

U.S. Department of  
Homeland Security

United States  
Coast Guard



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Seventeenth Coast Guard District

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3121  
06 FEB 2007

Unclassified

Operations Order  
CGD SEVENTEEN NO. 10-07 AUXILIARY OPERATIONS

- Ref:
- (a) Coast Guard Auxiliary Operations and Policy Manual, COMDTINST M16789.3 (series)
  - (b) CGD17 SOP
  - (c) Coast Guard Claims and Litigation Manual, COMDTINST M5890.8
  - (d) Coast Guard Auxiliary Claims Procedures, MLCPCINST 5890.3
  - (e) Rescue and Survival Systems Manual, COMDINST M160470.10
  - (f) Boat Crew Seamanship Manual COMDINST M16114.4 (series)
  - (g) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51
  - (h) Coast Guard Operations and Training (BOAT) Manual, Vol. II, COMDTINST 16114.33 (series)
  - (i) Homeland Security Suspicious Incident Reporting Guide, Pacific Area pamphlet

Time Zone: Use local time for operations.

Task Organization:

- CGD SEVENTEEN
- CG AIRSTA Kodiak
- CG AIRSTA Sitka
- CG COMMSTA Kodiak
- CG MSU Valdez
- CGD SEVENTEEN Cutters
- CGD SEVENTEEN SECTORs
- CGD SEVENTEEN MSDs
- CGD SEVENTEEN Stations
- CG Auxiliary Operational Facilities & Coxswains

DISTRIBUTION – SDL No.

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NON-STANDARD DISTRIBUTION:

1. SITUATION: During the coming year it is anticipated that situations requiring operational support will occur which may require additional resources beyond CG active duty capabilities to respond. In order to provide appropriate field units with an adequate level of CG Auxiliary support, CG Auxiliary facilities (boats) and personnel will be deployed as necessary.
  - a. Threat: SAR/Assistance requests, pollution response/surveillance, natural disasters, terrorist activities, Maritime Domain Awareness (MDA), Aids to Navigation (ATON) discrepancies, regatta/marine event safety, harbor patrols, and contingency exercises.
  - b. Friendly Forces: Federal, State and local agencies involved in Harbor Safety and the Boating Safety Program.
2. MISSION: To provide CG Auxiliary facilities (boats) for SAR, Safety and Harbor patrols, and other operational support activities within each Flotilla's respective operations area. Field Commanders listed above under task organization are encouraged to use these facilities to the maximum extent possible under the guidelines of this Operation Order (OPORDER).
3. EXECUTION: This OPORDER is effective upon receipt until superceded. This OPORD is effective for planning purposes upon receipt.
  - a. The DIRAUX shall:
    - (1) Maintain this OPORDER.
    - (2) Provide timely administrative support.
    - (3) Ensure prompt fuel, patrol cost, and damage claim reimbursement.
    - (4) Act as Auxiliary Program Liaison with District Seventeen Command Center, Sectors, and operational units.
    - (5) Facilitate requests from Unit Commanders and District Staff for Auxiliary support.
    - (6) Provide personal protective equipment (PPE) as funding permits.
    - (7) Authorize and approve Auxiliary Patrol Orders within the Patrol Order Management System (POMS).
  - b. Sector Commanders, Commanding Officers, Officers in Charge shall:
    - (1) Assign an Auxiliary Liaison Officer; provide name and contact information to District Seventeen Director of Auxiliary.
    - (2) Shore commands shall act as the Patrol/Tactical Commander for CG Auxiliary operational forces in your Area of Responsibility (AOR).

- (3) Provide communications support via Sector Communications Centers (COMCENs) to Auxiliary patrol vessels operating within the area's communication network in accordance with Chapter 13, Section B of reference (b).
- (4) Conduct operations and position checks with Auxiliary vessels each **hour**. In areas that are known to be communication "Dead Spots", the Auxiliary vessel will notify the COMMCEN prior to entering the Dead Spot area and make appropriate arrangements when communications will be re-established. It is imperative to maintain communications with the Auxiliary vessels to ensure the safety of the crew. For Coast Guard owned / Auxiliary operated SAFEBOATS in Homer, Seward, and Whittier, COMMCENs shall maintain 30-minute operations and positions checks.
- (5) Provide operational resources, training, and logistical support to CG Auxiliary patrol elements to assist them in the assigned mission if needed.
- (6) Maintain a close working relationship with the CG Auxiliary flotilla or flotillas within your AOR.
- (7) Investigate any damage/loss incidents involving CG Auxiliary vessels while under orders, in accordance with references (c) and (d) when requested by DIRAUX.
- (8) Strive to maximize personnel visits to operational flotillas in your AOR.

