SECTOR NEW YORK INSTRUCTION 16798.1H

Subj: SECTOR NEW YORK SUPPLEMENT TO THE AUXILIARY OPERATIONS POLICY MANUAL

Ref: (a) USCG Auxiliary Operations Policy Manual (AUXOPM), COMDTINST M16798.3 (series)
(b) USCG Boat Crew Seamanship Manual, COMDTINST M16114.5C (series)

1. PURPOSE. This Instruction is intended to supplement reference (a) with information that is specific to operations policies within Sector New York. This instruction will follow the chapter outline of reference (a) and will add additional paragraph numbers where necessary or augment existing paragraphs. YOU MUST HAVE A COPY OF REFERENCE (A) TO USE THIS INSTRUCTION.

2. ACTION. The Policies and Procedures set forth above shall be executed from this date and are subject to further amplification/development as necessary.

3. DIRECTIVES AFFECTED. SECNYINST 16798.1G is hereby superseded.

4. DISCUSSION. Revisions of this instruction primarily include minor updates and amendments regarding flow of information within Sector NY from and to the CG Auxiliary, request process for auxiliary facilities, and also to incorporate by reference the Operational Action Plans (OAPs) which the auxiliary operate under. Additionally, due to a desire on the part of the auxiliary to have more effective communications when underway on waterborne patrols, auxiliary facilities are now to communicate w/the nearest CG Station if not within good communication range of Sector New York’s Command Center.

5. MAJOR CHANGES: NONE.

6. ENVIRONMENTAL ASPECTS AND CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.

7. DISTRIBUTION: No paper distribution will be made of this Instruction. When approved, an electronic version will be located on the Sector New York’s CG Portal Page.

8. FORMS AND REPORTS. Required forms and reports are outlined in Enclosure (1).
9. **REQUEST FOR CHANGES.** Individuals may recommend changes via the chain of command to the unit Auxiliary Liaison Officer

M.H. Day
Captain, U.S. Coast Guard
Sector New York

Encl: (1) Sector New York Forms
(2) Auxiliary Liaison Council Overview
(3) Primary Coast Guard Contacts/Personnel
(4) Auxiliary Patrol Orders Protocol
(5) Communications Plan
(6) Auxiliary Division Operations Officers & Map of AOR
(7) Private Aids to Navigation Program

Distribution: CGD ONE (DIRAUX D1SR)
Commodore D1SR
District Captains D1SR
SECNY sub units
SECTOR NEW YORK - AUXILIARY OPERATIONS MANUAL

TABLE OF CONTENTS

CHAPTER 1 Use of Auxiliary
    A. Scope and Purpose of the Auxiliary 1-1
    B. Facility Ownership 1-4

CHAPTER 2 Operations Program Administration
    D. Mishap Reporting, Damage Claims, and Personal Injury 2-1

CHAPTER 3 Flags, Signs, Insignia and Markings 3-1

CHAPTER 4 Operational Activities
    A. Ordered Operational Patrol Missions 4-1
    B. Operational Support Missions 4-11
    D. Facility Readiness Status 4-12
    E. Operational Guidelines 4-13
    Annex 1. Flight Operations 4-16

ENCLOSURES
    (1) Sector New York Forms
    (2) Auxiliary Liaison Council Overview
    (3) Primary Coast Guard Contacts/Personnel
    (4) Sample Mission Request Memorandum
    (5) Auxiliary Patrol Orders Protocol
    (6) Communications Plan
    (7) Auxiliary Division Operations Officers & Map of AOR
    (8) Private Aids to Navigation Program
CHAPTER 1. USE OF AUXILIARY

Section A. Scope and Purpose of the Auxiliary

There is no additional information to A.1-A.2 of this Section

<added to existing text>

A.3. Operational Use

A.3.f. The Sector New York Commander will provide mission execution guidance to Auxiliarists via Operational Action Plans. These may be ongoing in nature, or may reflect orders for a specific Marine Event.

A.3.g. The current Operational Small Fry and Operational Clear Channel OAPs remain in effect until replaced.

There is no additional information to A.4 of this Section

<added to existing text>

A.5. Organization

A.5.a. Whenever the word “SECNY” is used in this Supplement it refers to Sector New York.

A.5.b. Divisions 2, 4, 5, 6, 10, 11, 12, 14, 15, and 20 comprise the Auxiliary organization existing within the geographic boundaries of SECNY. Divisions 2, 4, 11, 12, 14 and Flotilla 7-5 from LIS, report to the District Captain (South) and Divisions 5, 6, 10, 15, 20 report to the District Captain (North).

<added as additional paragraph A.6>

A.6. Administration

A.6.a. The operational chain of command (OPCON/TACON) for individual Auxiliary Facilities within SECNY rests with the Sector New York Command Center (SCC), or controlling Station. ADCON will always reside with SECNY, as the SECNY Planning Department will coordinate Sector-wide Auxiliary operations. The SECNY Auxiliary Liaison (AUXLO), under the direction of the SECNY Commander, is responsible for employing and overseeing Auxiliary operations throughout SECNY. The SECNY AUXLO will delegate support to the Auxiliary by members of the Auxiliary Liaison Council (AUXLOC). An overview of the AUXLOC and required duties can be found in Enclosure (2).
A.6.b. Questions pertaining to Auxiliary operational procedures and administrative policies not specifically covered in this Instruction or in current directives shall be referred to the SECNY Auxiliary Liaison. See Enclosure (3) for the names and contact information.

A.6.c. The U. S. Coast Guard Auxiliary maintains a separate administrative chain of communication headed by the District Director of Auxiliary 1 Southern Region located in the Battery Park Building, New York, NY. All Auxiliary programs, except those that require direct assistance from SECNY or a local Coast Guard station, are administered through the Auxiliary chain of leadership. Questions and correspondence concerning Auxiliary controlled programs shall be handled through the Auxiliary chain of Leadership to the Director's Office. Questions and correspondence, which concern assistance rendered by the Auxiliary for SECNY, should be forwarded to the SECNY Auxiliary Liaison. Forms and reports, required by the Director to be submitted by Auxiliary members, Flotillas and Divisions are not forwarded via SECNY, unless otherwise directed.

A.6.d. Any request for Auxiliary support under the following sections of AUXOPM shall be forwarded to the SECNY Commander via the Auxiliary Liaison:

Chapter 4 E. 1 - Law Enforcement/Firearms
Chapter 4 E. 2 - Detection and Monitoring of Unusual Events/Scenarios
Chapter 4 E. 3 - Coast Guard Personnel on Auxiliary Vessels
Chapter 4 E. 6 - Jurisdiction

Orders for these missions will be issued and approved by the SECNY Auxiliary Liaison or their designee.

A.6.e. Departments within Sector New York may occasionally identify a short-fused ad hoc mission support requirement that the Auxiliary is able to fulfill. In this case, the respective division chief shall request auxiliary assets via the AUXLO, who will coordinate with the Auxiliary Sector Coordinator.

A.6.f. The use of either surface or air Auxiliary components will be governed by AUXOPM, and other directives issued by proper authority. Operations conducted by Auxiliary Air facilities are coordinated by Air Station Cape Cod, who serves as the Order Issuing Authority for all orders. Any use of the Auxiliary by SECNY units for missions not covered by this instruction shall be coordinated through the SECNY Auxiliary Liaison Officer.

A.6.g. Each pilot, operating under orders of Air Station Cape Cod and scheduled for flights within SECNY's AOR, shall contact the SECNY Command Center (SCC) at (718) 354-4122 or 1-800-735-3415 prior to departure from the airport.
A.6.h If a member of the auxiliary would like to provide support at Sector proper (either marine safety or staff), the member shall request through their respective Division Commander prior to making any contact with Sector AUXLO.
Section B. Facility Ownership

There is no additional information to B.1. and B.2. of this Section

<added as additional paragraph>

B.3.c. Conflicts of interest for USCG AND USCG-Aux Personnel:

B.3.c.1. In order to avoid any possibility of "conflict of interest," active duty Coast Guard personnel, Reservists under active duty or inactive duty orders, and Auxiliarists under orders are prohibited from engaging in commercial assistance activity of any sort. Likewise, Reserve and Auxiliary personnel are not to be used in any capacity that might give rise to the perception of a conflict of interest. Vessels and aircraft used for commercial assistance activities are not to be accepted as an Auxiliary facility nor can a designated Auxiliary operational facility be used as part of any commercial assistance enterprise at any time.

B.3.c.2. An Auxiliarist may not be assigned Auxiliary or Coast Guard duties which allows them, or which presents an appearance of allowing them, to serve the interest of organizations outside the Coast Guard while performing those duties.

B.4. Prohibition against receipt of remuneration by surface or aircraft facility owner for use of surface or air facility:

No owner, whether a person or a corporation, shall profit, directly or indirectly, from permitting another individual or corporate entity to use an Operational Facility owned by that person or corporation. Vessel, Personal Watercraft, and aircraft owners are not allowed to rent, lease, sub-lease, profit, or charge whether directly or indirectly through the receipt of any form of remuneration, other Coxswins or Pilots for the use of that owner's Operational Facility to conduct surface or air operations on behalf of and under orders of the United States Coast Guard. Any violation of this prohibition will be referred to the United States Coast Guard for possible criminal investigation. The offending owner or corporation will also be subject to disciplinary proceedings pursuant to the Auxiliary Manual COMDTINST M16790.1 (series).

There is no additional information to Sections C through G
CHAPTER 2. Operations Program Administration

Section D Mishap Reporting, Damage Claims, and Personal Injury

There is no additional information to Sections A through C of this Chapter

<Add to paragraph>

There is no additional information to D.2.a. through D.2.f. of this Section

D.2.g. All damage claims will be submitted for reimbursement. This means the government will reimburse the member for damage incurred, not pay the bill at the repair facility. The member should make every attempt to ensure timely submission of mishap reports in order to avoid excessive interest charges resulting from repairs.

