

# **Auxiliary Staff Officer Marine Safety**

*A guide to basic information*



# 5<sup>th</sup> District Northern Region

Revised May 2016



This is a guidebook for U.S. Coast Guard Auxiliaries involved in the area of Marine Safety and Environmental Protection and is a compendium of ideas, thoughts, and a source of ready information. It is not a manual. Official policy, procedures, and qualification requirements are stated in the Auxiliary Manual COMDTINST M 16790.1 (Series). The Auxiliary Manual is the governing document.



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## **MISSION, JOB DESCRIPTION, AND ORGANIZATION STRUCTURE**

### **The Mission of the U.S. Coast Guard**

The **USCG's mission** is to protect the public, the environment, and U.S. economic interests – in the nation's ports and waterways, along the coast, on international waters, or in any maritime region in order to support national security. This is accomplished by being *Semper Paratus*.

### **The USCG Mission for Marine Safety:**

The **USCG's Marine Safety Mission** is to ensure the safety of mariners, passengers, and recreational boaters by preventing marine casualties. This is accomplished by inspecting domestic and examining foreign vessels; investigating marine casualties; monitoring safety and security at facilities; and managing waterways and vessel traffic

The **USCG's Prevention Department**, the home to Marine Safety, is responsible for preventing maritime casualties, marine oil spills, accidents, and security related incidents at and on regulated waterfront facilities, vessels, and critical infrastructure

### **Tasks and Responsibilities for an Auxiliary Staff Officer for Marine Safety – (District, Division, or Flotilla):**

The Auxiliary Staff Officer for Marine Safety and Environmental Protection (MS/EP) requires an individual to be highly visible and well diverse in developing and fostering relationships with other staff officers throughout the Auxiliary and the local USCG Sector. The Auxiliary Staff Officer-MS/EP will exercise responsibility and supervision over all matters pertaining to the Auxiliary Unit's role in advancing the Auxiliary MS/EP activities and will inform applicable units of all developments in this area.

The Auxiliary Staff Officer-MS is an active leader who will:

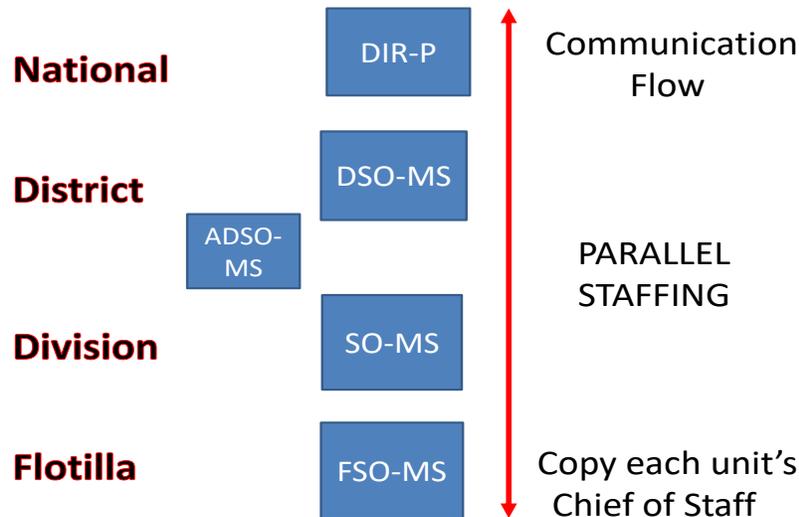
- Provide assistance, support, and proactive coordination for:
  - USCG MS/EP missions designated as appropriate for Auxiliary participation;
  - environmental outreach, including Sea Partners
  - maritime security, including America's Waterway Watch;
- Conduct training and workshop opportunities to sustain MS/EP programs,
- Promote participation of MS/EP activities within each Auxiliary Unit.

