

Auxiliary Policy Reminders

Hypothermia Protective Clothing

The following usage requirements apply to hypothermia protective clothing:

Crewmembers may not use the wet suit as an on-deck work garment. Wet suits are authorized for PWC operations only.

Survival (exposure) suits, also known as “Gumby suits,” provide the best protection from hypothermia in the water. However, the suits are extremely bulky and, therefore, the Coast Guard limits their use to abandoning ship operations in cold water.

Dry suits, with proper undergarments, as outlined in the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series), provide the best protection for crewmembers in adverse weather conditions and in cold water immersion. However, dry suits are not inherently buoyant, so crewmembers must wear PFDs over them.

Anti-exposure coveralls provide good durability and out-of-water protection from the elements. Coveralls also provide limited protection from hypothermia to crewmembers in the water.

Boat crewmembers and all other persons onboard must wear hypothermia protective devices (dry suit or anti-exposure coveralls) if the water/air temperatures meet the requirements in **Figure 4-2**.

Waivers

The Order Issuing Authority (OIA) may waive the wearing of PFDs with the hypothermia device when the device is inherently buoyant (17½ pounds of buoyancy) or provides the proper buoyancy once activated (e.g., an inflatable vest/PFD).

The OIA may waive, on a single sortie basis, the wearing of hypothermia protective devices in accordance with the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series), if the degree of risk of hypothermia is minimal (e.g., nonhazardous, daylight operations in calm water).

The coxswain may request a waiver from the OIA when there is concern about the adverse effects of “thermal stress”. If an OIA waives the wearing of hypothermia protective devices, Auxiliarists are required to carry them onboard the facility.

Hypothermia Waiver request will be made to the Officer in Charge of the Boat Force Unit the Auxiliary Facility is operating under.

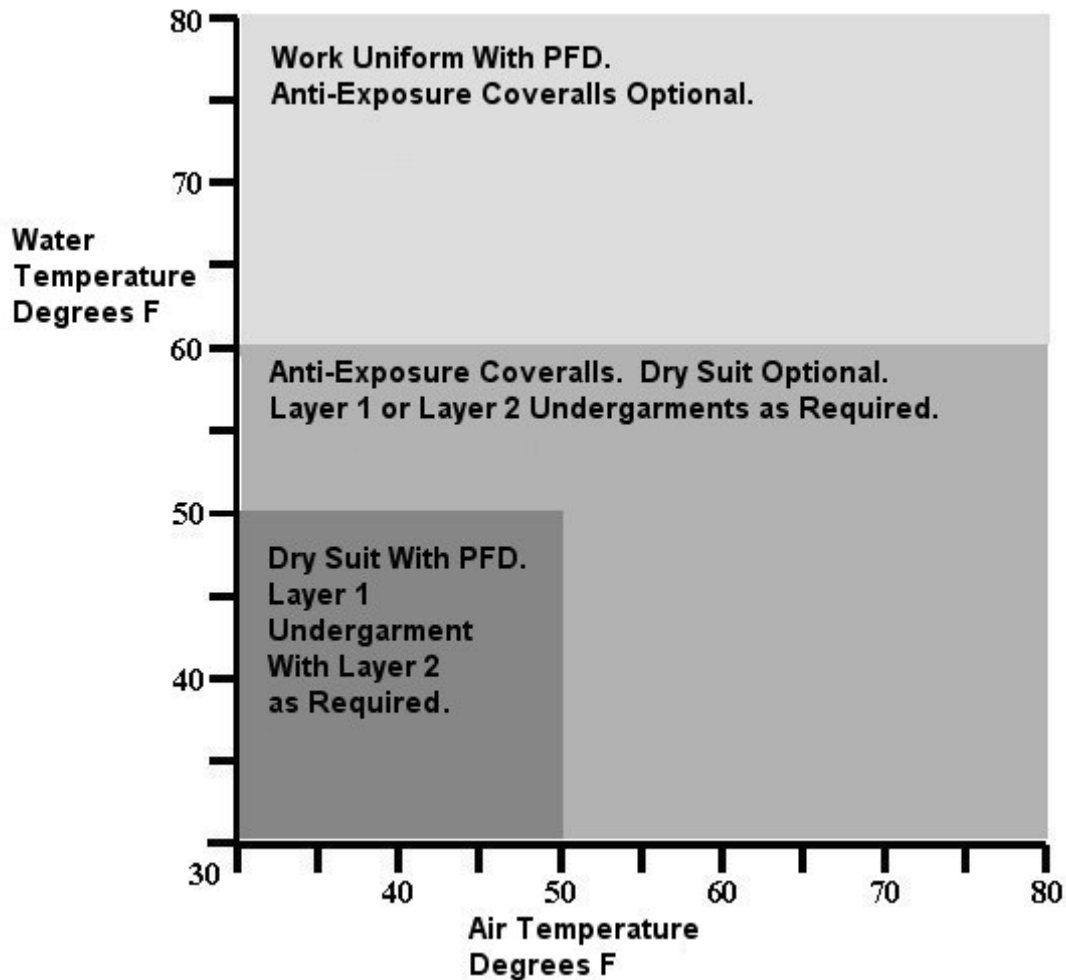


Figure 4-2.