D.2.h. Do not file patrol orders for reimbursement or commence repairs to the facility until authorized by the Coast Guard Senior Investigating Officer (SIO) or the First Coast Guard District Director of Auxiliary.

D.2.i. When notified that damage has occurred to an Auxiliary facility, SECNY Prevention Department's AUXLOC member will be assigned as a Preliminary Investigation Officer (PIO or IO). This person will contact the member and make arrangements to visually inspect the damage and submit a written report to the DIRAUX via the AUXLO. AN INSPECTION IS MANDATORY. An Auxiliary representative may also be assigned to assist the Preliminary Investigation Officer. Except in the case of emergency repairs to save the facility, the member shall not commence repairs until damage has been inspected.

D.2.j. While the SECNY IO may recommend payment of the claim, the final approval rests with the Surface Forces Logistics Center (SFLC) claims and litigation branch.

D.2.k. Under no circumstances will orders be issued "after the fact" to cover damages incurred during unauthorized activities.

D.2.l. In certain cases an Auxiliary facility under orders may damage property of an independent third party. There is a separate process for handling third party claims. The third party claimant must complete and submit form SF-95 to Coast Guard Legal Services Command. Under NO circumstances will an auxiliary member pay a third party for damages out of pocket.

There is no additional information to D.1. through D.9. of this Section

D.10 Personal Injuries
D.10.a. Report personnel injuries to the SECNY SCC immediately and the controlling Station if applicable. Additionally, as soon as practicable notify AUXLO, and DIRAUX (expectation is same-day notification).

D.10.a.1. Bills for medical care of Auxiliarists injured or who become ill in the line of duty are processed through the Director's office to the Department of Labor. Auxiliarists are required to:

1) Report the mishap to the operational chain of command immediately.
2) Seek medical treatment as soon as possible
3) Pay any bills resulting from the medical care
4) Submit paid bills and operational documentation for possible reimbursement through the Director's Office to the Department of Labor

D.10.a.2. SECNY SAR Plan for MEDEVAC will be activated if necessary.

D.10.a.3. Upon notification of the incident, the SCC or the cognizant Station will notify the appropriate active duty chain of command including the AUXLO. The Auxiliary Liaison Officer will notify DIRAUX on the first working day following the incident.

D.10.b. Once the casualty has received initial treatment, follow-up care becomes the responsibility of the Director of Auxiliary and the injured Auxiliarist. An Auxiliarist injured while under orders and needing follow-up treatment or rehabilitation will communicate directly with DIRAUX in regard to this care. DIRAUX will coordinate coverage for follow-up care through appropriate channels.

D.10.c. Coast Guard regulations require an investigation whenever an Auxiliarist is injured while under orders. Statements by the injured Auxiliarist and witnesses to the injury shall be written and signed as soon as possible following the incident and delivered to the operational commander.

D.10.d. Standard MISHAP reporting procedures as outlined in the Safety and Environmental Health Manual, COMDTINST 5100.47 are to be used to report the incident. A link to the manual;


D.10.e. Guests are not covered by the Coast Guard in case of injury or death.

There is no additional information to paragraphs D.11. to D.12.

There is no additional information to Section E of this Chapter
CHAPTER 3. Flags, Signs, Insignia and Markings

*There is no additional information to Sections A through F of this Chapter*
CHAPTER 4. OPERATIONAL ACTIVITIES

Section A. Ordered Operational Patrol Missions

Introduction

<additional text is added to the Introduction paragraph>

Patrols will be scheduled and coordinated by SECNY through an integrated multi-mission planning cycle that will allow for strategic employment of Auxiliary mission capabilities. The SECNY Auxiliary Coordinator will work with the SECNY Planning Department in the development of a long/short term operational “force lay-down” plan via IAP. Patrol orders will be issued and approved by SECNY AUXLO or his/her designee with direct consultation with the Mission Managers and the protocol laid out in Enclosure (5). Additional patrol guidance will be communicated via email to Auxiliarists in the form of an Operational Action Plan. These forms will be available via the Homeport SEC NY Ops Plan Community. Coxswains may request online access via the SECNY AUX coordinator.

A.1. Patrol by Vessel or Aircraft

<added to existing text>

A.1.a. Division Operations Officers (SO-OP) are responsible for coordinating patrols with their respective Divisions/Flotillas. This coordination includes knowing the operators and facilities involved, and efficiently overseeing the patrols with special emphasis on timely and effective communications between the SECNY SCC or Station, the operating facility and/or the Auxiliary communication facility (see Enclosure (6) for detailed Communications Plan and Enclosure (7) for list of SO-OPs and a map of their respective area of responsibility).

A.1.b. Patrol areas: The responsible Auxiliary divisions and corresponding Coast Guard stations are as follows:
STATION NEW YORK AOR
HUDSON RIVER/LAKES/HACKENSACK & PASSAIC RIVERS
NEWARK BAY/NEW YORK HARBOR:

This area is comprised of all Divisions 20, 10, 6 and part of Division 5 activities. Sector New York will also control any special activities in the Port of Albany. Note that Patrol Areas were numbered consecutively starting with Areas 1-4 in the Station Burlington, VT AOR. When STA Burlington was transferred out of Sector NY’s AOR those patrol areas transferred with the station.

<table>
<thead>
<tr>
<th>Patrol Area</th>
<th>Defined Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Whitehall to Troy Lock including the Mohawk River to Lock 14.</td>
</tr>
<tr>
<td>6.</td>
<td>Hudson River/Troy Lock to Roach Hook: The Northern Boundary is at Troy. Locks, the Southern Boundary is a line drawn across the Hudson at Roach Hook.</td>
</tr>
<tr>
<td>7.</td>
<td>Hudson River/Roach Hook to Four Mile Point: The Northern Boundary is a line drawn across the Hudson at Roach Hook, the Southern Boundary is a line drawn across the Hudson at Four Mile Point.</td>
</tr>
<tr>
<td>8.</td>
<td>Hudson River/Four Mile Point to Saugerties: The Northern Boundary is a line drawn across the Hudson at Four Mile Point, the Southern Boundary is a line drawn from the north shore, Esopus Creek entrance, east across the Hudson River.</td>
</tr>
<tr>
<td>9.</td>
<td>Hudson River/ Saugerties to Kingston: The Northern Boundary is a line drawn from the north shore, Esopus Creek entrance east across the Hudson River. The Southern boundary is a line drawn from Kingston Point, East across the Hudson River which will include Rondout Creek.</td>
</tr>
<tr>
<td>10.</td>
<td>Hudson River Hudson River / Kingston to Poughkeepsie: The Northern Boundary is a line draw from Kingston Point, east across the Hudson River. The Southern Boundary is the Mid-Hudson Suspension Bridge across the Hudson River.</td>
</tr>
<tr>
<td>11.</td>
<td>Hudson River/ Poughkeepsie to Newburgh-Beacon: The Northern Boundary is the Mid-Hudson Suspension Bridge across the Hudson River. The Southern Boundary is the Newburgh-Beacon Bridge across the Hudson River.</td>
</tr>
<tr>
<td>12.</td>
<td>Hudson River / Newburgh-Beacon Bridge to Bear Mountain Bridge: The Northern Boundary is the Newburgh-Beacon Bridge across the Hudson River. The Southern Boundary is the Bear Mountain Bridge across the Hudson River.</td>
</tr>
<tr>
<td>13.</td>
<td>Hudson River / Bear Mountain Bridge to Tellers Point: The Northern Boundary is the Bear Mountain Bridge. The Southern Boundary is a line drawn from Tellers Point across the Hudson River.</td>
</tr>
<tr>
<td>14.</td>
<td>Hudson River/ Tellers Point to Tappan Zee Bridge: The Northern boundary is a line drawn from Tellers Point across the Hudson River. The Southern Boundary is the Tappan Zee Bridge.</td>
</tr>
<tr>
<td>15.</td>
<td>Greenwood Lake.</td>
</tr>
<tr>
<td>15a.</td>
<td>Lake Mahopac.</td>
</tr>
<tr>
<td>16.</td>
<td>Hudson River- Tappan Zee Bridge to Spuyten Duyvil Bridge: The Northern Boundary is the Tappan Zee Bridge. The Southern Boundary is a line drawn from the Spuyten Duyvil Bridge across the Hudson River.</td>
</tr>
</tbody>
</table>
17. Hudson River/Spuyten Duyvil Bridge to Intrepid: The Northern Boundary is a line drawn from the Spuyten Duyvil Bridge. The Southern Boundary is a line drawn across the Hudson River from the Intrepid Museum.
18. Hackensack River, Passaic River, Newark Bay, Upper Bay: The Northern Boundary is the Gen. Pulaski Skyway Bridge in the Hackensack and Passaic Rivers. Area includes: Droyers Point Reach, Newark Bay North Reach, Bergen Point East Reach, Constable Hook Reach, and North up the Back Channel to Caven Point which is this patrol’s Eastern Boundary, thence up the Hudson River to the Intrepid Museum.
20. Coney Island.

**STATION KING'S POINT AOR:**

This area consists of Division 12, part of Division 5 and Flotilla 7-05. Flotilla 7-05 will work in conjunction with Divisions 5 and 12.

**Patrol Area** | **Defined Area**
---|---
22. A line from Hewlett Point to a point midway between the southern tip of Hart Island, then southwest to Throgs Neck Light. Area includes: Hell Gate Middle Ground, Rikers Isl. Channel, Bowery Bay, Flushing Bay, Bronx River Westchester Creek, Little Neck Bay, Little Bay, Powell Cove and Stepping Stones.
23. The area north of a line from Throgs Neck Light to a point midway between Hewlett Point and the southern tip of Hart Island, continuing on to the Execution Rocks Obstruction Buoy. Thence continuing northwest between Hunter Island and Glen Island.
24. A line from Hewlett Point to a point midway between southern tip of Hart Island, thence northeast to Execution Rocks Obstruction Buoy, continuing on to approximate position 40-56.3N 73-39.1W at the Sector New York boundary, continuing on to Matinecock Point. Area includes Hempstead Harbor and Manhasset Bay.