c. Sector Command Centers shall:

- (1) Assume TACON for Auxiliary facilities operating in your AOR, when the facility is operating outside of a Station AOR..
- (2) Track Auxiliary vessels actively on patrol using the best means possible in the Command Center.
- (3) Issue Sector SAR case numbers upon request for Auxiliary vessels engaged in a SAR case.
- (4) Enter MISLE data for all Auxiliary SAR cases, unless the OPFAC is working for a field unit. Then the field unit will be responsible for the MISLE entry.
- (5) Take reports of from Auxiliary of suspicious activity and forward to appropriate personnel through appropriate reporting means.
- (6) Process requests for PPE waivers when received IAW PPE waiver QRC.
- (7) Contact DIRAUX for guidance as needed for Auxiliary matters.

d. Coast Guard Auxiliary Flotilla Operation Officers (FSO-Ops) shall:

- (1) If available, designate a minimum of one patrol vessel for SAR response on weekends and holidays during the period 01 May - 30 September each year. Safety patrols conducted during this time, will be from 1700-2200 on Fridays and 0600-2200 on Saturdays, Sundays, and holidays.
- (2) If available, designate additional patrol vessels for SAR response during the holiday periods of Memorial Day, Fourth of July, Labor Day weekend, and for fishing derbies during any part of the year.
- (3) Prior to 31 March 2007, provide the DIRAUX and Station /TACON with a tentative operational schedule for their respective patrol areas. This schedule should describe and designate specific patrol areas inside your respective Area of Responsibility (AOR), as well as a specific plan outlining how patrols will be conducted/accomplished during a weekend.
- (4) FSO-OP's operating under Station TACON will check in with the Station each week to discuss patrols and operations for the weekend.
- (6) Ensure that "Offers for Use" are submitted to DIRAUX prior to acceptance of Patrol Orders, including any waiver requests for crew size.

e. Coast Guard Auxiliary Coxswains shall:

- (1) Request Patrol Orders through POMS at least 72 hours prior to executing said patrol(s). Each patrol day will automatically be assigned a patrol order number and tracked within POMS. Patrols must be approved within POMS prior to getting underway on routine patrols. In the event of SAR or any other emergency, the local administrator will ensure the patrol has been entered into POMS as soon as possible.
- (2) Contact the appropriate Command Center prior to departing on a patrol. The preferred method is done by calling the Command Center directly. Sector Juneau will share D17 Command Center's Toll-free number; 1-800-478-5555. Sector Anchorage does not have a toll-free number yet. They can be reached at (907) 271-6700.
- (3) For the inland rivers operations in the Fairbanks area, communications guards will be maintained by a mobile radio unit located on shore and operated by a qualified Auxiliarist. If a coxswain is called out for SAR; execute the case, then call for case number and debrief to Sector Anchorage.
- (4) For Coxswains operating in Juneau, Ketchikan, and Valdez, the Station will have TACON anytime OPFAC's are underway. The Station Officer in Charge is responsible for all CG surface operations in his/her AOR.