The Auxiliary Staff Officer-MS supports the Auxiliary and the MS/EP organization by:

- Establishing goals and objectives and preparing plans necessary to achieve the stated MS/EP objective. (Objectives are established periodically by the MS Officer)
- Attending Auxiliary Unit Meetings and Auxiliary Unit Staff meetings as requested.
- Submitting regular and timely, written reports to the Auxiliary Unit's leadership with information copies to other MS Staff Officers as appropriate, according to parallel staffing
- Maintaining close liaison with all Auxiliary Marine Safety Staff Officers above and below in the Chain of Leadership and Management, as appropriate and using parallel staffing.
- Sharing "Best Practices."

**Auxiliary Organization – Marine Safety:**

A Marine Safety Officer is represented at each level within the Auxiliary organizational structure; National, District, Division, and Flotilla.



**Auxiliary National Prevention Department Website:**

<http://wow.uscgaux.info/content.php?unit=p-dept>

The Auxiliary National Prevention Department Website has information available regarding the status of the Auxiliary Marine Safety PQS's available to qualify for Auxiliary Marine Safety Insignia (Trident) and the Marine Safety Training Ribbon. The website also includes instructions for completing the applications necessary for awarding both Trident and the Marine Safety Training Ribbon.

In addition, the website also has information for both America's Waterway Watch (AWW) and the Sea Partners Program. America's Waterway Watch is a public outreach program encouraging participants to simply report suspicious activity to the Coast Guard and/or other law enforcement agencies.

<http://aww.uscg.mil/home.html>

The Sea Partners Campaign is an environmental education and outreach program focused on communities at large to develop community awareness of maritime pollution issues and to improve compliance with marine environmental protection laws and regulations.

<http://www.uscg.mil/hq/cg5/cg544/seapartners.asp>

## **AUXILIARY VOLUNTEER SUPPORT AND OUTREACH OPPORTUNITIES**

### **Develop and Support Outreach Opportunities:**

Many outreach opportunities are available in the community. Several examples include:

#### **Harbor Safety Committees:**

Most major ports have a Harbor Safety Committee whose membership, in addition to various members from throughout the local maritime community, may also include a recreational boating representative whose activities may include training and outreach. The recreational boating representative is a possible avenue for Auxiliary support.

#### **Beach Clean-up Activities:**

State agencies and/or local environmental groups may periodically support “beach clean-up” activities. This is an avenue available for Auxiliary participation.

#### **Sector Supported Committees:**

The Oil Pollution Act of 1990 and the Marine Transportation Safety Act of 2002 each created a Coast Guard sponsored committee. The Area Committee is required by the former and the Area Maritime Security Committee is required by the latter. These meetings are open to the public and participation can include a broad spectrum of the local maritime community as well as offering opportunities for Auxiliary participation. For example, the Area Committee may have as part of its structure a Volunteer subgroup that is charged with managing volunteers that may appear at an incident to offer assistance. Auxiliarists who have ICS training are a good source of leaders who have experience managing “volunteers.” In addition, since the activities and related action items that occur during each of these two Committee meetings should be memorialized, Auxiliarists can support both the Area Committee and the Area Maritime Security Committee by simply recording the minutes of the meetings. The meetings are generally held quarterly, semi-annually, or annually, so supporting this activity is not a heavy lift and it is a good opportunity to enhance learning while offering support. In addition, each committee can offer drills and exercises that also offer additional opportunities for Auxiliarists to participate with various Coast Guard Units and practice various qualifications. Business organizations may encourage employee “volunteer” activities. If this is the case, perhaps approval can be obtained for an employee to volunteer one morning each calendar quarter in support of these Coast Guard Committee activities.

#### **Speaker’s Bureau:**

Develop approved programs for delivering authorized America’s Waterway Watch presentations and supporting Sea Partners through educational programs developed for school children and other maritime organizations. Possible opportunities include marinas, boating-sailing clubs, conservancy groups, local schools, Boy and Girl Scouts, and various community organizations and clubs.

### **Marina Visits:**

Periodically visit each of the marinas in the local area and share recreational boating literature with marina patrons as well as monitor and report the safety and security infrastructure observed during the visit. This supports the Auxiliary mission of recreational boating safety as well as providing Incident Management Division with the conditions and capabilities of the local marinas should their use become necessary during an incident.