**STATION SANDY HOOK AOR:**

This area consists of Division 2, 4, and 14.

**Patrol Area** | **Defined Area**
---|---
26. Staten Island Shore South.
27. Raritan Bay.
28. Sandy Hook Pier.
29. Sandy Hook Bay.
31. Offshore.
There is no additional information to paragraph A.2

A.3. Communication

<additional text to paragraph A.3>

A.3.a. The SECNY Command Center or nearest CG Station shall retain Operational Command of all Auxiliary Facilities operating in the SECNY AOR. Auxiliary Facilities shall contact the Communications Watch within the SCC at (718) 354-4141 or 4142 prior to commencing patrols.

AUXFACS operating under orders will maintain radio guard as follows:

- PA 1 through 4 Station Burlington (VT)
- PA 5 through 21 Station NY
- PA 22 through 25 Sector NY
- PA 26 through 31 Station Sandy Hook

Station Burlington will hold radio guard for AUXFACS operating under orders in Patrol Areas (PA) 1 through 4. Station Burlington is located in approximately the center of the eastern shore of Lake Champlain on the Vermont side. Station Burlington’s AOR includes all 125 miles of Lake Champlain, Lake Memphrémagog, and Coast Guard Auxiliary coordination on Lake George and Lake Sacandaga.

Station New York will hold radio guard for AUXFACS operating under orders in Patrol Areas (PA) 5 through 21. Station New York is located at Rosebank on Staten Island. Their AOR is from the following boundaries: south on the Arthur Kill to the Outerbridge Crossing, north on the Hudson River to Albany, NY, north on the East River to the Triboro Bridge, and north of a line drawn from the Rockaway Inlet Breakwater Light (LL34220) and Crooks Point at Great Kills Harbor on Staten Island. AOR also includes Greenwood Lake.

Sector New York will hold radio guard for AUXFACS operating under orders in Patrol Areas (PA) 22 through 25. The AOR starts at the CT/NY border, and continues southerly to the south shore of Manursing Island at 40-58N 073-
40W and southeast to Matinicoock Point, down to the East River to the Hell Gate Railway Bridge.

Station Sandy Hook (StaSH) will hold radio guard for AUXFACS operating under orders in Patrol Areas (PA) 26 through 31. StaSH is located at Sandy Hook, NJ, and the AOR is from the following points: south of the Outerbridge Crossing on the Arthur Kills along the south shore of Staten Island to Crooks Point (including all of Great Kills Harbor), thence easterly to the Rockaway Inlet Breakwater Light (LL34220), thence easterly to Rockaway Beach at 40-35.4 073-46.6, thence southeasterly on a bearing of 302 T to Long Branch, NJ, at 40-18N, thence northerly along the north shore of New Jersey to Old Bridge, NJ on the South River and to New Brunswick on the Raritan Rive, thence northerly to the origin.

A.3.b. Auxiliary vessels under orders in their specified patrol areas are directly responsible to the Controlling CG Unit. Auxiliary vessels will report directly to SECOPY SCC or cognizant CG Station in accordance with the Auxiliary Operations Policy Manual/Sector NY OPORDER. For specific surge events, operational Auxiliary Radio Facilities may act as an intermediary between Auxiliary vessels and the SECNY SCC of CG Station. Auxiliary Facilities will communicate directly with the Radio Facility, the Radio Facility will report combined activity to the SECNY SCC or CG Station based upon a pre-determined communications schedule. For detailed communications guidance see Enclosure (6) - Communications Plan.

There is no additional information to A.4 through A.7. of this Section

A.8. Multi-Mission Patrols

There is no additional information to A.8.a through A.8.b. of this Section

A.8.c. Aids to Navigation/Chart Updating

<additional text to paragraph>

SECNY Private Aids to Navigation Program is attached as Enclosure (8).

There is no additional information to paragraph A.8.d. through A.8.g.

A.8.h. Marine Environmental Protection
A.8.h.1. When patrolling, report any sheen sightings or potential hazards such as drums to SCC or nearest CG Station. Auxiliarists are not to take samples or investigate a spill; their responsibility is to make prompt notifications and advise the general boating community as needed.

A.8.h.2. SECNY has established a standard that at least one member of an Auxiliary facility must be trained at the “Awareness Level” of HAZWOPER in order to make way towards a pollution incident. If there are no “Awareness Level” trained Auxiliary members aboard a patrol facility when it comes upon a Hazardous Waste incident, the facility must immediately depart the area (attempting to stay up-wind of the incident while complying with safe navigational rules) and report the situation to the SCC or nearest CG Station. If possible, without endangering the facility and/or its crew, the facility should establish a patrol line outside of the hazardous area to notify any/all vessel traffic in the area to not enter into the area. The facility and its crew shall at all times remain vigilant as to wind, current, tidal shifts and take appropriate protective action to ensure the continued safety of both the crew and facility.

A.8.j. Logistics Support

When requested by the Order Issuing Authority, Auxiliary facilities may also be used to transport dignitaries or media during high profile visits or events. Those under Auxiliary Transportation must meet the same PPE requirements as the participating Auxiliarists.

Additional Paragraphs added to Section 8, as 8.1. and 8.m.

A.8.1. Burial At Sea Patrols:
Introduction: Sector New York receives many calls from families requesting the scattering of ashes for departed family members.

1. Once a call is received, if deemed appropriate to use an Auxiliary asset, the information is forwarded to the coxswain with a return number. Arrangements are made and the orders are requested by the coxswain via the normal chain. The coxswain has the final say on how many guests or family members can safely ride along. Coxswain shall ensure compliance of all passengers with PFD/PPE requirements.

2. Ashes must be scattered at least 3 miles off shore and the date, time, position and name of the deceased must be recorded. This can be logged in the ship’s log or in the controlling station’s radio log.

3. Unless directed by CG Authority for urgent SAR, no other mission shall be
assigned. It is the Coxswain’s responsibility to ensure that SECNY SCC or CG Station has a GAR model (Attachment 3) that includes the guests on board.

4. As much information about the deceased should be obtained from the family member and forwarded on to Auxiliary Liaison as soon as possible before the patrol so a formal letter can be prepared.

A.8.m. Patrol Routine

Patrols will normally be not less than 4 hours, last no more than 8 hours and should be conducted between 0800 and 2000 except in the case of specific events such as 4th of July Fireworks. Auxiliary facilities should spend as much time underway as possible while under orders to enhance public awareness and promote boating safety. SECNY can authorize deviations from these patrol times on a case-by-case basis. Auxiliary vessels are expected to actively patrol the entire patrol area during their scheduled patrol. When not actively patrolling, they may walk through the marinas for the purpose of Marine Environmental Protection (MEP), or Boating Safety missions, or to distribute Americas Waterways Watch & Op Clear Channel pamphlets. Aux crews shall maintain the ability to rapidly respond to SAR within the assigned area during marine patrols.

A.9. SAR Call-out

<additional text to paragraph>

A.9.a. Availability: Owners and Coxswains who want to schedule a vessel for SAR Call-Out availability will notify their Division Operations Officer. The notification will include the facility’s specific period of availability, contact phone number(s) and preferred area of operation. Coxswains shall ensure the required number of qualified crew is available to respond for the duration of the stated call-out period prior to scheduling the vessel’s availability.

A.9.b. The authority to issue SAR Call-Out orders rests with the SECNY Command Center Operations Unit Controller (OU). If the OU decides that an Auxiliary Facility is the best platform to use in a specific SAR case, the OU will contact the appropriate Division SO-OP and direct a call-out. The SO-OP will give the OU the pertinent information regarding the Auxiliarists and facility involved.

A.10 Regatta Support

<additional text to paragraph>

A.10.a Local Policy Statement

A.10.a.1. SECNY is responsible for 3-4 major marine events per year along
with 500+ smaller marine events. Orders will only be issued if the sponsor has applied for a permit through Waterways Management Branch. Active duty assets will not normally be assigned for marine events that will shut down or significantly reduce a navigable channel for less than one hour, swims/kayaks with less than 200 participants, or fireworks displays outside the VTS AOR. When no Active Duty asset is assigned, an Auxiliary Facility may be designated as the Auxiliary Patrol Commander (AUXPATCOM). The AUXPATCOM is responsible for coordinating the efforts of all patrol vessels to ensure safety of spectators and that participants abide by the Coast Guard issued permit.

A.10.a.2. DISR Ops will email the AUXPATCOM a Marine Event Package, which will include the Permit Application, Marine Event Permit, AUXPATCOM instructions in the form of an ICS 204, PATCOM report, as well as all applicable directions. Upon receipt of this information, the Auxiliary Patrol Commander must contact the sponsor to ensure they are aware of their responsibility to coordinate the event and that it is the sponsor’s responsibility to provide a safe event for participants and spectators alike. Should the AUXPATCOM believe the sponsor is not conducting the event in a safe manner or observe the sponsor not adhering to the stipulations set forth in the Marine Event Permit, the AUXPATCOM shall contact the Sector Command Center via radio or 718-354-4353 and recommend the event be terminated.

A.10.a.3. The Auxiliary Patrol Commander shall ensure that:

- Each Auxiliary facility assigned to a regatta patrol is fully briefed prior to deploying.
- Traffic is controlled in the area specified by any local regulations issued for the event.
- They are aware of current and predicted weather.
- Search and rescue incidents are conducted in an expeditious and professional manner.
- No law enforcement authority is claimed or implied by any Auxiliarist.
- Any problems are immediately reported to the Coast Guard Operational Commander.
- Complete and return the Patrol Commander’s report to Sector New York Waterways Division within 10 days of the event.

