

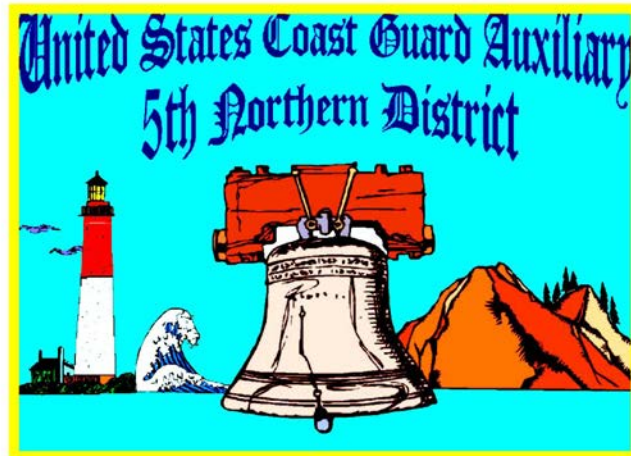
U.S. Department of
Homeland Security

United States
Coast Guard



USCG FIFTH DISTRICT NORTHERN REGION

AUXILIARY PERSONAL PROTECTIVE EQUIPMENT (PPE) MANAGEMENT



DPA-5-NR

MAR 2015

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CHAPTER 1. OVERVIEW

- A. **INTRODUCTION** This process guide constitutes the official D5-NR procedures governing the distribution, tracking and maintenance of PPE. The specific information contained herein is designed to supplement the overarching policy guidance contained in the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), Auxiliary Manual, COMDTINST M16790.1 (series) and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
- B. **PURPOSE** This guide prescribes standardized procedures for the distribution, tracking and maintenance of PPE for Auxiliary members to follow. Proper exercise of these processes will result in better accountability, maintenance and equipment cost reduction.

CHAPTER 2. PPE DISTRIBUTION

A. REQUIREMENTS Safety of personnel is the highest priority for all surface and air operations. The Order Issuing Authority (OIA) may add additional requirements for Auxiliarists using PPE under orders while operating in their Area of Responsibility (AOR).

B. RESPONSIBILITIES: At least one Auxiliarist recommended by the Flotilla Commander shall be designated in writing by the OIA as the Rescue and Survival Systems Officer (R&S) within each Flotilla to manage PPE issuance, training, and maintenance.

NOTEThe R&S Officer can be the FSO-OP or any other Flotilla member having knowledge of the PPE program IAW Rescue and Survival Systems Manual.

C. REQUESTING AND DELIVERY Due to the heavy demand of PPE by a large number of flotillas and to ensure proper oversight, all PPE requests/deliveries will be coordinated through the SO-OP.

1. Requesting procedures:

- a. FSO-MA/OP/R&S officer (depending on duties established by flotilla) sends request to the SO-OP.
- b. The SO-OP will send a consolidated Division PPE request via e-mail to the Operations Training Officer (OTO).
- c. The OTO will arrange deliveries of the PPE to the SO-OP, documented on form DD- 1149, Requisition and Invoice/Shipping Document (Appendix A).
- d. The SO-OP will distribute the PPE to each flotilla, documented on form DD-1149. For accountability purposes all forms should be retained by each.

D. ISSUANCE The Flotilla R&S Officer (Rescue & Survival Systems) will issue the PPE to the member and document the issuance on form AF-538, Personal Clothing and Equipment Record (Appendix B). The Flotilla R&S Officer will fill out the AF-538 form clearly and legibly in block print or fill out the form electronically. This form will be used for each individual and will include the member's name, AUXID and contact number. An example AF 538 can be found in APPENDIX B. **Using a single AF-538 for multiple members is not authorized.** Copies of the AF-538 shall be provided to the member at the time of issue and to the SO-OP. The original will be maintained by the Flotilla R&S Officer.

NOTE

Boat Crew Members who fail to maintain currency at the end of an operational season may be required to return the PPE issued to them. If they regain their currency, the OTO **may** reissue the equipment to the member. Members that desire to discontinue participation in the boat crew program must notify the FSO-R&S Officer. All returned PPE shall be stored and the SO-OP shall be notified of the returned property for determination of issuance.

