

# Fifth Northern Region Auxiliary

## Notes Of General Interest

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### IN THIS ISSUE

- 1 - OPENING NOTES
- 2 - CONGRATULATIONS!!!
- 3 - UPCOMING EVENTS - MARK YOUR CALENDARS!!
- 4 - DIRECTORY UPDATES
- 5 - TEAM COORDINATION TRAINING (TCT)
- 6 - NOTES ABOUT NEW MEMBERS
- 7 - MAINTENANCE AND CATASTROPHIC LOSS FUNDING FOR SURFACE FACILITIES
- 8 - EQUIPMENT UPDATE
- 9 - PERSONAL PROTECTIVE EQUIPMENT (PPE) UPDATE
- 10 - DISENROLLMENT REMINDERS
- 11 - ID CARD UPDATE
- 12 - UNIT NUMBER - INCLUDE IT FOR FASTER SERVICE
- 13 - ON-LINE PROCTORING
- 14 - MANDATORY WORKSHOPS
- 15 - DIRAUX STAFF DUTIES

### 1 - OPENING NOTES

First - YN3 Scott Stein and his wife Danielle are the proud parents of their first child Olivia! Olivia was born on Wednesday September 17<sup>th</sup> in Toms River, NJ. Mother and baby are doing great...the verdict is still out on Dad...

Second, here are a few excerpts from my upcoming article in *Topside*. This deals with the new D5-NR Policy Manual and I'm basically trying to get the word out at every chance I get. The new D5-NR Policy Manual was designed to be a practical working tool for regional Auxiliary leadership and program management. In other words, its primary audience was meant to be members who serve as Flotilla Commanders, Vice Commanders and Staff Officers as well as their counterparts at Division and District levels. The manual was deliberately riddled with acronyms - abbreviations that members who serve in those positions should know (however, if one's memory fails while reading it, there is always the comprehensive list of acronym definitions located right behind the Table of Contents...). The manual was also meant to be as contemporary as possible in relation to both national and regional Auxiliary policies. For example, we released it with a section that addressed regional on-line specialty exam proctoring procedures *before* D5-NR had even specified to the National Training Center exactly which members would be authorized to serve in that capacity (see item 13 further on down). Finally, the manual was meant to be practical in that it could be referred to for regional forms that were more standardized in format, self-explanatory, and comprehensive in coverage.

Although the D5-NR Policy Manual may have been primarily designed for practical use by elected and appointed staff officers, it certainly can and should be read by anyone who is interested in regional Auxiliary programs. Paper copies were limited to elected officers and key appointed staff officers, but the D5-NR Policy Manual can be easily

found on the D5-NR web site ([www.5nr.org](http://www.5nr.org)). Simply click on the "Member Area" button, then the "Download" button and you will find it in the "5NR Policy and Manuals" section. Once in the document, you can easily maneuver within it by clicking on any line item of the "Table of Contents" in order to go immediately to the right page. Additionally, if you want to grab a form that is listed in Appendix C (the last two pages of the manual), you can do that by just clicking on the appropriate "Appendix Page Number" (all forms are also separately accessible further down in the Download section).

I encourage you to break the new manual open and use it for everything from administration of upcoming elections to submitting awards for your deserving Flotilla and Division mates.

## **2 - CONGRATULATIONS!!**

The following member of D5-NR is recognized for his recent achievement:

Coxswain Qualification: William J. Beihl, Flotilla 7-12

## **3 - UPCOMING EVENTS - MARK YOUR CALENDARS!!**

**Elected Officer Training:** Planning for elected and appointed officer training is currently underway. Training locations are being researched. The dates for 2004 training will be:

Elected Officer:

Central Area: Saturday, January 3, 2004  
Eastern Area: Saturday, January 10, 2004  
Western Area: Saturday, January 17, 2004

Appointed Officer:

Central Area: To be determined.  
Eastern Area: Saturday, February 21, 2004  
Western Area: Saturday, February 14, 2004

**QE Workshop:** The next regional QE workshop and QE Review Board will be held in Philadelphia on Saturday, March 6th, 2004. Elected leadership wishing to submit items for consideration and discussion at the workshop should submit them to our office, attention to Chief QE Coordinator, Lee Crossman. Any member wishing to seek an appointment as a QE should submit their request to our office, attention to Lee Crossman, via the chain of communications and per the requirements established in of section 16.F of the D5-NR Policy Manual.

