



Homeland Security

**U.S. Coast Guard Auxiliary
District 11 Northern Region**
Serving Northern California, Nevada, Utah



Date: August 2014
To: Richard Thomas, COS, EXCOM, District Board/Staff
From: D11N DSO-OP, Commodore Gail L. Ramsey
Subject: District OPS Report/ Respectfully Submitted

HIGHLIGHTS:

OTO NOTES

- Injury Claims**
- Three & Six Minute Rules**
- Personal Locator Beacons (PLB) Round-Up**
- Updated DIRAUX Office Role and Responsibilities**
- Meal Reimbursements on Orders**

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OTO NOTES:

Injury Claims

Bad News/Good News: The bad news is sometimes our Auxiliary members get hurt while assigned to duty. The good news is those instances are rare and when they do occur, their shipmates have performed admirably by stepping up and taking care of them. One of my duties as OTO is to process injury claims. The process may appear to be nebulous, but is actually pretty straight forward. I thought I'd take some time this month to review the process: You get hurt while on patrol or conducting VSC's or instructing, etc...

Step #1: Take initial actions to minimize the injury and further exposure to the risk. Follow appropriate first aid protocols and notify EMS if necessary.

Step #2: Notify the Order-Issuing Authority as soon as it is safe to do so. Brief them on the following information:

Member's Name:	
AUXID #:	
Location and Facility Name	
Brief Description of injury and circumstances:	
Medical Facility being used:	

Contact information for member or reporting source if member is incapacitated:	
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Step #3: At the medical facility, inform them that you are a civilian volunteer for the Coast Guard and will likely be filing a worker's compensation claim. This information is important for the medical staff so they know to write up the documentation with a level of detail that will be included in the submission to Department of Labor. The recommended course of action to follow from the AUXMAN is for you to submit your personal medical insurance information for initial payment of the treatment costs.

Step #4: Notify DIRAUX via the d11auxnorthern@uscg.mil inbox as soon as possible. Once I have been informed of the injury, I will email you copies of all the required documentation. Please fill out the forms as neatly and completely as possible. One form, the CA-20, will need to be filled out by the attending physician. I will log the claim into the Worker's Compensation Information System (WCIS) and await assignment of the case number.

Step #5: Scan and email or mail hard copies of the completed forms to DIRAUX. I will review them for completeness and fill out the required sections for supervisor and human relations. I will also add the Department of Labor (DOL) case number to each page. Once everything is complete, I will forward the paperwork to DOL. It's important to note that although DIRAUX does make a determination of whether or not the injury occurred while under orders, the ultimate decision rests with the adjudicators at DOL.

Step #6: Department of Labor with either approves or disapproves the claim. Once approved, follow-up care will also be covered by DOL. Your physician will have to fill out a new CA-20 form during each follow-up visit. You will then scan and email or mail hard copies of the CA-20 and related bills to DIRAUX for further review and submission to DOL. If your claim is disapproved, there are further appeal actions that can be taken.

All things considered, this process generally takes several weeks to complete.

These procedures are covered in Chapter 5, section K of the Auxiliary Manual. The forms are available through:

<http://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>

One further note referencing to last month's discussion on Mishap reporting: As you recall, injuries to Auxiliary members while assigned to duty are reportable mishaps. It's likely that the OIA will initiate a mishap report once they have been notified of the injury. It's not a bad idea for those involved and witnesses to jot down notes concerning the mishap. These notes cannot construed as official statements. They will simply aid the witness's memory should they need to recount the details later.

It's my hope that we will all continue to use good ORM and Team Coordination skills to minimize the risks of mishaps in our daily operations.

Three-Minute and Six-Minute Rules

This is a rehash of an earlier OTO note from 2012, but it's worth repeating. There are two mental math tricks you can use to work out time/speed/distance problems and accurately estimate the solutions. Using the Three-Minute Rule, you multiply your speed by 100 to determine the number of yards you will travel in three minutes:

Fifteen Knots X 100 = 1500 yards traveled in three minutes.

