

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

FACILITIES



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



U.S. Department of
Homeland Security

United States
Coast Guard

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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 06-(02)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 06-(02)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
FACILITIES

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX (D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. PURPOSE. This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. ACTION. Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. DIRECTIVES AFFECTED. The previous edition of the D5NR Policy Manual, MMS-PR-AUX (D5NR 16791)-A-CHAPTER 06-(01) is cancelled.
4. DISCUSSION. This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (d).
5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>

7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
12. FORMS AVAILABILITY. All forms required by this instruction may be ordered from the Auxiliary National Supply Center.

Victoria J Taylor-Davies, LCDR

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Director of Auxiliary

21 July 2020

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 6 – Facilities (Chapter 6)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-03
2. Updated Director of Auxiliary (DIRAUX) phone and email

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CHAPTER 6

FACILITIES

- A. General. Facilities of any type will not be used on missions under Coast Guard orders or for any other Coast Guard activities until the Director of Auxiliary (DIRAUX) has accepted them for use. Initial inspection of a facility may be conducted at any time of the year. Once inspected, each vessel and air facility must be re-inspected within 12 months from the date of acceptance by DIRAUX. AUXDATA II will issue an e-mail reminder to facility owners approximately 30 days in advance of expiration). It is the responsibility of vessel and air facility owners to have their facilities inspected and the associated paperwork properly forwarded to the DIRAUX office with enough time to allow for administrative processing prior to the expiration date of the previous inspection period. Failure to meet this offer-for-use cycle will result in loss of facility designation the day after expiration of the effective period.

Note: Radio facilities must be re-inspected every three years.

B. Vessel Facilities.

1. The member offering the vessel facility for use is responsible for contacting a certified Vessel Examiner (VE) and completing sections I, II, III and VIII of the Vessel Facility Inspection and Offer for Use Form (ANSC-7003). After inspecting the facility, the VE shall complete sections IV, VI, and VII (if applicable) and verify the information in sections I through III and VIII. Only original signatures are acceptable on any paperwork associated with vessel facility offers for use – this includes forms required for vessel facilities that are corporately owned as well as offered for use by Auxiliarists other than the facility owner. These forms can be scanned into a computer and emailed to the DIRAUX office at D05-SMB-NRDIRAUX@USCG.MIL.
2. If a Vessel Facility Inspection and/or Offer for Use form is insufficient or incorrectly filled out, the form(s) may be redirected from the DIRAUX office to the Assistant District Staff Officer for Vessel Examination (ADSO-VE). The ADSO-VE shall reconcile the form with the VE before forwarding the form to the DIRAUX office.
3. If the facility is accepted, the DIRAUX office will enter the facility into AUXDATA II and approve the inspection. The original forms will be filed in the member's record and a copy sent to the vessel owner. To be accepted, the vessel must meet all requirements in sections VI and VII (if applicable) on the ANSC-7003 form, with the following exceptions:
 - a. Section VI, item 31 (NOAA Nautical Charts of OP Area are required to be carried – or suitable PA Lake chart/map; which may be locally developed).

- b. Section VI, item 25, 28, Tide Tables & Light Lists (PA Lakes are exempt).
4. A vessel accepted as an operational facility will be required to carry the mandatory equipment in section VI of the ANSC-7003 form when operating under Coast Guard orders (reimbursable or non-reimbursable). All facilities should carry this equipment at all times. Mandatory requirements in sections VI of the ANSC-7003 form will be complied with by all facilities whenever they are underway.
5. Annual acceptance of a vessel operational facility does not warrant a new facility decal. A facility decal will only be issued if it is for a new vessel facility or if the current facility decal is so worn out that it warrants replacement. Written/Email requests for replacement should be sent directly to the DIRAUX office.
6. Vessel Facility markings: Ref: (a) COMDTINST M16798.3E, Auxiliary Operations Policy Manual (AOPM)
 - a. Only those District Five Northern Region (D5NR) Auxiliary vessels that are considered Auxiliary "Unit" vessels as defined in Appendix K of the AOPM are allowed to be permanently marked in accordance with the AOPM, chapter 3.F.
 - b. All Coast Guard owned boats authorized and available for use by the Auxiliary "may" be marked permanently with a blue stripe as authorized by the AOPM, chapter 3.F.2.
 - c. All privately owned vessels that are offered for use are not authorized to be permanently marked as described in the AOPM chapter 3.F, but shall be identified in accordance with chapter 3.B. of the AOPM with the appropriate Auxiliary Patrol signs.
 - d. Special conditions: Owners of vessels that wish to use removable decals or stickers (non-permanent in nature) that conform to the same dimensions, colors and requirements of the Auxiliary Patrol signs outlined in the AOPM chapter 3.B, may do so only with prior written permission from the D5NR Director with the following stipulations:
 1. In the written request to the Director, owners must state that the vessel seeking permission to be marked accordingly is:
 - (a) Used primarily for CG Auxiliary patrols and operations. (80% of all usage or greater)
 - (b) When stickers/decals are in place; is operated solely in state waters and not in Federal waters.
 - (c) When not under CG orders or Auxiliary duty assignment the vessel will not get underway without the removal or covering of these special patrol sign decals.