Crew Fatigue

Fatigue is a condition of impaired mental and physical performance brought about by extended periods of exertion and stress. Some fatigue-causing factors are sleep loss, exposure to temperature extremes, motion sickness, changes in work or sleep cycles, physical exertion, illness, hunger, and boredom. Evidence exists to associate a high percentage of mishaps with prolonged operations and crew fatigue. Auxiliarists crewing Auxiliary surface facilities or Coast Guard boats must follow Coast Guard fatigue standards provided in Table 4-1.

Crew underway time begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission vessel checks.

Time spent conducting trailering activities and at a sheltered anchorage counts as 50% underway time (e.g., one hour spent at a sheltered anchorage counts for ½ hour accumulated crew underway time).

Operators may exceed crew fatigue guidelines only after receiving a waiver from the Commander Sector North Carolina.

The operator is responsible for keeping track of crew mission time and advising the OIA when their crew mission time is approaching the limits.

Table 4-1 Coast Guard Boat Crew Fatigue Standards

Boat Type	Maximum Underway Hours			Required Rest
	Seas < 4 ft	Seas > 4 ft	Heavy WX	
Aux Facility < 30'	8			8
Aux Facility > 30'	8	6		8

PWCs may not be operated in seas greater than 3 feet. PWC patrols may operate for a maximum of 6 hours during any 24-hour period. A mandatory 1-hour off-the-water rest is required after 3 hours of PWC operations.

Waivers to exceed the Crew Fatigue Standards will be made through the Sector North Carolina Command Center.

Guest Onboard Auxiliary Facilities

Operators may not allow non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility under orders unless the OIA authorizes their presence specifically for that event or patrol. However, the total number of persons onboard must not exceed the manufacturer’s stated maximum capacity. All individuals’ names onboard (guests/passengers as well as crew) must be given to the unit commander before getting underway or getting airborne and must be listed on the patrol orders prior to returning them to the OIA. Guests and passengers may be authorized only for limited purposes (e.g., training, indoctrination, public affairs, and other circumstances reasonably linked to the Auxiliary’s purpose and mission). When guests or passengers are contemplated in advance of orders being issued, the below must be followed:

Guest/passenger authorization must be in writing. Authorization can be by title (e.g., members of WXXX-TV news team, on-water training students of flotilla X) or by name (e.g., Mrs. Martha C. Cranberry, prospective Auxiliarist).

Operators may not involve guests or passengers in any crew activity except when Auxiliarists are assisting state or local officials on sole state waters they may conduct any authorized mission. Coast Guard OIAs may authorize the transporting of state or local officials. When working with state boating officials, Auxiliarists must be particularly careful not to assume or imply any law enforcement authority (federal, state, or otherwise).

All guests/passengers must wear appropriate flotation and hypothermia protective equipment when underway.

Auxiliarists who are not assigned to duty as crewmembers are not guests within the meaning of this restriction. Facility operators may take these Auxiliarists onboard at their discretion, consistent with district policies.

The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol.

Requests for guests will be made through the Sector Auxiliary Liaison.

Auxiliarist Claims Procedures

NOTIFICATION. An Auxiliarist whose equipment or facility was damaged while on an Auxiliary patrol under reimbursable or non-reimbursable patrol orders issued by competent Coast Guard authority should notify the operational commander of such damage within **twenty-four hours** of its occurrence. (The “operational commander” is the Coast Guard order-issuing authority.) The Auxiliarist should also notify the appropriate Director of Auxiliary (DIRAUX) within **forty-eight hours** of the loss or damage. The Coast Guard operational commander will mail a damage claims package to the Auxiliarist after the Auxiliarist notifies the operational commander of the damage.

VISUAL INSPECTION. The Auxiliarist should make the damaged facility or equipment available for visual inspection by the operational commander or an assigned investigator. The operational commander or investigator will contact the Auxiliarist as soon as possible after receiving notice of the damage to schedule the inspection.