Six-Minute Rule, divide your speed by 10 to determine how many nautical miles you will travel in six minutes:

Fifteen Knots / 10 = 1.5 nautical miles travels in six minutes.

Familiarizing yourself with these formulas will aid in making quick determinations on how long it may take you to travel to a certain portion of your AOR, complete a search pattern, or reach a PATON.

PLB Round-Up

Last month, I emailed all coxswains and requested they respond with the device and registration information for the Personal Locator Beacons issued by DIRAUX. I need this information for several reasons. First, I'm responsible to the OIA for insuring you are equipped with the gear per the AUXOPS Manual. The recordkeeping prior to my reporting was below par and I have to reconstruct the database. Second, the McMurdo PLB is being phased out and replaced with the ACR PLB. I need to know how many ACR PLB's will be phased in during the coming fiscal year to prepare an accurate budget.

I appreciate the prompt reply from those of you who submitted the information. I'd appreciate a reply from the rest of you at your soonest convenience.

Updated Office Role and Responsibilities

Please to a moment this week to check out the updates to the "Director" tab on the D11N web page. We updated the Office Hours and the office assignments covered by our reduced DIRAUX staff. One important change is that you most likely do not have to come into DIRAUX to get your ID card updated anymore. Simply have your Flotilla Commander submit the request via the d11auxnorthern@uscg.mil inbox. If you have not had a card issued within the past three years, I recommend the email request include the required picture taken with the red background. The pictures can be taken with a digital camera or smart phone at your flotilla meeting and emailed. The card can be generated by the office staff and mailed to you or your flotilla commander.

If you feel it is absolutely necessary to walk in for a new ID card, please make an appointment via the d11auxnorthern@uscg.mil inbox. We will reply and put it on our calendar.

Meal Reimbursements on Orders

I need to point out the default to have meals "unchecked" is a big change to have the OIA's and approvers double-check. All meals to be reimbursed need to be checked from now on...it appears the too many were being sent to FINCEN that were not actually eaten in relation to the patrol.

AOM Version 1.17 (scheduled 8/7/2014)

STR 1371: Owners/Operators/Submitters can now edit on the Calendar Panel, Calendar Agenda, Location Patrol Order List, and Search Order screens.

SCR 1420: Meals clear out whenever itineraries are changed and the default for all meals is UNCHECKED. This prevents members from automatically submitting meals.

That's it for August, Enjoy the Dog Days.

CWO2 Matt James

Operations Training Officer

District 11-N

AOM ORDERS, RECEIPTS, FATIGUE LIMITS !!!!

Orders are being competed in AOM with far too many errors. One thing that would assist the Order Issuing Authority is far more attention to detail when submitting orders...it seems roughly 30% of them have some kind of error, such as claimed amount doesn't match receipt and no explanation, no receipts at all, fatigue limits exceeded with no notes about a waiver, or some other glitch. This means a phone call to the claimant in such cases and makes the approval process take that much longer. Please be careful, ask questions of your PACs if you are in doubt.

CANDIDATE'S REQUIREMENTS PRIOR A QE CHECK RIDE:

Prior to submitting a candidate's name for a Qualification Check Ride please verify all necessary tasks are done. The person submitting the candidate list to the QE coordinator should have their IS Officer check that the member(s) has all tasks entered into AUXDATA. They may have taken the ICS courses on line and have the certificate but if not entered into AUXDATA they cannot go before a Qualification Examiner. All such certificates, not in AUXDATA, can be sent to DIRAUX for entry. They crew tasks signed off in their Training Manuals and need ICS 100 & 700, plus current with 4/8 Hour TCT. Initial Coxswains need ICS 100, 200, 210 (or 300), 800, current 4/8 hour TCT and have taken the OPS Policy Test. All candidates have to be Basically Qualified (BQ) or AUXOP (AX or AX2). Submission of Candidates names should only come from one person (OPS, MT or appointed leader of the event) and be submitted at least 30 days in advance.

