

# **DIRAUX NOTES**

## **A Publication of the 13<sup>th</sup> District Auxiliary Office**

### **FEBRUARY 2004**

#### **FROM THE DIRECTOR**

LCDR Kelly Boodell

**BACKGROUND CHECK PROGRAM:** I want to personally thank each and every one of you for taking the time to embrace this program seriously. I recognize that there has been very little information regarding this program available to you, the reason for that is because there has been very little detail available to us. Instead of issuing guidance and then changing it, I elected to adopt a sit back and wait until after N-Train attitude (National Training was held in ST. Louis 21-25 Jan). By the way we are only making determinations of suitability, no clearances will be granted under this initiative unless a program element specifically requests it.

The most important piece of information I can pass along is there are three categories of Auxiliarists:

- (1) New members are people defined as submitting applications to my office after 1 Feb 04;
- (2) Members who are currently qualified and involved in boat crew programs; and
- (3) Current members who are interested in becoming qualified and involved in Boat Crew Programs.

(1) All new member applications sent to my office must have the members fingerprint cards included with that package beginning 1 Feb 04. If they are granted a favorable suitability determination at that level, they may begin boat crew activities until their NACLIC is completed. More guidance will come, however, we can treat this initial clearance as enough to allow that member to engage in any program they are interested in.

(2) IF YOU ARE INVOLVED IN AN OPERATIONAL PROGRAM YOU WILL BE ALLOWED TO CONTINUE PROVIDING THAT SERVICE TO THE COAST GUARD UNTIL YOUR OPPORTUNITY FOR A SUITABILITY DETERMINATION HAS OCCURRED.

(3) If you are interested in becoming Qualified and Involved in the operational program, while you are waiting for your turn to have a clearance...go for it!!!

The bottom line is that no one will be put on hold while awaiting a suitability determination, except for the new member to our organization at his or her initial entry point.

Now that N-Train is over there are a few things that I can share. A 'tiger team' is going to meet 2-3 Feb to answer some of the many questions that they were unable to answer while at N-Train. I can tell you that your response has been fantastic. As of this writing we sent out 1779 letters to members within our district. We asked you to identify whether you wanted to be 'Direct Operational, Operational Support, Retire or Resign.' So far your responses have been overwhelming: 1360 of you have responded! That is 76% with only 33 members or .02% having actually elected to resign or retire. Now there are quite a few questionnaires that have not been returned, maybe those folks will decide to participate or not, please encourage them to get their questionnaires in. We are counting on them! Our District has one of the best return rates, so be proud of yourselves!!

Now, about that election, clearly not all of our members can be Operational Direct, approximately 94% of you have indicated that is what you would like. Our district break down is only 1/3 Op Direct and 2/3rds Op Support, so let me describe what I think will happen. The decision to pass out quotas to each district was a business decision based solely on the funds available to drive this program. SECSN (Security Center) is only physically capable of processing so many packages at a time; therefore, they have divided the volume that they think they can handle based on the funds they have. How do you think those quotas were portioned out to the districts? AUXDATA!! That is right! You have all heard me belly ache about how important it is for you to document your activity, well here is another example of why it counts. Anyway, all new members as of 1 Feb 04 will probably be processed first. Those of you who are here already, you will be processed in due time. So recognize until your number comes up, you will probably have something like an "Interim Clearance." What this means is that the chu-chu will not stop running because of this initiative. If an operational unit has a need for you to have a suitability determination, let them proceed with that request. The tiger team is addressing exactly how to manage that process. The bottom line is that no one will be put on hold while awaiting a suitability determination! So, instead of processing the new member who wants to be engaged in boat crew activities for the NACLIC, only process them for the initial fingerprint/Op Support level of suitability. This way we can give the new member their ID Card and that member can begin training with a suitability clearance at the lower level, they will be at the Interim Clearance status until their number comes up as well, however, they will be at the top of the quota pile because we simply cannot allow a backlog to develop!

"How are you going to determine who gets their clearances first?" Is a question that I have been asked many times, so let me respond, Other than minor prioritization of field requirements, the formula that I intend on using will have some components that haven't been identified yet, but "PROBABLY" the most heavily weighted item will be the level of related activity that the member has actually recorded in AUXDATA. Again to repeat an old message...document your activity!!!!