START OF REPAIRS OR REIMBURSEMENT. The Auxiliarist should **NOT** start repairs to the equipment or facility or submit patrol orders for reimbursement until authorized by the operational commander or the Director of Auxiliary (DIRAUX).

ESTIMATES OR APPRAISALS

General. It is the Auxiliarist’s responsibility to provide documentation to establish the amount of the loss or damage. This amount is the lesser of either the depreciated replacement value of the item (less salvage value, if any) or the reasonable cost of repair. The required documentation depends upon the amount claimed for each item.

Reimbursement for Cost of Estimates. The cost of obtaining estimates may be reimbursed if paid separately and not deducted from the cost of the repair. If a fee is charged for an appraisal or estimate, the appraisal or estimate should specifically indicate if the fee will be or has been deducted from the cost of replacement or repair. If the estimate does not include such a statement, it will be presumed that the cost of the estimate was deducted from the repair price and no separate reimbursement will be allowed.

Format and Content of Written Estimates:

General. Estimates or price quotes should be from a repair facility or retailer in the business of repairing or selling the particular item claimed. Estimates should be in writing and on company letterhead. If an item is to be replaced, newspaper ads or catalogue excerpts, including a copy of the cover of the catalogue to identify the source, are acceptable.

Itemization. The estimate should separately list the cost to repair or replace each item claimed. The estimate should separately indicate the price of materials and the price of labor, if any. The cost of materials is subject to depreciation while the cost of labor is not. If separate prices for materials and labor are not provided, the Claim Settlement Officer (CSO) may depreciate the entire repair cost. If the cost of materials is 10% or less of the total cost of the repairs, the repair facility may indicate a single repair price and include the statement that “The cost of materials is 10% or less of the total cost of the repairs.”

Number of Estimates:

Loss or Damage of \$200.00 or less. If the loss or damage is \$200.00 or less, the Auxiliarist should submit at least one written estimate or price quote.

Loss or Damage of over \$200.00. If the loss or damage is more than \$200.00, the Auxiliarist should submit at

least two written estimates or price quotes, even if the small claims procedure is used. In those rare situations where a second estimate cannot be reasonably obtained, the Auxiliarist may contact DIRAUX or MLCLANT (lc) for a waiver of the second estimate/price quote requirement.

Miscellaneous

“Imperfect” repairs. If the repair diminishes the appearance or aesthetic value of the item or facility but makes it fully functional, the cost of replacing the entire item or facility will generally not be allowed. For example, the entire cost of replacing a radio will generally not be allowed just because the repair facility could not match the original control knobs. In most cases, the amount allowed will be the cost of repair plus an additional allowance, if substantiated, to compensate for the loss in value of the repaired item.

Special Circumstances. If an Auxiliarist believes that special circumstance exists that justify a higher than normal replacement or repair cost, the claim should be appropriately documented. It should be remembered that the CSO responsible for settling the claim has probably seen similar claims for damage and loss. A demand that appears unusually high will probably be partially denied or delayed while the CSO waits for additional documentation justifying the higher amount.

SUBMIT CLAIMS PACKAGE. The completed claims package, with accompanying documentation, should be submitted to the operational commander within 6 months of the date of the loss or damage. Failure to do so may result in denial of the claim unless there is good cause for a delay.

REPORT COMPLETED REPAIRS. After repairs are authorized by the operational commander or DIRAUX, the Auxiliarist should forward a Report of Completion of Repairs and invoice marked “PAID” to the operational commander.

POMS ACCESS AND PATROL PLANNING

At the initial introduction of POMS, only a Location Administrator was and still is required to support the program. After a period of time it was decided to give the SO-OP’s ADMIN USERS access to help plan and execute the division operation program. Later the FSO-OP’s were given access to assist the SO-OP’s. The Operations Officers are responsible for coordinating with the Stations and executing a well planned patrol schedule. Except for emergencies, patrols should be planned and scheduled in POMS at least a week in advance of the patrol and at times of heavier boating traffic; i.e. weekends, sundown etc. Generating orders and mailing them is the least of the operations Officer’s duties. Maintaining PLB information, non-owner flag information and approving orders for On-Line Users are among others. ADMIN USERS access is granted or denied by the Location Administrator, it is not a right of passage because someone holds the operations office.

CERTIFICATES IN LIEU OF RECEIPT

Certificate in Lieu of Receipt will only be accepted in the case of loss of receipt or when specifically authorized by Sector in specific incidents, i.e., joint exercises etc. They will not be used as a way of doing normal business.