- (d) These patrol sign decals may be affixed to the hull if there is no other suitable or appropriate area of the vessel's superstructure to display them. If decals are to be affixed to the hull, the request must state so and give a brief reason why.
 - (e) These patrol sign decals must be removed if the vessel's offer for use expires or before the vessel's ownership is transferred. Transfer to another Auxiliary member would require application for a new waiver.
- e. A copy of this signed and approved special condition waiver shall be maintained on file at the D5NR DIRAUX Office and by the Owner of the vessel by attaching this waiver to all copies of the Vessel Facility Offer for Use form. (CG-2736/ANSC-7003).

C. Personal Water Craft (PWC) and Paddle Craft (PC) Facilities.

1. The general provisions of the above paragraph are also applicable for submission, processing and acceptance for use of PWC facilities in D5NR.
2. The PWC Facility Inspection and Offer for Use (ANSC-7008) shall be used to submit PWC offers for use. The 5NR-OPS-7 form shall be used to submit PC offers for use.
3. For PWCs, the additional requirement of a Wet Suite must be noted on the ANSC 7008 form (in Section II).

D. Radio Facilities.

1. Radio Facility Inspections may only be conducted by a Communications Staff Officer (CM) who has successfully completed the Telecommunications Operator (TCO) Performance Qualification Standard (PQS) or the Auxiliary Communications Specialty Course (AUXCOM), (prior to 1 Aug 2008), or a member, (who is NOT a Communication Staff Officer), who has completed the required qualification and has been specifically designated by the Director.
2. The member offering the radio facility for use shall be responsible for contacting an authorized inspector and completing sections I, II (part 1, 2, 3, 4, 5, 6, 8, and 9) of the Radio Facility Inspection and Offer for Use (ANSC-7004/CG-2736A).
3. Latitude and longitude are a required element for both Fixed Land and Mobile Radio facilities. The data for Mobile Radio facilities must be for where the mobile radio is based when not in use.
4. After inspecting the facility, the inspector shall complete section II (part 7) of the ANSC-7004/CG-2736A form and the inspector identification and signature blocks. The inspector shall ensure the facility owner completes and signs section III, then forward the form to the DIRAUX office via the District Staff Officer-Communications (DSO-

CM). If the radio station is accepted, then the DIRAUX office shall enter the facility into AUXDATA II, approve the certificate and send a copy to the station owner with their initial facility sticker. The original shall be filed in the member's record.

E. Air Facilities.

1. Air Facility Inspection. Pilot members of the Flight Examiner (FE) Board are authorized to inspect air facilities. The member offering the aircraft for use must be a qualified Auxiliary pilot or in a syllabus leading to designation as an Auxiliary pilot. The member offering the aircraft for use is responsible for contacting an FE and completing sections I, III, V, and VI of the Auxiliary Aircraft Facility Inspection and Offer for Use (ANSC-7005). The member must also provide copies of the aircraft registration, airworthiness certificate, annual inspection logbook entry, pilot license, current Federal Aviation Administration (FAA) medical, biennial flight review, Search and Rescue (SAR) procedures flight check, and last two pages of their flight log book as attachments to the ANSC-7005 form.
2. The FE shall ensure the aircraft and pilot meet all established requirements. The FE shall complete sections II and IV and verify the information in sections I, III, V, and VI. Any Coast Guard issued equipment installed or used in the plane will be noted in the Other Special Equipment block in section V. The FE shall then forward the ANSC-7005 form to the District Staff Officer – Aviation (DSO-AV).
3. The DSO-AV shall review the ANSC-7005 form, retain the attachments and a copy of the form for the member's flight record, and forward the original to the DIRAUX office.
4. If the facility is accepted, the DIRAUX office shall enter the facility into AUXDATA II and a copy sent to the United States Coast Guard Air Station Atlantic City and to the DSO-AV and the aircraft owner. The original shall be filed in the member's record. To be accepted, the aircraft must meet all equipment requirements, section IV on the ANSC-7005 form, and have the following District mandated equipment installed:
 - a. An altitude encoding (Mode C) 4096 code transponder, ATC compatible transceiver, and at least one acceptable NAVAID. The inspector shall indicate compliance by entering "Mode C 4096 Transponder, Air Traffic Control (ATC) communications capable, and acceptable Navigational Aid (NAVAID) installed" on the "Other Special Equip" line of section V of the ANSC-7005 form.

- F. Vehicle Facilities. A vehicle is authorized to be accepted as a facility for the purpose of towing a registered Department of Homeland Security (DHS) trailer with DHS license plates. The vehicle owner must annually complete an ANSC-7065 form ("Vehicle Facility Offer for Use") and have it on file in the DIRAUX office prior to the towing. See ANSC-7065 for additional guidance and details.

Note: This should only be necessary for members who regularly tow government property (e.g., Coastie). Also, members must be on orders when towing government property.

- G. Digital Photos. Taken at the time or near the time of the inspection, a digital photo of Operational Aircraft, Personal Water Craft, Vehicle and Vessel facilities is required to be uploaded to the AUXDATA II program. The registration number shall be visible in the photo.
- H. Current Value. The owner of Operational Aircraft, Personal Water Craft, and Vessel facilities needs to report the most updated estimate of what the facility is really worth.