Prepare a list of marinas within the AOR. Include an aerial view from a mapping service, such as "Google Maps," the physical address, the latitude/longitude, the POC, POC contact information, number of piers/docks, water depth, and whether or not small boat launch capability (for SAR, oil spill, or any other maritime emergency), fueling facilities, and pump-out capabilities are available.

During the visit, note the presence of boat ramps and other capabilities to launch small boats that could benefit during an incident as well as noting security and safety apparatus, such as cameras, lighting, and controlled access; condition of the walkways, piers, and docks; and access to life rings and fire extinguishing equipment.

### **Monofilament Fishing Line Recovery and Recycling**

Establish and implement a program for recovering and recycling monofilament fishing line, which is an environmental danger to fish and wildlife as well as fouling boat motors and jet drive intakes. Constructing a monofilament fishing line recovery bin is depicted on a *BoatUS* website, which demonstrates the "how to" process as well as providing a list of the equipment needed to construct the bin.

<http://www.boatus.com/foundation/monofilament/>.

Recycling is accomplished through the Berkley Conservation Institute <http://www.berkley-fishing.com/Recycling/Berkley-recycling.default.pg.html>.

Many states have programs that support monofilament fishing line recovery and recycling programs by supplying the bins as well as the mailing boxes to ship the recovered line to Berkley. Search the internet for possible state supported opportunities.

### **Auxiliary Activities:**

Encourage fellow Auxiliarists to include AWW information and literature as well as any state and local environmental rules and regulations as an integral aspect of each encounter with the public, such as during a vessel examination, public education course, or at any public affairs events (boat shows, safety fairs, and any other PA event).

### **Support Coast Guard Units:**

Various volunteer opportunities for Auxiliarists may be available at Coast Guard Units. These Auxiliary volunteer opportunities will vary according to the needs of each individual Sector or Unit and the inherent risk existing along the waterway and at local waterfront facilities. While a particular volunteer opportunity may not necessarily be “high profile,” any Auxiliary support at a Coast Guard Unit is a “force multiplier” and as a result enhances overall productivity. The time commitment for volunteering with a Coast Guard Unit can range from one day a month to one or more days a week. It may also be possible that certain activities can be accomplished on weekends. Auxiliary Staff Officer-MS can coordinate information as to the types of opportunities available and the associated volunteer parameters with either the Auxiliary Liaison Officer, the Auxiliary Sector Coordinator, or if authorized, the local Coast Guard Unit. All Auxiliarists should consider volunteering at a Coast Guard Unit – it is most rewarding. A sample of possible Volunteer support opportunities could include:

#### **Administrative Support:**

Various opportunities to support a Coast Guard Unit may involve operations with investigations, inspections, port state control, waterways, and planning and could include activities such as data entry using MISLE (Marine Information for Safety and Law Enforcement), completing specific task-oriented projects, responding to periodic requests from the maritime community, evaluating various operating alternatives and making recommendations, to supporting various administrative activities by utilizing standard office-oriented computer applications.

#### **Practical Support:**

Support for various operational activities with either the Prevention or Response Departments may be available for Auxiliary Volunteer participation. To determine what activities are either available or possible for each local area, please visit with the appropriate Auxiliary Staff Officer-MS and/or the Auxiliary Sector Coordinator. Each Sector is unique. What is available or possible at one Sector may not be available or possible at another Sector. These differences can be based on the needs of the particular Sector as well as an assessment of the risk exposure along the waterway.

#### **PQS Training**

The time, dedication, and effort required by the Coast Guard to train an Auxiliarist is substantial and the Coast Guard expects receiving a return on that investment. For each Coast Guard supported PQS training received, it is recommended that the Auxiliarist plan to dedicate at least two years volunteer time.

### **Successful Auxiliary volunteers are:**

- *Consistent*
- *Dedicated,*
- *Professional, and*
- *Responsive to any evolving volunteer opportunities*

## **AVAILABLE AUXILIARY TRAINING AND QUALIFICATION GUIDANCE**

### **Marine Safety Qualification and Training Programs:**

The **Marine Safety Training Ribbon** was created in recognition of the considerable and long-term, sustained effort that Auxiliarists must put forward in order to earn the **Auxiliary Marine Safety (Trident) Insignia**. The ribbon recognizes achievement in the marine safety, security, and environmental protection mission area as a precursor to achievement of the **Auxiliary Marine Safety (Trident) Insignia**.

