



SECDELBAYINST 16790.1J

SECTOR DELAWARE BAY INSTRUCTION 16790.1J

Subj: OPERATIONAL COMMANDER'S GUIDANCE FOR AUXILIARY PATROLS IN  
SECTOR DELAWARE BAY / AUXILIARY D5NR AREA OF OPERATIONS

- Ref:
- (a) Auxiliary Manual, COMDTINST M16790.1 (series)
  - (b) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
  - (c) Fifth District Northern Region (D5NR) Auxiliary Policy Manual, CGDFIVEINST 16791.1 (series)
  - (d) U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)
  - (e) U. S. Coast Guard Addendum to the National Search and Rescue Supplement, COMDTINST M16130.2 (series)
  - (f) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
  - (g) USCG D5NR Auxiliary Personal Protective Equipment (PPE) Management Guide, D5NR 16794
  - (h) USCG Auxiliary Youth Development (AUSCOUT) Program, Standard Operation Procedures

1. **PURPOSE.** This instruction provides the Operational Commander's expectations for the Auxiliary patrol season within the Sector Delaware Bay (SDB) and Auxiliary District Five Northern Region's (D5NR) Area of Responsibility (AOR).
2. **ACTION.** All D5NR Auxiliary members involved in scheduling, overseeing, or conducting Auxiliary patrols shall be thoroughly familiar with the contents of this instruction, the Operational Commander's expectations, and the guideline established in references (a) through (g). This guidance does not supersede any safety or procedural restrictions the D5NR Director of Auxiliary imposes on operations as a result of the COVID-19 virus. Internet release is authorized.
  - a. Commander, Coast Guard Sector Delaware Bay (SDB) is the Operational Commander (OPCOM) and Order Issuing Authority (OIA) for all Auxiliary members in D5NR under surface patrol orders for all operational and training missions. Commander SDB has further delegated OPCOM and OIA responsibilities to those Station Commanding Officers/Officers in Charge (CO/OIC) with assigned Auxiliary Patrols in their respective

DISTRIBUTION - SDL No. 170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A																										
B																										
C																										
D																										
E																										
F																										
G																										
H																										

NON-STANDARD DISTRIBUTION:

areas of responsibility. Enclosure (2) lists all the patrol areas and their assigned OPCOM.

- b. The Director of Auxiliary (dpa-n/DIRAUX), working together with the District Commodore (DCO), will administer, coordinate, facilitate, support, and advocate for the Auxiliary program within the District/Region.
  - c. SDB's Auxiliary Liaisons (AUXLOs), are responsible for developing the guidance and procedures for issuing surface patrol orders to Auxiliary units in the SDB AOR. Additionally, SDB AUXLOs are designated as OIAs for surface patrol orders in patrol areas without Station oversight.
3. DIRECTIVES AFFECTED. Operational Commander's Guidance for Auxiliary Patrols in Sector Delaware Bay / Auxiliary D5NR Area of Operations, SECDELBAYINST 16790.1H is hereby cancelled.
4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally binding requirements on any party outside the Coast Guard.
5. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
  - a. The development of this directive and the general policies contained within it have been thoroughly reviewed by the originating office and are categorically excluded under current USCG categorical exclusion (CATEX) # 22 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series).
  - b. 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 any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the 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.
6. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the following Sector Delaware Bay CGPortal site:  
<https://cgportal2.uscg.mil/units/sectordelawarebay/SitePages/Home.aspx>.
7. PROCEDURES.
  - a. Patrol Season.
    - (1) The 2022 Auxiliary patrol season will commence on 14 May 2022, as authorized by the D5NR Director of Auxiliary, and will conclude no later than 16 October 2022, subject to weather, funding, and any additional constraints as deemed appropriate by the Auxiliary D5NR office. For each Saturday, Sunday, and holiday, one (1) Auxiliary facility is authorized to operate in each Patrol Area as specified in Enclosure (2).

OPCOM, SDB AUXLO, or D5NR Operational Training Officer (OTO) may authorize additional Auxiliary facilities to operate on weekdays or in that same Auxiliary Division Patrol Area at the same time if there are training or operational imperatives (large marine events, incidents, training exercises, etc.).

- (2) Patrol Orders are generally issued during the operating season. Requests for off-season patrols shall be submitted to SDB AUXLO or the respective Station CO/OIC via the Auxiliary Division SO-OP and D5NR OTO. Once approval is granted, the requestor will be advised of the specific risk management and personal protective equipment (PPE) constraints contingent to approval of the patrols.
  - (3) Weather permitting, and with proper approval as outline above, Small Boat Stations with attached Auxiliary members with proper PPE (mustang suits in good condition) may operate up to 30 November. Stations shall notify the Auxiliary D5NR office if granting permission to patrol beyond the normal patrol season.
- b. Patrol Days/Hours. SDB Auxiliary patrols should be conducted between sunrise and sunset on Saturdays, Sundays, and holidays. Occasional evening or night patrols should be conducted for crew proficiency. For Auxiliary support of nighttime marine events, crews must conduct a two (2) hour night training and familiarization patrol in the operating area prior to the event. Night hours start at nautical twilight (30 minutes after sunset). All night patrols shall be conducted with the concurrence of the respective Station CO/OIC who oversees the patrol area. Night patrols conducted in the Western Pennsylvania lakes and areas without Station coverage/oversight shall coordinate with and receive concurrence from the D5NR OTO and SDB AUXLO. D5NR OTO will then advise the Division SO-OP.
- c. Duration of Surface Patrols.
- (1) There is no set minimum time for a training mission or marine event patrol. Regular patrols should be a minimum of four (4) hours. Patrols shall not exceed the eight (8) hour crew fatigue limits (including trailering and sheltered anchorage) established in reference (b) without an approved waiver from OPCOM. Coxswains shall reassess, record, and report the new Operational Risk Management (ORM) assessment for any patrol where crew fatigue limits are exceeded.
  - (2) Computation of crew underway time begins when all assigned crew members are assembled at the designated facility to prepare for a specific underway mission. Computation of underway time ends when the mission is complete and the boat is secured. Underway time shall include time spent completing pre-mission and post-mission vessel checks in accordance with reference (b).
  - (3) Time spent conducting trailering activities and at a sheltered anchorage counts as 50% underway time (e.g., one hour spent at a sheltered anchorage counts for ½ hour accumulated crew underway time).
  - (4) The Coxswain is responsible for keeping track of crew mission time and advising the SDB Command Center or the OOD of the Station they operate under when their crew mission time is approaching the fatigue limits.
  - (5) Coxswains must continuously monitor the status of crew members for signs of fatigue and adjust patrol times to ensure a safe and effective mission is completed. As patrol conditions change, coxswains shall reevaluate ORM. Any increase in risk or gain shall be briefed to OPCOM via the SDB Command Center or Station OOD and may result in

the termination of a patrol. All ORM scores shall be recorded in the Boat Movement Report (BMR) and in the AUXDATA II system when completing the patrol.

d. Patrol Areas.

