

STEPS FOR USE OF COMMUNICATIONS TRAILER

- STEP I Determine the date(s) of your use. Then check with one of the persons listed below who has access to the Communications Trailer calendar to verify the availability of the date.
- STEP II Send an e-mail to Herman H. Tietjen, PDCAP to have your date placed BY ME on the calendar. My e-mail address is HTietjen@frontiernet.net.
- STEP III YOU ARE RESPONSIBLE FOR TOWING THE TRAILER FROM AND BACK TO ANT SAUGERTIES, ITS HOME BASE.
- (1) Make sure your tow vehicle is REGISTERED with the Director's Office. Use Form ANSC-7065, Vehicle Facility Offer for Use, which can be downloaded from the National website under "Forms". Send this into the Director's Office SUFFICIENTLY BEFORE YOU PLAN TO TRANSPORT THE TRAILER.
 - (2) IT IS STRONGLY RECOMMENDED THAT THE PERSON DRIVING THE TOW VEHICLE HAVE EXPERIENCE IN TOWING TRAILERS for everyone's safety.
 - (3) YOUR TOW VEHICLE SHOULD BE AT LEAST a ONE-HALF (½) TON TRUCK with a 2" X 2" tow bar opening otherwise the tow bar provided with the trailer will NOT fit. Also make sure that your vehicle has a 7 prong electrical plug. THERE IS NO ADAPTER ON BOARD TO ATTACH TO A FOUR PRONG PLUG AND INTERFACE WITH A SEVEN PRONG FEMALE PLUG.
 - (4) Request the Director's Office to issue you towing orders for your vehicle from ANT Saugerties to your event and back. For non-operational usages the Director's Office will generally issue non-reimbursable orders for movement. Under certain circumstances, on a case by case basis, where the non-operational movement can be justified as benefiting the Coast Guard or Auxiliary, the Director may provide reimbursable orders. In those circumstances where the Director only provides non-reimbursable orders, the District will provide mileage reimbursement at the governmental rate.
- STEP IV Advise the Coordinator of the date and time when you plan to pick up the Communications Trailer at ANT Saugerties. I will try to meet you there especially if this is your first time towing the trailer.

STEP V Keys to the Communications Trailer are with the Coast Guard at ANT Saugerties. **YOU SHOULD MAKE EVERY EFFORT** to arrive at the station between 0800 and 1500 Monday-Friday. The Station is not open on the weekends or evenings. If you cannot arrive during the Station's working hours, you should call to make arrangements for someone to meet you. The Station's telephone number is 845-246-7612. The Station's GPS address is 153 Lighthouse Road, Saugerties, NY 12477.

You can reach Saugerties off Exit 20, New York State Thruway (I-87).

You cannot take the trailer on any parkways in New York State.

STEP VI **YOU ARE RESPONSIBLE FOR RETURNING THE TRAILER TO ANT Saugerties.**

If the trailer is at another location in your area, you should make arrangements with the other Auxiliary unit using the trailer to either pick it up or have that unit deliver it to your location, or meet at a convenient location for a handoff. **THE LAST UNIT USING THE TRAILER IS RESPONSIBLE FOR ITS RETURN TO ANT Saugerties.**

Keep a log of your mileage and road/bridge tolls and fill these in on your orders and return to the Order Issuing Authority to process your reimbursement. In the case of reimbursable orders, that would be the Director's Office. In the case of non-reimbursable orders, those would be sent to the Communications Trailer Coordinator for review and submission to the District Staff Officer – Finance for payment.

STEP VII **YOUR PAPERWORK** Do not forget the paperwork

1. Complete and return your Non-reimbursable or Reimbursable Orders within 3 days of completing your mission, namely return of Communications Trailer to home-base or other assigned base.
2. With your orders complete the DD 1351-2 (2008 ed) Travel Voucher claim form for your miles and highway/bridge tolls. You can find this form on the Auxiliary website under Forms.
3. Submit your 7030 Mission report to your flotilla or division IS Officer for activity credit.
4. Be sure to keep a copy of all of your paperwork for at least a year.

Other Information

Access to the Communications Trailer Calendar will be restricted to the following officers:

District Commodore
District Vice-Commodore
District Captains
Division Commanders
Communications Trailer Coordinator*

*Tasked with making entries

It is requested that you provide the Communications Trailer Coordinator with locations of sites where it can be placed in your area in the event of an emergency. In doing so please provide a street address as well as the name of the location, The ability to have these predetermined sites will eliminate confusion in transporting and site placing the trailer.

If you have any questions please contact me.

Herman H. Tietjen, PDCAP
Tel: 845-876-7066 (W)
845-876-6164 (R)

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