Auxiliarists who successfully complete the following tasks are entitled to wear this ribbon (there is no time limit in which these tasks must be completed):

#### **Training Courses:**

- Introduction to Marine Safety and Environmental Protection (IMSEP) course.
- Good Mate Course.
- Incident Command System (ICS) courses 100/ 200/ 700/ 800.
- ICS course 210 or ICS 300.

#### **Practical Training Qualifications:**

- At least one Auxiliary marine safety program PQS.

Auxiliarists who successfully complete the all of the above tasks and the following tasks are entitled to wear the Auxiliary Marine Safety Insignia (there is no time limit in which these tasks must be completed):

#### **Service Support Requirements:**

- Perform at least 96 hours of program activity service a year for at least five years (these years do not have to be consecutive).

#### **TRIDENT and MSTR Applications:**

<http://wow.uscgaux.info/content.php?unit=P-DEPT&category=trident>  
<http://wow.uscgaux.info/content.php?unit=P-DEPT&category=mstr>

### **Available Auxiliary PQS:**

<http://wow.uscgaux.info/content.php?unit=P-DEPT&category=ms-pqs>

#### **NOTES:**

- Marine Safety qualifications are open to Auxiliarists based on the needs of the individual Coast Guard Sector. If a Coast Guard Sector has no need of Auxiliary support in a particular program area, it is not available to Auxiliarists supporting that particular Coast Guard Sector.
- Participation in some of these operational activities may require the Auxiliarist's acceptance into the Occupational Medical Surveillance and Evaluation Program (OMSEP), which is at the sole option of each individual Sector).

### **Suggestions for completing a PQS:**

Create a “blank” answer sheet

- Open the PQS in Adobe Acrobat (.pdf).
- Highlight the entire section containing the questions and click “copy”
- Open a blank word document
- Click Paste Special - unformatted text and “paste”
- In order to obtain a blank answer sheet, delete all unnecessary material, such as “Date Completed,” “Verifying Officer’s Initials,” and any unnecessary “headers” and “footers” included with the copy-paste action

Record your answers to the newly created “answer sheet.”

At the end of each answer, record the citation from where the answer was found.

### **Finding Answers:**

#### **COAST GUARD MANUALS**

Coast Guard Manuals can be found:

[http://www.uscg.mil/directives/listing\\_cim.asp?id=16000-16999](http://www.uscg.mil/directives/listing_cim.asp?id=16000-16999)

Scroll the list to find those manuals cited in the PQS references page included with each PQS; click on manual number (16xxxx) to download. A key set of manuals are the Marine Safety Manuals (not all volumes are public documents, but as AUX, we are not tasked with those activities)

#### **COAST GUARD MARINE SAFETY MANUALS**

CIM 16000.6 MARINE SAFETY MANUAL, VOLUME I, ADMINISTRATION AND MANAGEMENT,

CIM 16000.7B MARINE SAFETY MANUAL VOLUME II, MATERIEL INSPECTION

CIM 16000.8B MARINE SAFETY MANUAL, VOLUME III, MARINE INDUSTRY PERSONNEL

CIM 16000.9 MARINE SAFETY MANUAL, VOLUME IV, TECHNICAL

CIM 16000.10A MARINE SAFETY MANUAL, VOLUME V, INVESTIGATIONS AND ENFORCEMENT

CIM 16000.11 MARINE SAFETY MANUAL VOLUME VI, PORTS AND WATERWAYS

CIM 16000.14 MARINE SAFETY MANUAL, VOLUME IX, MARINE ENVIRONMENTAL PROTECTION

#### **RELATED MANUALS**

In addition, many other manuals related to various Coast Guard activities are also available, such as pollution manuals addressing hazardous materials, including MARPOL, CHRIS, and guidance for handling hazardous waste; manuals for Aids to Navigation; various manuals addressing the handling and operation of small boats; and procedures for the permitting of regattas and marine parades.

