

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

---

PATROLS



DEPARTMENT OF  
HOMELAND SECURITY

**United States  
Coast Guard  
Auxiliary**



U.S. Department of  
Homeland Security

United States  
Coast Guard

Commander  
United States Coast Guard  
Fifth District



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MMS-PR-AUX (D5NR 16791)-A-CHAPTER 08-(02)  
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 08-(02)

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

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)  
(e) Sector Delaware Bay Instruction 16790.1 (series)  
(f) Auxiliary Paddle Craft (AUXPAD) Program, COMDTINST M16794.11A

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 08-(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 (e).
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 the material contained in this manual should be emailed to the Director of Auxiliary (D5NR) at [D05-SMB-NRDIRAUX@USCG.MIL](mailto: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 to 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.

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Fifth Coast Guard District Northern Region  
Director of Auxiliary

*16 SEP 2021*

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

**Chapter 8 – PATROLS (Chapter 8)**

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

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CHAPTER 8

PATROLS

- A. General. All Auxiliarists involved in surface and air operations must be thoroughly familiar with and abide by established policies. The following is additional guidance for the orderly planning and execution of Auxiliary surface and air operations within District Five Northern Region (D5NR).
- B. Patrol Code of Ethics and Conduct. The following guidelines are applicable for, and shall be embraced by, all Auxiliarists who conduct patrols of any type in D5NR:
1. I shall always operate my facility in as efficient and economical a manner as possible and as mission requirements dictate.
  2. I shall always consider my equipment, ability, environmental conditions and presence of other traffic in determining my patrol speed and maneuvers at any given time.
  3. I shall always make sure myself and crew are abreast of with the applicable Coast Guard Auxiliary policies, guidelines and documents that provide guidance for our missions.
  4. I shall always follow the policies and guideline set for Auxiliarist by the U.S. Coast Guard, Auxiliary leadership and local DIRAUX Office.
  5. I shall keep abreast and operate my facility in accordance with all applicable federal, state and local laws and regulations.
  6. I shall operate my facility in accordance with all principles of good driving, good seamanship and good airmanship, as applicable.
  7. I shall not perform missions beyond the scope of those that I am authorized and capable to perform.
  8. I shall use the TCT principles in the planning and execution of all activities.
  9. I shall not perform missions if my physical abilities do not allow me to fulfill all the demands and expectations of my program qualification.
  10. I shall not interfere with nor harass others.
  11. I shall respect the right of others to use the same roads, waterways and air space, as applicable.

12. I shall practice the Coast Guard's Core Values of Honor, Respect and Devotion to Duty in the course of all interactions with my fellow crew members and those whom I serve.
13. I shall always operate my facility and conduct myself so as to bring utmost pride and respect upon the Coast Guard and Coast Guard Auxiliary from all other agencies, services and the general public.

C. Crew Requirements. When operating under official patrol orders issued by competent Coast Guard authority, the following minimum crew requirements must be adhered to. Only Auxiliary personnel and Coast Guard personnel qualified at or above the indicated level may count towards fulfillment of these requirements. Crew requirements for dead-head vessel transits (i.e., transits needed only to move a facility from one position to another for the purpose of subsequent staging) shall be determined on a case-by-case basis with the appropriate order issuing authority.

Non-Auxiliary personnel are not permitted on board Auxiliary facilities unless authorize by the OIA for a specific event or patrol. The passengers' names must be listed on the patrol orders prior to returning them to the OIA. Care must be taken not to exceed the facilities' personnel or weight capacity.