**Spring Conference:** The next conference will be held at the Heritage Hills Resort in York, PA on Friday-Sunday, March 12-14, 2004. The full weekend of training and activities is being finalized. The schedule of events and available training will be published in the upcoming issue of *Topside*.

## **4 - DIRECTORY UPDATES**

**DSO-CC:** Commodore Bentley has appointed a new DSO-CC and ADSO-CC (C). J. Donald "Don" Coggins has fleeted up to the position of DSO-CC and Richard Hudson has taken the ADSO-CC (C) position.

Coastie Special Project Officer (SPO): Tamra Neer, SO-MS 7 / FSO-FN 72, has taken on the functions and responsibilities of D5-NR's Coastie SPO. She can be contacted at 40 Oak Avenue / Cedar Run, NJ 08092 / (609) 978-0528. If you are interested in using the D5-NR Coastie, please refer to section 13.C.1. of the D5-NR Policy Manual before contacting Ms. Neer for coordination.

Commercial Fishing Industry Vessel Safety (CFIVS) Program Coordinator: Tamra Neer has also taken on the functions and responsibilities of CFIVS program coordinator as part of the provisions of MSO Philadelphia's Auxiliary Augmentation instruction recently signed by Commodore Bentley and Captain of the Port Philadelphia, Captain Jonathon Sarubbi. In this role, Ms. Neer will provide regular program liaison for CFIVS Examiners and MSO Philadelphia.

DCP 9 Phone Change: Richard Deason II, DCP 9, has a new phone number - (814) 583-7350.

## **5 - TEAM COORDINATION TRAINING (TCT)!!**

All boat crew program members and comms watchstanders are required to be current in TCT as of May 31<sup>st</sup>, 2004. Any member whose initial TCT qualification date is more than 5 years old or who has not taken the original workshop on or before May 31<sup>st</sup>, 2004, will be set to REWK status on June 1<sup>st</sup>, 2004. Please check the status of your membership and get TCT workshops scheduled early so we do not run into any problems in this area. The following TCT workshops are currently scheduled:

Division 9: Saturday, September 27, 2003  
Division 3: Saturday, October 25, 2003  
Division 13: Saturday, November 8, 2003  
Division 14: Saturday, November 8, 2003  
Division 16: Saturday, November 15, 2003

## **6 - NOTES ABOUT NEW MEMBERS**

Chapter 3 of the Coast Guard Auxiliary Manual indicates the following about the enrollment of new members: "The Director is responsible for approving applications for enrollment. An individual becomes an official Auxiliary member after the Director has approved their application and issued a member number. Member acknowledgement is accomplished by taking the Auxiliary member pledge at a Flotilla meeting."

Chapter 8 of the Manual further indicates about Initial Qualification: "When accepted as a member by the Director, the new member will be administered the "Pledge" and presented a member certificate and number at an appropriate Flotilla ceremony."

One thing is clear in this - that a prospective member is technically considered a member of the Auxiliary when the Director's approval signature is placed on their enrollment application. The date of that signature becomes the member's base enrollment date. At that point, the member is an Auxiliarist and entitled to the benefits of participation in Auxiliary programs and policies. The member is then notified of such through the Welcome Aboard letter that we send to them.

