

DIRAUX NOTES

A Publication of the 13th District Auxiliary Office

AUGUST 2004

FROM THE DIRECTOR

LCDR Kelly A. Boodell

The New AUXILIARY MANUAL IS POSTED!! The new Auxiliary manual has been released for posting. Members may download or view the new manual from the Chief Directors website, by clicking on Aux manual. Members with questions or concerns with the new manual should use the chain of leadership and communication to answers or queries. The new manual replaces all previous versions and changes to those versions. <http://www.cgaux.info>

COAST GUARD DAY PICNIC: Come CELEBRATE Coast Guard Birthday on August 4th at the Lord Hill Farm in Snohomish, WA from 1100-1500. The Cost for each person attending is \$4.00 a person and there will be lots of food and fun for all who attend for the Seattle area celebration. There should be an event planned in each of your areas, it is a great opportunity for our entire Coast Guard family to spend time together. Call your local MWR office for more info!

CAUTION! A web-based Auxiliary District store site recently received an order request from an overseas source for Auxiliary uniform and correspondence items. The nature and validity of the order were quite questionable. Rightly so, the order was not filled and appropriate Coast Guard offices were quickly notified. This points to the ongoing need for internal organizational vigilance to guard against questionable/suspicious requests and actions from external sources as detected by Coast Guard Auxiliary personnel and units. Every Auxiliarist has a chain of leadership and communication as well as a Director of Auxiliary (DIRAUX). Both the chain and DIRAUX should be notified as quickly as possible whenever such questionable/suspicious circumstances are encountered (and obviously when operating under specific mission orders, the Coast Guard unit exercising operational control should immediately be notified). Recognizing that there is often a fine line between what may seem questionable/suspicious and what is actually innocuous, prudence dictates always erring on the side of caution. Auxiliarists are urged to always keep these basic considerations in mind during the conduct of their service.

AUXILIARY AWARDS WRITING TEAM: The 13th District's Executive committee (EXCOM) is creating a committee of Auxiliarists that will be charged with taking the materials that have been submitted for deserving Auxiliarists, and actually writing the awards. They will be responsible for taking the information, verifying the information, developing further facts if necessary and writing the award so that it is in the appropriate template. The members who volunteer for this will receive training. They will be interacting with members of EXCOM and my staff. We are looking for people who like to write and enjoy helping others receive the appropriate recognition they deserve. We would like to have anyone who is interested in serving on this important committee, submit your name to me via your RCO and your chain. I would like to have representatives from every area on this committee, however this is not necessary. This is an excellent opportunity for a member to participate in an important function, who has limited time to contribute. The only qualifications that you must have are: (1) the willingness to take information submitted on a napkin and developing it into an award by further inquiry, (2) the desire to be proactive and willingness to reach out to your counterparts throughout the entire district, looking for deserving acts worthy of recognition, and, finally (3) the ability to write. Please consider volunteering for this, but please recognize that if your plate is full, this is an excellent opportunity to involve someone else. Please submit all names by Aug 15, 2004.

SOME BASIC GUIDELINES REGARDING MEMBERS WHO ARE WAITING FOR THEIR PACKAGES TO BE APPROVED: For all - this is a request for your direct assistance in re-iterating and disseminating some basic guidance and clarification regarding the prospective member stage of the PSI process. The basic premise about prospective members is that they should be engaged by the Auxiliary and be allowed to engage in Auxiliary programs to the maximum extent *possible* so as to develop and sustain their interest in membership and program participation. With that in mind, rather than attempt to identify the entire world of things that prospective members *may* do, it was determined to be more prudent to basically re-iterate and re-disseminate guidelines about what they *may not do* - largely from the G-OCX web site section that provides PSI FAQ's, this includes:

- may not participate in operational activities
- may not displace Auxiliarists who desire to participate in training events
- may not take end-of-course exams (of any sort)
- may not qualify in any discipline -may not sign anything in a capacity as an Auxiliarist
- may not log hours in AUXDATA -may not hold elected office or appointed position
- may not get an Auxiliary ID card -may not wear the Auxiliary uniform

Conversely, this means that prospective members:

- may participate in non-operational activities (and may ride on operational patrols as any normal visitor may, but these hours cannot be applied retroactively toward boat crew member qualification)
- may participate in training events on a space-available basis (e.g. - workshops, member training classes)