Auxiliary vessel crew limitations are as follows:

<u>Vessels</u>	<u>Minimum Crew</u>
26' & Under	Coxswain + 1 Crew
26' to less than 40'	Coxswain + 2 Crew
40' to less than 65'	Coxswain + 3 Crew
65' and longer	Coxswain + 4 Crew

<u>PWC/PC</u>	
N/A	Operator

<u>Aircraft</u>	<u>Minimum Crew</u>
Operational	As required by AIRSTA Atlantic City
Non-operational/Logistics	As required by AIRSTA Atlantic City

D. Surface Patrols.

1. Annual Patrol Needs, Forecasting and Scheduling.

Sector Delaware Bay (SDB) surface patrol needs, including those for Personal Water Craft (PWC) facilities and motor vehicles, shall be determined on an annual basis through close communication and coordination between Auxiliary operational coordinators and their

active duty counterparts. The decisions reached during such discussions should be included in the annual SDB Instruction 16790.1 (series) also known as OPSUM.

## 2. Patrols outside the Designated AOR.

Coxswains (or crew members) desiring to patrol outside their Division's AOR must do the following:

- a. Notify the host DSO-OP at least 3 weeks prior to the start of the mission to allow ample time for notification of all interested parties.
- b. Obtain, from the host DSO-OP, any necessary requirements or conditions the host AOR may require of guest coxswains and crew member (s). If the mission is within the SDB, at least, one area familiarization with a local coxswain shall be conducted.
- c. Submit a patrol request, to the host AOR OIA, via AUXDATA II.
- d. If using a local facility, the coxswains must ensure they are listed, in AUXDATA II, as operators for that facility.
- e. Prior to arrival to the patrol area, ensure the local FC is aware of the upcoming patrol.
- f. The host Division's SO-IS is responsible for all AUXDATA II entries and approvals necessary for the guest crew members. The host DIRAUX is responsible for any AUXDATA II issues pertaining the guests' activities.
- g. Any issues of contentions, with respect to external AOR activities, must be resolved at the DSO-OP level. If the DSO-OP (s) is/are unable to resolve the issue, then it must be elevated to the DIRAUX level.

**Note:** These patrols must be planned and cleared, as determine in paragraphs 1 above, before the start of the season and within the allotment earmarked in the OPSUM; otherwise, approval will depend on available funds.

## 3. Unit Exercising Radio Guard.

The units exercising Radio Guard for Auxiliary patrols are CG OPCOMs, Auxiliary SARDETS, or in the case of most Western rivers and lakes – Auxiliary TCOs. Auxiliary facilities, including PWCs, PCs, and vehicles, will coordinate their activities and maintain a prescribed radio guard with the unit exercising operational control over the pertinent AOR. Coxswains are required to conduct a pre-mission brief and post-mission debrief with the appropriate Command Authority.



#### 4. Orders and Assignment to Duties.

The primary Operational Commander for D5NR is the SDB Commanding Officer (CO). By delegation, Order Issuing Authorities (OIAs) are command authorities, of the various Sector's units and departments, that oversee or direct Auxiliary operations conducted in their respective areas of responsibility (AOR). Prior to May 1st, of each year, the Sector's CO will published the Sector's OPSUM containing the policies and guidelines for all Auxiliary Aviation and Surface Operations within the SDB AOR.

The OIAs are responsible for reviewing and approving all patrol requests, within their AORs, in AUXDATA II. Once the orders are executed, completed, and submitted by the coxswain, the OIA approves and forward them to the DIRAUX office. The DIRAUX will then review and submit the orders to FINCEN for payment.

Coxswains are responsible for submitting patrol request, via AUXDATA II, at least, seven days prior to the mission date, but the seven days should not include the submission or the mission start day.

Coxswain shall submit the completed patrol orders, in AUXDATA II, within 3 days of the patrol completion. The submission most include all applicable receipts, completed risk assessment (s) per reference (e), etc. Patrol orders submitted without receipts, GAR Score, Coxswain's phone number, or outside the allotted time period may not be approved.

Temporary and verbal orders may be issued in emergency situations. When necessary, verbal orders may be issued in emergencies (or non-emergencies) by an OPCON, OIA, the OTO or the SDB AUXLO, but must be annotated on the unit's log. Written orders must be issued, in AUXDATA II, as soon as possible, but not later than 72 hours after the end of the patrol. The DSO-OP must be notify, as soon as possible, via the most expedient means (phone, email or text).

