SECTOR DELAWARE BAY INSTRUCTION 16790.1G

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

1. PURPOSE. This instruction provides further clarification on 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). Enclosure (1) shows the D5NR boundaries.

2. ACTION. All D5NR Auxiliary members involved in scheduling or conducting Auxiliary patrols shall be thoroughly familiar with the contents of this instruction, the Operational Commander’s expectations, and the guideline established in refs (a) through (g). This includes all Division and Flotilla Commanders, Staff Officers for Operations (SO-OP) as well as all members involved in the boat crew program.

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

   b. Commander, Coast Guard Air Station Atlantic City, is the OPCOM and OIA for all Auxiliary Air Patrol Orders and will establish separate Operational Commander’s guidance for Auxiliary Air Patrols in the Air Station Atlantic City area of operations.

   c. The Director of Auxiliary (dpa-n/DIRAUX), working together with the District Commodore (DCO), is responsible for administering, coordinating, facilitating, supporting, advocating, and advancing of the Auxiliary program within the District/Region.
d. SDB’s Chief, Incident Management Division (IMD), is responsible for developing the guidance and procedures for issuing surface patrol orders to Auxiliary units in the SDB AOR. Additionally, SDB Auxiliary Liaison (AUXLO) has been delegated OIA responsibilities 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 16790.1F is 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. MAJOR CHANGES. Major changes to this system include the addition of: The use and implementation of GAR 2.0 and the replacement of the word GAR with ORM.

6. 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 (CE) # (1) 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 of 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.

7. 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.

8. PROCEDURES.

a. Patrol Season.

(1) The Auxiliary Patrol Season for 2019 will extend from 18 May 2019 through 19 October 2019, IAW weather limitations and funding constraints. For each Saturday, Sunday, and holiday, one (1) Auxiliary facility is authorized to operate in each Auxiliary Division Patrol Area. OPCOM, SDB AUXLO, or D5NR Operational Training Officer (OTO) may authorize additional Auxiliary facilities to operate in that same Auxiliary Division Patrol Area if circumstances warrant (large marine events, incidents, training exercises, etc.).
(2) Patrol Orders are generally only issued for patrols during the operating season. Requests for out of 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 specifics of the extension.

(3) Weather permitting, Small Boat Stations with attached Auxiliary members with proper Personal Protective Equipment (mustang suits in good condition) may operate up to 30 November if operations dictate and temperature parameters permit.

b. Patrol Days/Hours. SDB Auxiliary patrols should normally be conducted between sunrise and sunset on Saturdays, Sundays, and holidays. Occasional evening or night patrols should be conducted for night operational crew proficiency. For Auxiliary support of Marine Events at night, a minimum of two (2) hours of underway night training in the operating area is required, for the Coxswain and crew assigned to the patrol, 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 get concurrence from the D5NR OTO and SDB AUXLO. D5NR OTO will then advise the Division SO-OP. Weekday non-holiday patrols may be authorized by the OIA as needed for training or operations on a case by case basis.

c. Duration of Surface Patrols.

(1) There is no set minimum time for a training mission or special requested event patrol. Regular Patrols should be a minimum of four (4) hours. Maximum time must not exceed the eight (8) hour crew fatigue standard established in ref (b) without an approved waiver from OPCOM. The Coxswains shall reassess, record, and report the new 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, the boat is secured, and shall include time spent completing pre-mission and post-mission vessel checks in accordance with ref (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 evaluation shall be briefed to OPCOM via the SDB Command Center or Station OOD and may result in termination of a patrol. All ORM scores shall be recorded in the Boat Movement Report (BMR) and in the Auxiliary Order Management System (AOMS) comments section when completing the patrol.

d. Patrol Areas.
(1) Patrol areas have been determined to closely align with the AORs of the six Coast Guard Stations or seven seasonal Stations (Small) in the SDB AOR, or, in the case of the Western Region, match the patrol area needs of the Pennsylvania Fish and Boat Commission or 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. Conversely, facility owners, coxswains, and crewmembers shall advise their respective SO-OP of the dates they are available to patrol. This should be done as early as possible. AOMS will be used to schedule all patrols.

(3) Prior to the beginning of the patrol season, the District SO-OP shall communicate with the D5NR OTG to determine if any special instructions and/or procedures for patrols are required and review any updates to this SECDELBAY Instruction.

e. Patrol Orders.