- (1) Patrol areas align with the AORs of the six (6) Coast Guard Stations. In the case of the Western Region, patrols areas align with the needs of Pennsylvania Fish and Boat Commission and the New Jersey State Marine Services Bureau. These patrol areas are listed in Enclosure (2).
- (2) Auxiliary facilities are encouraged to conduct patrols with multiple missions. A multi-mission patrol can include several activities. For example, a safety patrol can include aids to navigation verification, harbor and anchorage patrols, environmental response missions, etc. Working with the individual Auxiliary Liaison Officer at each unit, the Division SO-OP shall determine general patrol needs. Facility owners, coxswains, and crewmembers shall advise their respective SO-OP of the dates they are available to patrol.
- (3) Auxiliarists must stay inside the marked channels, during normal operations, except as directed by OPCOM or special circumstances; such as, SAR and obstruction of the channel.
- (4) Prior to the beginning of the patrol season, the District SO-OP shall communicate with the D5NR OTO to determine if any special instructions and/or procedures for patrols are required and review any updates to this instruction.

e. Patrol Orders.

- (1) AUXDATA II is the mandatory method of issuing patrol orders to operational facilities. AUXDATA II shall be used to schedule, request, approve, and submit for reimbursement of all patrol orders. OIAs are authorized to issue and approve operational patrol orders to qualified Auxiliary members.
- (2) Auxiliary Facility Owners (or Coxswains when applicable) are responsible for electronically requesting patrol orders in the AUXDATA II System. The individual requesting the patrol must inform the Division SO-OP (ADSO-OP when SO-OP is unavailable) when the order has been submitted. The Division SO-OP will endorse the patrol order request by entering their comments in the patrol order comments section that the order has been "endorsed by the SO-OP DIV XX". This will ensure the Division SO-OP has visibility of patrols within their AOR. The OIA will then approve or deny the requested patrol order. Division SO-OPs do not have OIA authority in AUXDATA II and shall not approve or sign orders under OIA authority. Station and Sector OIAs have patrol approval authority within the AUXDATA II system.
- (3) Seven (7) days advance notification is normally required to receive patrol orders. Patrol orders requested inside the seven day window may be authorized at the discretion of the OPCOM, D5NR OTO, or SDB OIA.
- (4) Advance notification is not required for SAR call-outs or last-minute significant maritime casualties or events. In the event of an incident or special event where Auxiliary support is requested to augment sustained Coast Guard operations, OPCOMs or SDB AUXLO should give as much advance notice as possible. Each patrol must be entered into AUXDATA II after the mission is completed to facilitate proper documentation of the patrol and allow for proper reimbursement of approved expenses.

- (5) Temporary and verbal orders may be issued in emergency situations. When necessary, verbal orders may be issued in non-emergencies by the OPCOM, D5NR OTO, or SDB AUXLO. In the event that temporary or verbal orders are issued, follow-up written orders in AUXDATA II must be issued as soon as possible thereafter, but no later than 72 hours after the end of the patrol.
  - (6) Auxiliary Facility Owners (or Coxswains when applicable) are responsible for electronically submitting the completed patrol orders in the AUXDATA II System within three (3) days of the patrol. The Division SO-OP (ADSO-OP when SO-OP is unavailable) will then verify the information from the patrol in AUXDATA II. Patrol orders submitted without receipts, ORM scores, outside the allotted time period, or not claiming appropriate entitlements (e.g. meals), may be rejected and delay timely submission to Financial Center (FINCEN) for reimbursement of approved patrol expenses including Standard Auxiliary Maintenance Allowance (SAMA), fuel, authorized mileage, and subsistence allowances. Once the patrol order is completed and verified by the SO-OP, the order will be signed and submitted, by the OIA, to FINCEN.
  - (7) COXSWAINS shall ensure that any Patrol Orders they create, but do not execute, are cancelled. Additionally, no-cost orders shall be set to "No Reimbursement" and the status set to Submitted or Completed as needed.
- f. Auxiliary Patrol Funding/Budget Oversight.
- (1) Funding and budget oversight is the responsibility of the D5NR DIRAUX office. Annual fuel budget targets and annual SAMA fund allocations will be provided to the OIAs at the beginning of the patrol season for planning purposes. Auxiliary patrol funding comes from two primary sources. The Coast Guard's energy account (AFC-30E) funds the fuel reimbursements, and D5NR DIRAUX funds SAMA.
  - (2) These funds are limited and must be used prudently to last for the patrol season. If the SAMA funds are depleted, patrols may continue to be reimbursed for the fuel and subsistence portions only. Coxswains and facility owners must understand that when they schedule and accept patrol orders, reimbursement is subject to funds availability. D5NR OTO shall monitor the SAMA account closely and advise all OIAs and Division SO-OPs when funding levels are nearing depletion at the end of the fiscal year. If funds are exhausted, there will be no SAMA reimbursement.
  - (3) As environmental and operating conditions permits it, Auxiliary Coxswains and boat crews must make every effort to operate their vessels in the most fuel efficient and economical manner possible to conserve resources.
- g. SAR Detachment (SARDET) and Auxiliary Station (AUXSTA) Contact Information/Hours of Operations/Locations.
- (1) SARDET Bordentown. 609-298-6538. From 1200 to 1800 or dusk, whichever comes first. AOR: 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.
  - (2) SARDET Marcus Hook. 610-485-3023. From 0800 to 1900 or dusk, whichever comes first. AOR: Delaware River - from Schuylkill River to Salem Power Plant; 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&D Canal to Ship John Shoal.