One thing that is not clear is the expectation of time between the Director's approval signature on the enrollment application and the member's acknowledgement of such by taking the pledge at a Flotilla meeting. However, the spirit of these provisions can be interpreted to mean two things. First, that the member does not have to take the pledge at a Flotilla meeting (ie - if a more desirable, timely and/or convenient Auxiliary event is scheduled to occur other than a Flotilla meeting, like a Division Change of Watch, then that event may certainly be "substituted" for the Flotilla meeting as the venue for administration of the pledge). Second, that the member should

take the pledge in a timely fashion. What does "timely" mean? I'll admit that that is difficult to define in today's hectic and jumbled pace of collective daily routines. But it can be bounded by general reasonableness and common sense. It would be reasonable to expect that a new member could get to a meeting of their Flotilla within a couple of months of enrollment - or to any other Flotilla or Division event for purposes of taking the pledge, for that matter. Beyond that amount of time, the Flotilla Commander or Flotilla Staff Officer for Personnel Services would be well within bounds to contact the new member and remind them not only of the importance of taking the pledge as *their obligation* to acknowledge their membership but also as an opportunity for the new member to meet many other members of their Flotilla and/or Division.

Fortunately, circumstances like this are very rare, and I am not trying to make this a major issue. But I know that it causes concern in some isolated cases and warrants some degree of address. The bottom line is that the collective efforts of both the Flotilla and the new member to get that new member through the entire enrollment process, including taking the Auxiliary pledge, should be recognized by all involved as fundamental to being able to say, "I am a Coast Guard Auxiliarist." If you encounter a case that you simply cannot gain such closure, then like other Auxiliary concerns, raise them through your chain of communication and leadership for assistance.

One last word about new members. We will continue to send Welcome Aboard letters to all new members, but...we will not mail their certificates to their respective Flotilla Commanders until we receive confirmation that the member has completed the basic core course contents of either the Auxiliary's BS&S, BSC or USPS courses, or challenge and pass the BS&S, BSC or SF closed book exams. A member must complete one of these in order to be recognized as Basically Qualified - BQ (as opposed to Initially Qualified - IQ). Basic Qualification is a pre-requisite for participation in Auxiliary programs like aviation, communications, public education and vessel examinations. Auxiliary membership certificates are specifically annotated to recognize the member's achievement of BQ status and should therefore not be issued to members who are at the IQ level. The AUXDATA system also recognizes the difference between IQ and BQ.

## **7 - MAINTENANCE AND CATASTROPHIC LOSS FUNDING FOR SURFACE FACILITIES**

A reminder that policy changes and funding requests to provide funding, not only the periodic maintenance costs for Auxiliary surface facilities but also for the repair of catastrophic casualties (ie - in which no specific patrol related cause can be identified), suffered by surface facilities based on the percentage of their use under Coast Guard orders is still tracking well through the federal government budget process. Prospects are very good that sometime in the next year or two, the Coast Guard will be able to deploy a reimbursement program similar to that for Auxiliary aviation that compensates Auxiliarists for routine maintenance costs for their surface facilities as well as for catastrophic casualty repair based on percentage of use of their facilities under Coast Guard orders (whether the casualty happens while the boat is actually operating under orders or not).

A key element to successful requests for casualty repair reimbursement will be the ability of the facility owner to provide documentation of the facility's total usage. This will require presentation of a **facility log** that clearly documents the following:

- Total hours used (underway)
- Dates and hours used for pleasure (not under orders)
- Dates and hours used for Coast Guard missions (under orders)
- Dates of routine maintenance performed and description of work
- Dates and receipts for any contracted maintenance (routine or other)

The log must have non-removable pages (eg - the classic green log book - 3-ring binders

will not be acceptable). Each page should be numbered and signed by the owner. While whether or not a facility owner maintains this kind of maintenance and usage log is strictly at the discretion of the owner (ie - it will not be "mandatory"), you can rest assure that without such a log to substantiate a casualty repair claim...such a claim will probably not be approved for reimbursement. **Facility owners are strongly recommended to start keeping this kind of maintenance and usage log right now - don't wait until next year or for formal notification of this program's approval - it's coming, and "gun-decked logs" will not be accepted.**

## **8 - EQUIPMENT UPDATE**

Each Division is now, or will soon be, in position of a government furnished laptop computer and LCD projector. These items have been provided for conducting official Auxiliary business particularly for PowerPoint presentations associated with member training activities, public education courses and public affairs events. Contact your DCP to make arrangements for your Flotilla to use them and **please maximize** the use of this equipment.

