



DEPLOYMENT GUIDE FOR AUXFSs March 2016

Welcome

AUXFS duty on a CG Cutter can be rewarding and exhausting.

A "Cutter" is basically any CG vessel 65 feet in length or greater, having adequate accommodations for crew to live on board. Depending on the size of the cutter, there will be 1-6 FSs.

Duty on a cutter can be physically challenging, with steep ladders, narrow hallways, rolling seas, small sleeping quarters, etc. The galley and the mess will be very compact. The mess is often the crew recreation area with TV, etc.

The in-port duty could be one day to a couple of weeks. Length of underway duty would depend on the size of the cutter. For the smaller cutters, the duty period is likely to be a 5-7 days. For the larger cutters the duty period could be 1-2 months.

Assignment to Duty

A request for AUXFS Assistance will come from the Cutter or CG Headquarters, going to a AUXFS Branch Chief or District Staff Officer.

A solicitation of volunteers will be sent out - first to those AUXFSs closest to the cutter's port. If needed the request will go out to AUXFSs in other districts.

In consultation with the cutter's command, the Branch Chief or District Staff Officer will select the AUXFS for duty. The AUXFS's flotilla commander will be notified of the assignment.

The cutter will provide you with a contact for your duty.

Orders

Depending on the duty, the cutter will issue:

- "No Cost"/Non-reimbursable orders authorizing government messing and berthing, or
- "Reimbursable" orders covering travel and in some cases, per diem.

You may be asked to complete a TDY form, estimating travel costs. Your contact will give you the form.

You will need to communicate with your contact on the cutter regarding the orders. You must sign the orders when you receive them. Make sure that you keep a copy of the orders and understand what is covered.

In some cases, where travel other than mileage is required, the cutter will make the necessary travel arrangements. Do not make any until directed to by the cutter.

Travel Claims

If you were issued "Reimbursable" orders, you will need to submit a Travel Claim, using form DD 1351-2. This form is available in the Forms Warehouse on www.cgaux.org. Sample instructions from 5SR for completing the form are attached.

Before you leave the cutter, make sure you know where to send the travel claim (with an original copy of your orders). Generally, the form should be returned to the cutter for their signature. Unlike the Coast Guard Personnel, Auxiliarists do not have access to TPAX , the computer travel system.

Keep copies of all of your travel documents.

Reporting your time

You will report your time on the 7030, using code 07D with details of the duty in the remarks section.

For duty in-port, you will report only the time actually spent on AUXFS duties up to 19 hours per day.

For duty underway, you will report only the time actually spent on AUXFS duties up to 24 hours per day.

You are to prepare a 7030 for each day of duty. For long deployments, you should talk to your IS Office about alternative ways to report your time.

Uniforms

The XO/XPO will authorize the uniform.

- ODUs (most typical) with the blue ODU T-shirt worn in the galley.
- Or white chef coat (short sleeved) with ODU pants. The coat will have last name on the right and U.S. Coast Guard Auxiliary on the left/
- Unit or Auxiliary ball cap
- Safety boots, black athletic shoes or Chef's clogs may be worn.
- Wear member devices only.

Checking in at the Quarterdeck

There is a small guard shack on the dock next to cutter. This is the "Quarterdeck"

Identify yourself to the OOD - Officer of the Deck - who is staffing the Quarterdeck and state that you are reporting aboard to work in Galley for the day. You may need to tell them you are reporting to FSO.

Be prepared to show your AUX ID card when checking in at the Quarterdeck.

Always check in at the Quarterdeck before boarding ship. Always check out at the Quarterdeck when departing for the day.

The OOD may need to call aboard ship and talk to the Chief or another officer to clear you to board. Often the OOD will just ask if you know where you are going. Ask for directions.

Protocols

Be sure to read the *Guide to Protocol and Courtesy* found at <http://hdept.cgaux.org/pdf/proguideFeb2011.pdf> as well as Chapter 12 of the Auxiliary Manual.

Boarding/leaving cutter

When boarding ship, military courtesy requires that you stop and salute the National Ensign (U.S. flag). In port the National Ensign flies from a flagstaff at the stern rail (rear of the ship). By ancient maritime tradition, this is considered the place of honor aboard ship.

There are two parts to rendering proper courtesy when boarding ship.

1. About halfway up the gangplank, turn and face the Quarterdeck (guard shack) and salute the OOD. The OOD will be watching through a window in the side of the shack for you to salute and will return the salute.
2. At the top of the gangplank, face the flagstaff at the stern of the ship, come to attention and salute the flag. If the National Ensign is not flying, then render a salute as if it were flying.