- (3) AUXSTA Long Level. 717-252-3956. From 1000 to 1900 or dusk, whichever comes first. AOR: Lake Clarke on the Susquehanna River from the RT 30 Bridge in Wrightsville, PA, to the Safe Harbor Dam in Conestoga, PA.
  - (4) SARDET Bower's Beach. 302-335-4118. From 0900 to 1900 or dusk, whichever comes first. AOR: The waters of the Delaware Bay from Ship John Shoal Light to Brown Shoal Light.
- h. SARDET/AUXSTA Staffing. Resources and personnel availability permitting, each SARDET/AUXSTA shall have the following members on site and available for their assigned positions during the hours of operation listed above.
- (1) SARDET/AUXSTA Supervisor. Assigned by the SARDET/AUXSTA Coordinator; each supervisor shall be on site to assign boat crews, communications watch standers, and dispatch Auxiliary Facilities as directed by SDB Command Center for various missions (search and rescue, assistance during marine events, etc.). The supervisor may also act as an assigned boat coxswain if no other coxswains are available. The supervisor shall monitor and ensure compliance with crew fatigue standards. SARDET/AUXSTA shall call in to SDB Command Center when they are fully operational and again at the end of the day when securing operations for the day. The SARDET/AUXSTA watch stander must also keep SDB Command Center advised of all calls for assistance received by the SARDET/AUXSTA and any actions taken when assisting boaters.
  - (2) Communications Watch. When operational, each SARDET/AUXSTA shall maintain a communications watch on VHF-FM CH 16 (hailing and distress), on the designated SDB non-secure VHF-FM working frequency (21, 81, or 83), and monitor the SARDET/AUXSTA telephone.
  - (3) SARDET/AUXSTA Boat Crews:
    - (a) The ready boat crew will consist of a certified coxswain and appropriate number of certified boat crewmembers for the designated Auxiliary Facility. The ready crew must be immediately available and/or underway in the SARDET/AUXSTA AOR available to respond to all appropriate calls for assistance as directed by the supervisor.
    - (b) Additional Training Boat Crews may be assigned to operate out of the SARDET/AUXSTA to facilitate member boat crew program training and to augment the ready boat crew in the event of crew fatigue concerns.
  - (4) SARDET/AUXSTA ready boat. The ready boat shall be a private or Auxiliary owned operational facility offered for use by members or Coast Guard owned and Auxiliary operated facility. Supervisors shall take into consideration the operating area, environment, and size of designated crew when selecting Auxiliary owned facilities for assignment as the ready boat. Supervisors should consider designating more than one ready boat for each day of SARDET/AUXSTA operations.
- i. Communications.
- (1) Every Auxiliary Facility underway, on orders, must have in place an effective means to maintain a communications guard via VHF-FM Radio. This guard is normally kept with the nearest Station, Auxiliary SARDET/AUXSTA, or with qualified Auxiliary Telecommunications Operators (TCO) using approved Auxiliary Radio Facilities.



These facilities may be Fixed Land, Transportable, or Land Mobile in accordance with reference (b). Shore side portable or hand held radios are not considered adequate for this purpose. In all cases, TCOs shall have access to a phone in order to make notifications to local authorities and the SDB Command Center. The SDB Command Center may assume the radio guard for Auxiliary facilities, but should not be the primary communication unit unless operationally necessary.

- (2) All Eastern and Central Area patrols will keep a communication's guard with a Coast Guard unit prior to commencing any patrol. If a SARDET or TCO is unavailable, Stations will monitor Auxiliary patrols. On a limited basis, the SDB Command Center may be used to monitor Auxiliary patrols. In any case, the assigned Coxswain shall contact the appropriate TCO, Coast Guard Station or SDB Command Center via phone to establish a communications schedule, confirm the correct VHF-FM working frequency, pass a cell phone number, and determine if any marine events, intelligence issues, or special patrol needs exist.
- (3) All Western Area (PA Lakes) and SARDET/AUXSTA patrols will keep a communications guard with an Auxiliary TCO or SARDET/AUXSTA communications watch stander. If an emergent SAR situation arises, the TCO or SARDET/AUXSTA communications watch stander shall first notify local authorities and first responders. The TCO will then follow up with the SDB Command Center for situational awareness. A Communications schedule may be established by SDB Command Center to provide updates until case conclusion to monitor the situation.
- (4) All Division SO-OPs shall notify the appropriate ADSO-OP and/or DSO-OP of their weekly patrol schedule prior to 2000 each Thursday evening during the patrol season. The ADSO-OPs (or DSO-OP) shall compile the Area's Patrol Schedule using a standard formatted document (Enclosure 3) and submit it to the SDB Command Center and D5NR DIRAUX via email attachment to: [D05-SG-SECDELBAY-SDO@uscg.mil](mailto:D05-SG-SECDELBAY-SDO@uscg.mil) and [D05-SMB-NRDIRAUX@uscg.mil](mailto:D05-SMB-NRDIRAUX@uscg.mil). This should be done prior to 2000 each Friday evening during the patrol season. SDB Command Center will pull the document from the email and post it in the Command Center for the Situation Unit Controller watch stander to reference. Boat Movement Reports (Enclosure 4) shall be sent to ADSO-OP for each patrol no later than 24 hours before the scheduled start time. OIAs may also require BMRs at the discretion of the individual OIA.

j. Calls for Assistance & Towing Policy.