In the very near future, each Division will receive a government furnished digital camera. These cameras are being furnished for official Auxiliary business particularly associated with public affairs, newsletters, and processing Auxiliary identification cards.

All items will be maintained on the **Division property lists** and must be accounted for each year during the annual inventory process...local transfers of these items from custodian to local user **must** be documented using a Requisition and Invoice/Shipping Document, DD form 1149. Failure on a Division's part to maintain proper custody and records of this equipment will result in that Division not being included in future property distributions and centralized management of the equipment from this office.

## **9 - PERSONAL PROTECTIVE EQUIPMENT (PPE) UPDATE**

On July 1st, 2003, it became mandatory for **all** personnel (including planned passengers) aboard Coast Guard small boats (Auxiliary facilities included) to wear the PPE required in the Rescue and Survival Systems Manual (COMDTINST M10470.10E). Attached is a copy of page 3-6 from the manual showing the various types of PPE required based on air and water temperatures. Crews and passengers on all Auxiliary facilities underway **must** meet these minimum PPE requirements (**less the Boat Crew Survival Vest**...Auxiliarists normally carry the required items in or attached to their PFD's or anti-exposure suits). If unable to meet the minimum PPE requirements, the patrol should not be undertaken and the operational commander should be briefed on the reasons. The operational commander (ie - the Group office) can, on a **case-by-case basis**, waive the wearing of required PPE (this typically happens in the early spring when the daily high air temperature reaches such levels that thermal stress becomes a real concern). However, the required PPE **must** be carried on the small boats. To this end, a large number of anti-exposure coveralls (AKA: mustangs) and MSD-900 Breathable Marine Survival Suits (dry suits) have been ordered and will be distributed throughout the region.

These items will also be maintained on **Division or Flotilla property lists** and must be accounted for each year during the annual inventory process. Local transfers of these items from custodian to local user **must** be documented using a Requisition and Invoice/Shipping Document, DD form 1149.

Effective June 1st, 2004, **all** Auxiliary surface facilities, including personal water craft (PWC), while underway on orders shall have a **minimum** of one crewmember per vessel carrying a McMurdo Fastfind 406 Personal Emergency Position Indicating Radio Beacon (P-EPIRB) if the facility is not outfitted with a category I or II Emergency Position

Indicating Radio Beacon (EPIRB). If the Auxiliary facility does not meet this requirement, the patrol should be aborted and the operational commander should be briefed on the reasons. To meet this requirement within our region, there are 300+ P-EPIRBs on order or on their way to our office (enough to outfit all D5-NR coxswains). We will distribute these to D5-NR coxswains this fall and winter. These items must be maintained on Flotilla property lists and must be accounted for each year during the annual inventory process.

## **10 - DISENROLLMENT REMINDERS**

November 30th is the deadline for next year's (2004) "Dues" disenrollments to be postmarked to the DSO-PS. If disenrollments are not postmarked by the deadline and sent through the proper chain of leadership, we cannot guarantee that a member will be disenrolled by the end-of-year close out. To avoid unnecessary delays, please make sure **ALL** disenrollment packages are complete and are sent directly to the **DSO-PS**.

