NOTICE:

This document has been prepared to assist members of the U.S. Coast Guard Auxiliary as they prepare for deployments in support of the U.S. Coast Guard. It reflects the collective experience of a diverse group of Auxiliary contributors. Please direct suggestions for improvements to the U.S. Coast Guard Auxiliary’s Emergency Management & Disaster Response Directorate.
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Section 1 – Introduction

The concept of Auxiliary “Deployments” in support of the Coast Guard is as old as the Auxiliary itself. Congress created the Auxiliary in 1939 to allow use of trained volunteers to improve Coast Guard recreational boating safety programs. Auxiliary “Volunteers” deployed with their personal boats and yachts to do that mission. Later, during World War II, the Auxiliary deployed aboard those vessels and aboard ships of the line. Auxiliarists have proudly continued to provide augmentation in times of peace and war and today play a vital role in guarding the 95,000 miles of sovereign U.S. coastline. The imperative to prepare for Auxiliary deployments in support of Coast Guard missions is captured in the current National Commodore’s Vision Statement. It announces the Auxiliary intention, “To provide a diverse array of specialized skills, trained crews, and capable facilities to augment the Coast Guard and enhance safety and security of our ports, waterways, and coastal regions.”

This guide is intended to assist individual auxiliarists who have current Incident Command System (ICS) and other professional qualifications as they prepare for deployments outside their home district. It does not assume that an auxiliarist will have ever been deployed before and focuses on individual preparations.

Some topics are not addressed in this guide.

- It does not address management of routine augmentation activities within districts. Applicable sector and district guidance govern these activities.
- It does not replace existing guidance about how auxiliarists become qualified in any specific functional area. These procedures are addressed in applicable functional guidance and Performance Qualification Standards (PQS).
- It does not describe processing requests for forces or selecting individual auxiliarists with the right qualifications to match response requirements for a specific deployment.
• It does not address policies or procedures for obtaining orders for movement of Auxiliary air, vessel, mobile radio, or enhanced mobile radio facilities. These issues are addressed in the Auxiliary Operations Policy Manual and applicable functional guidance.

• Finally, it does not provide functional guidance about how auxiliarists should perform their duties during a deployment. Guidance on these topics is included in applicable position job aids and governing directives.

Auxiliarists should consult their Auxiliary Chain of Leadership and Management (COLM) about opportunities and procedures to follow if they wish to augment Coast Guard units in their local district. The requirements and procedures for acquiring various ICS and functional Coast Guard and Auxiliary qualifications are detailed in the applicable PQS. Finally, functional guidance about how auxiliarists should perform their duties during deployments is described in various position job aid documents as well as Coast Guard and Auxiliary directives that govern those functions.

Section 2 – General

Attitude

The importance of a positive, “How can I help?” attitude cannot be overemphasized. Staffing requirements change rapidly during response operations. Operations may progress faster than expected and may reveal new challenges that require prompt action. Those auxiliarists who make the greatest contributions and achieve the greatest level of satisfaction during deployments are the same auxiliarists who recognize these realities and adapt quickly.

Many auxiliarists wonder whether they will be fully accepted as members of the response team or the ship’s crew. The reality is that team members care much more about an auxiliarist’s competence than they do about what part of Team Coast Guard they come from. An auxiliarist’s work ethic can make all the difference. Auxiliarists may or may not have all the skill sets required for a new assignment, but successful auxiliarists read, question, and strive to master the tasks of a new assignment as rapidly as possible. Outstanding auxiliarists strive to master those tasks and assist other team members. Never underestimate the impact of picking up a broom and sweeping the floor during a slack period or covering another member’s position so they can go to lunch.

Command, Leadership, and Management

The Auxiliary Chain of Leadership and Management (COLM) performs several key functions in preparing an auxiliarist for deployment.

• The COLM in the auxiliarist’s home district normally coordinates, conducts, and documents Core Training (CT) and other specialized training that prepares an auxiliarist for deployment. When individual auxiliarists complete other required training, demonstrate satisfactory performance of requisite skills, and pass an oral board, they are issued Coast Guard or Auxiliary Letters of Designation (LOD) to document these qualifications and authorize the auxiliarist to perform those duties during deployments.
• Records of qualifications are maintained by the home district Director of Auxiliary (DIRAUX) so that the auxiliarist can be contacted when an auxiliarist with those qualifications is needed. This office also publishes orders for deployment of auxiliarists based on travel order numbers (TONO) and accounting data that are provided by the requesting unit.

• Auxiliarists maintain their affiliation with their home district during deployments. This is known in military parlance as being “assigned to” or “organic” to their home unit. Once deployed, these auxiliarists are also considered to be “attached” to the unit, function, or activity they augment. This means that they receive logistical support and respond to taskings from the unit or group they are supporting. For shoreside deployments, the mechanism for providing that support is the ICS. Likewise, the auxiliarist is considered a part of the ship’s company for logistical purposes during shipboard deployments. Auxiliarists continue in an attached status during demobilization from the deployment, during travel to their homes, and until they inform the unit that they have arrived.