- (1) Auxiliarists on orders must follow the Coast Guard's Maritime SAR Assistance Policy located in reference (e). Coxswains shall respond to any call for assistance and render assistance only if it is within their vessel and crews' training and capability. It is critical that Coxswains communicate with OPCOM (via SDB Command Center or Station OOD) any concerns they have and keep OPCOM informed of the progress of the assistance rendered until completion of the mission.
- (2) In all cases, where there is the possibility of rendering assistance by towing in a "Non Distress" situation, in accordance with reference (e), the situation must be dealt appropriately so as to "not interfere with" commercial assistance. Prior to taking a vessel in tow, contact the SDB Command Center at 215-271-4807 or the local Station OPCOM via most effective means (cell phone or VHF-FM).
- (3) If an Auxiliarist is responding to a distress situation or a situation, which could deteriorate into a distress situation, they should act to render assistance and follow up with notification, to OPCOM, as soon as practical. This includes towing a vessel out of

harm's way, having them anchor, and then standing by while commercial assistance is rendered. In any situation, where assistance is rendered (lives saved or assisted and property saved or assisted), Coxswains shall fill out and submit form CG-4612 to the SDB, their Division SO-OP, and the D5NR OTO by 1600 on Monday. The Form must include a summary of the event. Whenever possible, Coxswains should ensure they complete their patrols with ample time to submit their reports. Then SDB, at their own discretion, will make a MISLE entry and/or assign a SAR case number. These numbers are for SDB use only so Auxiliarists shall not contact the SDB looking for them.

- (4) While on patrol (or SAR), Auxiliarists encountering an intoxicated boater shall, **immediately**, report it to their OPCOM, local authorities or both. Additionally, the Auxiliarists shall stand by the boater until properly relieved by the appropriate authorities. Auxiliarist shall, only, make contact with the intoxicated boater if directed by OPCOM or to prevent a serious mishap. If the vessel is already "in-tow," notify OPCOM and follow their directions.

**Note:** Under no circumstances shall Auxiliarists engaged **aggressive** boaters! Therefore, Auxiliarist shall make every effort to avoid or disengage from a belligerent or dangerous situation.

k. Risk Assessment.

- (1) Operational Risk Management is a continuous, systematic process for identifying and controlling risks in all activities according to a set of pre-determined parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making. Units and operational teams shall conduct a risk assessment prior to deploying on all missions, keeping in mind that risk assessment is a continuous process. When Sea Scouts are present, their limitations should be included in the Risk assessment. Once a mission begins, dialog and risk assessment shall continue as conditions change. Hazard identification and risk assessment shall involve input from all members involved in the specific mission.
  - (2) Coxswains shall complete the SDB Operational Risk Management Tool (Enclosure 5) and pass the results to the unit holding the communications guard. If communications cannot be established via VHF-FM Radio, the patrol shall be cancelled or postponed until adequate communications can be established. If communications are lost, the unit holding the communications guard shall follow the pre-established "Lost Comms Procedures" until adequate communications are restored or the location and status of the underway facility can be confirmed. Cell phone contact alone is not considered an adequate communications guard.
- l. Sea Scout Requirements. At least one Auxiliary or Sea Scout leader with current BSA Safe Swim Defense training is required while conducting swimming related activities, including water survival and paddle craft training. When Sea Scouts are on board a CG or Auxiliary facility, at least one Auxiliary member shall have successfully completed the BSA Safety Afloat and CPR training prior to commencement of the mission.

m. Limitations.

- (1) The following environmental limitations apply to all Auxiliary vessels operating under patrol orders:

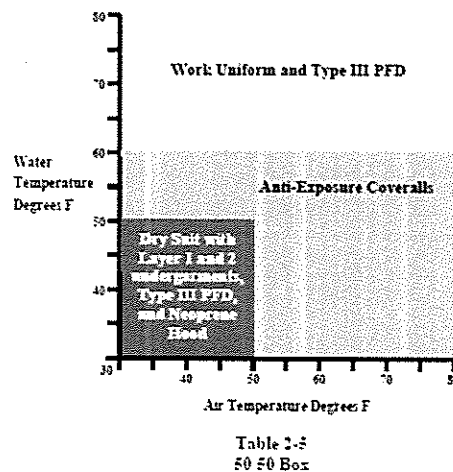


- (a) **Seas:** Vessels 25 feet and greater may not be operated in seas greater than five (5) feet. Vessels under 25 feet, including PWCs, may not be operated in seas greater than three (3) feet with the exception of paddle craft, which are only permitted on seas less than 1 foot.
  - (b) **Winds:** Vessels 25 feet and greater may not be operated in maximum sustained winds greater than 25 kts. Vessels under 25 feet may not be operated in maximum sustained winds greater than 20 kts, except paddle crafts, which are limited to 15 kts.
  - (c) **Visibility:** Vessels without operational radar shall not commence a patrol with visibility at, or forecast to be, less than two (2) nautical miles. Paddle craft operations are permitted during daylight hours only and visibility must be greater than 3 miles. Vessels with operational radar shall not commence a patrol with visibility less than 1000 yards (1/2 nautical mile). If already on patrol when visibility becomes reduced as outlined above, immediately report the reduced visibility condition to the OPCOM via most expedient means and request to secure patrol and return to home port, nearest safe haven, or safest anchorage.
  - (d) **Water Depth:** Auxiliary facilities, including paddle craft support facilities, shall not operate in less than five feet of water. Paddle crafts may operate in shallow waters, but must remain accessible by the support craft.
  - (e) **Current:** For vessels less than 15 feet, including PWCs and paddle crafts, the current should be less than 3 kts.
- (2) **Small Craft Advisory.**
- (a) If a small craft advisory or higher has been issued or predicted prior to a patrol, Coxswains **shall** cancel the patrol.
  - (b) If conditions deteriorate to a small craft advisory while on patrol, Coxswains **shall** cancel the remainder of the patrol and return to port.
  - (c) **Coastal Offshore Limitations.** Auxiliary vessels are not authorized to operate beyond three (3) nautical miles from shore outside of Delaware Bay (outside COLREGS demarcation line) without the specific prior approval of OPCOM. Refer to Enclosure (2) for specific patrol areas and limitations within Delaware Bay.
  - (d) **Towing Limitations.** While under orders, Auxiliary vessels shall only take a vessel in tow after carefully considering all alternatives and determining that it is necessary and can be accomplished safely with the approved equipment onboard. Auxiliary facilities shall not tow any vessel more than 5 feet longer than the towing vessel without prior approval from the OPCOM.
- (3) **Waivers.** Any deviation from the standards established by this policy will require a waiver approved by the OPCOM. All patrols under the OPCOM of a Station CO/OIC will request a waiver from that unit. All patrols falling under the OPCOM of Sector Delaware Bay shall request a waiver from the Sector Command Center. Coxswains shall not grant waivers.
- (4) **Sea Scouts and SAR.** Auxiliary facilities with Sea Scouts on board shall not be scheduled for SAR standby duty nor participate in SAR evolutions.