(1) In accordance with ref (a), AOMS is the mandatory method of issuing patrol orders to operational facilities. AOMS shall be used to schedule, request, approve, and submit for reimbursement of all patrol orders. The OIA is authorized to issue, distribute, and approve operational patrol orders to qualified members of the Auxiliary.

(2) Auxiliary Facility Owners (or Coxswains when applicable) are responsible for electronically requesting patrol orders in the AOMS 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 continue to 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, and maintain overall awareness of patrol activity. The OIA will then approve or deny the requested patrol order. Division SO-OPs do not have OIA authority in AOMS and shall not “Approve” or “Sign” as OIA for patrol orders. The Station or Sector OIA have patrol approval authority within the AOMS 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) No advance notification is 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 will give as much advance notice as possible. Each patrol must be entered into AOMS after the mission is completed to facilitate proper documentation of the patrol and allow for proper reimbursement of approved expenses.

(5) Temporary/Verbal Orders in emergencies, and when necessary in non-emergencies, may be issued by the OPCOM, D5NR OTO, or SDB AUXLO. In the event that temporary/verbal orders are issued, follow-up written orders in AOMS 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 AOM 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 AOMS. Patrol orders submitted without receipts, ORM scores, or outside the allotted time period, or not claiming appropriate entitlements (e.g. meals), may be subject to rejection 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 by the OIA. Once signed by the OIA, the DIRAUX will review and forward the patrol to FINCEN for payment.

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 by D5NR DIRAUX. Auxiliary patrol funding comes from two primary sources. The Coast Guard’s energy account (AFC-30E) funds the fuel reimbursements and D5NR DIRAUX funds the SAMA.

(2) These funds are limited and need to be budgeted wisely in order to sustain patrols throughout 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 and is not a guarantee. D5NR OTO shall monitor the SAMA account closely and advise all OIAs and Division SO-OPs when funding levels draw down at the end of the fiscal year. If funds are exhausted, there will be no SAMA reimbursement.

(3) Auxiliary Coxswains and boat crews must make every effort to operate their vessels in the most fuel efficient and economical manner possible as operations permit. This will serve two purposes; to conserve precious Coast Guard funding of Auxiliary programs and to demonstrate to the boating public good stewardship of taxpayer funds by operating at safe and economical speeds.

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 fatigue standards are approaching or exceeded.

(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 the SDB Command Center, but may be kept with qualified Auxiliary Telecommunications Operators (TCO) using approved Auxiliary Radio Facilities. These facilities may be Fixed Land, Transportable, or Land Mobile in accordance with ref (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.

(2) All Eastern and Central Area patrols will keep a communications guard with a Coast Guard unit prior to commencing any patrol. The assigned Coxswain shall contact the appropriate 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 qualified member or SARDET/AUXSTA communications watchstander. If an emergent SAR situation arises, the TCO or SARDET/AUXSTA communications watchstander 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 Assistant District ADSO-OP of their weekly patrol schedule prior to 2000 each Thursday evening during the patrol season. The ADSO-OPs 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: SecdelbayCC@uscg.mil and D5NRDIRAUX@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 watchstander to reference. Updates can be sent at any time and should be accompanied by a phone call to the Situation Unit Controller at 215-271-4944.

(5) 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 ref (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 ref (e), the situation must be dealt with appropriately so as to “not interfere with” commercial assistance. When in doubt, prior to taking a vessel in tow, contact the SDB Command Center at 215-271-4944 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, act to render assistance and follow up with notification as soon as practical to OPCOM. This could mean towing a vessel out of harm’s way to a safe area, having them anchor, and then standing by while commercial assistance is rendered. In any situation where assistance is rendered, (lives saved or
assisted, property saved or assisted), Coxswains shall fill out a CG-4612 form and submit it thru their Division SO-OP to the D5NR OTO for eventual forwarding to the SDB Command Center for the appropriate MISLE entries and SAR case number assignments. The Command Center has the final authority to determine which assistance calls warrant assignment of a SAR case number.

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. 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. ORM scores must also be listed on the Patrol Orders in the “Comments Section” on the electronic AOMS submissions. Failure to list a ORM score may result in rejection of the Patrol Orders and will delay submissions.

1. 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 (4) feet. Vessels under 25 feet (including PWCs), may not be operated in seas greater than three (3) feet.

(b) Winds: For vessels 25 feet and greater, a maximum of 25 kts of sustained winds. Vessels under 25 feet, a maximum of 20 kts sustained winds.