Additional patrol orders for special events (e.g. regattas, festivals) will be authorized, throughout the operational season, at the discretion of the operational commander.

**Note:** Patrol orders must be equitably distributed, among qualified coxswains, to ensure equitable opportunities to train and maintain currency.

#### 5. DSO-OP, ADSO-OP, and SO-OP.

- a. The DSO-OP is responsible for the distribution of the SDB OPSUM to the appropriate personnel (ADSO-OP, SO-OP, COLM, Coxswains, etc.), and to ensure the COLM, OP staff, and Coxswains are thoroughly familiar with its contents.

- b. The ADSO-OP is responsible for coordinating (with the SO-OP and the appropriate operational commanders) patrols identified in the OPSUM or additional patrols as needed. In addition, the ADSO-OP should work closely with the ADSO-NS to ensure PATON verifications are included in these patrols or when necessary, schedule dedicated NS patrols.
  - c. The SO-OP shall review and approve the patrol orders (requests and completions) prior to submission to the OIA. The SO-OP shall maintain a list of current facilities and qualified coxswains, crew members, and TCOs within their Division, and a similar list of assets from outside the Division requesting to patrol in their AOR. Such information can be obtained from AUXDATA II. The list should be shared with the ADSO-OP to provide a record of members and facilities available for patrols throughout the season.
  - d. The ADSO-OP and SO-OP's must ensure all boat crew members and coxswains are qualified and that established minimum crew requirements are met.
6. Coxswain.
- a. Facilities' reimbursable transit, within a Division's AOR, is permitted, only, if there are no facilities available in the vicinity of the intended destination or additional facilities are needed for training purposes. Facilities transit, outside the SDB's AOR, is permissible to meet Coast Guard needs or the owner expresses intent to conduct a significant number of missions; refer to paragraph 2 for additional details. Reimbursable transit for the convenience of the owner or coxswain is not permitted.
  - b. Coxswains shall complete risk assessments, as per reference (e), prior to and during the patrol, if conditions change. The Coxswain shall ensure that the unit exercising operational control (or TCO when applicable) is aware of their Risk vs Gain determination prior to getting underway and every time an additional assessment is conducted. These scores must be entered into the comment section of AUXDATA II before the orders are closed and submitted.
- Note:** Those units dependent on TCOs, for their communication's needs, must include the TCO in their TCT risk assessments.
- c. Coxswains shall complete an Auxiliary Boat Movement Record (BMR) prior to each patrol and ensure that the unit exercising operational control receives a copy of the patrol information prior to getting underway. They will submit the BMR to the AOR email at least 48 hours before the patrol. The DSO-OPs will provide a list of AOR emails to the Coxswains prior to each patrol season.
7. Environmental Limitations. Commander, Sector Delaware Bay in agreement with the D5NR Director and Operations Training Officer (OTO), has established the following

environmental limitations per reference (e), for all Auxiliary vessels operating under patrol orders. These conditions are defined in reference (e).

- a. Seas.
  - b. Wind.
  - c. Visibility.
  - d. Small Craft Advisory.
  - e. Coastal Offshore Limitation.
  - f. Towing Limitation.
  - g. Waivers.
8. Auxiliary Patrol Uniforms. Auxiliary members underway on patrol orders shall be in a proper approved Coast Guard Auxiliary uniform and must wear all required Personal Protective Equipment (PPE).
- a. As directed by the coxswain, all members of the boat crew shall strive to be in the same uniform. The uniforms authorized, while underway, within the Sector Delaware Bay (SDB) AOR are listed in reference (e).
  - b. PWC/PCs uniform requirements are dependent on the water and air temperature, refer to Table I, page 4, of reference (f) for more information.

