides of the box, where they could interfere with traffic needing to transit

around the box, or where they will “swing into” such areas when the tide turns. If you have any questions about allowed anchoring locations, check with your Division Commander.

Good seamanship is always important. Do not cut in front of boats or use excessive speed to chase boats. Also be mindful of your crew’s safety. Some may be eating, standing up taking photos or talking to nearby boaters, etc., so abrupt changes of speed or direction can cause injuries. Be sure that you never enter the safety box yourself. Be sure you are not drifting into the box at any time, and do not cut the corners or swing through the box to re-position. Maintain awareness of the changing tidal cycles – you will likely be drifting in the opposite direction later in the day than when first on station, and near Golden Gate there could be a 4-5 knot tidal current. If other boats along your line drift in or have trouble maintaining a proper distance outside the box, do not let that lull you into following them out of position.

NEVER chase boats into the box – if they get past you, call your Division Commander with the location and description and they will have an LE boat intercept them at the other side. Do not run off on SAR cases or to chase downed airplanes. Notify your Division Commander if you do not think that they are already aware of a SAR or LE situation, and they will direct appropriate response assets. Your function will normally be to maintain your station, continuing to maintain the safety box and keep the area clear, unless specifically directed otherwise by your Division Commander. Remember you do not have LE authority, so do not act like it. Do not put your facility and crew at risk by physically “cutting off” any vessel heading into the box – be sure you always have room to safely maneuver. Try to anticipate approaching vessels and safety get their attention without risking collisions, and when what you can safely do fails, call your Division Commander ASAP.

Similarly, do not leave your assigned area without permission from your Division Commander. If you have an engine casualty, need to rendezvous with a larger asset for a pit stop, etc., first contact your Division Commander and get their approval to leave station (or to provide any necessary assistance). There may be a reason why they need you to wait, or need time to re-position other assets. Similarly they may request you to fill in some area for other boats that have to deal with casualties or other assignments. Note that if your vessel does not have head facilities and you need a pit stop, there are larger vessels (other Auxiliary, CG cutters, etc.) in the area where you can ask permission to temporarily transfer and use their facilities. Do not expect to head all the way back to your marina or a land station while the box is being maintained, and always minimize any time off station.

If you do need to raft up temporarily or transfer personnel to another vessel, please do so slowly and carefully. Make sure you have adequate fenders (at the right height for vessel to vessel) and take other safety precautions. After asking for permission in the first place, also be sure to ask which side to come along and follow any other directions provided carefully. Always show professionalism on boarding a CG vessel and proper etiquette.

Please remain safe and professional at all times when on patrol – remember that you are representing not only the CG Auxiliary but the entire Coast Guard family. Follow your instructions and the CG and CG Auxiliary policies. The CG order issuing authority (SectorSF for Fleet Week) and DIRAUX offices have made it clear that they may cancel remaining orders for Auxiliary units who do not adequately satisfy the safety and performance requirements on patrol, in essence asking them to “go home” early. This could be both embarrassing and disruptive to the overall effort, but if an Auxiliary unit causes more problems than help, being a net detriment rather than asset for the CG, such actions can be taken if necessary.

## **11. Requests to be Released Early**

The expected times of each day's safety box/patrol requirements are known well ahead of time. If you sign up to patrol on any given day, you are expected to be available for the entire period. Some days may be delayed somewhat from the target completion time if aircraft are late to arrive or portions of the show are delayed due to fog, vessels getting into the box, or other reasons. While extended delays are rare, you should not commit to patrols and also expect to make dinner or other evening plans that cannot also be postponed if the patrol goes later than originally planned due to any event delays, late SAR cases, etc.

However, there are events which could lead to the need to be released from duty early. For example, an engine or steering failure, or crew sickness, can lead to situations where your facility is no longer fully operational or capable of adequately performing its mission, and you may need to request an early release. Note that in some situations, you may only need to request release from patrol status to go to a dock area to drop off the sick crew or to try to fix a mechanical problem and may be able to return later (if sufficient crew and operational), at which point you would again contact your Division Commander to report back on station.

In addition, safety is always important, and weather conditions can lead to unsafe conditions for some facilities. If you do not have operational radar on your vessel and visibility is significantly reduced to where you are not comfortable about the safety of your crew and vessel (San Francisco Bay does get some heavy fog occasionally), you can notify your Division Commander of the situation. In some situations, you may not have to leave entirely. If only one area of the safety zone is foggy (e.g., the entire west end), you might instead be transferred to another line (e.g., the east end). However, the coxswain needs to notify their Division Commander appropriately of their situation and help reach a proper resolution.