Saluting

Auxiliarists have no rank and should not encourage enlisted crew members to salute; however, auxiliarists should also remember that enlisted military personnel are trained to salute as part of their earliest training. If a crew member salutes an auxiliarist, it is a sign of respect and that courtesy should be returned in kind. If the situation permits, the auxiliarist can discreetly inform the crew member that saluting an auxiliarist is not required.

Coast Guard Ranks and Rates

U.S. military personnel fall into one of three categories. They are enlisted members, warrant officers, or commissioned officers. Warrant officers outrank enlisted members. Commissioned officers outrank warrant officers and enlisted members. “Rank” and “pay grade” are similar terms but not quite the same. “Pay grade” refers to a member’s pay.

“Rank” is a title and refers to the member’s level of authority and responsibility. An E-1 is the lowest enlisted pay grade – a “Private” in the Army and Marine Corps, an “Airman Basic” in the Air Force, and a “Seaman Recruit” in the Navy and Coast Guard. In the Navy and Coast Guard, the term “rank” is not used for enlisted sailors. The proper term is “rate.”

Coast Guard ratings are general occupations that consist of specific skills and abilities. Each has its own specialty badge, which is typically worn on the left sleeve of the service dress uniform by all enlisted personnel in that field. With ODU’s, they wear generic rate designators that exclude the rating symbol. Commissioned officers do not have ratings.

Deployment Length

There is no standard length for Auxiliary deployments, and the need for flexibility about the duration of deployment is another important aspect of preparation.

Deployments for National Special Security Events (NSSE) may be for the days of the scheduled event and perhaps some period before and after. Participation in natural disaster response operations or augmentation of other federal agencies may involve significantly longer commitments. Planners typically target rotating
auxiliarists every two to three weeks during these types of response operations, but conditions such as weather or mission changes while deployed may dictate somewhat longer deployments than originally planned. For example, a shipboard deployment that was originally planned to depart from one port for a specified period and return to the same port might actually be extended based on mission changes and might ultimately return to an entirely different port.

Section 2 – Long-Term Preparations for Future Deployments

Personal Documents and Qualifications File

Auxiliarists should start well in advance to assemble documents that prove their qualifications and experience. More than just a resume, these documents should include current copies of the auxiliarist’s individual training record from AUX DATA, Letters of Designation (LOD) for all Coast Guard and Auxiliary qualifications, and prior deployment evaluations (ICS Form 225s).

Other important records that should be kept up to date and ready in case of deployment include vaccination records, copies of doctor orders for prescription medications, and lists of personal vendors and financial institutions.

Keeping all these documents in a central location, such as a document valise, facilitates rapid, last-minute review and update immediately prior to deployment.

Uniforms

The Auxiliary Manual, COMDTINST M16790.1 Series, is the official guide on components and wear of the Auxiliary uniform. It is a privilege for auxiliarists to wear the uniform and how an auxiliarist wears that uniform during deployments reflects not only on the auxiliarist but on Team Coast Guard as a whole.

Operational Dress Uniform (ODU)

ODUs are the normal work uniform worn by Team Coast Guard (active, reserve, and auxiliary) during deployments.

Many, if not most, deployments will involve ongoing interaction with other federal, state, and local agencies. To outsiders relatively minor differences in the appearance of active duty and Auxiliarist uniforms are not readily apparent. This is particularly true of Auxiliary position insignia. Auxiliary position insignia should be replaced by cloth member insignia prior to arrival in order to avoid confusing other personnel. The Auxiliary Manual authorizes use of Velcro-backed insignia that can be rapidly changed between insignia for the highest position held by the auxiliarist and member insignia that should normally be worn during deployments. Auxiliarists who opt for changing insignia when required should also ensure that they carry an extra set of member insignia in case one is lost. Auxiliarists should also wear matching insignia on their head gear (cover).

Tropical Blue Long

Some deployments, particularly shipboard deployments, may involve more formal occasions when the Tropical Blue Long (Trops) uniform is more appropriate. Auxiliarists who deploy in support of these operations should consult with deployment supervisors to determine requirements for the Trops.
For deployment site or shipboard events when the Uniform of the Day (UOD) is specified as Trops, Auxiliarists should wear member shoulder boards. If the Auxiliarist is participating as an individual member of the Auxiliary (for example, attending a deployment area flotilla meeting as a visitor) wear of highest position shoulder boards is appropriate.

**Specialty Uniforms**

Specialty uniforms may be authorized for wear during some deployments. For example, overalls may be authorized in lieu of ODUs for pollution response and other missions during which ODUs might become severely soiled with grease and oil. Likewise, Coast Guard units and special event coordinators may specify that the Auxiliary Food Service (AUXFS) uniform should be worn when performing food service augmentation activities. Auxiliarists should consult applicable functional guidance documents for the proper wear of these and any other specialty uniforms.