9. Personal Water Craft (PWC) and Paddle Craft (PC) Patrol Provisions.

Only PWCs and PCs “Offered for Use” and accepted by DIRAUX shall be used for auxiliary operations. The vessels shall meet state’s registration and regulation requirements. All PWCs and PCs must be in good condition, well maintained, and equipped as per the Vessel Safety Manual, COMDTINST 16794.11 (series).

**Note:** Only non-inflatable, non-collapsible, one person kayaks are authorized for the PC program. No canoes, “Stand up Paddleboards,” rafts, etc. are authorized for auxiliary evolutions.

a. Personal Watercraft Operator (PWO) and Paddle Craft Operator (PCO).

- (1) A member does not have to be a qualified boat crew member or coxswain in order to qualify as a PWO or a PCO or to receive and execute patrol orders. However, the

operator of a PWO or PCO must be fully qualified, in that type of craft, in accordance with pertinent directives.

- (2) PWO/PCO's shall complete a risk assessment, per reference (e), prior to each patrol and shall ensure that the unit exercising operational control is aware of their determinations as part of their pre-brief immediately prior to getting underway.

b. Patrol Operations and Communications.

- (1) PWC/PC facilities are not restricted to river, bay or lake operations. Offshore patrol operations are authorized subject to any constraints imposed by this section. Due to the size and stability nature of these types of crafts, it is absolutely essential that PWCs and PCs operators be aware of the "Rules of the Road," the vessels capabilities and limitations, and use extreme caution while conducting auxiliary PWC/PC evolutions. The operator should always expect the unexpected, and be cognizance of the current, and impending weather conditions.
- (2) PWCs evolutions are permitted during daylight hours only, may not be operated in seas greater than 3 feet, sustained winds greater than 15 knots, and a maximum of six hours on a 24 hour period. A mandatory one hour rest after three hours of operations is required. Coxswains (including passengers) shall only use inherently buoyant Type I, II, or III PFDs with a minimum dynamic strength test rating of 50 miles per hour. Additional restrictions may be imposed by the OIA or the SDB OPSUM.
- (3) PC evolutions are permitted during daylight hours only, on seas less than one foot, sustained winds less than 15 knots, current less than three knots, up to 1000 yards from shore, and a maximum of six hours on a 24 hour period. A mandatory one hour rest after three hours of operations is required. Additional restrictions may be imposed by the OIA or the SDB OPSUM.
- (4) As part of any patrol pre-brief, PWO/PCO's shall ensure that the unit exercising operational control is aware of and approves of the intended patrol areas.
- (5) PWC/PC facilities shall not conduct independent patrol operations. Whenever a PWC/PC conducts a patrol, it must be accompany by one or more PWC/PC facilities or a vessel facility operating under orders.
- (6) PWC/PC facilities operating with other facilities. As part of the pre-underway brief, the PWC/PCs must established which one will be the primary for the purpose of communicating with the designated OPCON. In addition, prior to getting underway, PWC/PC shall ensure proper communications with each other and the OPCON.
- (7) PWC/PCs operating with a vessel facility. When operating in conjunction with a vessel facility, the facility vessel is the primary for all communications with

OPCON. Prior to getting underway, the PWC/PC (s) and vessel facility shall ensure there is proper communication between the two vessels.

10. Auxiliary Vessel Facility Markings.

- a. Privately owned vessels, offered for use as facilities, shall display the Auxiliary Patrol markings described in Chapter 3, Section B of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). The auxiliary markings are only permitted while the facility is under orders.
- b. Auxiliary owned facilities vessels shall display the Auxiliary Patrol markings described in Chapter 3, Section F.1 of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). The Auxiliary owned facilities may display the optional markings described in Section F.2 of the same Chapter.