(c) Visibility: Vessels without operational radar shall not commence a patrol with visibility at, or forecast to be less than two (2) nautical miles. Vessels with operational radar shall not commence 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 consider anchoring.

(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 for approval by the OPCOM. Coxswains shall not grant waivers.

m. **Auxiliary Patrol Uniforms.** In accordance with ref (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 strive to 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 nonskid/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 Boonie Hats) are authorized for wear. It is not necessary for all members of the boat crew to wear the same type of hat.

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 refs (f) and (g). To ease program
administration, ref (g) has been established by DIRAUXX. Each Division SO-OP shall follow all procedures in refs (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 DIRAUXX OTO and OPCOM for review to ensure required maintenance and inspections have been completed. If DIRAUXX and OPCOM do not receive the semi-annual reports, members will not be eligible for orders.

o. **Personal Protective Equipment (PPE).** In accordance with refs (b) and (f), all boat crew members shall wear the proper PPE while conducting near or on-water operations. 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. 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 ref (b) and (f).

Under no circumstances shall cotton undergarments be worn when water and air temperatures are below 50 degrees. DIRAUXX 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 must 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.

(2) For Marine Events Located under State Jurisdiction. Within D5NR, several requests are received each year for Auxiliary participation in Marine Events on State waters. Auxiliary participation in these events 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 then 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.

A request coming thru the Chain of Leadership from the Auxiliary 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.

9. **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.


11. **REQUEST FOR CHANGES.** Units and individuals may recommend changes via the chain of command to the Sector Delaware Bay Auxiliary Liaison Officer.

[Signature]
K. A. Clarke
Captain, U.S. Coast Guard
Commander, Sector Delaware Bay (acting)

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 (Small) Shark River:
AREA 1 – Shark River and offshore (Long Branch to Spring Lake) and all navigable
waterways.

Station Manasquaun Inlet:
AREA 2 – Manasquan River and offshore (Spring Lake to Seaside Pier) and all navigable
waterways.

AREA 3 – Northern entrance of the Point Pleasant Canal to ICW marker # 19 and all
navigable waters including the Beaverdam Creek and the Metedecork River.

AREA 4 – 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 8-8 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 (Small) Roosevelt 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 Creek, Seaford to D5-SR Border (DE/MD line).
Central Area (continued)

STA Philadelphia (Delaware River)

Station (Small) Salem
DIVISION 1

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

Enclosure (2)
Western Area (continued)

AREA 23 – Williamsport Pool Susquehanna River

**AUXSTA Long Level**

AREA 24 – Lake Aldred Susquehanna River

AREA 25 – (No longer Exists)

AREA 26 – Lake Frederick Susquehanna River

AREA 27 – Harrisburg Pool Susquehanna River

AREA 28 – Shikellemey Pool Susquehanna River

AREA 29 – Tioga/Hammond Lake

AREA 30 – Lake Marburg

AREA 31 – Cowansque Lake

AREA 32 – Sayers Lake

AREA 33 – East Branch Lake

AREA 34 – Susquehanna River – Towanda

AREA 35 – Susquehanna River – Jersey Shore, PA

AREA 36 – Allegheny River – Kinzua Lake

AREA 37A – Lake Hopatcong North

AREA 37B – Lake Hopatcong South

DIVISION 20

DIVISION 19

DIVISION 19

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DIVISION 15

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DIVISION 15

DIVISION 15
# USCG Sector Delaware Bay / Auxiliary 5NR Weekend Patrol Schedule

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Send form to: SecDelBayCC@uscg.mil & D5NRDIRAUX@uscg.mil
# AUXILIARY BOAT MOVEMENT RECORD

## AUXILIARY FACILITY

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</table>

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

Enclosure (4)
### Operations Risk Assessment

**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

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<th>Complete</th>
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<td>M</td>
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#### 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.

#### 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.

#### 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).

#### 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.

#### 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.

#### 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.

#### Other (Unit Specific Element):

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<th>Limitations</th>
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### 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):

Enclosure (5)
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/timesensitive 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.

### Risk vs. Gain

<table>
<thead>
<tr>
<th>Risk vs. Gain</th>
<th>High Gain</th>
<th>Medium Gain</th>
<th>Low Gain</th>
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<tbody>
<tr>
<td><strong>Low Risk</strong></td>
<td>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</td>
<td>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</td>
<td>Accept the Mission. Monitor Risk Factors and re-evaluate if conditions or mission/activities change.</td>
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</table>
| **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. |

**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”.

**NOTES:**

**Enclosure (5)**