**Auxiliary ID Card**

An essential part of preparing for any deployment involves making sure that the auxiliarist has a current identification card and that it is in good condition. This ID card serves as a primary means of identification and authorizes access to many, but not all, Coast Guard and other military installations during deployments. It is also proof that the auxiliarist is entitled to make limited use of Coast Guard Exchange System (CGES) and Department of Defense (DoD) exchanges. It also proves that an auxiliarist is authorized to receive support from Coast Guard Morale, Welfare, and Recreation (MWR) activities and the Coast Guard Mutual Assistance (CGMA) program.

Although Auxiliary ID cards are valid for five years, Auxiliarists with ICS qualifications who are likely to be deployed should begin the process to replace their ID cards two to three months prior to their expiration. A replacement ID card can also be requested if the card is damaged, lost, or stolen. If the card is lost or stolen the auxiliarist must provide written notification of the facts surrounding the incident to the local DIRAUX through the auxiliarist’s Flotilla Commander (FC).

**Coast Guard Computer Access**

Auxiliarists with ICS and other qualifications that require them to access Coast Guard Standard Workstations or networks during deployments may be issued Auxiliary Logical Access Credentials (ALAC). These cards do not include a picture of the auxiliarist and cannot be used to grant physical access. Physical access of auxiliarists to Coast Guard and DoD facilities and vessels can only be granted based on presentation of an Auxiliary ID Card.

The ALAC includes Coast Guard Public Key Infrastructure (PKI) certificates to allow access to government computers and networks. Logical access is defined as that level of access which necessitates a Coast Guard Standard Workstation account to input, review, manipulate, and extract data. This card also provides access to web sites, information systems, and software applications within the dot-mil domain.
Coast Guard Finance Center

Reimbursements for travel, lodging, and other authorized expenses are processed and paid by the Coast Guard Finance Center (FINCEN). These payments are made exclusively by electronic funds transfer based on account information provided by the Auxiliary member. Auxiliarist FINCEN accounts can be created online at https://www.fincen.uscg.mil/secure/enrollment_form.cfm.

Personnel Security Investigation

Augmentation assignments that require access to Coast Guard Standard Workstations and other operational or response data will require an auxiliarist to have a higher level of Personnel Security Investigation (PSI) known as Direct Operational (DO). Auxiliarists who have completed a DO-level investigation into their background are eligible to be granted a clearance and access to some levels of classified data when requested and justified by an operational commander. This level of investigation is also required to obtain an ALAC.

Passport

Auxiliarists who want to deploy outside their home district in support of Coast Guard operations should have a current (will not expire within one year), personal United States passport. While initial deployment may be to a Continental U.S. (CONUS) location, response requirements might dictate that the auxiliarist’s qualifications could be better used in another location outside CONUS. Auxiliarists who bring a personal passport with their other important papers significantly increase their flexibility to respond in these situations. However, unless otherwise required in an auxiliarist’s reporting instructions, an official U.S. passport will not be required.

Visas

Shipboard and other deployments may require that the auxiliarist have visas for countries the ship will visit. Auxiliarists will normally receive guidance on which visas will be required when they are contacted regarding the deployment.

Other Legal Documents

Some level of risk is inherent in anything that the Coast Guard does. Prudence dictates that auxiliarists who may deploy in support of these operations should ensure their wills are up to date and accurately reflect their current wishes for disposition of their effects.

Unforeseen circumstances can and do arise during deployments. Caregivers at home can routinely confront the need to act on behalf of a deployed auxiliarist’s loved ones, but they may not be permitted by law or regulation to do so. Granting trusted individuals a Power of Attorney (POA) to act on the auxiliarist’s behalf can empower these people to take appropriate action. Any person contemplating granting either a limited or general POA should seek professional legal advice prior to signing any such document. Auxiliarists should also coordinate with appropriate companies, agencies, and providers to ensure that a properly executed POA will be honored by that organization when assistance or support is needed.
Medical Readiness

There is no requirement for auxiliarists to schedule a physical examination to evaluate their physical readiness for deployment. However, auxiliarists are required to use good judgment and common sense when evaluating their own ability to carry out assignments during a deployment. Fortunately, these decisions need not be made in a vacuum. Auxiliarists will be in a much better position to make sound decisions about their medical readiness for deployment if they have been examined within the past year by a health care provider (M.D., D.O., P.A., ARNP) who holds an unrestricted license to practice medicine in any state or territory of the United States. Enclosure 1, Recommended Health care Provider Evaluation for Deployment, can be used by auxiliarists and health care professionals alike to assist in this process. Auxiliarists who have been advised by a health care provider about conditions that preclude their ability to safely and reliably perform their duties during a deployment should not accept, orders to deploy in support of Coast Guard missions.