- may be provided with course study materials and may study for end-of-course exams
- may prepare to qualify in any discipline (subject to the constraint dealing with non-participation in operational activities) -
- may be logged in AUXDATA as a prospective member (i.e. - in the 99-99 Division/Flotilla)
- may attend meetings/fellowship events to learn about Auxiliary organization, policies, procedures and programs
- may be issued an EMPLID

That's it in the nutshell - this need not be made any more convoluted than it really is - common sense should dictate - for example, can a prospective member handle lines when a facility gets underway or serve as lookout while underway? - no...but they can observe and Q&A with the boat crew throughout the patrol, and practice tying knots either underway or back in port (note - their time aboard cannot count as a trainee because they are aboard in a guest status to begin with) - can a prospective member attend a workshop and get credit for it? - yes...but their participation cannot displace a current member from attending the workshop and any associated AUXDATA entry cannot be made until they receive their PSI determination - should Coast Guard funds be expended in training a prospective member? - generally no, certainly not in terms of a C-school quota or even in terms of providing a costly new copy of a Boat Crew Manual, but providing them with a New Member Handbook or basic course materials or a spare Boat Crew Manual would be a minimal cost investment with immediate benefit - can a prospective member teach PE classes as a trainee or perform VSC's as a trainee? - no...the public expects and deserves a uniformed representative of the Coast Guard to deliver such services...and the Coast Guard has the responsibility to deliver such services - although these VSC/IT activities may be perceived as non-operational in nature, the fact that prospective members may not wear a uniform, particularly during an activity that requires interaction with the public, precludes them from actually performing such activities in a trainee status - could they do VSC's strictly as part of a member training exercise? - yes, because they would not be interacting directly with the public in order to deliver a service - under this scenario, their trainee VSC's would count towards qualification and could ultimately be entered in AUXDATA

PERSONNEL SECURITY QUESTIONNAIRE (PSQ's) STATUS: The following chart represents how many people each of your divisions WILL be losing by December 31, 2004 since they have not indicated their response to participate in the PSQ process. I would say 75% of the names would scare you because they are our top performers. Once you are disenrolled because you have not responded you will have to re-apply for membership...now that would be something you should want to avoid! You will not be able to participate in CG AUX activities as a non-member. I have no choice in this matter, please take the time to see if your name is on the list, your FC's have been provide this list by JR Addington.

PERSONNEL SECURITY QUESTIONNAIRE STATUS

As of 28 July

<u>DIVISION</u>	<u>DECLINED</u>	<u>NO PSQ</u>	<u>DIV TOTAL</u>
1	3	48	51
2	2	37	40
3	1	25	26
4	2	15	17
5	2	41	43
6	5	36	41
7	2	33	35
8	7	15	22
10	2	26	28
11	4	41	45
DISTRICT TOTAL:	30	316	346

(Projected Losses 31 Dec)

FROM OPERATIONS AND TRAINING

CWO4 Paul Bellona

REYR: The switch has been turned on and a number of members have been put in REYR due to not getting TCT, Operation Workshop, Re-certification, or proper number of patrol hours in on time. This is the member's responsibility to ensure that these get logged into AUXDATA and you should be keeping copies of these items, in case they were not entered. You will not be able to get patrol orders without fixing the problem. If you are having problems with this, contact your Flotilla Commander or IS officer.

PERSONAL PROTECTIVE EQUIPMENT (PPE): *Repeat from last DIRAUX NOTES since there are still ???s being asked about PPE:* i.e., Anti-Exposure Suit; Dry Suit; Layer 1 or 2 Thermal Protection (Bunny Suit); Type III PFD; Boat Crew Survival Vest w/Whistle, Personal Marker Light Signal Mirror, Survival Knife, Hand Held Flares; Parachute Bag; Glove System; Balaclava; Helmets & Goggles (for PWC Operators or if you are crew on CG maintain boats). Insulated Footwear & Thermal Socks are the responsibility of the member due to all the different sizes. **406 PEPIRBs** are issued out one per facility, so if the Operator owes the facility it will be issued to them; if the owner is a non-crewmember or a crewmember it will be issued out to them. **Returnable Items (if member gets out of Auxiliary or becomes inactive in boat crew program) include:** Helmet, Goggles, Parachute Bag, Boat Crew Survival Vest w/Gear, Anti-Exposure Suit, Dry Suit, Bunny Suit, Type III PFD, Glove System, 406 PEPIRB. **All issued PPE:** (1) will be issued out to qualified boat crew members (not facilities, flotillas or Divisions) and be signed for by the individual on AF Form 538, Personal Clothing and Equipment Record and a copy will be kept in their records at DIRAUX. **For all Flotilla Commanders/Division Captains:** All PPE will be inventoried and shall be included on the end of the year Inventory List. Any PPE that was issued and not signed for (AF-Form 538) will keep that Flotilla/Division from receiving additional PPE until CWO Bellona receives the paperwork. **Further Requested PPE Orders:** Should be coming into DIRAUX with the member's name, size, and requirements, so I can order the proper PPE needs and sizes and keep track of who is getting what. Flotillas are reminded to keep sending in their request for PPE, so I can keep a comprehensive PPE list and maintain it for ordering purposes.

