

U.S. Department of
Homeland Security

United States
Coast Guard



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MEMORANDUM

From:  S.L. Jones, CWO
Operation Training Officer
CGD13 (dpa)

Reply to
Attn of:

To: All Auxiliary Divisions, Flotillas, and Members

Subj: D13 AUXILIARY PERSONAL PROTECTIVE EQUIPMENT POLICY

Ref: (a) Coast Guard Rescue and Survival Systems Manual, COMDTINST M10470.10F
(b) Auxiliary Operations Policy Manual, COMDTINST M16798.3E

1. References (a) and (b) provide the policy and guidance in the issuing, use, maintenance, and accountability of all PPE for the Coast Guard and Coast Guard Auxiliary. The Order Issuing Authority (OIA) may add additional requirements in the use of PPE by Auxiliarists under orders in their Area of Responsibility (AOR). This also establishes procedures for the inspection and maintenance of this equipment other than a Flotilla Annual PPE audit.

a. **Issuing of PPE:** Due to the number of Auxiliary Boat Crew Members and the amount of annual funding that DIRAUX receives there needs to be a change in who will be issued dry suits, anti-exposure coveralls and other PPE so we can outfit our crews with all the PPE that is needed or required for year around patrols.

(1) Prior to PPE being issued to members, Flotilla's will gather member's information when they plan on getting underway for patrol (i.e., underway throughout the year, only the summer months, specific months). This information will be passed onto DIRAUX when they submit the AF-538 (Personal Clothing and Equipment Record) so this office will know what PPE to issue them.

(2) Those boat crew members who have been issued dry suits who do not get underway throughout the year will be required to return their dry suits so they can be re-issued to other members who need them. Those boat crew members which go into REYR (i.e., lack of hours, other requirements) will be required to return their PPE so they can be re-issued to other members who require them. Under certain circumstances the Operation Training Officer may grant a waiver if the member is actively working towards re-certification.

b. **Use of PPE:** Auxiliarists are required to wear the proper PPE while underway per reference (a). Only the Order Issuing Authority (OIA) may grant a waiver for wearing a hypothermia protective device on a single mission basis only. The wearing of the proper PPE applies to anyone on board an Auxiliary facility and if a waiver is granted, all PPE still must be carried on board the facility to don when conditions considered for granting the waiver are exceeded.

c. **Maintenance of PPE:** "Periodic maintenance essential to promote longevity and ensure that rescue and survival equipment and systems function properly when needed. **Failure to comply with the directed periodic maintenance for equipment or systems may result in injury or loss of life when those pieces of equipment or systems are used.**"

(1) The active duty procedure calls for the Commanding Officer/Officer in Charge to appoint, in writing, a Rescue & Survival (R&S) petty officer to manage the unit's rescue and survival equipment. Since the Auxiliary organization does not have an R&S Petty Officer, the DIRAUX, OTO and Auxiliary leadership have decided this responsibility be handled by the FSO-OP with the assistance of the FSO-MA. Typically the FSO-MA receives the PPE from DIRAUX and keeps the Flotilla inventory records. It is intended the FSO-OP supervise the periodic inspection and maintenance of the equipment.

(2) Maintenance Procedure Cards for Protective Clothing and Equipment can be found on the Maritime Information Initiative (MII) www.chds.us under PPE and on the District 13 Auxiliary Homepage at www.uscg.mil/d13/diraux/ under "What's New". These Maintenance Cards show how, what and when inspections are required (i.e., monthly, quarterly, semi-annually).

(3) Maintenance Logs shall be used to track equipment or system maintenance when that maintenance is directed as per the Maintenance Procedure Card. The Maintenance Logs can be found in reference (a), on MII, District 13 Auxiliary Homepage and may be reproduced locally.

(4) Inspections and Frequency:

(a) Some of the PPE such as socks, gloves, balaclava, dry suit insert, etc. require little or no maintenance beyond periodic confirmation that it is still present and usable. The major items such as dry suits, anti-exposure coveralls, survival vest, and PFD's do require more detailed inspection and upkeep. These procedures and frequencies are spelled out in the Maintenance Procedure Cards.

(b) Maintenance Logs are required to be prepared for each item that each member has been issued. The procedure cards call for serial numbers to be stenciled or marked by indelible ink on each issued item. Only those items with procedure cards need to be stenciled with a serial number. For uniformity the serial number used on the item shall be marked on the item and the maintenance log. When PPE items are turned in to the Flotilla FSO-MA for re-issue it is not necessary to assign a different serial

number, but the original serial number shall be used on the new maintenance log for the new member being given custody of the PPE item.

d. **Accountability of PPE:** Per reference (a) Coast Guard Rescue and survival systems and equipment shall be maintained and properly managed.

(5) **Records and Reports:**

(a) Records shall be kept separately for each member issued PPE. The necessary records include the AF-538 for each member showing a list of items issued, updated as additional items are issued. In addition to the AF-538 each member should include his/her separate Maintenance Log sheet for each item requiring periodic maintenance and inspection.

(b) It is recommended the records be kept in a three ring binder for the whole Flotilla. It is necessary to have only one copy of the Maintenance Procedure Card for each different piece of equipment at the front of the binder so that each member's personal file will only need his AF-538 and the required maintenance log sheets for the items that have been issued. The actual inspection and maintenance may be accomplished by the member having possession of the PPE and signed off on the Maintenance Log at the required interval as specified in the Maintenance Procedure Card for the PPE in his/her custody.

(c) In keeping with the basic instructions, it is not required that the FSO-OP personally do all the inspections and maintenance actions, but that he/she review the logs to ensure that the proper inspections and maintenance has taken place.

(d) The Flotilla Commander is responsible for the maintenance program for the PPE. The FSO-OP should report at least semi-annually to the FC that the required inspections and maintenance procedures have been performed up to date. Annually the Flotilla Commander shall include a report that all required inspections and maintenance have been performed with the annual inventory report submitted to the DIRAUX OTO.

(e) The Operations Training Officer will periodically inspect PPE and/or Maintenance Logs on visits throughout the District.

2. All Division Commanders, Flotilla Commanders, and members will comply with the contents of this policy.

3. DIRAUX is responsible for implementing any changes to this policy. Any questions should be directed to the Operations Training Officer.

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