Medical conditions that would normally preclude deployment of an auxiliarist include, but are not limited to, the following:

- Current pregnancy
- Post-partum for a period of six weeks if not breastfeeding
- Post-partum for six months if breastfeeding
- Injuries or illnesses for which the auxiliarist’s health care provider has prescribed physical limitations for six months or longer
- Reliance on insulin or other medications that require refrigeration when refrigeration is not reliably available in the deployment area

Medication Allergies

While they do not preclude auxiliarists from being able to deploy, medication allergies can have a major impact on decisions about medical treatment during a deployment. Auxiliarists who have such allergies should consider wearing a dog tag-style medical alert token to warn medical personnel about these conditions. Bracelet-style warnings may not be appropriate because they can become entangled in operating machinery.

Immunizations

Auxiliarists must also make sure that they are ready for deployments by having and documenting required vaccinations. The following immunizations are generally considered essential for CONUS deployments.

- Hepatitis A (or Twinrix)
- Hepatitis B (or Twinrix)
- Influenza
- Inactivated Poliovirus (IPV)
- Measles, Mumps, and Rubella (MMR)
- Tetanus Diphtheria (or Tetanus Diphtheria Acellular Pertussis)

Some Auxiliary deployments may be to regions characterized by considerable health risks. Auxiliarists asked to deploy to these areas may obtain additional required immunizations and “Boosters” at Coast Guard clinics prior to their departure. Auxiliarists deploying to these areas will be notified about these requirements as a part of their reporting instructions. They will also be given time
to obtain the immunizations and for the vaccines to become effective prior to their
departure. Immunizations given at Coast Guard clinics are provided at no cost to
the auxiliarist, but community and private clinics normally charge a fee for their
services. Receipts that document expenses for required vaccinations should be
retained and submitted as a reimbursable expense on the auxiliarist’s
subsequent travel claim.

In addition to immunization records maintained by health care providers,
auxiliarists should work with their doctor or clinic to ensure that all immunizations
are documented in a personal “Yellow Card” or book known as an International
Certificate of Vaccination. This book should be updated whenever the auxiliarist
receives new or updated immunizations to include those required for entry to
certain areas or countries. Some countries even require the Yellow Card as part
of the visa process and for later entry into the country.

It is not unusual for auxiliarists to receive additional vaccinations during a
deployment (e.g., flu, tetanus, etc.). Auxiliarists who bring their yellow card for
CONUS deployments improve their capability to document these vaccinations.

If there is any doubt about whether an auxiliarist has received specific
vaccinations, a doctor can request a blood test to check for the associated
immunity.

Healthy adults aged 50 years and older should also consult their primary health
care provider about the advantages of vaccinations for shingles (zoster) and
pneumonia.

**Medications**

Auxiliarists preparing for deployment should bring sufficient medications for the
anticipated duration of the deployment. A minimum amount would be enough
doses for the duration of the deployment plus seven days. A better practice is to
bring enough for twice the expected length of their deployment. This practice will
ensure availability of needed medications if there are unanticipated travel delays.

A three-day supply of these medications should always be packed in “carry-on”
luggage. Additionally, plan to bring a copy of the prescription for these
medications in a travel valise with other important papers.

Transportation of medications that require refrigeration must be coordinated in
advance with commercial air, rail, bus, and other carriers. Auxiliarists should
consult with carriers prior to departure for additional requirements and specific
procedures that apply. They must also engage in candid conversations with
deployment site supervisors about the availability of secure, refrigerated storage
for these medications if refrigeration is not available in their assigned quarters.

**Eyeglasses and Contact Lenses**

Auxiliarists who have visual acuity that is correctable to 20-20 are eligible for
deployment without restrictions but should deploy with either 2 sets of
eyeglasses, contacts, or a combination of the two. If contact lenses are used, an
adequate supply of cleaning and disinfectant solutions should also be carried.

Auxiliarists may be asked to participate in some operations that require normal
color vision. For example, a person assigned to stand a helm or lookout watch
must be able to distinguish between red and green navigation lights on other
vessels and lateral aids to navigation (ATON). Auxiliarists who do not have
normal color vision should be particularly careful to disclose this fact to their supervisors and may be restricted from some deployments.

**Advanced Preparation for Personal and Professional Commitments**

Auxiliarists should always strive to coordinate alternative arrangements for ongoing personal and professional commitments well in advance of any notification for deployment. Advanced planning allows employers and other organizations to prepare contingency plans for alternative coverage of functions and responsibilities normally covered by auxiliarists who may later be deployed.

**Mail**

Mail or packages piling up and spilling out of a mailbox, outside a door, or on a porch can be an open invitation for criminal activity. Coordinating with relatives or neighbors to collect mail and packages or notifying the Post Office to hold these items is an integral part of preparing for future deployments.

**Dependent Care**

An auxiliarist who is worried about the welfare of a child or other loved ones cannot fully concentrate on the task at hand during a deployment. Adequately preparing for the care of loved ones should normally necessitate candid conversations about individual situations and may prevent auxiliarists from accepting orders to deploy outside their home district.

**Pet Care**

Like caring for human loved ones, auxiliarists must ensure that they have made adequate arrangements for care, feeding, and welfare of pets. This involves more than just feeding and watering animals that have become totally dependent upon their “human.” For example, arrangements should include written authorization for the caregiver to obtain medical treatment in an emergency.