#### **COAST GUARD NVIC’S**

Also consider a search of National Vessel and Inspection Circulars (NVIC’s)

[\(http://www.uscg.mil/hq/cg5/nvic/\)](http://www.uscg.mil/hq/cg5/nvic/)

. . . and Coast Guard Policy Letters

(<https://homeport.uscg.mil/mycg/portal/ep/programView.do?channelId=-17679&programId=12861>)

### **FEDERAL REGULATIONS**

To find federal regulations; <http://www.ecfr.gov/cgi-bin/ECFR?page=browse>

Click on the radio button situated to the right of the GO button and scroll down until you find the number of the CFR cited (usually 33 CFR xxx so scroll down to 33).

### **INTERNET SEARCHES**

Create an “internet” search. Read the question and select one or more “keywords.” Type the keyword into the search option and then review the selections returned.

### **USCG WEBSITE SEARCHES**

Follow the same process at ([www.uscg.mil](http://www.uscg.mil)) as this may result in selections from various CG Departments or missions. Answers to some questions can also be found by searching the

- CG Navigation Center (<http://www.navcen.uscg.gov/>),
- Homeport (<https://homeport.uscg.mil/mycg/portal/ep/home.do>), and the
- National Maritime Center (NMC) (<http://www.uscg.mil/nmc/>)

Each has a directory on the left side of the portal.

### **SEARCHING INTERNATIONAL CONVENTIONS**

For international conventions such as SOLAS, MARPOL, STCW and others, search the International Maritime Organizations (IMO) - <http://www.imo.org/Pages/home.aspx>

### **USING REFERENCES**

Open the reference and use the “FIND” tool embedded in the “EDIT” tab along the top of the reference if Adobe or the “EDITING” function tab along the top of the reference if MS Word; type in one keyword from the PQS question – see where it takes you and determine if what you have found is an answer to the question. If not, click next or when that source is exhausted then try another key word and when that source is exhausted then try another source (yep, it’s trial and error, so it’s going to take a bit of time and patience). When you think you have what seems to be a reasonable answer, highlight the sentences or paragraphs and copy/paste special – unformatted text into the PQS answer sheet. If the proposed answer is a table, just copy/paste. At the end of the proposed answer, type the reference source as to where you found the answer, e.g. MSM VOL VI pg. 3-42 (Marine Safety Manual Volume VI section 3, pg. 42, or 33 CFR 165.2, or whatever may be the appropriate reference citation).

## **MARINE SAFETY INSTRUCTIONS – Assignment to Duty**

*(Paraphrasing Auxiliary Manual Chapter 5 and Chapter 2)*

### **VOLUNTEERING WITH A COAST GUARD UNIT**

Auxiliarists may support Coast Guard units by providing a wide variety of administrative and operational support. Such support allows unit commanders to redirect Coast Guard duty personnel to perform missions that require the direct application of their skills and qualifications.

The best evidence supporting the volunteer activity of the Coast Guard Auxiliary is a written direction stating Assignment to Duty issued by an appropriate Coast Guard Order Issuing Authority (OIA), Coast Guard Department, or Coast Guard Unit that is supporting the Auxiliary volunteer activity. It is highly recommended that orders and written directions are preferred when issued prior to mission execution.

The following provisions apply regarding the assignment to duty of Auxiliarists supporting a Coast Guard unit:

- Auxiliarists must inform their respective Flotilla Commanders (FC) before accepting such Coast Guard unit support missions.
- Auxiliarists must wear a proper uniform in compliance with the Coast Guard unit's direction.
- Additionally, while carrying out support missions, no titles of office or position shall be assigned, formally or informally, which imply supervision, direction, or any leadership role over any other Coast Guard member or other participating Coast Guard Auxiliarist. Wearing the "member insignia" on collars and ball caps precludes any potential embarrassment and is thus preferred.