Similarly, if the sea conditions become unsafe for your size vessel (over 30 knot winds, high waves, etc.), you can also notify your Division Commander of the situation and again consider either being repositioned to a more appropriate location or obtaining an early release.

If you do leave your station early, whether for temporary repairs or permanently for the day, be sure to turn off your safety lights and stay clear of the safety box or any closed off areas during transit. Also use the proper communications frequencies when you switch from your Division Commander to AuxComm radio control (see "Communications").

## **12. Additional Special Duties – Tarp Boats**

Typically two Auxiliary boats each day (preferably the same boats each day for consistency) will be asked to perform the special "tarp boats" duties. This involves the boat maintaining a very specific position inside the safety box only during the aerobatics performances of the civilian air show participants, displaying a large, bright yellow tarp on top of the boat for the aircraft pilots to key and line up on (helps designate the "center line" of the safety box, as a runway would do at a typical air show on land). Boats selected for this duty must be of appropriate size and configuration (e.g., 30-foot plus cabin power boats) to display a large tarp aboard, still see what they are doing, and be able to maintain a tight station.

Please note that this assignment means that these 2 boats are inside the box **ONLY** for portions of the civilian air show – **NOT** when first maintaining the box before/after that portion, not for the Blue Angels, not for ship parades, etc. At the start of each day, and during portions or the air show including Blue Angels, these assets are to be at their assigned location on the

south Division's line, approximately due south of their designated tarp position. Due to space limitations and to avoid confusion, only their Division line location labeled with the boat names on each day's chartlets. The tarp boats will be pre-assigned and know who they are.

It is critical that the boats assigned the special tarp duty also take up their tarp location positions in an expeditious manner (and with tarps in place), and leave the box and return to their line duty expeditiously as well to keep the event moving along on its tight schedule. That means entering the box quickly when designated (e.g., just before the first civilian air show participants arrive), and getting out before the Blue Angels, or sometimes other military jets, can perform (or the FAA will delay the air show awaiting all vessels to vacate the box). As in maintaining the box perimeters, anticipating events is useful. The Division Commander for their line will also provide notifications about when to enter and leave the box as much as they can (the air performance sequences can dynamically change).

### **13. Additional Special Duties – Fireworks**

There may also be fireworks shows one or two evenings as part of the overall Fleet Week events (tentatively only Friday, 7 October, for 2011). Since these utilize barges positioned with tugs off the SF city front as the pyrotechnic launch platforms, the CG needs to provide safety zones for these events as well. Patrol boats may be needed to escort the tugs/barges to/from Pier 50 load point and the city-front fireworks location, and to maintain a safety zone around the launch areas for the show(s).

The CG has requested 1-2 Auxiliary boats to assist with these evening fireworks patrols. Due to the long days involved with the rest of the Fleet Week activities, and the policies limiting the total underway hours for any Auxiliary patrol, requests for "fireworks-only" patrols for these dates will be considered (be sure to indicate that on the POMS order requests). In other words, just indicate if you cannot or do not wish to be out on patrol during the entire Fleet Week event that day, but can come out for the evening fireworks patrol. Also, coxswains may consider doing split day patrols with some time on normal Fleet Week patrol, then resting ashore for some hours, and coming back out for the fireworks patrol. If you can possibly help with the fireworks patrol(s), let the PAC know ahead of time, and confirm times and status on these at the Skippers' meeting if not confirmed earlier.

### **14. Additional Special Duties – Briefings/Transport/Other**

Some Auxiliary vessels may be assigned some other special duties. To help provide coordination between the Auxiliary assets, Sector planners, and other assets, one Auxiliary rep (typically the local PAC) may attend each morning briefing session at YBI prior to each day's patrols. Information related to any changes in Division assignments for Auxiliary assets, or information as to any changes in the availability of Auxiliary assets for the day, are relayed during these meetings, as well as any other updates to planned activities and schedules.

To provide for those Auxiliary boats who have pre-ordered CG box lunches for any of the patrol days, the Division Commanders and/or a designated Auxiliary vessel will pick up all of the day's orders at YBI each morning and transfer them out to the patrol areas.