*There is no additional information to A.11. through A.13.*

**A.14. Reporting Missions**

<additional text to paragraph>
A.14.a. The Coxswain of all vessels completing a SAR case under orders shall forward the case information via telephone immediately after completing a patrol. Additionally, all facilities shall fax/mail a "SAR INCIDENT AUXILIARY REPORT" (CG-4612 AUX) (Rev. 01 APR 10), to the SECNY Command Center within five working days of case completion. **NOTE: ALL AUXILIARISTS MUST CONTACT THE SCC OR CONTROLLING STATION PRIOR TO ASSUMING A SAR CASE.**

A.15. Surface Operational Mission Requirements

A.15.b. **<Remove paragraph; Summer Uniform Policy>**

A.15.c. Before departing the dock, the coxswain shall:

- Complete and forward a float plan to a family member, additionally, the Station or SCC should know your planned route for the patrol.
- If the number has been changed or if there is a cell phone onboard the number should be passed to the SCC or Controlling Station before getting underway.
- Report number of people onboard and designated area of patrol to SCC or Controlling Station.
- The entire crew is required to review the float plan and conduct a GAR model to ensure that a proper risk assessment (Attachment 3) has been completed. The GAR model must be continually updated throughout the mission and SECNY must be notified immediately if the model reveals a risk of amber or greater.

*There is no additional information to A.16. through A.17*

*There are added sections 4 A.18. through 4 A.21.*

A.18. Underway Emergency Response Policy

A.18.a. Auxiliary operational facilities under orders will respond to SAR as directed SECNY SCC.

A.18.b. When an Auxiliary vessel on routine safety patrol or otherwise on orders discovers a vessel requesting assistance, but not in radio contact with the Coast Guard, the Auxiliarist will relay the request for assistance to the Coast Guard operational commander and may undertake to provide assistance, if capable. If a tow is undertaken, the Auxiliary vessel is required to notify the operational commander of the identity of the vessel, the location of the vessel, and the destination to which the vessel is being towed. No Auxiliary vessel may undertake the tow of another vessel
unless the Auxiliarist is reasonably assured of the safety of both vessels and the persons onboard. If the Auxiliary vessel cannot safely tow a disabled vessel that is standing into danger, it may endeavor to remove the persons from the threatened vessel and stand by until a more capable resource arrives on scene. (Ref COMDINST M16130.2F, CH4.1.6.4)

A.19. Certain prohibited activities

Auxiliarists shall NOT:

A.19.a. Conduct Vessel Safety Checks (VSC) while underway. If moored and on standby, Auxiliarists may conduct VSCs while under Official Patrol Orders.
A.19.b. Perform VSC’s upon vessels they have towed unless the rescued vessel specifically requests a VSC.

A.20. Multi-day Patrols

Multi-day patrols are NOT normally authorized. During events requiring significant sustained Auxiliary presence, some patrols may be designated as two-day patrols and orders will be so noted. Vessels executing these patrols may stand by at a local Coast Guard Station, if the station is within the patrol area. Two-day patrols normally secure at 2000 daily or at the discretion of the station CO/OIC. The facility must notify the controlling station before securing for the night.
Section B. Operational Support Missions

There is no additional information to paragraphs B.1. and B.2.

There is added as additional paragraph B.3.

B.3. Non-Reimbursable Orders

Non-Reimbursable orders for members participating in shore side programs, including but not limited to: Marine Safety Missions, Line Handling, Auxiliary Radio Station Watch standers, and Auxiliary Communications Watch standers, are available to any member desiring to participate. These non-reimbursable orders cover the member for liability and may allow the member to have lunch or dinner at the unit and allow the unit to collect the rations for their meals. To receive these orders, they shall be requested from the AUXLO via the Auxiliary Sector Coordinator. The AUXLO will coordinate with ADMIN for their issuance, and will electronically distribute orders thru the Auxiliary Sector Coordinator once received.

There is no additional information to Section C.
Section D. Facility Readiness Status

There is no additional information for paragraphs D.1. through D.3. There is added as paragraph D.4.

D.4. Patrol Procedures:

D.4.1. All temporarily anchored or moored patrol vessels, while under orders, must be able to sortie within 30 minutes of notification and will maintain a continuous radio guard with their controlling radio station. Channel 16 VHF-FM should also be monitored if possible.

D.4.2. All Auxiliary Patrol Vessels while underway shall know their position at all times.
Section E. Operational Guidelines

There is no additional information to paragraphs E.1. through E.7.

E.8 Crew Fatigue Sector New York Guidelines

<additional text to paragraph>

Table 4-1 is amended as follows:

- Heavy WX is defined as seas and swell conditions combining to exceed 6 feet and/or winds exceeding 25 knots.
- These are the maximum standards; all hands are required to stay alert at all times. If any member feels fatigued, the coxswain must notify OPCON/TACON with an updated risk assessment.
- Under adverse conditions (temperature extremes, low visibility, activities of unusual stress or physical exertion, heavy seas, high winds, and night operations) the maximum underway time is 6 hours. The Operational Commander may extend that limit an additional 2 hours if required.

E.8.a. If an auxiliary vessel is unable to respond due to fatigue, the Coxswain will notify the SCC or the controlling Station. When the crew fatigue situation no longer exists, a follow-up call will be made.

E.8.b. For scheduled nighttime events such as fireworks displays, no boat crew personnel shall get underway the day of, or the day after a night event.

E.8.c. Only the Sector Commander may grant a waiver (IAW USCG Boat Operations and Training Manual, Volume I, COMDTINST M16114.32 (series)) to exceed fatigue standards or PPE requirements, to get underway in the case of a SAR emergency.

E.8.d. Auxiliary Facilities may not get underway without a waiver from the Operational Commander in the event of a small craft advisory or greater.

There is no additional information to paragraphs E.9. through E.12.

<additional text to paragraph>

E.13 The use of inflatable PFDs by Auxiliary members under orders is strictly prohibited, unless a waiver has been granted by the operational commander.

There is additional information to paragraph E.15.

E.15.b. Operational Guidelines
E.15.b.1. Waivers: due to the limited marine events and recreational boating traffic in winter months, winter season orders will not be issued under routine circumstances. DIRAUX will determine the start date and end date of the summer boating season and will publicize through the D1SR Ops Officer. Dates are typically 01 MAY thru 31 OCT. Auxiliary Cold Water Operations are only authorized for specific events as determined by the Sector Commander. Events that would qualify for consideration would include New Years Eve Fireworks safety zone enforcement, and other non-recurring events consistent with employment of Auxiliary facilities. Cold weather operations are defined by DIRAUX D1SR, and are considered inherently dangerous. Risks to Auxiliary members increase when operating during the period from mid-Nov to mid-April include:

- **ICE COVERAGE:** Ice flows as far south as the Upper Bay as well as operating in a cold water environment may pose a significant risk of damage to vessels with fiberglass hulls as opposed to steel hull vessels.

- **WEATHER PARAMETERS:** Low air and water temperatures increase the danger of hypothermia. Auxiliary boat crews shall refer to the “50/50 Box” when unsure of which PPE to utilize while on patrol. (See ref (h) Ch3.B.1b).

![Diagram of Work Uniform, Type III PFD and Boat Crew Survival Vest](image)

E.15.b.2. Cold water PPE waiver is authorized for the LADY B, which may be authorized issuance of orders by SECNY during the cold water season.

*There is no additional information to paragraph E.16.*

4-15
E.17. Operational Support Equipment- also refer to Chapter 2 Section C.1 and C.2

E.17.1. SAR Kits

17.1.a. If available, a SAR kit consisting of a de-watering pump, fire extinguisher, and a First Aid Kit will be carried aboard all facilities on scheduled SAR patrols. The Auxiliary facility Coxswain will be held accountable for the equipment, its care, maintenance stowage and that all SAR kit equipment is returned to the issuing authority.

17.1.b. When available, SAR kits are assigned at the discretion of the controlling station or DSO-OP. The DCPs and SO-OPs shall institute adequate custody procedures to protect the equipment from loss.

17.1.c. Report the loss of or damage to any of the kit's components to the controlling station immediately.

17.1.d. SAR kits are funded on an "as funds are available" basis. Consequently their continuing maintenance, support and planned replacement are not assured.
Annex 1  Flight Operations

Section A.  Authority for flights.

A.1. Orders

<add note to section>

NOTE: Coast Guard Air Station Cape Cod retains Order Issuing Authority for Auxiliary units conducting patrols in the Sector New York AOR.

Auxiliary Aircraft shall operate IAW OAP’s governing Maritime Domain Awareness and Ice Observation.

A.3. Pilot Responsibilities

<add paragraphs>

A.3.a. Auxiliary pilots will contact the Sector New York Command Center upon commencement of their patrol at (718) 354-4141 and will maintain comms with Sector New York Command Center on VHF-FM CH 21A, every 15 minutes for single engine aircraft and helicopters and every 30 minutes for multi-engine fixed wing aircraft (as per Section G, paragraph 6 of ref a).

A.3.b. Issues pertaining to PPE and Offshore Limitations are the responsibility of the OIA, in the case of SECNY’s Auxiliary Aircraft – the OIA is Air Station Cape Cod.

A.3.c. When there is a desire to utilize an Auxiliary Aircraft currently under orders to identify a target of interest (TOI), the SCC will engage with the pilot to coordinate the same.

A.3.d. At the conclusion of a patrol, Auxiliary pilots will complete the appropriate reports and fax or email them as per the instructions on the form.