- m. Auxiliary Patrol Uniforms. In accordance with reference (a), Auxiliary members underway on authorized patrol orders shall be in a proper approved Auxiliary uniform and must wear all required PPE. All members of the boat crew shall be in the same uniform as directed by the assigned coxswain. The following uniforms are authorized while underway in the D5NR AOR:
- (1) Coast Guard Auxiliary Operational Dress Uniform (ODU); In accordance with Section H.4.e of the Auxiliary Manual, boat shoes of either dark blue or brown color with non-skid/non-marking soles are authorized for wear by Auxiliarist as an option to the 8-10 inch black safety boots while wearing the ODU.
  - (2) The Hot Weather Boat Crew outfit is authorized. The Hot Weather uniform includes ODU shorts hemmed at the knee or one (1) inch above the knee. The Coast Guard dark blue crew neck T-shirt is worn with the words "USCG AUXILIARY" stenciled or embroidered across the left front chest in white 3/4 inch tall block letters. Shoes may be dark blue or brown boat/deck shoes with nonskid/non-marking soles or all white or all black, low top, athletic shoes with nonskid/non-marking soles worn with white athletic type crew length socks.
  - (3) The Auxiliary Operations Polo Shirt is an alternative to the ODU shirt, including cases when worn as a hot weather outfit.
  - (4) The Coast Guard Auxiliary Ball Cap and the Coast Guard Auxiliary Sun Hat (Tilley and Bonnie Hats) are authorized for wear. It is not necessary for all members of the boat crew to wear the same type of hat.
  - (5) Non-Auxiliary Sea Scouts, on board Auxiliary facilities, shall wear the appropriate Sea Scout uniforms. Sea Scouts, who are Auxiliary members, shall wear the appropriate Auxiliary uniform.
- n. Personal Protective Equipment (PPE) Administration. Each Division SO-OP will be responsible for the maintenance and administration of the Rescue and Survival Systems program within their Division in accordance with references (f) and (g). To ease program administration, reference (g) has been established by DIRAUX. Each Division SO-OP shall follow all procedures in references (f) and (g) and ensure that all Division members have completed appropriate PPE maintenance as per the Maintenance Procedure Cards (MPC) and proper documentation has been completed. Semi-annually reports shall be submitted to the DIRAUX OTO and OPCOM for review to ensure required maintenance and inspections have been completed. If DIRAUX and OPCOM do not receive the semi-annual reports, members will not be eligible for orders.
- o. Personal Protective Equipment. In accordance with references (b) and (f), all boat crewmembers, including Sea Scouts, shall wear the proper PPE while conducting near or on-water operations. This includes any additional equipment required by D5NR as a result of the COVID-19 virus. This includes a properly fitting Type III inherently buoyant Coast Guard approved PFD with the proper survival equipment (whistle, signal mirror, personal marker light or strobe light, and Personal Locating Beacon (PLB)) attached with nylon cord. This may be attached to either the PFD or to the survival vest if equipped. Survival knives are optional. If worn, they must be attached to the Type III PFD or Survival Vest with nylon cord in accordance with the applicable MPC. Requirements for wearing the

PFD within an enclosed engine space, or enclosed living space on vessels constructed for overnight accommodations may be relaxed by the Coxswain on a case by case basis after considering all risk factors. Coxswains and passengers of Personal Water Crafts (PWCs) must wear the greater than 50 MPH dynamic strength tested inherently buoyant PFDs. Currently, PWCs are not authorized as facilities in D5NR. All Boat Crew members must carry; attached to their PFD or survival vest, a current NOAA registered PLB. PLB batteries must not be expired.

- p. Hypothermia (Cold Weather) Protective Clothing. Auxiliary patrols are not normally authorized during periods requiring hypothermia protective clothing. However, if called upon to patrol, all boat crewmembers onboard must wear hypothermia protective devices if the water/air temperatures meet the standards of references (b) and (f).



Under no circumstances shall cotton undergarments be worn when water and air temperatures are below 50 degrees. DIRAUX will supply all PPE to all boat crew members upon initial certification and again when PPE is no longer serviceable. If a waiver is sought and approved by OPCOM to relax the wearing of hypothermia protective clothing, they shall be carried onboard the facility while underway on patrol.

- q. Auxiliary Support of Marine Events.

- (1) For Marine Events located under concurrent jurisdiction. Once a notification for a Marine Event is received, the Event Coordinator shall submit a Marine Event Permit Request through the SDB Waterways Management staff. Once SDB Waterways Management staff processes the request, specific Auxiliary support may be requested to support the event. If Auxiliary support is requested by OPCOM, the request will then be passed to the OIA for dissemination to the cognizant Division SO-OP, DSO-OP and ADSO-OP.
- (2) For Marine Events located under State Jurisdiction, Auxiliary participation requires special review by the D5NR DIRAUX and SDB AUXLO before orders can be requested. These requests for support generally come from the cognizant agency

that has jurisdiction over the waterway, and in some instances from the Event Planner to a local Auxiliary unit. All requests shall be routed by the Event Coordinator through the cognizant agency, who will in turn request Auxiliary support if needed for the specific event. Before committing to participation in the event, the SO-OP must send the request to the DIRAUX OTO for review and SDB AUXLO for approval. If approved, the unit can request orders for participation in the event and the SO-OP will be authorized to endorse the comments section of the patrol order citing an endorsed request. Many of these requests are annual in nature, but this procedure must be followed for each request and each year to assure that proper authorization has been received for the event to take place on State waters. Requests must include:

- (a) Name and contact information for the AUX member making the request.
  - (b) Name, address, telephone number and all other contact information for the Event Coordinator.
  - (c) Date, times, and location of the event.
  - (d) A copy of the completed and approved form as required by the Authority responsible for the body of water, such as the Pennsylvania Fish and Boat Commission (PFBC) Form 500, a written request from a State Park, etc. The form or request letter must indicate that the Auxiliary has been/will be contacted for support.
  - (e) A description of the activities requested of the Auxiliary for the event. Sending a plan of action the local unit will implement to manage their participation at an event will help in determining their need. The Auxiliary conducts these missions to enhance safety during the marine event, however, the sponsoring organization is primarily responsible for protecting participants from the hazards of the event. In the event the Auxiliary unit "comes upon" an incident they can respond as available.
- r. Conclusion. The overall goal is to ensure Auxiliary members are able to complete Coast Guard approved missions in the safest and most professional manner possible. While these guidelines provide the basis for sound operations within the Sector Delaware Bay and D5NR AOR, it is each member's focus on safety, risk management, training, and a devotion to continually improve their skills while utilizing their facilities that will make the difference.
8. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C. 3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.