- E. EXCESS “READY ISSUE” PPE** Flotillas are authorized to maintain a small amount of “ready issue” PPE on hand for issuance to trainees and for replacement stock, but, it must be tracked on a spreadsheet and made available to the SO-OP. Appendix D-1 is the required format for tracking surplus Flotilla PPE. A copy of the spreadsheet will be submitted to the OTO via the FSO.
- F. PPE FOR AIR OPERATIONS** All PPE will be requested/issued through the AUXAIR order issuing authority (OIA), Coast Guard Air Station Atlantic City. All PPE will be maintained as per OIA policy.

CHANGE 1 DATED 8 MARCH 2016: Summary of changes.

1. All boat crew members shall have a registered PLB in their PFD or SAR Vest (NO SAR VESTS are not required, but can be worn with the PFD) including trainees.
2. Flotilla R&S Officers should have and maintain a copy of their Flotilla PLB spreadsheet, update when necessary and forward any changes to the SO-OP.
3. Unit Serial# is no longer required on the spreadsheet.
4. PLB's not in use or returned by the member shall be taken out of service. This must be done through the NOAA website. You will need the "Owner" information and Password: **USCGD5NR#Aux53 caps sensitive!!**
5. Do not test ACR PLB more than once a month.
6. Flotilla R&S Officer's or Flotilla representatives, can register trainee PLB's under the name of the flotilla vs. personal name and information.
7. NOAA registration stickers are not placed on the ACR PLB. They should be kept in the R&S binder with the NOAA registration letter, or attached to the Appendix "A".

CHAPTER 3. PERSONAL LOCATOR BEACON (PLB)

A. REQUIREMENTS All Coxswain and Crewmembers will have a PLB (McMurdo or ACR Electronics) while on patrol.

B. ACCOUNTABILITY Each Coxswain and Crewmember issued a PLB will be included on a master PLB Inventory List maintained by the SO-OP. A copy of the Division spreadsheet should be forwarded to each Flotilla R&S Officer for visibility and tracking. Each Division SO-OP will be responsible for issuing and tracking each PLB in their division. Whenever the list is updated the SO-OP shall forward to DIRAUX with all changes in **BOLD/BLUE** type. DIRAUX will maintain the PLB Master List for all of D5-NR. The PLB Division/DIRAUX lists will contain the following information: **DO NOT MODIFY SPREADSHEETS FROM OTO!**

1. Unit: 53xx-xx
2. Member #
3. Name
4. NOAA Serial#
6. Date Issued

7. Battery Expiration
8. NOAA Expiration
9. Status: i.e. coxswain/crew/REYR/OOS out of service

NOTE

If a Coxswain or Crewmember is no longer participating in the D5-NR Boat Crew Program, the PLB shall be returned to the R&S Officer who will maintain the PLB for future issue. While the PLB is in storage it shall still be on the inventory but noted as "SPARE" in the name category. All PLB's not in use must be taken out of service. This must be done on the NOAA website.

C. RESPONSIBILITY Each person issued a PLB shall be responsible to:

1. Thoroughly familiarize themselves with all applicable instructions in the McMurdo or ACR Electronics PLB owner's manual. PLB's require a **monthly** battery test be conducted and logged. If the test fails notify the R&SS Officer.
2. Provide any updated information to NOAA concerning change of emergency numbers and change of ownership. IAW the PLB MPC, PLB's are required to be re-registered bi-annually. When this happens members must forward the new date of registration and NOAA letter to the R&S Officer (if you personally registered your PLB), so the data can be forwarded to the SO-OP and OTO and the PLB spreadsheet updated accordingly.
3. Ensure the PLB is properly maintained, including battery replacement IAW manufacturers specifications. Battery replacement and any other expense related to the PLB is the responsibility of DIRAUX.
4. Battery life is 5 years. DIRAUX R&S Officers and SO-OP's will track this. All battery replacement requests will be consolidated and sent to DIRAUX by the SO-OP.!!NOTE DO NOT TEST THE ACR PLB MORE THAN ONCE A MONTH. DOING SO WILL DECREASE THE LIFE OF THE BATTERY!!
5. Provide NOAA and the R&S Officer with any change in information which may influence the registration, such as loss of PLB, change of ownership etc.
6. Return the PLB promptly to the R&S Officer when requested, or leaving the boat crew program.