In this regard, it is recommended that all Auxiliarists supporting any Marine Safety activity ensure that activity is supported by "Assignment to Duty," whether as Coast Guard Orders, reimbursable or non-reimbursable, issued by a Coast Guard Order Issuing Authority (OIA), or by a written statement from the supporting Department from a Coast Guard Sector or other Coast Guard Unit. A sample statement supporting Assignment to Duty is offered by Attachment 1

### **PARTICIPATING IN A MS/EP ACTIVITY**

For the performance of many kinds of authorized Auxiliary activities, Auxiliary unit-level awareness is appropriate to properly satisfy assignment to duty concerns as well as provide for the safety and security of the Auxiliarists who perform them. Although formal verbal or written orders do not have to be issued by a Coast Guard OIA to authorize the conduct of many authorized Auxiliary activities, Auxiliarists who perform them should keep their Auxiliary unit leader informed of their plans and should, as a minimum, attempt to advise their immediate Auxiliary program manager, in advance, of their intent to do so (an advance verbal or e-mail notice of intent, even if not acknowledged, is sufficient).

## **PROCESSING AUXILIARY MARINE SAFETY QUALIFICATIONS:**

The following procedures are in place to facilitate the approval and/or recording of qualifications in the Marine Safety area.

- **PROCESSING APPLICATIONS FOR THE MARINE SAFETY TRAINING RIBBON AND TRIDENT DEVICE**  
The application form and check-off sheet are to be completed by the member and is part of the Application. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX for APPROVAL and entry in Member's Record and processing of the award.
- **PROCESSING District DIRAUX ISSUED LETTERS OF DESIGNATION FOR TWO AUXILIARY PQS'S (AUX-MSAM & AUX-MEES)**  
The DSO-MS will review the PQS for completeness, if found in order, an Oral Board shall be completed, upon successful completion of the oral board, the DSO-MS shall recommend DIRAUX issue a Letter of Designation for the Auxiliary Administrative and Management Specialist or the Auxiliary Prevention Outreach Specialist.
- **PROCESSING LETTERS OF DESIGNATION ISSUED BY THE CAPTAIN OF THE PORT (COTP)**  
The Training Officer will endorse the completed PQS after the successful completion of the Oral Board and issue a Qualification Letter through the Chain of Command at Sector for signature.
- **DELEGATION**  
These processing and verification activities may be delegated to an ADSO-MS-Q(ualifications)

## **AUXILIARY VERIFYING OFFICERS**

Auxiliary Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must hold the Letter of Designation qualification. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in a workbook.

## **COMPOSITION OF ORAL BOARDS**

The Oral Board must consist of at least three members that hold the Letter of Designation qualification or as prescribed by the members DIRAUX.

## **RELATIONSHIPS BETWEEN AUXILIARY MARINE SAFETY PERSONNEL AND SECTOR PERSONNEL**

Following the Chain of Leadership and Management and being cognizant of the Coast Guard Chain of Command, it is highly recommended.

Auxiliary Liaison Officer (AUXLO)<sup>1</sup> – Active duty Coast Guard member assigned by the Coast Guard unit Commander who coordinates with the applicable Auxiliary elected leaders, staff officers, or Auxiliarists in order to facilitate and coordinate mutual support. At Sectors<sup>2</sup>, the AUXLO, in consultation with the ASC, will endeavor to match Auxiliarists' interest with Sector needs.

Auxiliary Unit Coordinator (AUC) - The primary purpose of an AUC shall be to facilitate the timely provision of high-quality administrative and operational support by the Auxiliary to the associated Coast Guard unit. The AUC shall work closely with the Coast Guard unit to develop and maintain the necessary relationships to deliver such service.

Auxiliary Sector Coordinator (ASC) - The ASC is the most important and pivotal AUC position. An ASC shall be assigned to every Sector.

ASC functional responsibilities include:

- (a) Establishing, developing, and supporting a constructive and cooperative relationship between the Auxiliary and the Sector.
- (b) Monitoring and improving Auxiliary performance and readiness in support of Sector needs by using appropriate measures and courses of action.
- (c) Coordinating the full range of contingency and readiness planning among all Auxiliary components to address operational requirements and needs in support of the Sector.
- (d) Ensuring timely Sector awareness of Auxiliary readiness and capabilities as well as training and support needs.