• For Ice Reconnaissance missions, refer to the current Sector New York Icebreaking Operations OAP for reporting requirements.

• For MDA missions, Auxiliary pilots shall submit the Auxiliary Aircraft MDA Worksheet as per the Auxiliary Airborne MDA OAP, at the pilot’s earliest convenience upon mission completion, not to exceed 4hrs.

There is no additional information to Sections B. through J

4-17
Sector New York Forms

Attachment 1: Coast Guard Auxiliary Float Plan

Attachment 2: GAR Risk vs. Gain Matrix

Attachment 3: Post Mission Reporting Form
Attachment 1: Coast Guard Auxiliary Float Plan

Coast Guard
Auxiliary Float Plan

<table>
<thead>
<tr>
<th>CREW POSITION ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crew Mail:</td>
</tr>
<tr>
<td>Order #</td>
</tr>
<tr>
<td>Facility Name:</td>
</tr>
</tbody>
</table>

REVIEW OF MISSION, DESTINATION, INTENDED ROUTE

<table>
<thead>
<tr>
<th>Mission:</th>
<th>SAR</th>
<th>TRAINING</th>
<th>ATON</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Destination:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intention / Plan:</td>
<td>Secondary Comm's:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Call Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ENVIRONMENTAL CONSIDERATIONS

<table>
<thead>
<tr>
<th>Winds:</th>
<th>Seas:</th>
<th>Water Temp:</th>
<th>Air Temp:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visibility:</td>
<td>Tides</td>
<td>High:</td>
<td>Low:</td>
</tr>
<tr>
<td>Sunrise:</td>
<td>Sunset:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PERSONAL PROTECTIVE EQUIPMENT

Required PPE to be worn: | Dry Suits | Anti-Exposure Coveralls | Type III |
PPE waiver granted: | Yes | No | If Yes, What will substitute the Required PPE: |
| Anti-Exposure Coveralls | Type III | CSC Signature: |

RISK ASSESSMENT

<table>
<thead>
<tr>
<th>Supervision:</th>
<th>Team Fitness:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quality:</td>
<td>10 9 8 7 6 5 4 3 2 1 0</td>
</tr>
<tr>
<td>Planning:</td>
<td>Team Fitness:</td>
</tr>
<tr>
<td>10 9 8 7 6 5 4 3 2 1 0</td>
<td>High Fatigue</td>
</tr>
<tr>
<td>Team Selection:</td>
<td>Environment:</td>
</tr>
<tr>
<td>10 9 8 7 6 5 4 3 2 1 0</td>
<td>Major Limit</td>
</tr>
<tr>
<td>GAR</td>
<td>Event or Evolution Complexity:</td>
</tr>
<tr>
<td>10 9 8 7 6 5 4 3 2 1 0</td>
<td>Very Complicated</td>
</tr>
</tbody>
</table>

SCORE

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-23 = Green</td>
<td>Low Risk</td>
</tr>
<tr>
<td>24-44 = Amber</td>
<td>Caution</td>
</tr>
<tr>
<td>45-60 = Red</td>
<td>High Risk</td>
</tr>
</tbody>
</table>
Attachment 2: GAR Risk vs. Gain Matrix

FIRST DISTRICT’s GAR RISK VS. GAIN MATRIX

Risk must be weighed with potential gain. Is the potential gain (high, medium, low) worth the risk? In general, a low gain mission results in only intangible benefits or has a low probability for giving concrete results. A medium gain mission should provide immediate, tangible results. A high gain mission provides immediate, tangible results that if ignored could result in loss of life. The following list of missions is not intended to be all inclusive, but gives some examples that illustrate typical scenarios. After determination of risk and gain, the risk vs. gain matrix should be consulted to determine the appropriate course of action.

<table>
<thead>
<tr>
<th>MISSION</th>
<th>GAIN LEVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
</tr>
<tr>
<td>MHLS</td>
<td>General Harbor Patrol</td>
</tr>
<tr>
<td>SAR</td>
<td>Uncorrelated MAYDAY</td>
</tr>
<tr>
<td>SAR</td>
<td>Disabled Vsl</td>
</tr>
<tr>
<td>SAR</td>
<td>Unreported Vessel</td>
</tr>
<tr>
<td>Training</td>
<td>Area Familiarization</td>
</tr>
<tr>
<td>LMR</td>
<td>LMR Patrol</td>
</tr>
<tr>
<td>LMR</td>
<td>Stranded/entangled marine mammal</td>
</tr>
<tr>
<td>ATON</td>
<td>Non-essential Off-Station</td>
</tr>
<tr>
<td>ATON</td>
<td>Non-essential Extinguished</td>
</tr>
<tr>
<td>ATON</td>
<td>Routine ATON maintenance</td>
</tr>
<tr>
<td>MEP</td>
<td>Harbor Patrol</td>
</tr>
<tr>
<td>Domestic Ice Breaking</td>
<td>General Harbor Patrol</td>
</tr>
<tr>
<td>Low Risk</td>
<td>Medium Risk</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td><strong>High Gain</strong></td>
<td><strong>Medium Gain</strong></td>
</tr>
</tbody>
</table>
Risk Calculation Worksheet - Calculating Risk Using **GAR** Model

**(GREEN-AMBER-RED)**

Assign a risk code of 0 (For No Risk) through 10 (For Maximum Risk) to each of the six elements below:

<table>
<thead>
<tr>
<th>Element</th>
<th>Description of Element</th>
<th>Risk Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision</td>
<td>How closely do you need to supervise the crew/unit? The higher the risk the more a supervisor must focus on observing and checking.</td>
<td></td>
</tr>
<tr>
<td>Planning</td>
<td>How much information is available, how clear is it, how much time is available to plan/execute the mission?</td>
<td></td>
</tr>
<tr>
<td>Crew Selection</td>
<td>Consider the experience of the crews performing the mission. If individuals are replaced during the mission, assess their experience level and ensure proper turnover.</td>
<td></td>
</tr>
<tr>
<td>Crew Endurance</td>
<td>Refer to published crew fatigue standards.</td>
<td></td>
</tr>
<tr>
<td>Weather</td>
<td>Environment should include all contributing factors: time of day, lighting atmospheric/oceanic conditions, chemical hazards, proximity to other external and geographic hazards/barriers, among other factors.</td>
<td></td>
</tr>
<tr>
<td>Case Complexity</td>
<td>Event or evolution complexity considers both time and resources required to conduct the mission. Generally, the longer the exposure to a hazard, the greater the risk.</td>
<td></td>
</tr>
</tbody>
</table>

Total Risk Score:

The mission risk can be visualized using the colors of a traffic light. If the total risk value falls in the GREEN ZONE (1-23), risk is rated as low. If the total risk value falls in the AMBER ZONE (24-44), risk is moderate and you should consider adopting procedures to minimize the risk. If the total risk value falls in the RED ZONE (45-60), you should implement measures to reduce the risk prior to starting the event or evolution.

**GAR Evaluation Scale**

<table>
<thead>
<tr>
<th>Color Coding the Level of Risk</th>
<th>0</th>
<th>23</th>
<th>24</th>
<th>44</th>
<th>45</th>
<th>60</th>
</tr>
</thead>
<tbody>
<tr>
<td>GREEN (Low Risk)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AMBER (Caution)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RED (High Risk)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The ability to assign numerical values or "color codes" to hazards using the **GAR Model** is not the most important part of risk assessment. What is critical to this step is team discussions leading to an understanding of the risks and how they will be managed.

**Watch Stander:**

| Date: | Time: |
**Sector NY Post Mission Reporting Form**

**Maritime Domain Awareness**

<table>
<thead>
<tr>
<th>DATE</th>
<th>MISSION TYPE</th>
<th>MISSION CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>AOR ORDER #</th>
<th>UHP Barrier (Start/End)</th>
<th>PATROL AREA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREWMAN</th>
<th>ARMED</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREWMAN</th>
<th>ARMED</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREWMAN</th>
<th>ARMED</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CREWMAN</th>
<th>ARMED</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BRIEF DESCRIPTION OF AREA ACTUALLY PATROLLED:**

- [Blank space for text]

**PATROL RESULTS AND SIGNIFICANT OBSERVATIONS:**

- [Blank space for text]

<table>
<thead>
<tr>
<th>CG UNIT W/RADIO GUARD</th>
<th>TIME GUARD ASSUMED/SECURED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
The Auxiliary Liaison Council Overview

The Auxiliary Liaison Council (AUXLOC) is a committee approach to the single auxiliary liaison collateral duty. This approach is necessary due to the large amount of auxiliary personnel, resources and potential capability located within the Sector's AOR. The Auxiliary Liaison (AUXLO) for Sector New York answers directly to the Chief of Contingency Planning/Force Readiness (CPFR), therefore the AUXLO will be the AUXLOC chair person. The AUXLO will be appointed by the Chief of Contingency Planning & Force Readiness. The AUXLOC will be responsible for carrying out the duties delegated by the Sector New York AUXLO. The duties and positions specific to Sector New York are briefly defined below;

**Positions**

- **Chief of CPFR**
  - Overall Responsibility for Auxiliary Liaison

- **Auxiliary Liaison**
  - Member of CPFR
  - Appointed by Chief of CPFR
  - Chair Person of Auxiliary Council

- **Response AUXLOC Member**
  - Appointed by the Chief of Response

- **Prevention AUXLOC Member**
  - Appointed by the Chief of Prevention

- **Operations Planning AUXLOC Member**
  - Appointed by CPFR

**Auxiliary Coordinators:**
George Reilly
Peter Talamo

**Duties**

- Operational Support for CG events
- Assign surface assets to marine events
- Monitor Operation Focus Lens
- Prep and Monitor Operation Clear Channel
- Prep and Monitor Ice Operations
- Prep for 11 COW, awards, talking points
- Prep for March Awards, talking points
- Talking points for ADHOC functions
- ADHOC support for unscheduled events
- Damage Claim Investigations
- Approve and issue surface orders
- Surface Order Reimbursement
- Arrange fuel for larger facilities

***Legend:***

![Required](Filled_Circle)  
![Optional](Empty_Circle)

***People and duties will be specifically assigned via a memo prepared by the AUXLO and approved by the Deputy prior to 01 MAY each year.***
Primary Coast Guard Contacts/Personnel

Deputy Commander Sector New York may be contacted within the normal parameters of the Auxiliary chain of command for any problems or questions which may arise.