**\*\*\*It is very important to check with your SO-IS at least monthly to make sure members have been disenrolled once the paperwork has been properly routed. This way no one will slip through the cracks and we can fix things prior to AUXDATA closeout.\*\*\***

## **11 - ID CARD UPDATE**

The process of issuing all regional Auxiliarists the new Department of Homeland Security ID cards continues. The turn-out for ID clinics has been outstanding so far and we have issued approximately 800 of the new ID cards (only about 2,400 to go...). You can greatly facilitate the collection of information that we need for each ID card by having members fill out an ADMIN-11 form in advance of the clinic (these forms are available in Appendix C of the new D5-NR Policy Manual and are available off the D5-NR web site - up to four members' worth of information can be captured on each form). The cards are then processed in our office and mailed directly to the member. The turn-around time for this process is about 60 days. The new D5-NR Policy Manual also has a section that prescribes how Auxiliary units can submit photo ID's and corresponding member information directly to our office.

This is critical - as soon as any member receives a new ID card, they must destroy their old ID card - no questions, no doubts. Please spread that word. If we find that old ID cards are being retained for any reason, the current process will be suspended in order to institute some way to ensure that old cards are being destroyed. CWO Joe Hartline will be finishing up his ID clinic visitation schedule of the region as follows:

Division 5: Thursday, October 9th  
Division 8: Wednesday, October 8th  
Division 15: Tuesday, October 14th  
Division 16: Tuesday, October 7th

## **12 - UNIT NUMBER - INCLUDE IT FOR FASTER SERVICE**

Please, please, please, please, please ensure that Flotilla and Division numbers are written on **all** correspondence, either in paper form or e-mail. This includes test and facility inspection form submissions. This helps our office gather information faster and respond to inquiries a lot faster. It's simple - no unit ID...lots of time wasted in answering a question...and you get a slower response.

### **13 - ONLINE PROCTORING**

The region went live with online testing for specialty courses and the closed book Navrules exams (70 series) earlier this month. All D5-NR AUXOP's have been designated proctors for specialty courses and all D5-NR QE's have been designated proctors for the closed book Navrules exam. The procedures for registering and proctoring these examinations can be found in section 4.F.1.d of the D5-NR Policy Manual. Currently, the AUXCOM, AUXMIN, AUXWEA, AUXPAT, and AUXSEA specialty course examinations are available online. The AUXSAR and AUXACN-A examinations will be available online in the near future.

### **14 - MANDATORY WORKSHOPS**

There will be mandatory IT and OPS workshops in 2004. National Auxiliary directorates are working on the workshop curriculum and distribution instructions.

### **15 - DIRAUX STAFF DUTIES**

Our staff's administrative duties are listed below. Please continue to use the following contact list:

CWO4 Joe Hartline -Training -Injury/Mishap Reporting	<a href="mailto:jhartline@dirauxphiladelphia.uscg.mil">jhartline@dirauxphiladelphia.uscg.mil</a>	215-271-4934
Elizabeth Kain -Qualifications -AUXDATA	<a href="mailto:ekain@dirauxphiladelphia.uscg.mil">ekain@dirauxphiladelphia.uscg.mil</a>	215-271-4937
SK2 Henry Mc Guigan -Test Requesting -Travel Reimbursements -Property Management	<a href="mailto:hmcguigan@dirauxphiladelphia.uscg.mil">hmcguigan@dirauxphiladelphia.uscg.mil</a>	215-271-4858
YN3 Scott Stein -Enrollments/Disenrollments -Initial Qualifications	<a href="mailto:sstein@dirauxphiladelphia.uscg.mil">sstein@dirauxphiladelphia.uscg.mil</a>	215-271-4933
BCQP Coordinator, Lee Crossman -All questions regarding qualification status in the Boat Crew Program	<a href="mailto:lcrossman@dirauxphiladelphia.uscg.mil">lcrossman@dirauxphiladelphia.uscg.mil</a>	215-271-4936

**Please remind members to use their chain of leadership and communication.**

Respectfully,

S.J. MINUTOLO  
Commander, U.S. Coast Guard  
Director of Auxiliary, D5-NR