**Training**

Experience demonstrates two important realities about deployment of auxiliarists. First, most auxiliarists want to help when there is a need. Second, far fewer auxiliarists have the ICS, personal, or professional qualifications needed in these situations.

Auxiliarists can prepare themselves to make increasingly valuable contributions in a time of need through a variety of training options. Training begins with Auxiliary Core Training and continues during member training sessions hosted by flotillas, divisions, and districts. Some key skills can only be acquired through attendance at Coast Guard “C” schools, but these courses are also available to auxiliarists who are willing to make the commitment to attend.

In addition to course prerequisites for various ICS qualifications, the following courses are all available online and can help an auxiliarist to prepare for the challenges of deployment.
Federal Cyber Awareness Challenge

The Federal Cyber Awareness Challenge (USCG Course Number 502829) is intended to provide Information Assurance (IA) and Information Systems Security (ISS) awareness information. Auxiliarists who need access to Coast Guard standard workstations must successfully complete this course before they can be issued an ALAC. Thereafter, the course must be completed each calendar year to maintain this level of access. While the course is also available through the Auxiliary LMS, ALAC holders must complete the Coast Guard version of this course.

ICS 200, Basic Incident Command System for Initial Response

ICS 200 provides an overview of the ICS, the context for its use in initial response operations, and supports higher-level ICS training. This course is a prerequisite for several ICS and other qualifications. It is available online through the Federal Emergency Management Agency (FEMA) at https://training.fema.gov.

ICS 800, An Introduction to the National Response Framework

ICS 200 provides an overview of the organizational concepts and principles of operations involved in the National Response Framework. This course is also a prerequisite for several ICS and other qualifications. It is also available online through FEMA at https://training.fema.gov.

Department of Transportation (DOT) Emergency Response Guide (ERG) Training

This course is available through the University of Albany School of Public Health and is designed to acquaint users with the DOT Emergency Response Guidebook. It is available to auxiliarists at https://ualbanyephp.org/learning/registration/tab.cfm?course=ERG&s=Overview.

First Responder Awareness Level (Course Number 501538)

The First Responder Awareness Level course is available in the Coast Guard catalog on the Aux LMS web site. It prepares members of the USCG to recognize and avoid potential hazards when they encounter situations that could potentially involve hazardous materials.

Emergency Response – First Responder Operations Level (Course Number 501540)

The First Responder Operations Level course is also available in the Coast Guard catalog on the Aux LMS web site. It prepares members of the USCG to take appropriate defensive measures when they encounter situations that could potentially involve hazardous materials.
Microsoft Office

Coast Guard standard workstations utilize Microsoft Windows® and Microsoft Office® software to conduct day-to-day operations. Auxiliarists who deploy in support of Coast Guard operations should have at least a basic level of proficiency with these programs.

Incident Management Software System (IMSS)®

This program is the Coast Guard standard for tracking personnel and creation of Incident Action Plans (IAP). Any auxiliarist who has an ALAC card can access online training in the use of IMSS at https://imss.iapsoftware.com.

Section 3 – Short-Term Preparations for Actual Deployment

Initial Contact

Auxiliarists may be contacted about their availability for deployment by phone, email, or text requesting a call back, depending upon the urgency of the situation. Regardless of how the contact is made, conceptual planning for some theoretical deployment to some generic location at some unknown time in the future stops altogether. The focus changes to a specific location, function, and duration.

Coordination With Deployment Site or Vessel

When auxiliarists are initially contacted about a potential deployment, they should attempt to obtain the name and contact information for a point of contact (POC) with whom they can coordinate to determine certain critical information. When such a POC is not available, preparations must be based on worst case assumptions about the deployment.

Probable Assignment

Although assignments can and do change prior to and during deployments, knowing in advance the planned assignment allows an auxiliarist to pack appropriate uniforms, job aids, and any specialized supplies or equipment that would not normally be available in the local area. For example, an auxiliarist who anticipates an assignment as an Arabic interpreter might want to take a previously annotated English/Arabic phrase book and dictionary. Likewise, an auxiliarist who anticipates an assignment as a Situation Unit Leader (SITL) would probably want to take a tabbed copy of the Coast Guard Incident Management Handbook (IMH) and the SITL Job Aid pamphlet.

Requested Date and Time of Arrival

Knowing when and where to report is essential. Although orders may state when travel should begin, they may give only a general location such as a city and state. Knowing an address in advance prevents wasted effort searching for an Incident Command Post (ICP) or dock location. Since some response operations can only realistically be conducted during periods of daylight, duty hours are frequently established for ICPs and certain other locations like Forward Operating Bases (FOB). Knowing these hours in advance will avoid the frustration of arriving when the facility is closed.
Per Diem Rate

Per diem rates for shoreside deployments vary from location to location based on the cost of living in that area. Unless otherwise authorized, an auxiliarist should only expect to be reimbursed for lodging, meals, and incidental expenses up to the authorized per diem rate.