For a current list of command staff and representatives please visit;

http://www.uscg.mil/d1/sectNY/default.asp

<table>
<thead>
<tr>
<th>SECNY</th>
<th>(718) 354-4003</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commander, SECNY</td>
<td>(718) 354-4002</td>
</tr>
<tr>
<td>Deputy Commander, SECNY</td>
<td>(718) 354-4083</td>
</tr>
<tr>
<td>Chief of Response Department</td>
<td>(718) 354-4075</td>
</tr>
<tr>
<td>Chief of Prevention Department</td>
<td>(718) 354-4064</td>
</tr>
<tr>
<td>Chief of Contingency Planning/Force Readiness Department</td>
<td>(718) 354-4186</td>
</tr>
<tr>
<td>Chief of Operations Planning</td>
<td>(718) 354-4083</td>
</tr>
<tr>
<td>Deputy Chief of Operations Planning</td>
<td>(718) 354-4290</td>
</tr>
<tr>
<td>Aux Liaison/Aux Damage Claims Coordinator</td>
<td>(800) 735-3415</td>
</tr>
<tr>
<td>SECNY Command Center</td>
<td>(718) 354-4122</td>
</tr>
<tr>
<td>SECNY Comms Watch</td>
<td>(718) 354-4141/42</td>
</tr>
<tr>
<td></td>
<td>(718) 354-4125 fax</td>
</tr>
</tbody>
</table>

| Coast Guard Station New York, NY           | (718) 354-4099 |
| Commanding Officer                        | (718) 354-4029 |
| Executive Officer                          | (718) 354-4066 fax |

| Coast Guard Station Sandy Hook, NJ         | (732) 872-3429 |
| Commanding Officer                        | (732) 872-3440 |
| Executive Petty Officer                   | (732) 872-3425 fax |

| Coast Guard Station Kings Point NY         | (516) 466-7135 |
| Officer-in-Charge                          | (516) 466-7135 |
| Executive Petty Officer                    | (516) 466-7369 fax |

| Aids to Navigation Team New York           | (201) 443-6298 |
| Officer-in-Charge                          | (201) 443-6298 |
| Executive Petty Officer                    | (201) 443-6257 fax |
### Aids to Navigation Team Saugerties

<table>
<thead>
<tr>
<th>Role</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officer-in-Charge</td>
<td>(845) 246-7612</td>
<td></td>
</tr>
<tr>
<td>Executive Petty Officer</td>
<td>(845) 246-7612</td>
<td>(845) 246-3900</td>
</tr>
</tbody>
</table>
Auxiliary Patrol Orders Protocol

A. **GENERAL:**

1. This chapter provides specific procedures for issuing, handling and submitting Auxiliary Patrol Authorizations. All processing of Auxiliary Patrol Orders will be done using the Auxiliary Order Management System (AOM). AOM is an on-line, automated system developed and implemented by The Coast Guard in conjunction with the United States Coast Guard Finance Center. AOM provides:

   a. Significant reduction in error rates at all points in the CG-5132 processing cycle. CG-5132 data is transferred from AUXDATA to AOM daily.
   b. Available 24 hours per day, 7 days per week.
   c. Instant patrol order numbers.
   d. Real time patrol updates.
   e. Real time management reports.
   f. Workload distribution.
   g. Expedited payment of claims. Direct electronic submission of claims from AOM to the Finance center expedites the reimbursement process.

2. AOM is based on the Coast Guard Auxiliary Patrol Order Form (CG-5132, rev 05/28/03-FC). AOM is used to order and reimburse the Auxiliary for missions.

B. **ISSUING AUTHORITY AND PROCEDURES:**

1. SECNY New York is the “Order Issuing Authority” for all Divisions operating within the SECNY AOR. As the Order issuing Authority, SECNY is responsible for issuing, monitoring, reviewing and approving all Auxiliary Patrol Authorizations.

2. All coxswains, whether on-line users or not, shall request patrol orders through their respective Division SO-OP.

3. Request for patrol orders should be made at least 96 hours in advance of the intended patrol. Waivers of this requirement MAY be considered on a case-by-case basis with the concurrence of the SO-OP.

4. SO-OP’s shall enter the request in AOM. The Order Issuing Authority shall activate orders that have been requested by the SO-OP. All others shall be declined.

5. During the request process SO-OP’s are required to request orders within their designated area(s). No Auxiliary facility will transit to another division’s area without authorization from the Order Issuing Authority. If this is desired, the SO-OP’s shall coordinate this with the Order Issuing Authority or controlling station. The SO-OP for the requested area shall request the orders.

6. In no circumstances shall any Auxiliary facility cross the respective patrol area designations without authorization from the Order Issuing Authority or SECNY Communication Center or a Controlling Station. Going outside the respective patrol area without prior approval will constitute orders not being approved for reimbursement.

7. Division Commanders will ensure that personnel who receive an order on behalf of SECNY are fully qualified and authorized to accept the orders. SECNY reviews
orders submitted for payment to ensure the required number of crewmembers were aboard, all personnel held the proper qualifications to accept the orders and auxiliary facilities have been inspected by an Auxiliary Vessel Examiner (VE). Operational facilities must have an Offer of Use letter on file. This verification is based on facility and personnel data taken from AUXDATA. Auxiliarists who receive orders must review their information in AUXDATA to ensure that it is complete and correct. If, upon examination, it is determined that the orders were accepted by unauthorized individuals, the orders will be considered invalid and the payment will not be processed.

8. Each facility issued orders shall carry a PEPIRB issued by DIRAUX; D1 (oax-SR) it is the coxswain’s responsibility to ensure it is carried on board when under orders. PEPIRBs will be registered with NOAA.

9. The use of inflatable PFDs is not authorized at anytime upon a facility under orders unless a waiver has been granted by the operational commander.

10. There are two (2) types of orders members will normally receive. Their use is as follows:

   a. **Reimbursable Orders.** Provide the member with reimbursement for fuel, oil, ice, trailering, launch and subsistence while under Coast Guard Orders. Expenditures must be effectively and accurately monitored to ensure that the allocations of patrol funds are kept under control. Reimbursable orders may be requested for scheduled Safety Patrols, SAR Call-Out, Training (U/W navigation problems with Mentor aboard, etc.), Regatta Patrols, Private Aids to Navigation Inspections, MDA Patrols, Mobile Communications Patrols and other operational support missions.

   b. **Non-reimbursable Orders.** Are issued on a case-by-case basis and provide limited liability coverage should damage or injury/death occur. Non-reimbursable orders may be issued for any type of operational support mission. They are issued when:

      * The member does not wish reimbursement, or
      * Funds are not available to pay for the mission.

11. Order numbers for both types of orders must be obtained from either SECNY or the Division Staff Officer-Operations (SO-OP) for scheduled patrols or Marine Events. The following procedures are used:

   a. **Routine Patrol.** The Coxswain of a patrol will contact the controlling SO-OP with all the information needed to complete Part I of the CG-5132. The coxswain is responsible for ensuring that the vessel meets the requirements established by this document and its references. An infraction of these requirements may result in denial of reimbursement and/or loss of liability coverage for facility damage. The SO-OP will ensure that vessels chosen for patrol are the most economically operationally ones available for that period. In selecting patrol facilities, care must be taken to select vessels that moor in or near the patrol area. The SO-OP enters this data into AOM using the “Request Patrols” operation at least 96 hours in advance.

   b. **Non-routine Patrol.** These patrols are generally originated by the controlling station or SECNY under circumstances that do not permit advance planning, e.g.,
SAR callout. In this case, the SOP shall request a patrol number the next working day from the SECNY Auxiliary Liaison.

12. Each working day the Order Issuing Authority will review patrol requests in AOM and issue orders. This process activates the order. The SO-OP, coxswain and owner can access AOM.

   NOTE: Orders not used due to weather, illness etc. will be voided. The SO-OP is authorized to substitute coxswains or patrol dates during the weekend period only.

C. ORDER COMPLETION INSTRUCTIONS:

1. Upon completion of the patrol, the coxswain/owner will complete the orders in AOM (trailering expenses if applicable, mission times and locations, crew members, ALL reimbursable expenses, etc.).

2. Receipts will be digitally attached in AOM for all expenses. Orders will be reviewed for correctness. If errors are found, the orders will be rejected in AOM. AOM will generate a notice of rejection to the Auxiliarist. Corrections to patrol orders will only be made by the Auxiliarist executing the patrol.

3. The Order Issuing Authority will review and approve order, and if correct, submit the claim to the Finance Center for payment

4. Electronic payment to the account of the person requesting payment via direct deposit is normally within five (5) to seven (7) days of the processing date. If there are questions about a particular set of orders, contact the controlling SO-OP who can verify the processing dates in AOM

5. Orders with incorrect entries in AOM i.e., those that are missing essential information, (such as reimbursable expenses, receipts or signatures), result in unnecessary delays and require additional time and labor to process. If a Coxswain/Owner is repeatedly unable to complete the issued patrol orders in a proper and timely manner, they will lose their eligibility to receive future patrol orders from this command. The Division SO-OP will ensure claim completion training is conducted at the operations workshop and the Flotilla level.