WHEN REQUESTING A WAVIER:

LT Kitenko called concerned about your going over the fatigue limits for your June 21st patrol. She is catching up on our orders and has gone ahead and submitted your order for reimbursement. In the future, when over the fatigue limit, please place in the "Comments Section" the name of the person you spoke with at SECTOR that gave you the wavier for the "overtime". This subject is an item that I will put in the next OPS report, something we should all be aware of and I believe the verbiage in the "Comments Section" will be the best way to capture the waivers.

BOAT SHOES OR ???

The days of all automatically wearing boat shoes when on patrol on Auxiliary Facilities is a practice in the past. Now, when wearing ODUs many of our members are now wearing boots. If you are going to attend an event where different members and Active Duty are going to be on board your Facility and you would rather not have boots on your white decks please be sure the word is put out so boat shoes are also brought by those that normally wear boots.

UNDERWAY 2014 CHECK RIDES:

So far our Operational Members have completed 80 check rides. Within that total congratulate 17 Initial Crew and 5 Initial Coxswains. All were very professional.

OPERATIONS 2014 EVENT CALENDAR:

The year is slipping away quickly. Please work with your members as to when your 2015 Event will take place. Remember to please check the OPS Calendar and not infringe on a date already spoken for. Also if QEs come from afar it will be easier for them to find lodging, at the government rate, when another popular event (bicycle races, school registrations, music festivals or ??) is not occurring in your area.

[For flyers, regarding these events please go to the District Calendar:](#)

OPERATIONS OPEX/OPTREX EVENT CALENDAR - - 2014 & 2015

	2014	
SEP 13-14	Flotilla 5-5 OPTREX	Bodega Bay, Wil Sumner
OCT 11-12	Division 10	Millerton CA, Contact: Rod Rollins
OCT 17-19	Flotilla 03-10	Delta, Contact Dean LaChapelle
	2015	
APR 30- MAY 3rd	Flotilla 3-9	Antlers, Lake Shasta, Contact: Carl Pierce
May-09	Division 1	Berkeley Yacht Club, Contact: R. Celia

UNDERWAY HOURS TO DATE:

[Cube questions should be directed to Harry Schoepe, BC-ISL@cgau.org. Cube last refreshed on Sunday, August 10, 2014](#)

[All Missions][Sector San Francisco][All Facilities][All Unit Locations][U/W - Underway][CY 2014][All Statuses][All Positions][All Operations][All Claimants]MEASURES

Mission Hours as values	11NR - Div 01	11NR - Div 03	11NR - Div 04	11NR - Div 05	11NR - Div 06	11NR - Div 07	11NR - Div 08	11NR - Div 10	11NR - Div 11	11NR - Div 12	Sector San Francisco
AUXMP - Marine Patrols (01a,01b,02,03,22a,54a,55a)	973.80	1,493.90	211.00	1,715.40	1,132.30	1,270.90	479.80	134.60	357.70	421.70	8,191.10
GOVSUP - Government Agency Support (41,42,43)	0.00	59.40	10.00	32.50	42.00	176.50	22.00	109.70	0.00	0.00	452.10
MS - Marine Safety	0.00	3.30	0.00	3.30	0.00	0.00	14.40	0.00	0.00	0.00	21.00
SAR - Search And Rescue (23,24)	15.40	47.40	0.00	28.70	47.40	136.40	16.60	31.00	6.40	2.70	332.00
All Missions	989.20	1,604.00	221.00	1,779.90	1,221.70	1,583.80	532.80	275.30	364.10	424.40	8,996.20

<p>Respectfully, COMO Gail L. Ramsey Primary e/mail: Deltapony2@juno.com Office Phone: (510) 437-3500 Cell: (510) 708-4629</p>	<p>DIRAUX OFFICE HOURS: 0730 to 1530 Mon thru Thurs ID card and New Member Processing Mon thru Wed 0730 to 1300 By Appointment Only Personal Protective Equipment (PPE) issue, by appointment only. Tuesday is the designated "AUX Tuesday" walk-in days when most of the staff is available for customer service. ALL SERVICES ON FRIDAYS ARE BY APPOINTMENT ONLY. DIRAUX E/Mail Address: D11AUX.Northern@uscg.mil</p>
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