**Note:** All activities conducted on Auxiliary unit owned facilities are considered official business 100% of the time; therefore, no private or personal use of these facilities is allowed

- c. The markings on Coast Guard owned boats, specifically made available for Auxiliary use must be replaced with the appropriate Auxiliary markings.
- d. Auxiliary vessels are prohibited from exhibiting markings similarly to a U.S. Coast Guard Vessel. The use of a wide red stripe is, strictly, forbidden. Auxiliary vessels, improperly marked, will not be issued orders or allowed to get underway.

E. Air Patrols.

1. Operational Commander.

- a. Air Station Atlantic City is the operational commander and the only order issuing authority for all D5NR Auxiliary aviation operations. Any person or unit, Auxiliary or active duty, must request Auxiliary aviation support from Air Station Atlantic City Auxiliary Liaison (AUXLO) through the appropriate chain of command.
- b. The Auxiliary flight schedule is generated monthly through coordination between the AUXLO and District Staff Officer for Aviation (DSO-AV). The DSO-AV assigns facilities and pilots while the AUXLO generates patrol orders utilizing the AUXDATA II. All scheduled patrols appear on the Air Station Atlantic City flight schedule and shall be approved by the Operations Officer. The DSO-AV may delegate assigning facilities and pilots to the Assistant District Staff Officer for Aviation (ADSO-AV).

2. Unit Exercising Operational Control.

- a. The Coast Guard unit requesting Auxiliary air support will normally be the unit exercising operational control. The pilot shall ensure direct contact with the unit exercising operational control immediately prior to take-off for pre-brief purposes and to inform the unit of the proposed departure and on-scene time.
- b. Once airborne, the pilot shall establish a radio guard with a Coast Guard unit and also have that unit relay their airborne and on-deck times to Air Station Atlantic City. If unable to maintain a radio guard with a Coast Guard unit, the air facility will establish communications with a Federal Aviation Administration (FAA) air traffic control facility for guard purposes, as required by the order issuing authority.

3. DSO-AV.

- a. The DSO-AV shall maintain a list of current air facilities and qualified air crew members in D5NR and shall, in coordination with ADSO-AV's, ensure appropriate distribution of patrol tasking among air crews and pilots.
- b. The DSO-AV shall be responsible for scheduling air patrols in D5-NR to meet Air Station Atlantic City mission tasking and fulfill authorized training requirements. The DSO-AV must ensure all members of the patrol are qualified and that minimum crew requirements are met. The DSO-AV may delegate assigning facilities, pilots, and aircrew to ADSO-AV.

4. Pilots.

- a. In all cases involving any sort of aviation mission tasking, including dead-head transit flights for pre-positioning purposes, Auxiliary pilots shall complete a risk assessment per reference (e), prior to each sortie and shall ensure that the unit exercising operational control is aware of and approves of their determinations as part of their pre-brief immediately prior to take-off.
- b. The authorized pilot listed on the Auxiliary Patrol Order shall complete their section of the form in AUXDATA. Once complete, print, sign, and mail to the Air Station within seven days of the patrol, along with the following items:
  - (1) Original receipt for fuel and any other reimbursable expense. If a copy of receipt is included, a signed Certificate in Lieu or Receipt is required in addition.
  - (2) A copy of the patrol communications log.
  - (3) Auxiliary SAR Incident Report (ANSC-7034/CG-4612 AUX), if applicable.



- c. The pilot shall send the Mission Activity Report (ANSC-7030) for the patrol to their SO-IS.
- d. The authorized pilot will receive payment for the entire air crew and must ensure appropriate distribution of reimbursement is made.
- e. Qualified pilots requesting flight orders or an amendment shall make their request to the DSO-AV. If a patrol order is not flown, the pilots shall note the cancellation and reason in AUXDATA II and notify the DSO-AV.

F. Vehicular Patrols.

1. Occasionally, operational commanders may seek Auxiliary assistance in the form of Auxiliary private vehicles to conduct approved activities. However, as per Reference (b), Sec. 5-55.J.7, orders are required when the vehicle is used as a mobile land radio communications or directional finder unit, or shore harbor patrol missions. In such cases, reimbursement may be provided subject to operational needs and budgetary constraints. Therefore, operational support based on funding availability should be determined, on a yearly basis and, included in the SDB OPSUM.