D. REGISTRATION While property of the U.S. Coast Guard, these PLBs are being issued to individual auxiliary members or Flotillas and should be registered as such. The following information is for use when filling out the NOAA 406hz PLB form.

1. **Owner/Operator Information:** The Owner information should consist of the Flotilla number ex: USCG Auxiliary 053-12-03 for trainees or PLB's registered by a Flotilla representative. **Note: This is the recommended method of registering PLB's as described in the PLB MPC.** Email and Phone number should be the Flotilla R&S Officer or SO-OP. Address should be the Flotilla's if no Flotilla address, use the Flotilla R&S Officers address. **Note!!!This is the address the NOAA registration letter and sticker will be sent to.**
2. **General Usage Data:**
 - a. **Usage:** Non-Commercial
 - b. **Specific Usage:** Other "U.S. Coast Guard Auxiliary D5 NR"
 - c. **Type:** Boat
 - d. **Additional Data:** Specific issuance details i.e: Issued to Flotilla 12-03 Boat Crew Trainee or members name if certified coxswain and crew member and will be the only one carrying the PLB.
3. **Emergency Contact Information:** This is very important and should be the 24-hour contact number for Sector DELBAY Command Center phone Number (215) 271-4944 or the USCG Station (OIA) which the member conducts the majority of their patrols. The secondary number should be Sector DELBAY Operations Center (215) 271-4934. This can also be the number of the SARDET or Flotilla R&S Officer.
4. **Online Registration:** If registering online, you will be requested to create a password; enter **USCGD5NR#Aux53** in this block. Using a universal password will enable the Flotilla or member to make any changes to the PLB registration if the PLB is re-issued to another crewmember or needs to be taken out of service, reported lost, etc.
NOAA registration website:
<https://beaconregistration.noaa.gov/rgdb/Dispatch?page=RegisterNewBeacon>
5. NOAA registration stickers for the ACR do not get placed on the PLB. They should be kept in the Flotilla R&S binder with the NOAA registration letter. They can also be placed on the Appendix "A" Rescue & Survival Systems/Equipment Maintenance Log.

E. ACTION All Auxiliary Coxswains and Crewmembers issued a PLB must comply with this guide, and the applicable MPC card, to ensure the PLB is functioning properly and properly accounted for. The R&S Officer will ensure a copy of this guide, and the PLB MPC, is provided to each coxswain receiving a PLB.

F. MISCELLANEOUS

- a. McMurdo

<http://www.mcmurdomarine.com/images/documents/85-902-880n%20issue%205%20max%20and%20maxg%20user%20manual-v5.pdf>

b. ACR Electronics, Inc.

<http://cgweb.comdt.uscg.mil/G-RCB/RSS/ACR%20USCG%20PLB-375%20USER%20MANUAL.pdf>

CHAPTER 4. WEAR AND MAINTENANCE

- A. **WEAR** Auxiliary boat crews under orders must wear all required PPE with associated equipment based on the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).
1. The wearing of properly fitted PPE applies to all personnel onboard the Auxiliary facility, including trainees.
 2. **Only the OIA may grant a waiver for wearing hypothermia protective equipment on a single mission basis only.** If a waiver is granted, the required PPE is still required to be onboard the facility, readily accessible and donned when conditions considered for granting the waiver are exceeded.
- B. **MAINTENANCE/ INSPECTIONS** Periodic maintenance is essential to promote longevity and ensure the rescue/survival equipment and systems function properly when needed. **Failure to comply with directed periodic maintenance for equipment or systems may result in injury or loss of life when those pieces of equipment/systems are used.**
1. Maintenance procedures:
 - a. The R&S Officer shall have the responsibility for coordinating and conducting periodic maintenance with assistance from the FSO-MA and the mbr.
 - (1) The intent of this program is for the R&S Officer to supervise the maintenance of PPE.
 - b. The R&S Officer will maintain the records in the Flotilla R&SS Binder to establish standards.
 - c. The R&S Officer should schedule all semi-annual maintenance for one meeting and for the boat crew personnel to perform the maintenance as a team.
 - d. All maintenance will be conducted as per the Maintenance Procedure Cards (MPC) for that particular piece of equipment and logged on a Rescue and Survival Systems/Equipment Maintenance Log (Appendix C-1).
 - (1) (MPC) for protective clothing/equipment shall be obtained through the R&S Officer (provided by OTO).
 - e. Any PPE that fails, is found to be unserviceable or misses a required periodic maintenance procedure must be removed from service. **Any PPE**

removed from service due to missing required maintenance procedures can/will only be placed back in service after it has been inspected, built-up, and placed back into service IAW applicable MPC's. The R&S Officer shall coordinate with SO-OP the return/disposal of all unserviceable gear.