6. Include requests for the reimbursement of gas and oil costs with each Auxiliary Patrol Order. Receipts must have the name of the vender with letterhead, date of purchase, itemized list of products and total purchase. (Member should retain a copy of any receipts submitted for payment.) Do not allow them to accumulate for several patrols. If it is impossible to refuel between patrols then submit the completed patrol orders covered by the fuel expenditure as a group with an explanatory note attached.

7. If an original receipt is lost or unavailable, a Certificate in Lieu of Receipt will be digitally input into AOM by the coxswain / owner. This form is to be used only to replace a lost receipt.

8. Reimbursement for meals is accrued for each crewmember (including the operator) and paid at the current per diem rates. These rates are subject to change during the patrol season. Meals are automatically entered by AOM based on the patrol start and end times. If you did not receive meals at a Coast Guard facility, DO NOT check the “In Kind” box in AOM.
9. Members of the Coast Guard Auxiliary under orders, performing specific duties at a unit accessible to an enlisted dining facility may be provided rations at Coast Guard expense (COMDINST M4061.3, par. 2-C-4). Station COs/OICs will inform their Auxiliarists about established procedures for eating at their respective units. A properly completed and signed Auxiliary Patrol Order form acts as the necessary documentation for the Coast Guard to account for the subsistence ration and is to be submitted to the unit where the meal was consumed. If you plan on eating at a Coast Guard facility, make sure to inform the OOD of the facility, so the cook(s) can make proper preparations to accommodate what meals you and your crew will be eating and how many people will be eating. When the patrol orders are submitted for reimbursement, be sure to check the “In Kind” box in AOM for meals received at the Coast Guard facility.

10. The Order Issuing Authority must be able to review for approval all orders in AOM no more than seven (7) CALENDAR DAYS after the patrol—Orders that are not properly completed in AOM within ten (10) CALENDAR DAYS must include a reasonable explanation in AOM. Lack of an appropriate explanation and may result in the suspension of any further orders to that member until the matter is resolved.

11. The CG FINCEN has implemented an 800-telephone number with an automated voice response feature where an Auxiliarist will be able to provide his/her SSN and obtain the status of reimbursement payments to his/her financial institution. The number is 1-800-564-5504, use option 1 from the main menu. Assistance is also available through their web site. www.fincen.uscg.mil.

12. The AOM Process Flow Chart below briefly illustrates the order issuance and approval process;
<table>
<thead>
<tr>
<th>When</th>
<th>Authorizing email received</th>
<th>Patrol completed</th>
<th>Orders completed</th>
<th>Orders reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flotilla schedules patrol</td>
<td>Blue on calendar</td>
<td>Green on calendar</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Who</td>
<td>Owner; Coxswain</td>
<td>Owner; Coxswain</td>
<td>Owner; Coxswain</td>
<td>SO-OP</td>
</tr>
<tr>
<td>What</td>
<td>Requests orders</td>
<td>Review Order</td>
<td>Complete Order</td>
<td>Review &amp; edit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>requests</td>
<td>Upload receipts</td>
<td>orders</td>
</tr>
<tr>
<td>Notes</td>
<td>Entry shows blue on calendar</td>
<td>Email goes to requestor authorizing patrol once approved by AUXLO</td>
<td>System confirms crew qualification status when entered</td>
<td>SO-OP insures correctness of orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Entry turns green</td>
<td>Owner &amp; Coxswain add digital signatures</td>
<td>Emails go to: 1 - Owner, Coxswain, OIA 2 - SO-IS for submission to AUXDATA (7030)</td>
</tr>
</tbody>
</table>

**AOM PERMISSIONS**

**Owner**
- Request Patrol Orders
- Upload scanned receipts
- Search members
- Search facilities
- Search orders

**Coxswain**
- Request patrol orders
- Upload scanned receipts
- Search members
- Search facilities
- Search orders
- Complete others’ orders

**SO-OP**
- Deny patrol requests
- Review orders
- View location reports
- Complete others’ orders

**FSO-OP**
- View location reports

**AOM Admin / OIA**
- Approve Patrol Requests
- Submit orders to FINCEN

**SO-IS**
- Approve and submit information to AUXDATA

**Note:** QE is noted in Comments section of order form and not included on crew list. QE submits separate 7030. SO-IS confirms QE mission report for QE noted in Comments.

**Note:** Process flow based on implementation in DSS.
D. CLAIM FOR REIMBURSEMENT PROCEDURES:

1. **Itinerary** - This portion of the form must be thoroughly completed using the below information. Ensure the trailering costs and mileage are entered each way and all appropriate receipts must be digitally input into AOM.

   a. **Trailer Boats:**
      
      DEPARTED: Date/Time you departed from your residence or the place where your boat and trailer are stored.
      
      ARRIVED: Date/Time and location when you arrive at the boat ramp.
      
      COMMENCED: Date/Time and location you begin patrol.
      
      TERMINATED: Date/Time and location you terminate/leave patrol area.
      
      DEPARTED: Date/Time and location you leave the ramp/launch site.
      
      RETURNED: Date/Time and location you arrived at home or storage area.

   b. **Non-Trailer Boats:**
      
      COMMENCED: Date/Time and location you arrive and begin patrol.
      
      TERMINATED: Date/Time and location you terminated patrol.

   c. **Shore Side MDA Patrols:**
      
      COMMENCED: Date/Time and location you start patrol.
      
      TERMINATED: Date/Time and location you end patrol.

2. **Reimbursable Expenses**

   a. If a meal was "Received in Kind", i.e. from a Coast Guard Dining Facility without direct payment from you, check the appropriate box in AOM. If not, FINCEN will compute the meal allowance based on current BAS rates.

   b. If fuel, oil and/or ice were "Received in Kind", i.e. from a Coast Guard unit without direct payment from you, check the appropriate box in AOM. If not list the costs and digitally input your receipts into AOM. For trailering data include Auto Fuel Cost and Mileage.

   c. Gallons of fuel and actual underway hours must be completed in AOM. This data will be used to determine the Standard Auxiliary Maintenance Allowance (SAMA).

3. **Claim Certification**

   a. Operator (coxswain) and Owner digital signatures are required in AOM
Communications Plan

Preamble: This Appendix is intended to set forth the SECNY’S communications procedures and is intended to supplement, not supplant any other Coast Guard policy manual. Should there be an inconsistency between the provisions contained in this Appendix and any other Coast Guard Manual, such inconsistency will be resolved in favor of the highest level of direction.

A. Frequency Plan:

1. Auxiliary facilities with the capability to do so will monitor frequencies while underway or on patrol in accordance with ICS-205 Communications Plan as part of this Enclosure. If a second radio or scan feature is available, monitor VHF-FM CH-16 as well as the primary assigned frequency. Coxswains will maintain strict compliance with current Coast Guard regulations governing telecommunications procedures. Only single calls will be used and transmissions will be kept as brief as possible.

B. Auxiliary Fixed Land Radio Stations:

1. An Auxiliary fixed land radio station shall have the capability of monitoring Channels 16 and the Coast Guard working frequencies simultaneously. The Auxiliarist assigned as watch stander must be a qualified communications specialist.

2. Due to traffic density on radio circuits, routine communications between Auxiliary Radio Stations and the SECNY Communications Watch will be via telephone. Calls should be placed to the operational commander using the toll free number (800) 735-3415. Using radio circuits to pass information will be avoided and shall be used only if no alternative means are available or the urgency of the situation so dictates.

C. Authority of CGAUX Fixed Radio Stations:

1. The Auxiliary Radio Station will notify the SECNY Communications Watch by phone when manned and ready and prior to securing for the day. Additionally, Auxiliary Radio Stations are to ensure that the SECNY Communications Watch is immediately advised of patrol vessel arrivals, departures and other notable occurrences during their watch.

2. When manned, Auxiliary Radio Stations shall act as the communications net control under the direction of the SECNY Communications Watch for all "routine" traffic to and from underway and mobile Auxiliary units.

3. Unless directed otherwise by the SECNY SCC, Auxiliary Radio Stations shall receive and report the following: facility arrivals on scene in their patrol areas, departure from the patrol area, hourly "operations normal" reports and other routine administrative traffic directly to their controlling station. SECNY Communications Watch will assume the communications guard for Auxiliary facilities when they are actively involved in a specific mission/case.
4. All Auxiliary Radio Stations will be required to have two watchstanders on duty, one of which must be designated as a communication specialist whenever the station is in operation. In the event that an Auxiliary Radio Station has no communications specialists, a waiver of the requirements may be requested in writing by the Division Captains from the Director of Auxiliary. Communications is the responsibility of the Division Training Officer.

5. An Auxiliary radio station will not act as SAR Mission Coordinator (SMC). The SMC will always be SECNY or the First Coast Guard District.

D. General Vessel Communications:

1. Auxiliary facilities under orders must maintain radio or telephone contact with their Coast Guard Operational Commander. Facilities operating on the Hudson River should report via the closest auxiliary radio station using CH 21 VHF-FM. Auxiliary radio stations serve as relays and will make consolidated reports to appropriate Coast Guard small boat station communications watch. If a patrolling unit is unable to contact one of the auxiliary radio stations, Coast Guard small boat stations communications watch, or if emergency operations are being conducted, the unit should initiate a call to Sector New York on channel 16 VHF-FM. After establishing contact, the unit will be shifted to a Coast Guard working frequency. It is imperative that facilities identify themselves by using the assigned Auxiliary call sign so the SECNY or Station watch stander knows to shift to a Coast Guard working frequency.

2. Auxiliary vessels upon arrival on-scene in their patrol area must report their call sign, the number of persons on board and which area they are working under to their controlling Auxiliary Radio Station or to appropriate Coast Guard small boat station communications watch if the Auxiliary Radio Station is not on the air. Additionally, all surface patrol vessels shall provide an "operations normal" and position report to the controlling Auxiliary Radio Station or Coast Guard small boat station every 1/2 hour while in the patrol area. If Auxiliary Radio Station or Coast Guard small boat station communication watches are not manned or unavailable the communications will be established directly with Sector New York.