The vehicle must be properly maintained, registered, and inspected. The vehicle's make, model, color, type, year, and plate's number must be entered or attached to the order request. Picture of the vehicle must be included on the orders request.

Vehicle patrols must have the means of maintaining 2-way communications with any Coast Guard unit or a TCO. The frequency of the communications may be pre-arranged between the two parties, but it cannot be less than once every 60 minutes.

2. Vehicle operators shall ensure that the unit exercising operational control is aware of their patrol intentions and capabilities as part of their pre-brief.
  - a. SDB's Auxiliarists are not authorized to conduct vehicle's patrols in heavy or fous weather, at night or under restricted visibility conditions, in flooded areas, areas beyond the vehicle's capabilities or rough terrain. Additionally, access to private or restricted areas must follow SDB policy.
  - b. SAR evolutions, via vehicle facilities by SDB's Auxiliarists, are permitted under certain circumstances when approved by the OIA, the Auxiliarist (s) well-being is not in peril, and within the constraints imposed on this and any other manuals.
  - c. No ATVs, motorcycles, modified vehicles for off-road used or similar are authorized for land patrols.

**Note:** Refer to Chapter 7, of this manual, for employment of Auxiliary vehicles on “Aids to Navigation” activities.

G. Mission Hours Reporting in AUX DATA II.

Code 99: Time spent traveling between home and the auxiliary facility.

Codes 30, 31, and 32: Report any NS activity, if applicable.

Patrol orders: Time spent in the actual patrol including “pre and post” patrol activities.

H. Mishaps.

1. There are two distinctive claim types, each requiring a specific procedure:

- a. Damage or loss to facilities or Auxiliary equipment and,
- b. Personnel injury or death.

**Note:** Non-auxiliary individuals, injured or killed on board a facility, are not covered by these provisions.

2. Damage or loss of facilities or Auxiliary equipment

- a. All mishaps shall be reported to the OIA, DIRAUX Office, DSO-OP, and the Command Center within 24 hours of when the mishap occurred. Critical reports must be reported immediately.
- b. Facility owners should not begin repairs until the investigation is completed and repairs are authorized by the Coast Guard.
- c. The mishap shall be documented and, the pertinent documents uploaded into AUXDATA II, as a single PDF file. The file should be named as follows:

Example:

Year.month.day facility number form number

2020.08.17 NJ1234AB 7003 & support documents

3. The following are the documents required and their order inside the PDF:

- a. Mishap Report Worksheet.
- b. Auxiliary Facility Loss or Damage Claim Worksheet, MLCLANTINST 5890.3A, Appendix 1.
- c. If applicable, Motor Vehicle Accident Report, SF91.

- d. Witnesses Statements.
  - e. Current "Offer for Use" (ANSC 7003).
  - f. Patrol Orders.
  - g. Two repair estimates (one if the claim is under \$200.00) on vendors' letterhead. If the member is conducting its own repairs, a copy of the parts' receipt. The member's labor is not reimbursable.
  - h. Color pictures of the damage.
  - i. Report of Completion of Repairs, MLCLANTINST 5890.3A, Appendix 3 (once the repairs are completed)
4. Personnel injury claims:

Mishaps involving personal injuries must be reported, immediately to the OIA, DIRAUX, Command Center, and DSO-OP. Injured members shall seek medical attention from a medical facility of their choosing. The Auxiliarist may elect to pay the medical bills and then seek reimbursement from the government or submit the bill directly to the government for payment. Personal injuries will be treated as workers compensation claims. Refer to Ref (b), Section 5.K for more details. Refer to the Auxiliary Manual, COMDTINST M 16790.1 (series) for more information.

The DIRAUX office will provide guidance and assist the injured member (s) with filing claims.