NOTE

Some of the PPE such as socks, gloves, balaclava, thermal layers, require little to no maintenance beyond periodic visual confirmation that it is still present and serviceable. The major systems such as the dry suit, anti-exposure coveralls, PLB, survival-vest and PFD require more detailed inspection and maintenance. These frequencies are outlined in the MPC cards.

- f. PPE found to be unserviceable due to failure under use, neglect, abuse, improper procedure or deliberate action must be immediately reported to the OTO. The OTO will determine if a summary report will need to be required to explain the actions which rendered the PPE unserviceable. Reissuance of PPE is not guaranteed if it is determined a member was willfully negligent in their duty to properly wear and maintain the PPE.

C. REPORTS The purpose of the reports are to keep the FC, SO-OP and OTO current regarding the condition of the PPE and that it has been properly maintained and all deficiencies have been identified.

1. The R&S Officer shall report semi-annually, to the FC the status of the Rescue and Survival Systems (RSS) equipment issued out to boat crew personnel and that required inspections and maintenance procedures have been performed. Recommend coordinating reports with the semi-annual inspection intervals chosen by each Flotilla. The FC shall ensure these reports are forwarded to the SO-OP. An example of the report can be found in Appendix G-1.
2. The SO-OP will then submit a consolidated Division report to DIRAUX OTO.

D. PROPERTY As per the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), all issued PPE remains the property of the government and the U.S. Coast Guard. **Issued Property is not personal property.**

1. Flotillas are discouraged from maintaining excessively large inventories of unissued PPE; this practice is considered wasteful and unacceptable. Any excess must be tracked on a spreadsheet and made available to the SO-OP.
 - a. The SO-OP may assign identified excess PPE if needed within his/her division to those certified/and waiting for PPE.

- b. Excess new PPE, beyond a reasonable “Ready Issue” stock, shall be returned to DIRAUX for re-issue.

PERSONAL CLOTHING AND EQUIPMENT RECORD

Use ink for all "signature" entries.
 Use of "Balance on Hand" column is MAJCOM option.
 Use ink/typewriter for remaining entries.

AUTHORIZED ALLOWANCE

SIZE

ISSUE DATE

TURN-IN DATE

BALANCE ON HAND

S/N AND ARTICLE (Noun)

ASC

QNTY

1

2

3

4

5

1

2

3

4

5

1	S/N AND ARTICLE (Noun)	ASC	QNTY	SIZE	10/29/14	07/4/15	08/2/15	7/5/17	7/16/17	08/4/17	TURN-IN DATE					BALANCE ON HAND
					1	2	3	4	5	1	2	3	4	5		
1	TYPE III PFD	EA	1	LG	X						10/29/14: Initial issue Date of basic PPE.					
2	KNIFE & SHEATH	EA	1	N/A	X											
3	WHISTLE	EA	1	N/A	X											
4	SIGNAL MIRROR	EA	1	N/A	X											
5	FIREFLY STROBE LIGHT	EA	1	N/A	X											
6	BOAT CREW SURVIVAL VEST	EA	1	LG	X											
7	15 DIGIT PLB SERIAL# McMurdo/ACR PLB	EA	1	N/A		X					7/4/15 Issued PLB					
8	FLOAT COAT	EA	1	LG			X			X	8/2/15: Initial Issue date.					
9	RAIN GEAR	SET	1	LG					X		7/5/17: Issued new coat due to damage.					
10											7/16/17: Follow on gear issued.					
11											8/4/17: Turned in damaged float coat					
12																
13																
14																
15																
16																

NOTE: LINE 25 IS FIRST 3 OF LAST NAME AND LAST 4 OF MBR I.D. THIS SHOULD BE ON THE INSIDE OF YOUR PFD/FLOAT COAT ALSO TO IDENTIFY YOUR GEAR.