Certain deployments in the aftermath of a natural disaster may be to areas with limited availability of commercial accommodations, and the auxiliarist may be forced to make reservations at locations that charge more than the normal per diem authorized. In these circumstances, a multiple of the per diem rate may be authorized for a specified period. It is imperative to confirm the actual per diem rate that will be authorized in the deployment area when coordinating with site personnel rather than relying on online tables published months before.

Availability of Cash Machines

In the aftermath of natural disasters commercial infrastructure may be interrupted. If cash machines are not available in the deployment area, auxiliarists will need to carry more cash than would otherwise be planned.

Billeting Arrangements

Auxiliarists should also confirm the type of billeting arrangements that are available for this deployment. For example, will hotel accommodations be available, and if so, will the auxiliarist be sharing the room with another person? Alternatively, are conditions such that the auxiliarist will be sleeping on a cot in a tent with some number of other people? In these more primitive living conditions, the availability of showering facilities should also be confirmed.

Auxiliarists should also confirm the availability of electrical power, the type (110v vs. 220v), cycles (50 vs. 60), availability of U.S.- or European-style receptacles, and times when electricity is available. Anything other than 110v, 60-cycle current and U.S.-style receptacles may require the use of transformers and plug adapters that may impact the operation and recharging capabilities of some devices. At this point auxiliarists should begin keeping receipts for any of components purchased for the deployment so they can be claimed for reimbursement on a subsequent travel voucher.

The availability of other amenities such as refrigeration and microwave ovens should also be confirmed.

Local Transportation

In some instances, local commercial transportation will be available in the deployment area and should be used because it is more advantageous to the government. In other instances, the distance of the deployment location from the auxiliarist’s home may be such that the auxiliarist will be authorized to use a privately-owned vehicle (POV) to travel to and from the deployment site and for local travel while in the area. Understanding these requirements in advance can significantly simplify the orders process.
Auxiliarists should confirm whether they will be authorized a personal rental car or whether they may be required to share a rental car. If they share a rental car, only one auxiliarist is authorized to rent the car and put gas in the car, but both auxiliarists should be listed on the contract as authorized drivers.

**Restrictions on Wear of Uniforms**

Uniforms are not viewed in the same light in all areas. Auxiliarists should confirm prior to commencing their travel whether wearing uniforms while traveling from their quarters to their work site will be authorized or whether they should expect to change into a uniform when they arrive. The answer to this question will have a significant impact on how to pack for the deployment.

**Deployment Site and Conditions Research**

As soon as the deployment site and probable assignment have been finalized, Auxiliarists should begin paying more attention to news media reports about conditions and operations underway in the area. They should consult available maps and charts of the area to familiarize themselves with the area prior to their arrival. They can also learn more about any additional vaccines that may be needed in the area by visiting [www.cdc.gov/travel](http://www.cdc.gov/travel).

**Rescheduling Appointments**

As soon as the tentative dates for the deployment have been finalized, auxiliarists can begin clearing their calendars and rescheduling appointments until several days after their anticipated return. Early action will ensure that the auxiliarist does not have to worry during the deployment about rescheduling appointments or incurring no-show charges.

**Confirmation of Alternative Arrangements for Personal Obligations**

This is the time to finalize prior arrangements for alternative coverage of personal commitments during the deployment.

**Employer Obligations**

Auxiliarists should confirm with their employers as soon as reasonably possible their impending absence and how long they expect to be gone.

**Employee Obligations**

Auxiliarists should also finalize previous plans for alternative supervisory arrangements when they have obligations as employers. Employees will need to understand alternative supervisory arrangements and procedures that will be used to ensure prompt payment of wages and salaries in the employer’s absence.

**Orders**

The DIRAUX in an auxiliarist’s home district will normally finalize orders for deployment of individual auxiliarists outside their home district based on a travel order number (TONO) and accounting string provided by the organization that the auxiliarist will support. Policies and procedures for obtaining travel orders for deployment of Auxiliary air, surface, mobile radio, and enhanced mobile radio
facilities are addressed in operational guidance publications related to these facilities.

Orders serve several purposes. They document an auxiliarist’s assignment to duty status for the period of the deployment and authorize entitlements such as travel, per diem, advance payments, etc. Several copies of orders will likely be needed during the deployment, but the original should be maintained in a safe place so that it can be filed with the auxiliarist’s travel voucher.

Orders may come in several forms, but auxiliarists are normally assigned to Coast Guard Temporary Additional Duty (TAD) using Form CG-4251. Sometimes, a TAD Memo is issued before the CG-4251 is prepared. Such a memo can be extremely helpful in making travel arrangements and hotel accommodations. In times of emergency or critical operational need, an auxiliarist may receive verbal orders from a Coast Guard unit to proceed on a mission within U.S. waters. Verbal orders must always be followed up with written orders.

Auxiliarists performing foreign official travel must have written Coast Guard orders in hand prior to departure from the United States.

