

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

SEARCH AND RESCUE DETACHMENT (SARDET)



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 09-(02)
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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 09-(02)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
SEARCH AND RESCUE DETACHMENT (SARDET)

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 Chapter 09 – (01) series 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. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

Victoria L Taylor-Davies, LCDR
V.L.TAYLOR-DAVIES 23 MAR 2021
Lieutenant Commander, U.S. Coast Guard
Fifth Coast Guard District Northern Region
Director of Auxiliary

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

Chapter 9 – SEARCH AND RESCUE DETACHMENT (SARDET)

1. Updated per MMS-PR-AUX(D5NR 16791)-A-02
2. Spelled out acronyms for first time use
3. Updated outdated systems to currently used systems
4. Updated SARDET locations
5. Updated source of our directory
6. Added the Commissioning of a SARDET
7. Added the Decommissioning of a SARDET
8. Moved the discussion of the SARDET Coordinator

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CHAPTER 9

SEARCH AND RESCUE DETACHMENT (SARDET)

- A. General. A detachment is a flotilla sub-unit and not an independent unit. A detachment, which should consist of 3 or more Auxiliarists, allows a flotilla to keep members in remote areas or conduct Auxiliary activities where Coast Guard (CG) resources are scarce or unavailable.

As per reference (c), Appendix G, District Commanders (with concurrence from Commandant (G-OCS)) may establish Auxiliary Search and Rescue Detachment (SARDET)s as needed – see section A below - keeping in mind that such units may raise public expectations for CG services. These “detachments,” should be located on donated, purchased or shared land or buildings – preferably on waterfront properties; and should be operated and manned solely by Auxiliarists. For more information on the establishment of detachments, refer to Appendix G, Sections A and B, of reference (c).

District Five Northern Region (D5NR) has four SARDETS, within its area of responsibility (AOR), located at Bordentown, NJ; Marcus Hook, PA; Long Level, PA; and Bower’s Beach, DE.

1. D5NR SARDETS’ AOR:

- a. Bordentown. Delaware River from the head of tide at Trenton, NJ downstream to Mud Island, just north of the City of Philadelphia. The area covers Burlington and Mercer Counties in New Jersey and Bucks County in Pennsylvania.
- b. Marcus Hook. Delaware River - from Raccoon Creek to Ship John Light; Christina River - from the Delaware River to the second fixed bridge upstream Chesapeake and Delaware Canal - from Reedy Point to the MD /DE line.
- c. Long Level. Lake Clarke on the Susquehanna River from the RT 30 Bridge in Wrightsville, PA to the Safe Harbor Dam in Conestoga, PA.
- d. Bower’s Beach. The waters of the Delaware Bay from Ship John Shoal Light to Brown Shoal Light.

- B. SARDET Commissioning. SARDETS are a useful tool of the Coast Guard to be established when no other Coast Guard resources are limited or insufficient to support a particular area.

1. Justification:

- a. High vessel traffic, as determined by the CG unit Commander responsible for the pertinent AOR.

- b. Remote location or Insufficient Coast Guard resources in the area or,
- c. Coast Guard request.

2. Requirements:

- a. An Executive Committee (EXCOM) Coordinator, currently, the District Directorate Chief of Response (DDC-R)
- b. A SARDET Coordinator.
- c. A SARDET Leader.
- d. Two full watchstanders' teams to fully staff the SARDET during operating hours. The second one is needed to be on stand-by, at home, if able to report within an hour in case of no-shows or unexpected departures.
- e. Auxiliary Vessel Facility. At least one facility (Ready-boat) must be available, but does not have to be co-located with the SARDET; however, the facility must be available, staffed, under orders, and within the SARDET's AOR.
- f. Additional Auxiliary Vessel facilities or crews. A second facility or boat crew must be on stand-by, available, and under orders to supplement or replace the Ready-boat as needed.
- g. Responsible party (i.e. DDC-R) should have a cell phone for emergencies, consultations, inquiries, etc. Phone number should be included under the operations section and the District's annual Operational Summary (OPSUM).
- h. SARDET's maintenance, repairs, and operations funding shall come from the SARDET's budget, or the respective SARDET Division's budget. EXCOM. at its discretion and subject to funds availability, may fund or subsidize maintenance, repairs, and operations. The Director of Auxiliary (DIRAUX), at its own discretion and subject to funds availability, may fund or subsidize equipment acquisition and installation, for example, communication towers, radios, etc.

Note: SARDETs must be fully staffed and equipped, throughout the season; otherwise, if unable to plan the full staffing for the season, the SARDET shall remain closed. If a SARDET is closed for more than three seasons, due to lack of staffing or need, the SARDET shall be disestablished.

3. Commissioning procedures:

- a. Request is submitted to DIRAUX and local Commodore for evaluation and approval.
- b. Commodore assigns a member(s) to find an adequate location – preferable on federal, state or local lands.
- c. Lease is submitted to legal for review.
- d. Lease is submitted to DIRAUX for approval and signature.
- e. SARDET operating procedures are developed, approved, and implemented.