So, while you are all waiting your turn, it will come, have patience...with, or without this suitability check you are still remarkably important and vital and will be utilized. This program is going to take 3-4 years to fully implement!

## FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

**TEAM COORDINATION TRAINING (TCT):** *All surface operations* should be reminded that the Risk Management Course that National put out last year did not meet the TCT Requirements and that the waiver from G-OCX/G-WK ends on 31 May 2004. By 1 June 2004 everyone in this program must have taken the 8 hours TCT Course and have it documented in AUXDATA or you will not be able to receive patrol orders after that date. The TCT Course is good for 5 years, unless you are a QE who must take it every 2 years. Example: If you (coxswain or crew) took the TCT Course in June 2000, then you are good until June 2005. Also all coxswains and crew members must have the TCT Course, no matter when you are qualified during the year.

**2004 OPERATIONS WORKSHOP:** I will be instructing on the 2004 Operations Workshop at the District meeting on 21 February at Clackamas, OR. This workshop will also be copied on the 2004 Directory CD and I will make 2 copies for each Division, so there will be ample copies out there to train all the people in the flotillas that need it. This workshop will also be required for everyone in surface operations by 1 June 2004 and others qualifying after that date or you will not be able to receive patrol orders.

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** All flotillas are reminded to keep sending in their request for PPE, so I can put a comprehensive PPE list together and maintain it. I will be able to better order the required PPE as our funding comes in. I am sending out PPE that I have in my office to flotillas in Division 1-4 that gave me a list that can be filled. If there are any PPE left over, it will be distributed to other flotillas in the District. All Auxiliary members who receive PPE, mail back the SF-538 forms (Personal Clothing and Equipment Record) with the PPE initialed that you received. This SF-538 form will be maintained in your records when you receive other PPE or return PPE. I will be making another large order of PPE and EPIRBs by the end of February. *For everyone's information* PPE includes: i.e., anti-exposure coverall, dry suit, bunny suit, PFD, survival vest, whistle personal marker light signal mirror survival knife, parachute bag, helmet and goggles for PWC Operators or if you are on CG maintain vessels, gloves, balaclava). **For all Flotilla** Commanders: In October 2004 I will be requesting a inventory of all the members PPE that was issued to them (should be on a SF-538, copy to DIRAUX), so I can see what type of PPE I should order and who gets it. Again those who don't send in the information will lose out on the PPE being delivered.

**D13 BOAT OPERATIONS PROGRAM FORMS:** The following forms, in conjunction with the boat operations program, are submitted annually to DIRAUX for entry into AUXDATA and/or POMS: (1) CG-2736, **Vessel Facility Inspection and Offer For Use Form**, (2) **D13 Annual Boat Crew Certification (1/26/2004)**, and (3) **Operation of Auxiliary Facility By a Non-Owner**. Forms (2) and (3) can be found on D13 DIRAUX Web site at <http://www.uscg.mil/d13/o/oax/>. Guidelines for submission of these forms in 2004 are: (1) only original forms will be accepted. **Do Not** send copies or faxes unless requested. (2) Write Legibly. (3) Send only the original of Form CG-2736, no copies are needed. (4) For Currency Maintenance **use only** the most current edition (1/26/2004), which is on the web site. When copying this form send both pages (front/back). If Re-certification is being reported, "Documentation such an activity report is required in every case. (5) For the Operation of Auxiliary Facility By a Non-Owner **use only** the form found on the web site. This form should be filled out by **all facility owners** and sent in when they send in their Facility Inspection Forms. This information will be entered into POMS and copies will be sent to the Order Issuing Authority (Groups).

**N-TRAIN INFORMATION:** (1) Auxiliarist who are health care professionals (physicians, dentists, nurse practitioners, EMT's, nurses, pharmacists, clinical social workers/psychologists, CPR/AED instructors) are eligible to work in Coast Guard clinics or assist Coast Guard units and if interested in assisting the Coast Guard in this function look at COMDTINST 6010.2, Coast Guard Auxiliarist Participation in Coast Guard Health Care Activities. To date 222 have volunteered their services. (2) Auxiliarist working in the cutter fleet that are interested in earning the Coast Guard Auxiliary Cutterman Insignia look at COMDTINST 1650.9, Coast Guard Auxiliary Cutterman Insignia to check the requirements to earn this prized award.