E. Auxiliary Voice Radio Call Signs:

1. References (a) and (b) allow for options in voice radio call signs. SECNY Auxiliary units will use the following radio call sign system.

a. Land mobile stations will identify themselves using the division number as a prefix, followed by a letter suffix. Letter suffixes will run from A through Z and AA thru ZZ, if necessary. The Division Communications Staff Officer will assign appropriate call signs and advise the SECNY Command Center and their controlling station of call-sign assignments. The Division's Communication Staff Officer will also ensure changes to call signs are reported to SECNY and cognizant stations.
b. Auxiliary fixed land stations are assigned a call sign consisting of their geographical location. For example, the fixed radio station located in Colonia, NJ is assigned the voice call sign "Coast Guard Auxiliary Radio Colonia" unless co-located with a Coast Guard unit.

c. Auxiliary operational facilities shall use the numbering system described below:

1) The first two (2) digits will be the vessels length in whole feet.

2) The third digit shall be derived from the vessels primary propulsion as follows:

<table>
<thead>
<tr>
<th>Propulsion</th>
<th>Digit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outboard</td>
<td>1</td>
</tr>
<tr>
<td>Inboard/outboard</td>
<td>2</td>
</tr>
<tr>
<td>Inboard</td>
<td>3</td>
</tr>
<tr>
<td>Sail Only</td>
<td>4</td>
</tr>
<tr>
<td>PWC</td>
<td>5</td>
</tr>
</tbody>
</table>

3) The fourth, fifth and sixth digits will be assigned in sequence by CCGDONE (oax-SR).

2. Once communications with the called unit are established, the abbreviated call sign may be used.

Example: Full call for “Coast Guard Auxiliary Clinton Radio: may be abbreviated to “Clinton Radio.” Similarly, “Coast Guard Auxiliary vessel/AUXFAC 263540” may be abbreviated to “540”.
<table>
<thead>
<tr>
<th>SYSTEM/ CACHE</th>
<th>CHANNEL/ FREQUENCY</th>
<th>ASSIGNMENT</th>
<th>SECONDARY COMMS.</th>
<th>ASSIGNMENT</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VHF-FM</td>
<td>81A/ 157.075MHz</td>
<td>-COAST GUARD WORKING</td>
<td>83A/ 157.175MHz</td>
<td>-COAST GUARD WORKING</td>
<td>AUXILIARY TO AUXILIARY</td>
</tr>
<tr>
<td>VHF-FM</td>
<td>21A/ 157.050</td>
<td>-PRIMARY COAST GUARD WORKING</td>
<td>16/ 156.8MHz</td>
<td>-INTERNATIONAL HAILING AND DISTRESS</td>
<td>-AUXILIARY TO USCG</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-COAST GUARD FIXED ASSETS TO PATCOM</td>
<td></td>
<td>(alternate channel/frequency to be assigned after initial contact on VHF FM 16)</td>
<td>-MONITORED BY SECTOR NEW YORK COMMS CTR</td>
</tr>
<tr>
<td>VHF-FM</td>
<td>21A/ 157.050</td>
<td>-PRIMARY COAST GUARD WORKING</td>
<td>(718) 354-4141</td>
<td>SECTOR NEW YORK COMMS CTR</td>
<td>-AIR SUPPORT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>-COAST GUARD FIXED ASSETS TO PATCOM</td>
<td></td>
<td></td>
<td>-MONITORED BY SECTOR NEW YORK COMMS CTR</td>
</tr>
</tbody>
</table>
# Auxiliary Division Operations Officers and Map of Area of Responsibility

<table>
<thead>
<tr>
<th>Division</th>
<th>Title</th>
<th>Name</th>
<th>Home phone</th>
<th>Work phone</th>
<th>Cell phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SO-OP</td>
<td>Paulette Nedrow</td>
<td></td>
<td></td>
<td>973-454-9340</td>
</tr>
<tr>
<td>4</td>
<td>SO-OP</td>
<td>George Reilly</td>
<td>732-382-3852</td>
<td></td>
<td>908-510-8552</td>
</tr>
<tr>
<td>5</td>
<td>SO-OP</td>
<td>Norman J. Harris</td>
<td>718-881-9945</td>
<td></td>
<td>718-312-9657</td>
</tr>
<tr>
<td>6</td>
<td>SO-OP</td>
<td>John Romero</td>
<td>914-941-3993</td>
<td></td>
<td>914-629-0787</td>
</tr>
<tr>
<td>7</td>
<td>SO-OP</td>
<td>Henry J. Cerasoli</td>
<td>914-381-5348</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>SO-OP</td>
<td>Patricia Ermilio</td>
<td>201-447-0599</td>
<td>201-970-3837</td>
<td>201-970-3837</td>
</tr>
<tr>
<td>11</td>
<td>SO-OP</td>
<td>Stanley Kaye</td>
<td>718-377-5903</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>SO-OP</td>
<td>Walter Bier</td>
<td>516 541-3211</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>SO-OP</td>
<td>Frank Ferraiuolo</td>
<td>718 761-5145</td>
<td>718 442 5450</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>SO-OP</td>
<td>Charles Pound</td>
<td>518-361-2530</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>SO-OP</td>
<td>Wayne W. St. Hill</td>
<td>845-687-0425</td>
<td></td>
<td>917-327-3184</td>
</tr>
<tr>
<td></td>
<td>DSO-OP</td>
<td>Peter Talamo</td>
<td>516 775-2405</td>
<td></td>
<td>347 672-7246</td>
</tr>
</tbody>
</table>

**If unable to contact one of the above, call:**

Pat Ermilio for Divisions 5,6,10,12,20  
George Reilly for Divisions 2,4,11,14  

at above numbers
Private Aids to Navigation Program

Preamble: This Appendix is intended to set forth the SECNY’s private aids to navigation program and is intended to supplement, not supplant any other Coast Guard policy manual. Should there be any inconsistencies between the provisions contained in this Appendix and any other Coast Guard Manual, such inconsistencies will be resolved in favor of the highest level of direction.

A. REQUIREMENTS:

1. Classification of Private Aids to Navigation
   a. Class I private aids mark obstructions, structures or wrecks in the navigable waters of the US. The owners are legally obligated to maintain these aids.
   b. Class II private aids are those aids, exclusive of Class I, located in waters used for general navigation.
   c. Class III private aids are those aids, exclusive of Class I, located in waters not ordinarily used for general navigation.

2. Class-I PATON requires an annual inspection and Class-II and III PATON require triennial inspections. All inspections must be completed by 31 July in the year of the required inspection and reported to the controlling ANT unit. Auxiliarist must notify the PATON Officer immediately if unable to complete the assigned inspections by 31 July. Reimbursable orders are available to accomplish these inspections and may be obtained by contacting the DSO-OP.

B. TRAINING:

Personnel from SECNY and the local Aids to Navigation Teams are available to assist in training Auxiliarists to qualify for an Aid Verifier (AV) designation. DCPs and SO-NS Officers will be notified in advance of the actual training check off dates.

NOTE: Qualified Auxiliarists, e.g. Auxiliarists seeking their AV qualification should work closely with the Flotilla and Division ATON Staff Officers for assistance.

C. PROGRAM ADMINISTRATION:

1. The Sector New York ATON Officer and/or the Officer in Charge of appropriate Aids to Navigation Teams will:
   a. Provide the Auxiliary Division Staff Officer-Aids to Navigation (SO-NS) with a listing of privately owned aids to navigation as well as all correspondence relating to specific aids.

2. Schedule the inspection of all private aids to navigation.

3. The SO-NS will:
a. Provide the Sector New York ATON Officer a list of all Division personnel qualified to inspect private aids.

b. Assign and schedule private aid verifications patrols in cooperation with Flotilla Aids to Navigation Officers (FSO-NS). Class II and III aids shall be inspected at least once every three years.

c. Provide the Division SO-OP the information necessary to issue official orders.

d. Provide the Appropriate Aids to Navigation unit with a copy of all completed inspection reports.

4. Restrictions: The following list of restrictions are applicable to all Auxiliarists conducting aids to navigation/chart updating patrols within the Sector New York AOR:

a. Only those Auxiliarists with “AV” qualifications are permitted to conduct ATON patrols.

b. Do not board privately owned aids.

c. Do not take any privately owned buoys to short stay. The moorings are not to be disturbed in any way.

d. Do not climb any towers.

e. Do not trespass on private property.

f. Owners of private aids are not permitted to ride aboard Auxiliary facilities without the approval of the AUXLO.

5. Verification Procedures: Upon arrival on scene the Auxiliarist should:

a. Check that the aid is authorized. (Permit, Light List, Private ATON list)

b. Check the aid visually.

c. Check that the aid conforms to the permit with respect to size, color, shape, flash characteristics, etc.

d. Check that the aid conforms to the IALA Region B system.

e. Check its condition.

f. Is it readily visible to the mariner?

g. Has the color faded or is its shape so ambiguous that the mariner cannot
ascertain the aid’s significance without standing into danger?

h. Is it structurally sound? Can the aid support the weight of installed equipment?

i. Check its position. Note: Since we do not take the private aid to short stay, the position determined will be an approximate position. Positions should be determined by any means available including, GPS, sextant angles, bearings and ranges, radar or soundings.

j. Unauthorized aids: Aids, which are not listed on the assignment list and for which there is no permit on file, will be considered unauthorized. When units discover an apparently unauthorized aid, a description, its positions and possible owner must be passed to the Sector New York Aids to Navigation Officer:

D. **CHART UPDATING:**

1. Will be accomplished under current Commandant Policies and procedures.