Finance

Notification of Financial Institutions

Many credit card companies will freeze credit card accounts when charges are made in areas that are not usually frequented by the customer. To ensure continuing access to available credit and debit card functionality, deploying auxiliarists should notify appropriate financial institutions about their impending deployment, the areas where they will likely be operating, and how long they expect to be there.

Cash

There can be no standard for how much cash is enough and how much is too much when traveling to a deployment site. Auxiliarists should carry enough cash to cover local travel expenses going to and from airports, planned travel meals, and enough to cover overnight expenses if a flight is delayed, cancelled, or the auxiliarist misses a connection. How much more cash should be carried will be dictated by the availability of cash machines in the deployment area.

Travel Advance

Since individual auxiliarists must initially cover their own expenses for hotels, meals, and incidentals, they must be prepared for significant out-of-pocket expenses until these expenses are reimbursed. It would not be unusual for these expenses to run between $5,000 and $10,000 per month and reimbursement by the Coast Guard can take several months. Auxiliarists should carefully consider whether they can make use of their available cash and credit limits to cover these expenses or whether they should coordinate with their local DIRAUX office for a travel advance prior to departure.
Receipts

As auxiliarists begin their travel preparations, they can also begin incurring expenses. Future reimbursement for these expenses will only be possible if the auxiliarist submits the receipts with a subsequent travel voucher.

Travel Arrangements

Government travel regulations normally require auxiliarists to book airline, hotel, and rental car reservations with a contracted travel agency. The travel agency currently being used by the Coast Guard may change from time to time based on changes in government contracts, but an auxiliarist's home DIRAUX office can provide the name and contact number for the current contract.

Orders authorize travel from point A (usually the auxiliarist's home) to point B (usually the deployment site). That travel should normally be from the closest airport to the point of deployment, unless choosing a different airport is less expensive for the government. No side trips or layovers are permitted unless specified in the order authorizing travel. Auxiliarists should also confirm that there are no temporary baggage restrictions that would limit normal baggage allowances.

Travel agency representatives will also assist in making hotel reservations. Prior coordination with deployment site POCs will help to ensure that the booked hotel has a government rate that is equal to or less than the then-current local per diem rate. The per diem rate is based on the basic charge for the hotel. Additional charges for taxes and parking will normally be reimbursed if properly documented on the hotel receipt. Additional expenses for items such as laundry are considered to be included in the allowance for meals and incidental expenses. Auxiliarists should plan accordingly.

Use of Privately Owned Vehicles (POV)

In some cases, travel by POV may be authorized in orders as more advantageous to the government. In these instances, local travel and return travel must be by POV, and a local area rental car will not be authorized.

Baggage

U.S. military personnel, including auxiliarists, may check five pieces of baggage free of charge when traveling on orders. Each checked bag in the free allowance may be up to 62 inches and weigh up to 50 lbs. The size of a bag is calculated by adding the total outside dimensions of each bag (length + width + height). U.S. military personnel traveling on orders are also allowed one oversize and/or overweight bag in the free allowance up to 100 lbs. and 115 inches for no additional charge. Travel orders must be presented when checking the oversize and/or overweight bag. The 70-lb. maximum bag weight limit for Europe and Asia does not apply for U.S. military baggage if traveling on orders. A military ID must be presented when checking bags but traveling in uniform is not required.
Auxiliarists should choose bags for a deployment with care. Only soft-sided bags are allowed aboard ship. Bags should offer some resistance to water since they may be exposed to rain during transfers. They should also be sewn with heavy-duty thread and have heavy-duty zippers or closures that can be secured with a Transportation Security Administration (TSA)-approved lock. Approved combination-style travel locks work well for this purpose and do not require keeping up with keys.

Sooner or later every traveler is forced to deal with a delayed or lost bag. Airlines can normally deliver these bags within 24 hours, but for this reason auxiliarists should always plan to bring a carry-on bag that contains all their important papers and items that would be needed for approximately two days.

Since some bags are not delivered because tags are torn off, a copy of the travel itinerary should be placed on top of the items inside each bag. This will assist inspectors and airlines in locating the owner and delivering the bag should the bag have to be opened in an attempt to determine the owner.

Packing for the Deployment

Uniforms

Recommended uniform items and quantities are detailed in Enclosure 2. Where appropriate, quantities include a minimum and recommended number for each item as well as which items should be carried in a carry-on and which items should be packed in checked bags.

Civilian Clothes

Most deployments will involve situations when wear of appropriate civilian attire is more appropriate than uniforms. Typical examples include travel to and from the deployment locations, meals in a civilian establishment during non-duty hours, etc.

Depending upon the mission, wear of T-shirts and shorts may not be appropriate attire except while exercising. Polo-type shirts and lightweight long pants may be more appropriate for summer wear and can be worn to a wider variety of venues. Bringing a civilian jacket or windbreaker may also be appropriate.