**AUX FACILITY SEA ARK:** I completed some towing training with the crews of the Sea Ark in January at Bellingham and everyone learned the finer points in attaching a tow, towing, completing an alongside tow, and mooring an alongside tow to the dock using the Sea Ark during calm weather and in some wind/seas. The initial crews are doing very well and shortly more boat crews will be brought into the training mode to ensure there are enough crews to respond to CG missions using the Sea Ark during this prototype project which will hopefully lead to more Coast Guard small boats being utilized by the Auxiliary.

## FROM THE OFFICE MANAGER

SK1 Holly Boehme

**TRAVEL INFORMATION:** As per Coast Guard Regulations all travel claims must be submitted 3 days after travel. I am asking members to submit their claims 5 days after you travel. A set of orders is like a written check and the check needs to be paid and cleared. Any set of open orders that is older than two months will be cancelled and closed. It is your responsibility to submit travel claims. The Auxiliary Office will lose funding and training opportunities if I don't keep the account current, and I cannot keep the account current if travel claims are not processed in a timely manner.

**Direct Deposit** is the fastest way for members to get paid. If you are still receiving checks, then you can expect to wait up to 30 days after the claim leaves my office, not your house. Email me if you need the form or check out the Aux website.

Copies of travel claims must be kept for 6 ½ years per IRS and Coast Guard regulations. Should one of these agencies come back and audit your claim and you have no paperwork, you will be responsible to repay the government.

**Email is the preferred method of communication.** Orders will be sent out via Email. If you are expecting orders, check your email account often. You need to have the most updated Acrobat Reader installed on your computer to open the files. If you don't have an email account, don't worry the orders will be mailed to you. If you have travel claim problems you can email me at [Hboehme@pacnorwest.uscg.mil](mailto:Hboehme@pacnorwest.uscg.mil). If you don't have email, you can call me at 206-220-7080

You need to include the tone and problem you are having. For travel claim payment status you can call 800-564-5504

**TRAINING NEWS** If you are interested in SmartForce which is an online training tool, (if you don't know what SmartForce is, visit their website at <http://www.smartforce.com>. You can email SmartForce and give your name, employee id #, e-mail, flotilla #, and phone#. They will run you thru a verification process and then set up an account with a logon ID and password.

[SmartForce@tcyorktown.uscg.mil](mailto:SmartForce@tcyorktown.uscg.mil)

## FROM THE DESK OF CHARLES K. CLAYTOR

Mr. Charles K. Claytor

**NEW MEMBER APPLICATIONS:** Effective 1 February 2004, New Member Applications submitted without the following documents will be returned to sender. 1) Enrollment Application (edition 7-99). 2) Prospective Member Interview Record. 3) New Member Test Score Sheet. 4) ID card photo application. 5) New Member Photo (jpeg format preferred). 6) Completed Finger Print Cards.

**OPERATIONS MEDALS:** Just a reminder that DIRAUX is completely out of Operations Medals and Ribbons. We have had them on order for over 3 months. Unfortunately, HQS cannot seem to get them in stock. However, once they do, I will send them out to all new Crew Members and anyone who qualified first time in the Operations Program.

**IT OFFICERS:** IS officers, please ensure that when entering hours for IT trainees (those working on qualification) that you enter them as trainees and not Lead. When I am inputting IT certifications, I check for hours completed as trainee. Also, please try and keep your member address as current as possible.

**DISTRICT MEETING:** I will be attending the District meeting in Clackamus. I have a lot of new information on AUXDATA. Bring your questions and problems and we will work together to resolve them.

## FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

**MEMBER INFO UPDATES:** Change of member information needs to be updated at the flotilla level by the individual Auxiliarist or by the FSO-IS. The DIRAUX office computer system is now linked to the AUXDATA computer database and is able to download current member information, therefore, it is no longer necessary to send Change of Member Information forms into the DIRAUX office.

**TRANSFER REQUIREMENTS:** To transfer, a Member Transfer Request form (ANSC 7056) is required. For the within district transfers, the Flotilla Commanders will be responsible for checking eligibility (OK to leave, member in good standing, dues paid) and the new flotilla's approval (welcome to join). Auxiliary members who have received the new ID card may retain their ID cards because there is no reference to the District or flotilla on them. Auxiliary members who still possess the old ID cards must include their card along with the transfer request form.