Performance of other duties as assigned through the chain of leadership

- 
- 1) Guidance as to the role of the Coast Guard Auxiliary Liaison Officer (AUXLO) and the Auxiliary Sector Coordinator (ASC) are described in the Auxiliary Manual CIM 16790\_1G as amended on August 2012 and June 2014 – AUXMAN PG 4-37, AUXMAN PG 1-25 & 26 PAR C.8.c, and AUXMAN PG 8-12, PAR B.5
  - 2) Sector is used to refer to either the Sector specifically or to any individual Sector Unit, such as Marine Safety Unit, Marine Safety Detachment, Marine Safety and Security Team (MSST), a Station, Cutter, or a particular unit, such as an ANT Team

## **KEEPING EVERYONE INFORMED**

### **Suggested Reporting Requirements:**

A summary of the MS activities accomplished by the Auxiliary Staff Officer-MS, fellow Auxiliary Unit members, and the Auxiliary Unit itself during the current reporting period as well as year-to-date. Possible topics could include, but are not limited to the following:

## **SUPPORTING OUTREACH**

- AWW
  - Share AWW guidance with marina patrons, conservancy groups, and members of boating-sailing clubs. . .
  - During EVERY VE, PE, and PA opportunity
- Sea Partners
  - Increase community awareness of marine pollution issues
  - Motivate public conservation of the marine environment.
- Marina Visits
  - Support boating safety
  - Project CG presence
- Monofilament Fishing Line Recovery and Recycling
- Opportunity for Auxiliary Volunteers to support:
  - An education, or training, or outreach sub-group of a local harbor safety committee
  - A volunteer workgroup of the Area Committee (oil spill pollution response)
  - Other outreach opportunities (include details as to the name of the organization, the activity shared, and the outcome)

## **SUPPORTING VOLUNTEER OPPORTUNITIES AT A COAST GUARD UNIT**

Name of the Auxiliary Member(s) who are volunteering in any MS area at any USCG Unit – please include the name of the USCG Unit and a brief description of the volunteer activity.

## **LEARNING OPPORTUNITIES**

Recognize course and task completions by noting the name of the Auxiliarist who has completed qualifications for the Auxiliary Marine Safety (Trident) Insignia, Marine Safety Training Ribbon, PQS Courses, IMSEP, and the Good Mate course. In addition, describe the MS learning opportunities offered by your Auxiliary unit –

- Name of the opportunity
- Instructor or Mentor
- Number of Auxiliarists participating
- General comments describing the value of the learning opportunity

**OTHER** – a description of any MS related activities in which any member or the unit in general participated.

## YOUR MARINE SAFETY CONTACT LIST

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>	<b>PHONE</b>
Sector Auxiliary Liaison Officer			
Auxiliary Unit Coordinator			
Auxiliary Sector Coordinator			
Division Commander			
Division Vice Commander			
Flotilla Commander			
Flotilla Vice Commander			
FSO-MS			
SO-MS			
DSO-MS			
ADSO-MS-___			
ADSO-MS-___			

**NOTES:**

<b>POSITION</b>	<b>NAME</b>	<b>E-MAIL</b>	<b>PHONE</b>
FSO-MS			

## **THOUGHTS AND IDEAS**



**ASSIGNMENT TO DUTY**

*PLEASE PRINT*

AUXILIARIST NAME:

\_\_\_\_\_

AUX ID #

VOLUNTEERING AT  
COAST GUARD SECTOR:

\_\_\_\_\_

COAST GUARD UNIT  
IF NOT SECTOR

\_\_\_\_\_

DEPARTMENT OR SECTION

\_\_\_\_\_

GENERAL DUTIES  
OF AUXILIARIST

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

AUXILIARIST'S VOLUNTEER  
COMMITMENT:

\_\_\_\_\_

COAST GUARD APPROVAL:

\_\_\_\_\_

SIGNATURE

RANK

VALID UNTIL 30 SEPTEMBER 20\_\_\_\_\_

DEPARTMENT OR SECTION

DATE

**ORIGINAL TO:**

Auxiliarist

**Copy to:**

Coast Guard Department/Unit

AUXLO

ASC

FLOTILLA COMMANDER