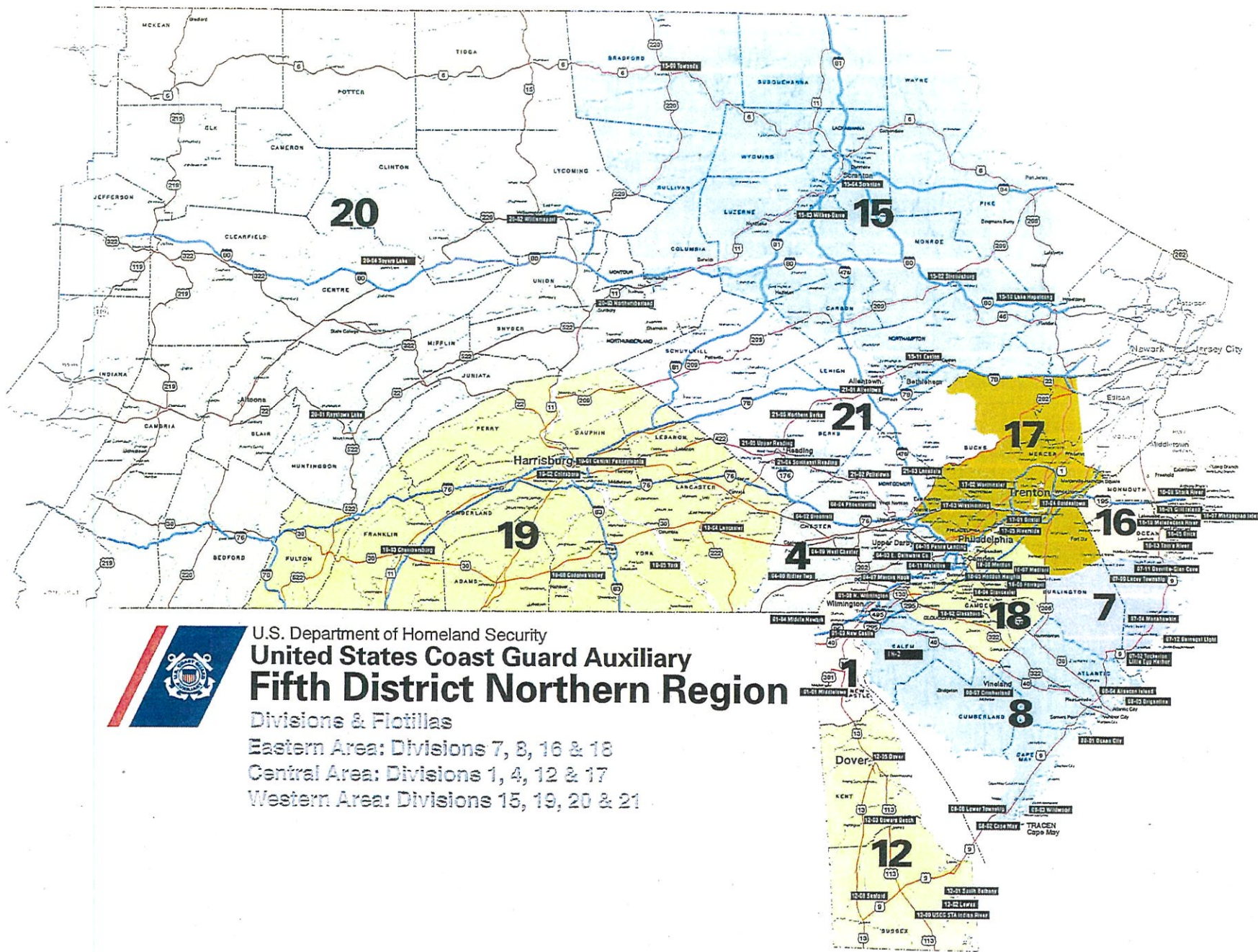
9. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CG Portal <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
10. REQUEST FOR CHANGES. Units and individuals may recommend changes via the chain of command to the Sector Delaware Bay Auxiliary Liaison Officer.



J. D. Theel  
Captain, U.S. Coast Guard  
Commander, Sector Delaware Bay

Enclosures: (1) District 5NR Map  
(2) District 5NR Auxiliary Patrol Areas  
(3) Area Patrol Schedule template  
(4) Boat Movement Report Template  
(5) Operations Risk Assessment

Copy: Director of Auxiliary, D5NR  
CG Air Station Atlantic City  
CG Sta Manasquan Inlet  
CG Sta Barnegat Light  
CG Sta Atlantic City  
CG Sta Cape May  
CG Sta Philadelphia  
CG Sta Indian River Inlet



**Sector Delaware Bay/District 5NR - Coast Guard Auxiliary**  
**Patrol Areas**

**Eastern Area**

**STA Manasquan Inlet: (Div 16)**

**Station Manasquan Inlet:**

AREA 1 – Manasquan River and offshore (Spring Lake to Seaside Pier) and all navigable waterways.

AREA 2 – Northern entrance of the Point Pleasant Canal to ICW marker # 19 and all navigable waters including the Beaverdam Creek and the Metedeconk River.

AREA 3 – Back Bay from ICW marker # 19 South to the Seaside/Thomas Mathis Bridge all navigable waters including Kettle Creek and Silver Bay Areas.