NOTE: R&S OFFICER "SIG OF SUP REP" WHEN GEAR IS TURNED IN TO DIRAUX.

MEMBER SIGNS ACKNOWLEDGING RECEIPT OF ITEMS.

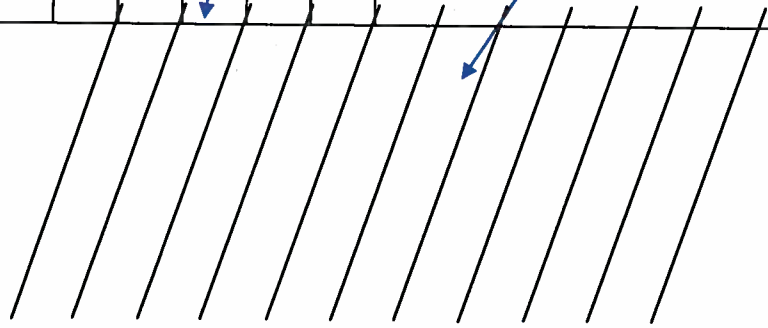
21. OPTIONAL
 DRNR Division **XX** Flotilla: **XX**

22. RATED FSC AFSC
 MEMBER I.D.: **1234567**

23. ORGANIZATION
 USCG AUXILIARY

24. GRADE **25. SSAN** **CLA1234** **26. ph#**

27. NAME (Last, First, Middle Initial)



SIG OF INDIVIDUAL
SIG OF SUP REP
PAGE 1 OF 1



APPENDIX A: Rescue & Survival Systems/Equipment Maintenance Log

ITEM: _____ MODEL: _____ S/N: _____ IN-SERVICE DATE: _____

Inspection Date	Inspection Type	Signature	Inspection Facility	Remarks
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			



APPENDIX A: Rescue & Survival Systems/Equipment Maintenance Log

ITEM: TYPEIII PFD MODEL: MUSTANG S/N: CLA1234 IN-SERVICE DATE: 6/1/14

Inspection Date	Inspection Type	Signature	Inspection Facility	Remarks
6/1/14	W M Q S A P O MX	FLOTILLA R&S OFFICER	DIV 01-16	Build-up Complete. Placed into service IAW MPC# KB0065.0 dtd 9/15/14
11/28/14	W M Q S A P O MX	FLOTILLA R&S OFFICER	DIV 01-16	Conducted Semi Annual Inspection IAW MPC#KB0065.0 dtd 9/15/14
6/5/15	W M Q S A P O MX	FLOTILLA R&S OFFICER	DIV 01-16	Missed Semi-Annual inspection. taken OOS.
6/6/15	W M Q S A P O MX	FLOTILLA R&S OFFICER	DIV 01-16	Completed Build-up inspection, placed back in service IAW MPC# KB0065.0 dtd 9/15/14
12/1/15	W M Q S A P O MX	FLOTILLA R&S OFFICER	DIV 01-16	Conducted Semi Annual Inspection IAW MPC# KB0065.0 dtd 9/15/14
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			
	W M Q S A P O MX			

Missed Semi-Annual Inspection, take gear out of service (OOS), re-inspect, place back in service.

- W- Weekly, not used
- M- Monthly, for PLB test
- Q- Quarterly, not used
- S- Semi-Annual, used for everything except PLB
- A-Annual, Not used except for Type V's
- P- Post-Use, Not used
- O- Optional, not used
- MX- Adminastrative

SURVIVAL GEAR EQUIPMENT		
<i>ITEM</i>	<i>DIVISION</i>	<i>TOTAL</i>
SIGNAL MIRROR		
WHISTLES		
FIREFLY STROBE		
SURVIVAL KNIFE		
NYLON SHEATH		
BOAT CREW SURVIVAL VEST		
PLB MCMURDO/ ACR FASTFIND		

PFD INVENTORY								
ITEM DESCRIPTION	DIVISION	SM	MED	LARGE	X-LARGE	XX-LARGE	XXX-LARGE	TOTAL
TYPE III								
TYPE III GUIDE PCO								
TYPE III 100 MPH PWC								
FLOAT COAT								
ANTI EXPOSURE SUIT								
RAIN GEAR								

Unit	Mem #	Name	NOAA Serial #	Unit Serial#	Issued	Battery Exp	NOAA Exp	Status
01-16	1234567	Clark, Richard	ADCE069CZ75197F	600-12345	8/1/2009	4/17/2014	2/18/2018	Active
		SPARE						
		SPARE						
		SPARE						
		SPARE						
		SPARE						

To update member's PEPiRB data: Contact CWO Clark, OTO email: Richard.P.Clark@uscg.mil	UNIT Serial #
	600-xxxxx
	Loacted under batt.