- (5) File a float plan with TACON providing area to be patrolled and intended tracks. If any deviations from the reported float plan are expected, contact TACON and update as needed.
- (6) Per reference (g) maintain a **one hour** communications guard schedule with TACON or other appropriate Coast Guard unit. SAFEBOATS shall maintain a 30-minute communications guard schedule with TACON. In areas that are known to be communication “*Dead Spots*”, position and operations checks, appropriate arrangements shall be made when communications will be re-established. This can be done via cellular phone, or proceeding to an area that has VHF-FM coverage.
- (7) Auxiliary Vessels at anchor overnight will not be required to actively monitor working channels or VHF-FM 16. However, it is recommended that vessels at anchor in the evening have VHF-FM channel 16 tuned in to increase the chances of overhearing a call for assistance. Facilities anchoring for the evening shall advise TACON when they will be available for use the following day and obtain a new patrol order number for each day.
- (8) Ensure that your vessel and crew are properly qualified, outfitted with proper personal protective equipment (PPE), and operating within the limits of the resource at all times. When the air temperature is above 60 degrees and the water temperature is below 60 degrees but above 50 degrees, Coxswains may request a waiver for wearing of hypothermia protection gear, PPE. Waivers of hypothermia protective gear may be requested by the Coxswain IAW reference (e) to the appropriate Command Center prior to getting underway. For Coxswains under TACON of a Station, these PPE waivers requests shall be made to the Station instead of the Command Center. When a PPE waiver is granted, coxswains shall ensure that all hypothermia protection gear is still carried in the boat for each member of the crew.
- (9) Have a firm understanding of and follow the guidelines concerning fatigue standards contained in reference (f).
- (10) During patrols, keep alert for suspicious activity. Particular attention should be paid to local docks, piers, and moorage of commercial vessel areas. Operators should report anything that appears “out of the norm” to the appropriate Command Center in accordance with reference (f). Never put yourself or your crew at risk. If you identify an immediate threat, call 911 and then follow-up with a call to the Command Center.
- (11) In accordance with reference (a), authorization for guests (anyone not an Auxiliarist) to be onboard an operational facility under orders shall be obtained from the DIRAUX/OTO one day prior to the patrol. **The Command Center is not allowed to give authorization for guests.**
- (12) Attend mandatory operations workshops.

- (13) Ensure patrol orders (CG-5132) are electronically entered in POMS as quickly as possible. All fuel statement/receipts and a signed copy of the CG-5132 must be submitted to DIRAUX within 30 working days after the patrol.
- (14) Upon completion of a SAR case, submit reports (situation final) to the appropriate Command Center for any SAR assistance rendered. E-mail/mail/FAX the unit copy of the SAR Incident Auxiliary Report (CG-4612) to the appropriate Sector Command Center. You may also provide an info copy to the Station if requested. Command Center FAX numbers are: Sector Juneau (907) 463-2023, Sector Anchorage (907) 271-6765.
- (15) **Upon completion of SAR case, call the appropriate Command Center to debrief the case and provide follow-up information. This will assist both parties in improving case prosecution and provide better information for case documentation in the SAR folder and D17 OPSUM. Remember, you are the eyes and ears of the Command Centers.**
- (16) Submit to D17 Seventeen (dpa), DIRAUX:
  - (a) Claims for reimbursement for expenses incurred in conjunction with deployment by this OPOD using the Auxiliary Patrol Order Form (CG 5132) within 30 days.
  - (b) Via the Patrol/Tactical Commander, claims for damage or loss sustained in conjunction with deployment under this OPOD in accordance with reference (c).
- (17) Submit to FSO-IS for AUXDATA entry:
  - (a) A copy of the SAR Incident Auxiliary Report (CG-4612 AUX/ANSC-7034) for SAR missions **\*NOTE\*: Only SAR Cases with numbers from NORPACSARCOORD or Sector Command Centers are to be entered into AUXDATA.**
  - (b) Auxiliary Activity Report - Mission (CGAUX-26/ANSC-7030) for reimbursable and/or non-reimbursable missions at the end of each mission.
  - (c) Coxswains of SAFEBOATS – Submit (b) to the AUXSTA Leader In Charge (LINC).

#### 4. COORDINATING INSTRUCTIONS:

- a. CG Auxiliary facilities on orders will be under the tactical control (TACON) of the designated Patrol/Tactical Commander. Utilization and TACON of Auxiliary assets

is addressed in Chapter 2, Section D, Part 4 and Chapter 12, Section F, Part 2 of reference (b).

- b. For the purpose of this OPOD, “weekend” shall be defined as 1700 on Fridays until 2200 on Sundays. “Holiday patrols” will cease at 2200, unless a special circumstance arises such as 4<sup>th</sup> of July fireworks displays. “Weekdays” shall be from 2200 on Sunday until 1700 on Friday. The designated Patrol/Tactical Commander may assign additional patrols on weekends and weekdays for specific missions. Additionally, weekday patrols may be conducted with the prior authorization of the DIRAUX.
- c. Coast Guard Auxiliary personnel have **no Law Enforcement or Captain of the Port authority** and shall refrain from any law enforcement mission(s). Seek guidance from the DIRAUX when in doubt.
- d. As per reference (a), DIRAUX can not accept for use any boats used in commercial towing, salvage work or marine police work. CG Auxiliary vessels while engaged in the act of carrying passengers for hire may not undertake any CG Auxiliary patrol or undertake non-emergency SAR missions as a CG Auxiliary Facility.
- e. Auxiliary vessels while assigned to authorized Coast Guard duty (on patrol orders) are deemed to be public vessels of the United States and Coast Guard vessels, and being so are authorized to receive liability coverage. **Therefore**, Coast Guard Auxiliary members and vessel(s) when **not** on patrol orders shall refrain from being perceived as an “Auxiliary Vessel”. The Auxiliary Patrol Banner and Auxiliary Ensign shall not be flown while underway unless the vessel is on patrol orders. It is important not to give the public the impression that the Coast Guard Auxiliary is assisting them. The Coast Guard offers no liability protection to the Auxiliary member(s) or facility(s) or the public you are assisting in a “Good Samaritan” situation. Therefore, when any Auxiliarists offers assistance as a “Good Samaritan”, the following statement shall be made to the operator of the vessels being assisted:

*“This vessel is **not**, I repeat **not** operating as a Coast Guard Auxiliary vessel but as a private vessel and therefore does **not** have the liability protection of the Coast Guard or Coast Guard Auxiliary. Do you still request assistance from this “Good Samaritan?”*

The public often perceives they are being assisted by the Coast Guard/Coast Guard Auxiliary due to members wearing articles of clothing that identify them as Auxiliarists, banners and flags that are displayed on facilities and from radio communications. Every effort will be made to minimize this perception for your own and the Coast Guard’s protection.

## 5. COMMAND AND CONTROL:

- a. Communications: Primary vessel communication with Patrol/Tactical Commander will be VHF-FM. Station Juneau and Station Ketchikan will assume TACON for

Auxiliary vessels in their AOR, and will assume the communication guard schedule for Auxiliary vessels while on patrol. Station Valdez will assume TACON for Auxiliary vessels in their AOR. Valdez Communications Center will assume the communication guard schedule for those Auxiliary vessels and Auxiliary vessels operating in Whittier. Communications Center Kodiak will assume communications guard for Auxiliary vessels operating in Seward and Homer. Fairbanks shall maintain their communications guard between vessel and a mobile radio facility or one established on land (such as Birch Lake) in a location to cover the entire area being patrolled.

- b. OPCON/TACON: Coast Guard Unit Commanders will assume TACON, in accordance with Chapter 12, Section F of reference (b) when the Auxiliary facility reports in for operational duty.
- c. Operational Facility Numbering System: Auxiliary vessels are assigned a facility number when accepted for use by the DIRAUX. The first two digits are the vessel length. The third digit denotes type of propulsion; 1=outboard, 2=inboard/outboard, 3=inboard, and 4=sail. The last three digits are a sequential number issued by the DIRAUX.
- d. Acknowledgement Instructions: Coast Guard Units acknowledge receipt of this OPORD by routine message. Coast Guard Auxiliary Flotilla FSO-OPS and Operational Facility owners should acknowledge receipt of this OPORD via DSO-OP.

S. L. HUDSON

Encl: (1) List of Flotilla Operations Officers  
(2) List of Auxiliary Operational Facilities by port

Dist: CGD SEVENTEEN (drm), (dre), (dpw), (dcx), (dpi), (dm), (cc)  
CG AIRSTA Kodiak  
CG AIRSTA Sitka  
CG COMMSTA Kodiak  
CG MSU Valdez  
CGD SEVENTEEN Sectors  
CGD SEVENTEEN Stations  
CGD SEVENTEEN Cutters  
CG Auxiliary (FSO-OPS), (DSO-OP), (ADSO-OP)

## **List of Flotilla Operations Officers:**

### **Division I:**

**Juneau:** Donald Brand: 907-586-5688 (hm), 907-465-8624 (wk), 907-321-5845 (cell)

**Ketchikan:** Dennis O'Brien: 907-225-6202 (hm), 907-228-0286 (wk)

### **Division II:**

**Homer:** Michael Coffing: 907-235-8920 (hm), 907-399-1058 (cell)

**Whittier:** Thomas Kane: 907-345-6391 (hm), 907-440-8547 (cell)

**Seward:** Alan Drake: 907-783-2662 (hm), 907-441-1158 (cell)

### **Division III:**

**Fairbanks:** Rusty Scholle: 907-479-7498 (hm), 907-978-3399 (cell)

**Anchorage:** Gary Taylor: 907-343-8228 (wk), 907-224-0352 (cell)

**Valdez:** Bruce Painter: 907-835-5320 (hm), 907-834-6985 (wk)