The same procedure is followed (in reverse), when departing ship.

1. At the top of the gangplank, face the flag staff at the stern of the ship, come to attention and salute the flag. If the National Ensign is not flying, then render a salute as if it were flying.
2. About halfway down the gangplank, turn and face the Quarterdeck (guard shack) and salute the OOD. The OOD will be watching though

the window in the side of the shack for your salute and will return the salute.

Colors

The ship makes colors twice a day – the National Ensign is raised at 0800 and lowered at sunset. During this time, do not cross the brow – that is you do not board or leave ship while the Ensign is being raised or lowered.

At the start of colors there will be one whistle. At the conclusion of colors, there will be two whistles.

If you are on deck during colors, come to attention, face the stern and render a salute without regard to whether or not you can actually see the Ensign.

No special ceremony is observed if you are indoors aboard ship during colors. That is, everyone indoors continues to go about their business during colors.

Saluting

The first thing to know is that an innocent mistake is very unlikely to cause offense. Generally, the active duty folks can't quite figure out whether to salute Auxiliarists and generally don't seem too terribly worried about whether we salute them. Typically, commissioned officers don't seem to expect a salute from an Auxiliarist, and are likely to regard your salute as an unexpected bit of good manners – especially if the commissioned officer is young enough to be your grand-kid.

The basic rule is that in the Coast Guard salutes are rendered when out of doors and covered (wearing a hat). Thus, when inside the ship, saluting is not expected – even when greeting the Captain or XO.

The rule aboard cutters is relaxed, in view of the close quarters. Aboard a cutter, you are expected to salute an officer only the first time you meet for that day. After that, salutes are not generally rendered. You would,

however, always salute the ship's commanding officer when meeting out of doors and covered, even if for the second or third time that day.

Study up on Coast Guard rank insignia for commissioned officers, warrant officers and petty officers. Be prepared to salute any commissioned officer you meet out of doors. Some guidelines -

- A proper salute has the hand in a straight line with the forearm. The forearm is at 45-degree angle, and the upper arm is parallel with the deck.
- Salutes are properly rendered to commissioned officers. Aboard cutters you will likely encounter: ENS, LTJG, LT, LCDR and CDR ranks. Make sure you can recognize the ODU collar insignia for each rank.
- Salute crisply followed by something like "Good morning, Chief". If you are not confident in reading the collar insignia. "Good morning, Sir" or "Good afternoon, M'am" is polite and appropriate.

Have one of the ship's crew point out the Commanding Officer and Executive Officer

Active duty members of the Coast Guard probably will not know what the AUX member device on the collar of your ODU uniform means. You might be saluted, especially by junior enlisted. If so, courtesy and good manners simply requires you to crisply return the salute and acknowledge any greeting.

Addressing Personnel

Ask your contact for guidance on addressing the ship's personnel. The appropriate address is usually the person's function/rate – Captain, XO/XPO, Chief FS chief), FS1-3, etc.

Ward Room (Officer's Eating Area)

You may be asked to serve in the Wardroom. There are strict protocols for meal in the Wardroom. The FS Chief or FS1 will explain them to you.

Duties

Your duties will vary depending on the size of the cutter. For example, on an 87', you will be only FS while on a larger cutter, you will be one of several FS. The FS Chief and/or the FS1 will assign your duties. You are there to do what is needed, not what you want to do. Do not hesitate to ask for help or to volunteer to do something.

Be prepared to give the FSO a list of your abilities, training, and experience. This will help ensure that you will be used appropriately.

Personnel

The personnel will vary depending on the size and type of cutters. Be sure to ask your contact for a list of the personnel with whom you might work.

Number of FSs on Cutters:

87' Patrol Boat: 1 FS2

110' Patrol Boat: 1 FS2

140 Ice Breaking Tug: 1 FS2

River Tenders/Construction Tenders (various sizes): 1 FS2 or 1 FS1

154 Fast Response Cutter: 1 FS1, 1 FS3

175 Inland Buoy Tender: 1 FS2, 1 FS3

210 Medium Endurance Cutter: 1 FSC, 1 FS1, 3 FS3's

225 Sea Going Buoy Tender: 1 FS1, 1 FS2, 3 FS3's.

270 Medium Endurance Cutter: 1 FSC, 1 FS1, 4 FS3's

378 High Endurance Cutter: 1 FSCS, 2 FS1's, 7 FS3's

425 National Security Cutter: 1 FSCS, 2 FS1's, 5 FS3's

Documents

AUXFS documents

Be sure to have with you all of your pertinent AUXFS documents (health screening, shot record, PQS sign-offs, sanitation training). You may have to show them to the command and the FSO.