PATROL REIMBURSEMENT

Each Patrol Order Document includes a specific date, time and place for rendering services. Claims cannot be spread over a number of other documents. Refueling and all claims for reimbursement must take place on the date of the mission. If "No Reimbursement" is checked for that mission, replacement for any fuel cannot be carried forward to another mission. In event the fuel source is closed at the end of the mission, refueling must be accomplished the following day. This should be included in the patrol planning. I am updating the file of available Auxiliary Facilities and request that each facility owner forward a copy of their Vessel Facility Inspection and Offer for Use Form (CG-2736) with their first set of patrol orders.

SAMA ALLOWANCE

Standard Auxiliary Maintenance Allowance (SAMA) is paid when available to help owners in the general maintenance of the facilities, i.e., oil changes, belt replacement, etc. The amount received each mission is based on the number of hours the engine was used to basically propel the facility on the mission. Time spent at the dock, anchored, refueling, etc. are not counted as engine hours. Time the facility use started and ended is not generally related to the engine hours but is the AUXDATA function of the mission.

AUTO CANCEL DATE

Effective 1 April 2010 the AUTO CANCEL Date will be **15** DAYS vice 45 days. Again, this is part of the patrol planning and is instrumental in keeping the funding up-to-date. SO-OP's should monitor these dates to ensure they are not exceeded. As you may not be aware of, the Coast Guards budget will not increase from the Fiscal Year 2009 funding level over the next several years. The Department of Homeland Security is scrutinizing all agency budgets and expects each program element to be able to provide real time expenditures at all times throughout the fiscal year. Good stewardship of the taxpayer's money has never been more important. Your support of these measures will ensure timely reimbursement of patrol expenses and meet the secretary's mandates is greatly appreciated.

PERSONAL LOCATING BEACON

As of June 1, 2004, Auxiliary surface facilities (including PWCs) and special purpose facilities NOT equipped with a 406 MHz EPIRB are required to have a minimum of one crew member carry a Personal Locating Beacon (PLB) while underway on orders. The 406 MHz PLB is a handheld version of the 406 EPIRB. It must be COSPAS-SARSAT and FCC certified and manufactured for use in the marine environment. It operates on 406MHz and 121.5 MHz. Operating temperature of a Class 1 is -40°F to 13°F. Operating temperature of a Class -2 is -4°F to 131°F. The Maintenance Procedure Card for the PLB may be downloaded from the following link <http://cgweb.comdt.uscg.mil/G-RCB/SurvivalMPCs.htm> . Personal Locating Beacon registration and battery expiration date must be kept up to date in the POMS data base. The PLB is a required part of the facility survival equipment and the daily pre-underway checklist. If the equipment does not meet current Commandant Policy the facility shall not be permitted to perform missions under official Coast Guard Auxiliary Patrol Orders.

Source:

BOSN4 Stephen Lyons

Waterways Management Division Chief

Coast Guard Sector North Carolina (252) 247-4525

Tuesday, March 03, 2009 8:53 AM

Is there a defined "Patrol Season" and is there a CGAUX reference that defines it?

Bill, the SNC patrol season is from 1 April to 1 Nov normally. In the past we have extended it to 1 Dec when the fall weather remained warm and boating continued. The reference is the Group Ft. Macon Aux policy manual which is very old but is still current until it is re-written. Over the years, so much has changed, I would not even put a copy out because it would confuse people. This has been the policy over along number of years. The exception is: If a member needs a mission to maintain his/her currency, a patrol can be authorized to accomplish this task. It is not intended that a patrol will be conducted to train a new Crewmember or Coxn candidate.

As you know, during the winter, a number of days/nights require dry suits or heavy PPE for the boat crews. Very little actual training is going be accomplished under this condition and it drives Risk Management crazy. I look to you to run your program accordingly and will help you as I may. If this does not solve your problem, we can go to another plan, which is, all 20-05 orders will be approved by me as Sector Location Administrator but I don't think it will come to that.

What is technically 20-05's Area of Responsibility?

There are no specific AOR's anymore as we use to know them. Flotillas do have their normal patrol areas and what we ask is if you are going into another Flotilla's area, is to as a courtesy, notify their FSO-OP. So far as 20-03, 20-04 and 20-05, the entire Neuse River and tributaries would be your normal AOR. If you were going to Pamlico River or Morehead City, then it would be appropriate to notify the FSO-OP's in those areas, but not required. If a facility from one of those areas were coming in Neuse River, it might be good for you to know that in case you had an operation going on in which you might be able to use that facility to help you out. So that is where we are with AOR's.

Bobby