U.S. COAST GUARD
MAINTENANCE PROCEDURE CARD

RESCUE AND ASSISTANCE
RSS583023.0
REV'D: 03/07/13

Mustang sizing chart

Size	Chest	Weight
XS	30" - 34"	99 - 154 lbs.
S	34" - 38"	99 - 154 lbs.
M	38" - 42"	132 - 198 lbs.
L	42" - 46"	176 - 242 lbs.
XL	46" - 50"	198 - 276 lbs.
XXL	50" - 54"	242 - 309 lbs.
XXXL	54" - 58"	275 - 352 lbs.

Stearns sizing chart

Size	Chest
XS	32" - 34"
S	36" - 38"
M	40" - 42"
L	44" - 46"
XL	48" - 50"
2XL	50" - 52"
3XL	54" - 56"

LSC Rain gear sizing charts

Jacket	Chest (in.)	Pant	Waist (in.)	Inseam (in.)
S	36-38	S	30-32	29
M	40-42	M	34-36	30
L	44-46	L	38-40	31
XL	48-50	XL	42-44	32
XX	50-52	XX	44-46	33

**Temperate/Wet Weather Boots
(Superboot II)**

MEN'S SIZES (BM)	WOMEN'S SIZES (BF)
5 N. R. W. XW	4 N. R. W. XW
5.5 N. R. W. XW	4.5 N. R. W. XW
6 N. R. W. XW	5 N. R. W. XW
6.5 N. R. W. XW	5.5 N. R. W. XW
7 N. R. W. XW	6 N. R. W. XW
7.5 N. R. W. XW	6.5 N. R. W. XW
8 N. R. W. XW	7 N. R. W. XW
8.5 N. R. W. XW	7.5 N. R. W. XW
9 N. R. W. XW	8 N. R. W. XW
9.5 N. R. W. XW	8.5 N. R. W. XW
10 N. R. W. XW	9 N. R. W. XW
10.5 N. R. W. XW	9.5 N. R. W. XW
11 N. R. W. XW	10 N. R. W. XW
11.5 N. R. W. XW	10.5 N. R. W. XW
12 N. R. W. XW	11 N. R. W. XW
12.5 N. R. W. XW	11.5 N. R. W. XW
13 N. R. W. XW	12 N. R. W. XW
13.5 N. R. W. XW	12.5 N. R. W. XW
14 N. R. W. XW	
14.5 R. W	
15 N. R. W. XW	
15.5 N. R. W. XW	
16 N. R. W. XW	
16.5 N. R. W. XW	

**Temperate/Wet Weather Boots
(Belleville 880ST)**

Mens (R.W)
3 - R.W
4 - R.W
5 - R.W
6 - R.W
6.5 - R.W
7 - R.W
7.5 - R.W
8 - R.W
8.5 - R.W
9 - R.W
9.5 - R.W
10 - R.W
10.5 - R.W
11 - R.W
11.5 - R.W
12 - R.W
13 - R.W
14 - R.W
16 - W

Boat Shoes

MEN'S SIZES (BSM)	WOMEN'S SIZES (BSF)
5.5 M. W	5 M. W
6 M. W	5.5 M. W
6.5 M	6 M. W
7 M. W	6.5 M
7.5 M. W	7 M. W
8 M. W	7.5 M. W
8.5 M. W	8 M. W
9 M. W	8.5 M. W
9.5 M. W	9 M. W
10 M. W	9.5 M. W
10.5 M. W	10 M. W
11 M. W	
11.5 M. W	
12 M. W	
13 M. W	
14 M	
15 M	

SOHAH Helmet

HAT SIZE	HELMET SIZE
0 - 7	SMALL
7+	MED/LG

SIZING CHARTS

Figure 3



From: R&S Officer

Date of Inspection:

To: FC

Subject: Division xx-xx Semi-Annual PPE Maintenance Report

1. Number of members with PPE:	10
2. Members with current inspections:	08
3. Members not current:	02

4. Actions taken to get members current:
--

Copy: D5NR OTO

Processing Basic PPE Issuance & Turn-in

Step	Action	Who
1	<p>Member discusses goals and intentions to participate in surface operations program.</p> <p>Assign mentor and provide training materials.</p> <p>Member must be in BQ/IQ status to receive PPE.</p>	<p>Flotilla Leadership/Mentor</p>
2	<p>Determine PPE sizes.</p> <p>R&S Officer sends consolidated Div PPE request to SO-OP.</p> <p>SO-OP Emails D05-PF-NRDIRAUX@uscg.mil to request basic gear issuance for member. Include estimated sizes.</p>	<p>R&S Officer</p> <p>FC must concur with issuance.</p> <p>SO-OP</p>
3	<p>SO-OP receives equipment from OTO, signs and forwards DD-1149 to OTO. Coordinates delivery of equipment to FSO-MA. Equipment will not normally be shipped directly to members.</p> <p>R&S Officer completes Build-up and Issuance inspections per applicable directives. Completes AF-538 and initiates build-up log entries.</p>	<p>SO-OP</p> <p>R&S Officer</p>
4	<p>Upon receipt, R&S Officer coordinates delivery to member. Must complete the following:</p> <ul style="list-style-type: none"> -Have member try on gear. -If gear fits, label in accordance with directives. Contact OTO if gear doesn't fit. -Complete the accompanying AF-538, have the member sign. -Add AF-538 and logs into the Flotilla's PPE records binder. <p>R&S Officer provides training on proper wear, maintenance and inspection of PPE.</p>	<p>R&S Officer</p> <p>R&S Officer</p>
5	<p>Begin tracking semi-annual (or monthly for PLB's) inspection completion. FSO's are authorized to shorten the inspection timeframe if necessary to get all members on the same schedule.</p>	<p>R&S Officer</p>
6 Turn-In PPE	<p>R&S Officer contacts DIRAUX via D05-PF-NRDIRAUX@uscg.mil and coordinates turn-in with OTO.</p> <p>Equipment should be turned into Flotilla first and inventoried. If R&S Officer determines gear is serviceable, OTO may authorize equipment to be reissued on the spot to other members.</p> <p>Do not accept dirty equipment. It must be cleaned by the member first. DIRAUX does not have the resources to clean</p>	<p>R&S Officer</p>

7	Log the equipment "out of service" in applicable logs and update the AF-538 to reflect gear turn-in. Update whatever local tracking systems are used for PPE.	R&S Officer
8	Return gear to DIRAUX as directed by OTO.	R&S Officer

Processing Semi-Annual PPE Inspections

Step	Action	Who
1.	<p>Determine when semi-annual inspection is required. Work with FC to get inspection on agenda.</p> <p>Consider requesting assistance from OTO if large group of operators is anticipated or if flotilla staff is unfamiliar with procedures.</p>	R&S Officer
2.	<p>Schedule inspection. Recommended you provide at least thirty days' notice to membership.</p> <p><i>Note: The semi-annual inspection includes washing the AEC and Type II and Float Coat. Most Flotillas cannot complete this task at their meeting sites. Strongly recommended that member wash equipment prior to bringing it to inspection.</i></p>	FC
3.	<p>Review Inspection Job Aids and MPC's located on the D5NR website. http://www.5nr.org/member/forms/operations.php</p>	R&S Officer or Member coordinating inspection
4. Day of Inspection	<p>Gather all present members, hand off bags to one another.</p> <p>Follow procedures on the inspection job aids.</p> <p>Note any discrepancies.</p>	R&S Officer
5.	<p>Complete required log entries for all gear inspected: -circle "s". -Write Flotilla # in "Facility" block. -Make entry in remarks indicated inspection was completed, SAT or UNSAT IAW applicable MPC.</p>	R&S Officer
6.	<p>Coordinate with members/FC/OTO to schedule inspections for stragglers</p>	R&S Officer
7. On Last Day of Inspection Cycle	<p>Update logs for those members who missed the inspection cycle: -circle "mx". -Write Flotilla # in "Facility" block. -Enter remarks, "missed semi-annual inspection. OOS" (Out of Service) -Notify OTO via email of members OOS</p>	R&S Officer