Normally another Auxiliary vessel will be pre-assigned to pick up the FAA representatives in Alameda and deliver them to their command point by Municipal Pier early each morning, and/or provide their return transport to Alameda after the event each day.

Sometimes there are additional functions that the Auxiliary assets can perform to assist in Fleet Week, such as transporting CG PA personnel or the yellow inflatable buoys to/from their stations before or after each day's events. Be alert to any extra tasking that your Division Commander or PATCOM might ask you to assist with, and help out if possible.

## **15. Other Special Safety Issues**

Another way that Fleet Week differs from most of our "normal" patrols is the higher level of security concerns that surround such a major, well-attended, and military-related event. Besides the presence of a large number of CG and LE assets, you will notice that many of these assets are well-armed (machine guns mounted, etc.). For Saturday's Parade of Ships there will be additional armed force protection vessels, and possibly armed CG and/or Navy helicopters. To these assets, CG Auxiliary vessels are just more "public" vessels that do not have the authority to infringe on the designated protection spaces around Navy ships, etc. **DO NOT** get in the Line of Fire – do not approach too close to Navy/picket boats or screening protection. The Auxiliary vessels are normally to remain positioned as an "outer" screen to help keep recreational boaters well away from the LE screen and military ships, while the Navy picket boats, CG MSST and other patrol boats maintain a closer screening position around the assets. Be aware of the Navy and CG/LE boats that are doing their assigned duties, and do not interfere or infringe on their work. You can help by educating and keeping the public boaters well back from these vessels during the parade, while ships are docking, and once docked.

There is also the higher possibility of some potentially hazardous incident during a major public event like this. All Auxiliarists should be familiar with the "Get out of Dodge" directive – in the case of a potentially hazardous incident (explosion with unknown effects, etc.), our directives are to first protect ourselves (e.g., get all crew members inside closed cabins, reposition your facility up wind and well away from the possibly hazardous material), and await further instructions. Selective CG/LE assets have gear on board to detect and analyze specific hazards (e.g., radioactive material) and will provide additional directions as appropriate. Auxiliary units are to protect themselves, stay clear of danger, and be available to assist later if requested. Of course, if you observe suspicious activities out there, be sure to report them on a timely (and careful – use cell phones, not radio) basis.

## **16. At the Conclusion of the Event**

The final portion of the air show each day is the performance of the Blue Angels. The FAA and PATCOM will want the safety box maintained for a short time after they leave, but the public "knows" that the show is over and boats will start running for their marinas, fuel docks, or just to show off. Follow your Division Commander's direction, which may be a slow collapsing of the lines and final release of the box. Do not leave posts until directed, and secure all safety lights when released. After Sunday's show, some boats will escort a CG buoy tender to the center buoy in the middle of the box and maintain a small safety zone around them while they recover the temporary Fleet Week center buoy and its anchor weights.

Some boats may be asked to wait longer in a given area or to assist in other duties. For example, some areas are more prone to cases (hundreds of boats raising their anchors and sails at once in a tight and windy area can cause some excitement) or extra traffic (such as around the city front, especially after Saturday's parade of ships with multiple military ships docking there). Your Division Commander will normally utilize CG and LE boats for most extra

enforcement or SAR situations, but often Auxiliary assets can also assist with perimeters and extra duties. Watch and listen for areas to help, do not just rush off home (or to fuel docks) yourselves. Remember that we are there to help ensure recreational boater safety and augment the efforts of the Coast Guard, and not to add to the problems of either.

Other tasks at the end of each day that some Auxiliary boats may be able to assist with might be transport of shore-based teams, or the recovery of the yellow inflatable corner marker buoys. While others may have been assigned to do so, CG assets may become tied up in multiple SAR cases or LE issues, so extra assistance may be needed. Again, check via the appropriate Division Commander (for the location involved) or PATCOM to see if you can assist if it appears there are delays from the assigned units (and if radio traffic allows).

Once you are released from station, be sure to switch back to AuxComm radio watch.

## **17. After the Patrol**

Of course you need to safely get your facility and crew home, gear stowed, radio communications secured, etc. after each day's patrol. However, the work is not done yet. Please be sure to fill out and submit to all the appropriate parties all required paperwork. Fill out your 5132 claims and each accompanying 7030 Mission Activity Reports on POMS as soon as possible, certainly within 2 weeks of each patrol date.