Passport

Depending on where the cutter goes, you may need a passport. Your contact will give you that information.

Personal Health

There are phone apps which will allow you to enter important medical information and emergency information. Consider getting one.

Health Services

The larger cutters will have a sick bay with Health Services personnel aboard.

Prescription drugs

Be sure to have an ample supply of your prescription drugs to cover the duty period plus some extra days. Also have copies of the prescriptions.

Glasses

It's a good idea to bring an extra pair of glasses.

Sea sick medicine

You may have need it so bring some with you.

Additional Shots

Depending on where the cutter goes, you may need additional shots. Be sure to ask your contact.

Be physically fit

You will be standing a lot and going up and down ladders. So know your limitations.

Berthing

Location and type of berthing will depend on the size of the cutter and availability of berthing. Discuss any special berthing needs with your contact to see if they can be accommodated.

Berthing is often cramped and the bathroom down the corridor.

The heads and the showers are also small and cramped.

On some cutters, there may not be berthing available for women.

What to bring

Storage space is limited. Use a duffle bag or soft sided suit case.

Suggested list based on experience for a 1-month cruise

- 2- ODU blouses
- 5-10 – blue ODU t-shirts
- 3- ODU pants
- 2- hats (baseball style)
- 2 - pair work shoes either black tennis or regular work boots. Swap daily and keep dry.
- 10 pair underwear
- 2-cans foot spray for inside shoes and powder for your feet
- 10- 15 pairs of socks
- Civvies for a couple days (jeans, sweatshirt, jacket, polo shirts, etc.)
- Rain jacket
- Towels and bed linens
- Flip-flops for shower
- Personal items to last for the trip. You don't always get to the next port so plan ahead.
- Couple of tooth brushes
- Deodorant
- Tooth paste
- Soap
- Laundry soap, e.g. the gel packs in a plastic container. Plan on doing laundry every 4-5 days. You will have access to laundry facilities.
- Money and/or credit card
- A Red flash light
- Sun screen

Other tips

It is important to plan a day schedule, around Your Duty schedule: like sleep times, work-out times, free times, (TV, Reading, Fishing, Swim calls), Laundry, etc. Organizing your routine is critical for Peace of Mind. Rest is important...since work times can be long/exhausting.

Have your own Personal Quiet Time location aboard the Cutter.

If you plan to use a credit card call the company before you leave home.

There probably won't be email access while underway. There is no Wi-Fi on board and cell phones don't work.

Bring some of your favorite recipes.

Bring your own knives and other equipment. Be sure to label them.

Bring your favorite snacks.

Feedback

Give the FSO feedback on your experiences, your condition, work load, berthing, and other needs.

Ask the FSO feedback on how you are doing and how you can improve.

The FSO will be asked to provide feedback to the AUXFS Branch Chief and District Staff Officer as well as to the CG Food Services Program.

INFORMATION FOR COMPLETING YOUR TRAVEL CLAIM

Make sure that you sign your orders – Claims will be returned without your signature

1. Fill out Sections 2 – 8. You can find your Travel Order number in Section 21 of your travel orders. Skip to Section 15.
2. In Section 15.a & 15.b, fill in dates and cities as applicable. **15.b must include city, state and zip code.**
3. In 15.c, use the following two-letter codes according to your mode of transportation:
 - PA – Personal Automobile
 - CP – Commercial Plane (even if tickets were purchased thru SATO)
 - PP – Private Plane(If none of these codes apply, contact DIRAUX for the correct code)
4. In 15.d, use the following two-letter codes according to your Reason for stop:
 - TD – Temporary Duty
 - AT - Awaiting Transportation (if switching modes of transportation ex. from auto to plane)
 - AD – Authorized Delay (only if local travel is authorized and mission is not complete)
 - MC – Mission Complete (should not be more than one mission complete on claim)
5. For Section 15.e, enter **lodging cost per day without taxes.**
6. Enter one-way mileage for each leg of travel in 15.f.
7. Check applicable boxes in Sections 16 & 17.
8. For Section 18, only the following items:
 - Lodging Taxes, Parking, Tolls, Public Transportation, Taxis, Airline Tickets (if member paid out of pocket)

Do not list total lodging or meals. Receipts are required for hotel stays and any expenses over \$75

9. Sign on Section 20.a.

10. Mail travel claim form, orders and receipts to: Make sure that you get this information before leaving the cutter.