C. SARDET Decommissioning: Once it is determined that a SARDET is no longer needed, it should be decommissioned.

1. Approval. DIRAUX will make the final determination about the SARDET disestablishment with the recommendation of the Commodore in mind.
2. Resources. SARDET resources are returned to EXCOM, sponsoring unit(s), or excessed through normal channels.
3. Lease. The lease is terminated.

D. SARDET Personnel Qualification Requirements. Any member may volunteer to assist at one or more SARDETs of their choice. Members should contact the coordinator of the desired SARDET to advise them of their intent to serve and to schedule training. Prior to standing duty, the member must complete the requirements on the SARDET Qualification Record (OPS-6) for each SARDET at which they desire to serve. The SARDET Coordinator or leader is authorized to sign off the required tasks on the SARDET Qualification Record. The SARDET Coordinator shall designate leaders and watchstanders upon their successful completion of training requirements. The SARDET Coordinator shall maintain a file of the associated completed qualification records and forward copies to the DIRAUX office.

E. SARDET Patrol Orders and Duty Requests.

1. Qualified SARDET personnel shall submit a Surface Patrol Request (OPS-1) to the SARDET Coordinator prior to the SARDET season and as intentions change. The SARDET Coordinator shall maintain a file of these requests.
2. SARDET personnel, for all practical purposes, conduct their duties under implicit orders. On the other hand, the supporting vessel facilities shall follow the policies and procedures delineated in MMS-PR-AUX(D5NR 16791)-A-CHAPTER 08-(SERIES).

F. SARDET Operations.

1. D5NR SARDETs hours of operations are as follows:
 - a. Bordentown: May 15 thru October 15, weekend and holidays, from 0900 to 2000.
 - b. Marcus Hook: May 15 thru October 15, weekend and holidays, from 0800 to 2100.
 - c. Long Level: May 15 thru October 15, weekend and holidays, from 0900 to 2000.
 - d. Bower's Beach: May 15 thru October 15, weekend and holidays, from 0800 to 2000.
 2. SARDETs shall establish communications and notify their appropriate home CG unit, at the beginning and end of their operational day. Communications between the SARDET and home unit shall be maintained, throughout the day, as needed or as agreed by the two units.
 3. SARDET Maintenance. SARDETs' stations shall be inspected by a DIRAUX representative, before the start of the SAR season, to ensure building (and supporting structures) safety, integrity, and operation; adequate utilities availability; cleanliness; etc. In addition, the inspection shall include operational equipment safety and readiness. The inspection shall be conducted by the pertinent District Captain (DCAPT) and the DIRAUX designated personnel.
 4. Risk Assessment. SARDET Coordinators or Leaders must conduct a risk assessment at the start of each operational period taking into consideration the building's condition, equipment availability, weather, and personnel readiness. The assessment does not include auxiliary facilities or its crew; those assessment will be conducted by the appropriate Coxswain.
 5. Qualifications. Every member assigned to a SARDET must be watchstander qualified, except for trainees. However, trainees must be under the direct supervision of a qualified watchstander while participating in training drills or assisting with SARDET operations.
 6. SARDET Coordinator. The SARDET Coordinator shall be recommended by the District Commodore (DCO), then approved by DIRAUX. The Coordinator serves as a liaison between the CG unit exercising operational control and the SARDET. The coordinator is responsible for maintenance of the buildings, grounds, dock, and SARDET owned vessels, if applicable. SARDET Coordinators are identified in the D5NR website at <https://5nr.org/>.
- Note:** The SARDET Coordinator shall ensure SARDETs are fully staff during hours of operations as required on section B.2 of this Chapter.
7. SARDET Leader. Every SARDET shift must have a leader assigned continuously throughout the hours of operation. The leader shall be on site to assign boat crews, communications watch standers, and dispatch Auxiliary Facilities, as directed by Sector Delaware Bay (SDB) Command Center, to various CG missions; such as SAR and Marine events.

8. **Communications Watch.** Each SARDET shall maintain a communications watch on VHF FM CH 16 (hailing and distress), on the designated SDB non-secure VHF FM working frequency (22A, 21, 81, or 83), and monitor the SARDET's telephone.
 9. **Boat Crew.** Every SARDET shall have, at least, one fully crewed ready-boat available, under orders, within the AOR; and a stand-by boat crew, to relieve or supplement the ready-boat as needed.
- G. **SARDET Personnel Uniforms.** Auxiliary SARDET personnel shall be in a proper, approved uniform, and must wear appropriate Personal Protective Equipment (PPE) when in proximity to the water (5 feet). The ODU is the prescribed operational uniform, and the "Trops" when required by the circumstances.
- H. **Program Reporting.** The SARDET Coordinator shall be responsible for ensuring completion of the radio logs and all SARDET reports required by the operational commander. Such reports shall be retained within the SARDET and also be distributed as prescribed by the operational commander.
- I. **Mishaps.** Refer to MMS-PR-AUX(D5NR 16791)-A-CHAPTER 08-(SERIES).