If you got diesel fuel at StaSF, be sure to mark the fuel (only) portion on your POMS claim as "Received in Kind".

Submit the claims, with attached copies of 7030s, receipts, as well as any Waiver of Liability forms for guests or any SAR Incident reports, to Sector AuxLo (if mailed to Sector, be sure to include "Attn: Auxiliary Desk" on the envelop) as soon as possible. Also submit the original 7030s to your appropriate Auxiliary IS officer (typically your Flotilla's FSO-IS), and to Sector. Remember to include your travel and preparation time for each day's patrol, plus time such as attendance at the Skippers' meeting, separately on your "Member Activity Log" (ANSC 7029) form for that month for your IS officer as well. It is important that all the time and efforts spent by Auxiliary members get duly recorded in AUXDATA.

## **18. Communications**

All radio (and/or cell phone) communications when on-station will be via your assigned Division Commander (or PATCOM for some units), using assigned event frequencies. All Auxiliary facilities should use their boat names rather than facility numbers as their call signs.

For Fleet Week, a dedicated Auxiliary fixed land station (or land mobile, if necessary) will additionally be assigned and designated by the call sign "AuxComm" specifically for facilities to utilize for all radio guard traffic before/after switching to on-station Division Commanders every day. The specific designated frequency to be used will be confirmed at the Skipper's Meeting (probably channel 83). The use of this special frequency and AuxComm watch is necessary to reduce the heavy radio traffic on the CG stations' working frequencies for the periods before and after the event each day. Remember that besides all the Auxiliary units out there, there are dozens of CG vessels, OGA vessels, land-based CG boarding teams and other units also needing to communicate with their assigned CG stations at the same time.

Thus, Auxiliary assets who will be underway for any period of time before and after their assigned on-station duties for the event itself each day will utilize AuxComm for their radio guard, in lieu of using any local CG Stations and their working frequencies to maintain their guard or otherwise check in with. While this typically will only be 30-60 minutes of transit time to/from your launch point or marina, if you are officially under orders and on patrol status you should check in with the specially designated AuxComm center to report

- 1) when initially underway, including number of persons on board,
- 2) when switching over to your Division frequency and leaving the Auxiliary monitoring frequency,
- 3) when switching back to AuxComm when released from regatta patrol, and
- 4) when secured back to your marina or launch point (be sure to secure!).

Again, this is in lieu of any such communications with the local stations, and contacting the stations is not required (in fact discouraged, unless directed for an assigned SAR case, etc.).

Remember that it is always critical that you monitor the proper radio frequency(ies) and check in regularly with the watch stander (whether an event Division Commander, a CG station or AuxComm), including securing at the end of the patrol or when switching comms to another station or division. Lost communications with an Auxiliary facility which has not secured can lead to launching SAR assets to look for the unit, which is an embarrassing and costly digression if the facility had merely forgotten to secure properly or was not maintaining a good communications watch on the proper channel(s).

The CG Stations and Sector will be aware of this separate frequency and the use of the special AuxComm watchstander role, and the CG can also contact AuxComm if there is a need for Auxiliary facilities to assist in some area before or after the scheduled events.

Final communications plan information, with all designated frequencies for the entire Fleet Week patrol events, will also be given to each coxswain at the Oct. 2 Skipper's Meeting.

## **19. CG Box Lunches**

Box lunches prepared by CG YBI galley are normally available for each day of the event at the standard CG lunch rate (\$4.25/person/day for 2011). However, due to the numbers of Auxiliary and CG assets requesting box lunches for this event, these must be pre-ordered and pre-paid in advance, no later than at the Auxiliary Skippers' meeting the Sunday before the event. Be sure if you want any CG box lunches for any of the days you plan to be underway that you arrange at the Skippers' meeting for the exact number you wish for each day, and must pay for them at that meeting. Please plan ahead and make sure you have exact change or write a check (made out to the "United States Coast Guard") for the exact amount. Unfortunately, late cancels during the week are not likely to get any meal pre-payment refunds.

Of course, you can always just provide your own meals aboard (this is recommended). Do not plan on leaving the event during any of the scheduled patrol times to go to a CG Station or other location for a meal. Typical Fleet Week patrol times require extended time on station (in order to maintain the box and CG presence continuously), so make sure that you have plenty of food and beverages on board to keep the crew happy and hydrated (nothing alcoholic, please, not that happy!).