COAST GUARD PROTECTIVE CLOTHING POLICY: The Coast Guard requires its personnel (including Auxiliary and passengers) to wear the proper Personal Protective Clothing (PPE) while underway on its small boats (including Auxiliary facilities). These are the minimum standards and to deviate from these standards you must get a waiver from your order issuing authority. There is also an understanding that the Auxiliary just started receiving funding for PPE and that it will take some time to issue all the proper PPE out to its qualified Boat Crew Members. Once you are issued PPE, you shall utilize it at the proper time: **(1) Regardless of weather, personal flotation devices and Boat Crew Survival Vests will be properly maintained and shall always be worn. (2) When the water temperature is below 60 degrees F, Anti-Exposure Suits and Boat Crew Survival Vests shall be worn. Additional protection may be worn at the crewmembers discretion. (3) When the water temperature is below 50 degrees F, Dry Suits with Layer 1 or/and 2 (Bunny Suits) under garments, Type III PFD and Boat Crew Survival Vests shall be worn.** (As an example, if you were on patrol for Station Bellingham and the air temperature was 75 degrees, water temperature was 52 degrees then you would be required to wear you Anti-Exposure Suit while you were underway unless you received permission from Station Bellingham to wear Float Coats or PFDs. Once you received a waiver for wearing certain PPE, you would still take your other PPE with you underway in case it is needed). **To get a WAIVER from wearing certain PPE, you must contact your order issuing authority and it will only be for that one mission.**

CARE OF PPE: Information on trimming the rubber gaskets along with other care on the Kokatat Dry Suits can be found on their web site at <http://www.kokatat.com/DrysuitStorage.pdf>. The Anti-Exposure Suits, Type III PFDs and Boat Crew Survival Vests can be washed with mild soap and water and hung up on a hanger to dry.

DIRAUX NOTES: Auxiliary members desiring DIRAUX NOTES from the Web, should go to the www.uscg.mil/d13/oax site to make copies.

ID CARDS: Every rejected photo received, the FC or FSO-PE is notified (not the member) of what is wrong and needs to be corrected. Ensure that these are corrected in a timely matter, so the member can get his/her ID Card.

POMS LIABILITY: Coxswains/Operators are responsible to ensure their crewmembers are properly certified prior to going out on patrol. **The patrol order is VOID if the facility's Offer for Use or the Member's Certification lapses prior to the patrol.** In which case, the Coast Guard would not cover the Owner/Operator if there were an accident to the facility.

TRAVEL CLAIMS: A new improvement has been made to the DD-1351-2, Travel Claim Form and those who want to fill it out can do so at the www.cgaux.org site and it has been posted on the What's New section. It helps you not make mistakes when filling it out and helps reduce confusion.

VESSEL FACILITY/OFFER FOR USE FORMS: In order to facilitate the rapid dispatch of vessel facilities, to an area of need, the Coast Guard is asking that the Latitude/Longitude of the principal location of all vessel facilities be entered into POMS. There is no place on the Vessel Facility and Offer for Use Form (CG-2736) to enter this information. We ask that for all future inspections, New, Re-inspection & Change, that the Latitude/Longitude information be written in the top border of the forms and we will enter those into POMS. Again, please send in only originals (no copies, faxes) to DIRAUX.

FROM THE OFFICE MANAGER

SK1 Holly Boehme

TRAVEL ORDERS AND TRAVEL CLAIM PROCEDURES: The Travel Claim Reimbursement Program is running very well. There are a couple of changes that members need to be aware of. The claims must have original signatures on them (preferably in blue ink); no photocopies will be accepted by the travel center. Do not ever do a claim in pencil it will be returned. A travel claim is a legal document. The member needs to sign the travel claim and the travel orders.

When you receive Travel Orders it is very important that you read the entire package. Sometimes action needs to be taken to get hotel reservations by certain dates at group rates. Travel is funded under group rates at hotels and if these rates are not used then the travel could be at jeopardy as funding may become unavailable. Please read the entire package.

Travel Orders are issued via Email. Some members cannot open the Adobe files; at adobe.com you can download the Adobe Reader. Please keep us informed of your current Email address. Email is the fastest way for us to do business with you.

If you are not on direct deposit, you should consider doing so. Direct Deposit ensures your payment for both Travel Claims and Patrol Orders within 3 weeks. If you request a check you could wait 30 to 45 days for payment, then if the check gets lost prepare to wait months. I can email you the form needed for enrollment.

Patrol Orders: Patrol Orders do not get sent to DIRAUX. On the Patrol Order at the very top will be the Issuing Unit, which is the unit you send the patrol orders to for payment processing. If you send them to us, your payment will be delayed as I send them to the appropriate unit. DIRAUX does not issue Patrol Orders; the Group Offices issue them and process them for payment.

Payment Information: When you submit claims, you need to wait 3 weeks before you start looking for payment. Please check with your bank first. Then you can call the pay center at 800-564-5504 you will be prompted to enter your social security number and receive payment information. If no information is available then please talk to a customer service agent. It is best to have your copy of the claim so you have all the information you will need. If you talk to customer service and they have no record of your payment then, please call me.

Have a great summer and be safe.

Holly

FROM THE DESK OF CHARLES K. CLAYTOR

Mr. Charles K. Claytor

NEW MEMBER APPLICATIONS: All NEW MEMBER applications must have the following: 1) Enrollment application [ANSC 7001 (7-99)], 2) Prospective Member Interview Record [ANSC 7036 (11-97)], 3) Copy of New Member Exam, 4) ID Card Application, 5) ID photo on floppy disk, Compact Disk (CD), or by Email prior to submitting application, 6) 2 Finger print cards, 7) Special Agreement Check Form (OFI-86C), 8) Authorization for Release of Information (SF-85), 9) Personnel Security Questionnaire. If any of the aforementioned forms are not submitted with the packet, the new member packet will be returned without action.

SECURITY PROGRAM: SECCEN seems to be dragging their feet on many of our new members applications. I have no control over the approval process. However, I am looking into why some members seem to go through effortlessly while others have still yet to be approved. Please be patient and know that we are doing all that we can here at DIRAUX. Letters will go out shortly to all members who have yet to submit the Personnel Security Questionnaire (PSQ). Disenrollments will begin shortly for those who have yet to send in their PSQ's. If those members who are disenrolled because they failed to submit a PSQ wish to reenroll, they will be required to submit a complete Security package as well as a reenrollment package, just like a new member.

OPERATIONS PROGRAM: Please be advised that if you are in REYR for Boat Crewmember or Coxswain, you must complete the Re-certification portion of the Currency Maintenance form. Please check your "Underway Hours" in the Training Status portion of AUXDATA. Many members input their crew status incorrectly and do not get credit for their underway hours. I have no control over this. It is the Flotilla's responsibility to ensure correct input of underway status. The same is true for Instructor and other certifications, which require a certain level of expertise.

FROM THE MEMBER STATUS SECTION

Ms. Shirley Blanchett

TRANSFERS: Auxiliary members who have received the new version of the Auxiliary Member ID card need not send back their ID cards when they are transferring from one flotilla to another within District Thirteen. This is because the new cards do not have the member's flotilla number printed on them. Please continue to relinquish your ID card when transferring to another Coast Guard District.

NEW ID CARDS: Letters will go out shortly to all members who have yet to submit their picture and ID card form to DIRAUX for the new version of the Auxiliary ID card. Members who have not complied need to contact their Flotilla Commanders. The picture must be digital and must be in Jpeg format, color, and with a red background. Color in pictures cannot be accepted, and members must be wearing their light blue uniform shirts.

A NOTE FROM THE DCO

District 13 lost a flotilla that was established in early 2003. This totals three flotillas that have disenrolled in the past two years. Disestablishment was attributed to work schedules, age of membership, opportunities, boredom, and those who decline to take on leadership rolls because some past leaders refuse to step down or mentor those who were elected. One of the most difficult tasks of a leader, as stated in The Leadership Secrets of Colin Powell, by Oren Harari, McGraw-Hill, copyright 2002; Powell Principles, number 3, "Know when to exit. Just when you've figured it all out, it's time to pass it along to the next generation". We must continue to build and mentor the flotillas. Remember, Recruit, Recruit, Retain. (DCO)