**STA Barnegat Light: (Div 7)**

AREA 1- (Northern) - RT 37 Bridge Seaside/Thomas Mathis Bridge to NJICW Light #42, including Barnegat Inlet (Oyster Creek and Double Creek Channels) Barnegat Bay and offshore.

AREA 2 - (Central North) – NJICW Light #40 to RT 72 Bridge, including Barnegat Inlet (Oyster Creek Channel, Double Creek Channel) Barnegat Bay and offshore.

**Station (Small) Beach Haven:**

AREA 3- (Central South) - RT 72 Bridge to Little Egg Inlet, including Little Egg Harbor, Little Egg/Beach Haven Inlets and offshore.

AREA 4 - (Southern) – NJICW Light #104 to NJICW Light #139, including Great Bay, Mullica River and Bass River to the G.S. Pkwy Bridges, Little Egg/Beach Haven Inlet and offshore.

**STA Atlantic City: (Div 8)**

AREA 1 - NJICW North - NJICW #181 to NJICW #139, to include Absecon Inlet, Mullica River, Bass River, Great Bay and Absecon Bay.

AREA 2 - NJICW Middle - NJICW #182 to NJICW #233, to include Longport Channel and Lakes Bay.

## **Eastern Area (continued)**

### **Station (Small) Great Egg:**

AREA 3- NJICW South - NJICW #234 to NJICW #309, to include Great Egg Inlet, Great Egg Harbor River, Great Egg Harbor Bay and Ships Channel.

AREA 4 - Offshore - Little Egg Inlet to Corson Inlet.

### **STA Cape May: (Div 8)**

AREA 1- (Cape May) – Flotilla 8-2 Covers Cape May Harbor, inlet, canal, and offshore up to 3 nm, the ICW north to Stone Harbor, and Delaware Bay up to Brandywine Light out to the Main Shipping Channel.

### **Station (Small) Townsend Inlet:**

AREA 2- (Wildwood) -Flotilla 8-3 Covers from Herford Inlet to Cape May, offshore, ICW, and Delaware Bay north to 14 Foot Bank Light out to the Main Shipping Channel.

AREA 3- (Lower Township) -Flotilla 8-6 Covers ICW from Herford Inlet up to Great Egg Inlet with coverage of Delaware Bay including Private Aid Position reporting.

### **Station (Small) Fortescue:**

AREA 4 - (Maurice River) - Flotilla 18-2 Covers Maurice River and Northern Delaware Bay.

## **Central Area**

### **STA Indian River Inlet: (Div 12)**

#### **SARDET Bowers Beach:**

AREA 1A North - Delaware Bay from Ship John Shoal to Brown Shoal Light out to the Main Shipping Channel.

#### **Station Indian River Inlet:**

AREA 1B South - Delaware Bay from Ship John Shoal to Cape Henlopen out to the Main Shipping Channel including Harbor of Refuge and Lewes Harbor.

AREA 2- (Southern) Rehoboth Bay / Indian River Bay, including Indian River Inlet and up to 3 miles offshore between Cape Henlopen and Fenwick Island to the 5NR and 5SR border.

AREA 3 - (Delaware Inland) Nanticoke River, Seaford to D5-SR Border (DE/MD line).



### Central Area (continued)

#### STA Philadelphia (Delaware River)

##### Station Philadelphia

AREA 9 – Ship John Shoal to C & D Canal. DIVISION 1  
C & D Canal to Delaware/Maryland State Line.

##### SARDET Marcus Hook

AREA 9 – Ship John Shoal to C & D Canal. DIVISION 1  
AREA 10 – C & D Canal to DE/PA State Line at Marcus Hook. DIVISION 1  
AREA 11 – DE/PA State Line to Schuylkill River. DIVISION 4  
AREA 12 – Schuylkill River to Betsy Ross Bridge. DIVISION 4 and 18  
AREA 13 – Betsy Ross Bridge to Mudd Island. DIVISION 18

##### SARDET Bordentown

AREA 14 – Mudd Island to Trenton. DIVISION 17

### Western Area

#### Sector Delaware Bay: (OPCOM for all Western Patrol Areas)

AREA 15A – Raystown Lake North DIVISION 20  
AREA 15B – Raystown Lake South DIVISION 20

##### AUXSTA Long Level

AREA 16 – Lake Clarke DIVISION 19  
AREA 17 – Lake Nockamixon DIVISION 21  
AREA 18 – Lake Beltsville DIVISION 15  
AREA 19 – Blue Marsh Lake DIVISION 21  
AREA 20 – Lake Glendale DIVISION 20  
AREA 21A – Lake Wallenpaupak East DIVISION 15  
AREA 21B – Lake Wallenpaupak West DIVISION 15  
AREA 22 – Harvey's Lake DIVISION 15

**Western Area (continued)**

AREA 23 – Williamsport Pool Susquehanna River	DIVISION 20
<b><u>AUXSTA Long Level</u></b>	
AREA 24 – Lake Aldred Susquehanna River	DIVISION 19
AREA 25 – (No longer Exists)	
AREA 26 – Lake Frederick Susquehanna River	DIVISION 19
AREA 27 – Harrisburg Pool Susquehanna River	DIVISION 19
AREA 28 – Shikellemy Pool Susquehanna River	DIVISION 20
AREA 29 – Tioga/Hammond Lake	DIVISION 20
AREA 30 – Lake Marburg	DIVISION 19
AREA 31 – Cowansque Lake	DIVISION 20
AREA 32 – Sayers Lake	DIVISION 20
AREA 33 – East Branch Lake	DIVISION 20
AREA 34 – Susquehanna River – Towanda	DIVISION 15
AREA 35 – Susquehanna River – Jersey Shore, PA	DIVISION 20
AREA 36 – Allegheny River – Kinzua Lake	DIVISION 20
AREA 37A – Lake Hopatcong North	DIVISION 15
AREA 37B – Lake Hopatcong South	DIVISION 15

### USCG Sector Delaware Bay / Auxiliary 5NR Weekend Patrol Schedule

Area:

[illegible]

## AUXILIARY BOAT MOVEMENT RECORD

### AUXILIARY FACILITY

Patrol Date:  Order #:  Patrol Type:

Registration:  Cell #:

Comms Channel:  Comms Frequency:

Planned U/W Time:  To:  Patrol Area (E):

GAR  Patrol Area (C):

Patrol Area (W):

### Crew Members

	Name:	Aux Number:	Flotilla:	Position:
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

### Submitted By:

Div 1	div1@cgauxop.us	Div 12	div12@cgauxop.us	Div 20	div20@cgauxop.us
Div 4	div4@cgauxop.us	Div 15	div15@cgauxop.us	Div 21	div21@cgauxop.us
Div 7	div7@cgauxop.us	Div 16	div16@cgauxop.us	SARDET Marcus Hook	sardet-mh@cgauxop.us
Div 8	div8@cgauxop.us	Div 17	div17@cgauxop.us	SARDET Long Level	sardet-ll@cgauxop.us
Div 8 Cape May	div1@cgauxop.us	Div 18	div18@cgauxop.us	SARDET Bowers Beach	sardet-bb@cgauxop.us
Div 8 Atlantic City	div8-atcity@cgauxop.us	Div 19	div19@cgauxop.us	SARDET Bordentown	sardet-bt@cgauxop.us

Save a Copy of this form, attach it to an email and send it to the appropriate address above;

Enclosure (4)



# Operations Risk Assessment

**Mission:**

**Date:**

## Step 1: Identify, Assess, & Mitigate Risk Elements

**Instructions:** To determine the level of risk for each element below, estimate the risk level based on the Low/Medium/High scale. If your perceived rating is Medium or High, explore mitigations. Draw a line through the risk zone that corresponds to the mitigated risk level and document the perceived risk(s) and mitigation(s) in the space provided.

### Rate Risk Zone

**Planning** - Enough time and information to conduct thorough pre-mission planning & notifications. Consider: Completeness of mission information and of on-scene details/hazards, type and nature of discrepancy.

**NOTES/MITIGATIONS:**

Complete	Partial	None
L	M	H

**Event** - Refers to mission complexity. Consider: Non-standard mission profile, accessibility (remote location, distance offshore/range, brushing, etc.), spill severity/classification, vessel history, multi-agency coordination, language barriers, etc.

**NOTES/MITIGATIONS:**

Routine	infrequent	abnormal
L	M	H

**Asset - Crew** - Proper number and skill set for the mission. Consider: qualifications, experience, familiarity w/ AOR, crew physical/mental state (fatigue, stress, etc.), commute time, trailer hours, adequate supervision (span of control).

**NOTES/MITIGATIONS:**

Excellent	Marginal	Poor
L	M	H

**Asset - Equipment/PPE** - Required equipment in good working order, proper references, PPE/tools in good working condition available for mission. Consider: physical hazards and/or vapors, spaces requiring entry, structures requiring climbing.

**NOTES/MITIGATIONS:**

Ideal	Restrictions	Limitations
L	M	H

**Communications/Supervision** - Ability to maintain comms throughout mission. Consider: availability/quality of internal w/command and external w/other involved parties, backup comms, limited cell phone or radio service.

**NOTES/MITIGATIONS:**

Excellent	Partial	None
L	M	H

**Environment** - External & on-scene conditions surrounding mission. Consider: weather (Seas/Winds), temperature, night/day, currents/tides, visibility, etc.; physical hazards, road conditions, vapors, ongoing vessel ops, confined space entry, insects, etc.

**NOTES/MITIGATIONS:**

Ideal	Marginal	Extreme
L	M	H

**Other (Unit Specific Element):**

L	M	H
---	---	---

**Other (Unit Specific Element):**

L	M	H
---	---	---

## Step 2: Determine Overall Risk Level

Consider: 1) the rating for each element above, 2) the importance of the element for mission execution, and 3) how elements may interact. Rate the perceived **Overall Risk Level** when considering this information (**circle Low, Medium, or High**):

Low Medium High

Enclosure (5)

## Operations Risk Assessment

### Step 3: Determine Risk vs. Gain: Do gains warrant the risk?

**Step 3a.** Enter the **Overall Risk Level** (Step 2 on prior page) in the **RISK** box below (Low, Medium, or High).

**Step 3b.** Review the definitions for Gain below and enter the level in the **GAIN** box below. (Low, Medium, or High).

#### Level of Gain

- **Low** – Situation with unclear benefits or a low probability for providing concrete results.  
*Examples: no threat to public safety, minor discharge or release, low environmental impact, minimal public interest/concern, non-urgent/times sensitive activity.*
- **Medium** – Situation that provides immediate and real benefits.  
*Examples: minor threat to public safety, medium discharge or release, significant environmental impact, public interest/concern, deterring illegal operations.*
- **High** – Situation that provides immediate and real benefits that if ignored could result in loss of life.  
*Examples: significant threat to public safety or national security, urgent SAR, major discharge or release, significant environmental impact, high public interest.*

Vs.

**RISK**  
(Low, Med, High)

**GAIN**  
(Low, Med, High)

**Step 3c.** Use the **Risk vs. Gain** values from above and follow the column and row until they cross. The intersecting point is the recommended action.

*Example, if Risk is 'low' and Gain is 'medium', the recommendation is: "Accept the Mission. Continue to monitor Risk Factors, if conditions or mission changes".*

Risk vs. Gain	High Gain	Medium Gain	Low Gain
Low Risk	Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.	Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.	Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.
Medium Risk	Accept the Mission. Monitor Risk Factors and employ Controls when available. Re-evaluate if conditions or mission change.	Accept the Mission. Monitor Risk Factors and employ Controls when available. Re-evaluate if conditions or mission change.	Accept the Mission Only with Command Endorsement Communicate Risk vs. Gain to Chain of Command. Implement Controls and continuously evaluate conditions and mission for change.
High Risk	Accept the Mission Only with Command Endorsement. Communicate Risk vs. Gain to Chain of Command. Implement Controls and monitor Risk Factors. Continuously evaluate conditions and mission change.	Accept the Mission Only with Command Endorsement. Communicate Risk vs. Gain to Chain of Command. Implement Controls and monitor Risk Factors. Continuously evaluate conditions and mission change.	DO NOT Accept the Mission. Communicate to Chain of Command. Wait until Risk Factors change or Controls are available to warrant Risk exposure.

#### NOTES: