

## Past Commanders' Association Fair: Spring 2016

Please join us at the 47<sup>th</sup> semi-annual PCA Fair!

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

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

**When:** Saturday/Sunday, January 16 & 17

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

**Where:** Coast Guard Island, Alameda

**Cost:** \$15 (for the entire weekend, NOT per class) **Early Bird (\$10) if received by January 2<sup>nd</sup>.**

### Course Offerings:

Class Room	Saturday AM	Saturday PM	Sunday AM	Sunday PM
Gresham Hall	AUX Chef Program (2 day class)			
	ACV Quals (8-10a)		ACV Quals (8-10a)	
Lighthouse/Aviation Classroom	WOW- Website Design	AUX Internet Resources 1-3p	AUXDATA for SO/FSO-IS Officers	
DIRAUX, Bldg 50-2	Proctored Exams (offered both days 07:30a-15:00p)			
DIRAUX classroom	ATON Verifier PQS		Chart Updating	
Chief's Dining Room	Mandated Training	DCDR training 1-3p <b>(Mandatory for all DCDR)</b>	Mandated Training	
Point Welcome	Dockwalkers (8-10a) Diversity (10-12)	<b>District BOARD &amp; STAFF MEETING 3-5p</b>	Team Coordination Training (TCT)	Ferry Vessel Auditing 1-3p
Colombia A	Photos for PA (8-10) Abandoned Vessels (10-12)	Coastie 1-3	Vessel Examiner (course starts at 07:30)	
Columbia B	New Member Academy		<del>Boat Crew Mentoring</del>	Radar
Gym, Classroom 35	Boat Crew/Surface Ops Academy (2-day course. Day 2 = Search Patterns & TCT; and Prep for your QE Check ride)		Search Patterns & TCT (Boat Crew and Coxswain candidates)	Prep for your QE Checkride
Bldg 21, rm 115	ICS 300 (2 day class) <b>NOTE: Course also meets for 2hr Friday evening 1800-2000 Just Sat and Sun!</b>			
Banners Club-(Front)	AUX NAV/AUX ACN (2 day class)			
Banners Club- (Back)	Fleet Week (10-12)		Program Visitor	

### Meals:

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

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

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

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



Past Commanders' Association

SPRING 2016



Registration Form

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

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

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

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

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

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

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

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

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

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

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

Saturday:  Breakfast  Lunch Sunday:  Breakfast  Lunch

Please pay Galley directly for meals

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

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

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

Please send check and class choices to:  
Attn: Past Captains Association Fair  
c/o Mary Kirkwood  
5 Orchard Way, Novato, CA 94947

Phone # (415) 209-9999

E/Mail: [divermary@comcast.net](mailto:divermary@comcast.net)

Amount enclosed:  \$15  \$10 (early-bird if postmarked before Dec. 31<sup>st</sup>) Free:  Member PCA

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

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

## COURSE DESCRIPTIONS- PCA Fair September 2015

**Abandoned/Derelict Vessel Program:** For all Coxswains and Crew in D11N who may be interested in locating abandoned vessels for the Incident Management Division at Sector SF. The training will cover parameters of discovery, locating, documenting and submitting the documentation. Do's and don'ts will be emphasized.

***Instructor: Wil Sumner, DCDR Div. 5***

**ACR (Aux Communications Vehicle) Qualifications:** Donated to our District by the Chevron Corporation, this vehicle is a multi-use/mission vehicle that can be used as a PA Display and Recruiting tool, or as a Communication Center with the capability of functioning independently in remote locations.



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

***Instructor: Mike Thompson, DCAPT***

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

**AUX Chef (2-day course):** WANTED... A few good cooks!

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

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

***Instructor: Linda Haynes, FS***

**AUXACN (formerly AUXNAV):** AUXACN, the Auxiliary Advanced Coastal Navigation Specialty course, prepares a member to become a genuine asset to the Flotilla's operations activities. The AUXACN course covers coastal navigation and embraces two basic concepts - location and direction - and three basic disciplines - dead reckoning, piloting and electronic navigation. You can achieve success as an AUXACN Specialist by passing a closed book, proctored examination with a score of 75% or better.

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

***Instructor: COMO Mike Maddox***

**AUXDATA:** We will answer questions about the tools an Information Services Officer needs to use. This includes forms, reports, AOM, AuxInfo, Skills Bank, and Aux Directory. Come with your questions!

This hands-on session will have computers available but it is recommended that participants bring their own mobile device or laptop with internet connection. Before coming to class, please activate your Auxiliary Member Zone password by going to the following website: <https://auxofficer.cgaux.org/auxoff/>. Bring your member ID number and password to class as access the Auxiliary Directory is essential for participation. If difficulties with obtaining a password, please contact: [irene.wetzel@gmail.com](mailto:irene.wetzel@gmail.com).) **Instructor: Anita Farnholtz, DSO-IS**

**AUX Internet:** Designed for all members. Will discuss resources on the internet that are useful to members. Topics include District and National websites, Aux documents and forms, Aux Directory, the e-Testing Center, the e-Learning online classroom, AUX Learning Management System, and AUXINFO. **Class is limited to 15.**

Before coming to class, please activate your Auxiliary Member Zone password, if not already done so, by going to the following website: <https://auxofficer.cgaux.org/auxoff/>. Please bring your member ID number and password to class. You will be using the password to access the Auxiliary Directory. **Instructor: Irene Wetzel, DSO-CS**

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

Saturday AM will include:

- Introduction to the Boat Crew program and sign-off (PQS) process
- Marlinspike (knots) and line handling
- Personal Protection Equipment (PPE)
- Towing
- Survival Swim (optional)

Saturday PM will include:

- Navigation
- Navigation lights and sounds
- Radio
- PQS task sign-offs (marlinspike, PPE, navigation)

Sunday (day 2) the group will be joined by those interested on working toward Coxswain certification. The morning will review search patterns and GAR. The afternoon will be a review of what will be covered during your check ride, and possible questions on your oral board.

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

**Instructors: CWO2 Matt James (OTO), COMO Angelo Perata (QE Coordinator), various QEs, Coxswains and seasoned Boat Crew**

**Boat Crew/Coxswain Mentoring:** This topic has been rolled into the beginning of the Boat Crew/Surface Ops Academy. Boat Crew mentors are encouraged to attend the Boat Crew/Surface Ops Academy (all, or in part).

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

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

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

**DCDR Training (Mandatory):** This course is mandatory for all 2016 Division Commanders. Vice Division Commanders are welcome to attend. Topics to include: "Go to Web", format of and information to be included in monthly reports, District goals, etc. ***Instructors: members of EXCOM***

**Diversity: A Key Part of Building Recruitment, Involvement and Retention:** This session will be used to introduce and discuss proven ways to apply Coast Guard Standards for Diversity to be more effective in the major functional elements of Flotilla operations. ***Instructor: Tim Kahn, DSO-Diversity***

**Dockwalkers:** Learn about potential sources of boat pollution and their impact, environmental regulations for boaters, and clean boating practices that prevent pollution from boating. This program will provide you with educational resources (boater kit) and information for working with boaters. This program compliments the Auxiliary VE and Marine Dealer Visitors programs and Public Affairs/Public Education events. It is consistent with the USCG marine environmental pollution message and fulfills your commitment to carry out the mandate of the Commandant of the Coast Guard. Participation in the Dockwalker program also counts towards the annual Marine Safety service requirement for the TRIDENT program. ***Instructor: Vivian Matuk, California Boating and Waterways***

**Ferry Vessel Auditing:** This course provides the initial training for those interested in becoming Ferry Vessel Auditors, which is unique to our District. After the completion of this course, the Auxiliarist will be qualified to perform safety audits on the Ferry Vessels in the San Francisco Bay. This course encompasses all aspects of performing a safety audit, including how to schedule an audit, interacting with Ferry personnel, what safety equipment practices to look for, how to document discrepancies, and submitting the complete audit. This course also satisfies the bi-annual requalification requirement, and is required for Ferry Vessel auditors who failed to complete the minimum 3 audit/year. ***Instructor: Ron Smith***

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

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

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

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

**NOTE:** This is an 18hr course that will begin on Friday evening, from 18:00-20:00 (6-8pm). **In lieu of meeting Friday evening, the instructor will assign pre-reading that must be completed before class on Saturday.** You must attend the course in its entirety to receive credit. There is a \$20 fee for this class. Please make your check payable to "State Fire Training" and bring with you to class.

Students taking ICS 300 must have completed ICS 100, 200, 700 and 800. Please bring proof to class.

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

**Saturday, January 16<sup>th</sup> 08-12:00n**

Times	Title	Length of Class
08:00	Welcome, intro	15"
08:15	Influenza (with exam)	45"
09:00	Ethics 1: Personal Gifts (with exam)	45"
09:45	Break	15"
10:00	Building Resilience and Preventing Suicides in the CG	90"
11:30	Civil Rights	30"
12:00	End of Day	

**Sunday, January 17<sup>th</sup> 08-12:00n**

Times	Title	Length of Class
8:00	Welcome; intro	15"
8:15	Sexual Harassment Prevention	45"
9:00	Sexual Assault Prevention	45"
9:45	Break	15"
10:00	Security Fundamentals	90"
11:30	Privacy at the DHS: Protecting Personal Info	30"
12:00	Lunch	60"

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

**Photos for Public Affairs:** Do you like to take photos for AUX flyers and publications? Then this is the class for you. Learn photo tips to get the most out of your photo opportunity, while learning the rules pertinent for Coast Guard AUX photos. **Instructor: Tamara Badano, AUX Public Affairs Specialist**

**Prep for QE Check Ride:** This is the last section of the Boat Crew/Surface Ops Academy, and open to all who are expecting to qualify or requalify for Boat Crew or Coxswain in 2016. Hear from our OTO and QEs as they review what to expect during your QE Check Ride. Time will also be spent reviewing what to expect during the Oral Board section. **Instructors: CWO2 Matt James (OTO) and various QEs**

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

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

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

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

**Radar:** The RADAR class will be a summary version of an actual class thought through the American Sailing Association. The presentation will cover the following items: Theory, Operation, Limitation, Navigation, Installation, Safety, Target Plotting and the 6 ColRegs rules that apply to radar use. Handouts will be provided for future quick reference. **Instructor: Bill Yawn**

**Search Patterns & GAR:** Day 2 of the Boat Crew Academy, this class is open to Boat Crew and Coxswain candidates, and anyone who wants more information on Search Patterns, accurately determining your GAR score and using TCT while on patrol. **Instructors: CWO2 Matt James, COMO Angelo Perata, and other QEs.**

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

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

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

In addition to a thorough review of the VSC Manual in preparation for the online exam, there is a 15-minute video of a VSC, and several power-point presentations. In addition, many forms and handouts are provided to

assist the student in creating a successful VSC program. When the member passes the on-line exam, their results will be automatically entered into AUXDATA. After taking the course and passing the examination the member is well prepared to perform at least 5 VSC's under the guidance of a mentor." **Instructor: Mike Lauro, DSO-VE**

**WOW Website Design:** This course is designed for CS and PB staff officers and elected officers at all levels (including vice) who are working or supervising the CS function. Topics to include: unit website options and their technical details, use of WOW web application, and communication issues amongst members.

Before coming to class, please activate your Auxiliary Member Zone password, if not already done so, by going to the following website: <https://auxofficer.cgaux.org/auxoff/>. Please bring your member ID number and password to class. You will be using the password to access your unit WOW web platform. **Instructor: Irene Wetzel, DSO-CS**