	<p>-Notify members they are OOS.</p>	
<p>8. Bringing OOS members back on-line</p>	<p>Schedule inspection date.</p> <p>Conduct the build-up inspection from the applicable Maintenance Procedure Cards located at.</p>	<p>R&S Officer</p> <p>R&S Officer</p>
<p>9.</p>	<p>Update flotilla PPE logs: -Circle "mx". -Fill out remaining blocks. -Enter remarks, "build-up complete, placed into service IAW applicable MPC"</p> <p><i>You are authorized to shorten the inspection interval if necessary to put member on the same cycle as the rest of your flotilla.</i></p> <p>Contac OTO via email and inform him</p>	<p>R&S Officer</p>

D5-North Auxiliary Operations Training Officer
AUXILIARY TYPE III PERSONAL FLOTATION DEVICES SEMI-ANNUAL INSPECTION/
ACCEPT Revised February 2015

This worksheet is intended to assist Auxiliary Rescue and Survival inspectors. It is a supplement to U.S. Coast Guard Maintenance Procedure Cards and should be used in conjunction with the referenced MPCs to complete the “build-up” of the PFD and semi-annual inspections and test.

Use this worksheet for Issued Type III PFDs, Float Coats, and Spare/boat PFDs.

Ref: (a) MPC KB0065.0, Type I or Type III FLOTATION DEVICE (PFD) INSPECT 9/15/14.
(b) MPC KB0107.0, Survival Equipment Inspection, 9/15/14
(c) MPC KB0048.0, Boat Crew Survival Vest Inpect/Accept, 8/31/14

A. Inspect Personal Floatation Device in accordance with reference (a).

NOTE: TYPE III PFD’s not worn in conjunction with the Boat Crew Survival Vest shall have a signal whistle and either a strobe light or personal marker light (PML) attached.

1. Inspect PFD:

a. Determine if PFD requires survival equipment attachment.

(1) If the PFD will be always worn with a Boat Crew Survival Vest proceed to Step 4

(1) If the PFD may be worn without Boat Crew Survival Vest proceed to Step 2

2. Attach Survival Equipment in accordance with reference (c), or If PFD will not be worn with a Boat Crew Survival Vest refer to ref. (a)

a. Attach signal whistle to PFD as follows:

(1) Remove split ring from whistle.

(2) Attach whistle to PFD using a 42-inch length of Type I nylon cord provided by the OTO and secured with a bowline and overhand knot on each end.

b. Clip PML to PFD (if selected VDS).

CAUTION: PMLs shall not be used for PFDs worn when water temperatures are less than 50 degrees.

c. Attach strobe light to PFD using a 42-inch length of Type I nylon cord provided by the OTO and secured with a bowline and overhand knot (if selected VDS).

NOTE: Finished length of line from knot to knot shall be 36-inches or greater.

3. Inspect selected visual distress signal, (Refer to MPC KB0107.0).
 - a. Inspect signal whistle, (Refer to MPC KB0107.0).
 - b. Inspect Strobe Light or PML, (Refer to MPC KB0107.0).
4. Inspect PFD over its entire surface for the following, (Refer to MPC KB0065.0):
 - a. Cuts or tears.
 - b. Seam separation
 - c. Loose stitching.
 - d. Missing or worn reflective tape.
5. Inspect for condition/serviceability of the following PFD securing mechanisms:
 - a. Slide fasteners.
 - b. Attachment buckles.
 - c. Adjustment straps.
6. Inspect attached D-ring for the following:
 - a. Security of attachment.
 - b. Corrosion.
 - c. Damage or wear.
7. Check legibility of U.S. Coast Guard Auxiliary PFD markings.
8. Restore assigned serial number marking if faded or unreadable.
9. Document semi-annual inspection in the PPE Maintenance Log.
10. Remove from service and contact OTO if any discrepancies are noted.

DIVISION/FLOTILLA PPE BINDER

Section 1: D5NR PPE Process Guide

Section 2: MPC's

Section 3: AF-538's

Section 4: PPE Maintenance Log's

Section 5: PFD Sizing Chart

Section 6: Blank forms