For those who do order the CG box lunches, a designated Auxiliary boat or (most likely) the Division Commanders will bring them out from YBI and deliver via their small boats. If they cannot locate you and need to continue around the box to deliver the other lunches and/or to assume their own patrol location, they may need to leave your lunches with another boat in the vicinity, or hold them until you can collect them later. Be patient.

## **20. Fuel**

The CG will NOT be establishing a contract at a local fuel dock this year. All Auxiliary fueling should be handled as done on a normal patrol – pay and get reimbursed when your orders are properly entered in POMS and submitted (with receipts) and processed by Sector SF.

Expect all fuel docks to run normal hours – typically they close promptly by 1700, so do not expect to show up a few minutes before then (or after that time) and get fuel. Also note that the location of the Gas House Cove fuel dock means that transit to/from that area may be completely closed off during some times, so do not plan on “running in” for fuel during the events. Remember that areas closed for traffic are closed to all Auxiliary vessels as well. In any event, fuel docks are likely be crowded.

In addition diesel fuel (diesel ONLY) can also be obtained at Station SF on days other than the event dates. Please note that, due to heavy traffic and crowded conditions at YBI during Fleet Week, you can not go in to request fuel there from Oct. 5-10, when all the CG assets need to top off their fuel and multiple Patrol Boats (87-footers) are docking, etc. Since the CG station fueling is available on other dates, an Auxiliary asset could come in for diesel fuel a few days ahead or after the actual Fleet Week dates.

At any time that you plan to request diesel fuel at Station SF/YBI, be courteous and patient. Be aware of all other traffic, such as 87’ Patrol Boats and others that may be coming or going, sometimes on an urgent SAR case. Stay well out of their way (outside the cove) until you have received specific permission from Station SF to dock, and remain alert to all other assets moving around. Always call into Station SF ahead of time to request permission to dock at the station, and follow their instructions (wait, or where to dock, etc.). Note that only the docks at the bottom of the foot ramp have access to the fuel hose, so you may have to wait your turn, or wait for a station boat docked in that area to be repositioned. Allow the CG on-duty assets to fuel first if they are also waiting, and minimize time that you are at the docks.

Of course, you can always obtain your fuel at any other fuel dock (or ashore for trailerable boats), before, during, or after the Fleet Week dates as may be most convenient for you – just pay per normal and claim for reimbursement on your patrol claim as normal (and with receipts). Due to the volume of boats (including all the recreational boats out to watch these events) during Fleet Week, getting your fuel elsewhere and at other times is often wise.

## **21. Conclusion**

More so than for most patrols, the Auxiliary participation in a major event such as Fleet Week meets the two major directives of aiding the recreational boating public and assisting the Coast Guard. However, the high visibility and demands on all raises the potential to reflect poorly on everyone in the Auxiliary when any member expects special treatment, makes burdensome requests, fails to meet obligations such as carrying out assigned tasks in a timely and professional manner, or otherwise exhibits unprofessional conduct.

But while we need to always remember that we are there to be part of the solution, not part of the problem, participation in the events of Fleet Week can be a very enjoyable experience for members of the Auxiliary. The Auxiliary's participation and assistance is greatly appreciated, and needed. So you should be able to have a good time, see a great show, and help others have a good time and be safe, all at the same time. Last but not least, please always boat (and drive) safely out there!

## **Appendix A – Contact Information**

CG Sector San Francisco AuxLo (and OIA representative):

Ens. Mark Leahey, 415-399-3523, Email: [Mark.C.Leahey@uscg.mil](mailto:Mark.C.Leahey@uscg.mil)

DIRAUX OTO:

CWO Kilburger, 510-437-3950, Email: [Danny.W.Kilburger@uscg.mil](mailto:Danny.W.Kilburger@uscg.mil)

DIRAUX Office Fax: 510-437-2728

Auxiliary D11N DSO-OP:

Gail Ramsey, 510-437-3500 (office), Email: [Gail.L.Ramsey@uscg.mil](mailto:Gail.L.Ramsey@uscg.mil)

Auxiliary Boats/Coxswains coordination – Auxiliary PAC, San Francisco Bay Area:

Linda Vetter, 650-361-1845, Email: [SilverCharm@pacbell.net](mailto:SilverCharm@pacbell.net)

Auxiliary Shore-side PA assistance coordination:

Rick Saber, Email: [ricksaber@comcast.net](mailto:ricksaber@comcast.net)