Packing Liquids

All liquids carried in carry-on bags must comply with TSA guidance. Current guidelines allow travelers to bring a quart-sized bag of liquids, aerosols, gels, creams, and pastes in a carry-on bag and through the checkpoint. Liquids are limited to travel-sized containers that are 3.4 ounces (100 milliliters) or less per item. Placing these items in the small bag and separating from other carry-on items will also facilitate the screening process. Items that are in containers larger than 3.4 ounces or 100 milliliters must be packed in checked baggage. Additionally, any liquid, aerosol, gel, cream, or paste that triggers an alarm during screening will require additional screening.

While not prohibited by TSA, aerosol cans are not permitted aboard ship and may not be permitted in some countries. Liquids that require a spray
device for delivery must be in pump-style liquid containers. Further sealing these containers in resealable plastic bags prior to packing will help to prevent spillage during transport.

**Jewelry**

Only limited amounts of inexpensive jewelry should be taken on deployments. Wearing expensive jewelry and watches also increases the probability of being accosted during travel and break-ins at deployment sites.

**Section 4 – Travel to the Deployment Site**

Auxiliarists should plan to depart their homes in enough time to arrive at the airport with at least 90 minutes to complete the TSA screening, check-in and boarding processes. During holiday seasons and peak travel periods, somewhat earlier arrivals should be planned. The travel agents who assist auxiliarists in making their arrangements can also advise them on these issues.

**Credit Card Use**

Auxiliarists should avoid using credit cards in airports and other public terminal areas due to the potential for credit card abuse. They should plan to use cash for enroute expenses, and they should not hesitate to ask for a cash receipt for items that they will later claim for reimbursement (i.e., plug converters, foreign exchange, etc.).

**Security**

Auxiliarists should not talk to strangers about their mission. It might be an exciting and interesting topic of conversation, but one never knows who might be listening to people talking about ongoing response operations or military deployments. During World War II, there was a very prudent saying that “Loose lips, sink ships!” For similar reasons, military uniforms are not required and should not be worn by auxiliarists during travel.

**Travel Delays**

Weather conditions, mechanical breakdowns, air traffic congestion, and cancelled flights can all result in missed connections. Auxiliarists who miss a connection should contact the authorized travel agency to make alternative flight and hotel reservations. If these new arrangements result in additional, out-of-pocket expenses, auxiliarists must make sure they kept the receipts for these expenses so the charges can be claimed on a subsequent travel voucher.

**Notifications**

Auxiliarists should notify their home DIRAUX office and deployment site managers as soon as they arrive at the temporary duty station.

**Section 5 – Arrival and In-Processing at Shoreside Deployment Sites**

**Check-In**

Upon arrival at shoreside deployment sites an auxiliarist will be expected to process through the Check-In Station. This will normally involve providing key contact and assignment information on the ICS 211, Incident Check-In List.
Check-in may also involve completion of an ICS 219 (T-card) and entry of personal data in IMSS. If IMSS is being used for check-in on this response, individuals will normally have their picture made and be issued an incident access badge.

**Briefings**

Experience confirms that responders can more quickly integrate into response operations if they take the time up front to get a series of briefings and coordinate for support they will need during their deployment. Toward that end, most larger response operations will have a check-in sheet to guide and document these briefings.

**Safety Officer**

The incident Site Safety Officer (SOFR) or an assistant will normally brief incoming personnel about the most serious hazards in the local area and specific hazards that are unique to a person’s assignment. This briefing will also include an opportunity for responders to read, ask questions about, and document their understanding of the Coast Guard Site Safety Plan (ICS Form 208).

Since deployments often take place in a unified command environment, auxiliarists should expect to work with a much larger team that includes responders from other government agencies (federal and state at a minimum) and contractors. Each of these organizations has a specific function or role in the response and will usually have the most expertise about the associated hazards. For these reasons, auxiliarists may also be required to read, understand, and document their understanding of these other plans.

Site safety plans address Personal Protective Equipment (PPE) requirements, and auxiliarists should expect to be issued appropriate PPE for their assignment. This will normally happen as part of the safety briefing but may take place within the duty section. They will use this equipment during the deployment and turn it back in as part of the demobilization process.

**Senior Auxiliary Technical Specialist**

Larger ICS operations and particularly operations that involve a significant number of auxiliarists will normally have an assigned Senior Auxiliary Technical Specialist (THSP). This person will be an auxiliarist who has extensive experience during augmentation deployments in support of the Coast Guard. The THSP will normally advise incoming auxiliarists about the status of Auxiliary operations and will be a source of advice and assistance throughout the deployment.

**Situation Briefing**

Either the Planning Section Chief (PSC) or Situation Unit Leader (SITL) will normally brief incoming personnel on the status of ongoing operations and future plans. The SITL also provides situation updates at most scheduled meeting of the command and general staff.
**Resource Unit Briefing**

The Resource Unit Leader (RESL) or an assistant will validate information that was captured at sign-in on the auxiliarist’s ICS Form 219 (commonly known as a T-card), the information in IMSS, and the incident access badge.

The Resource Unit briefing will also address procedures that should be used to request supplies and equipment. During some shorter and perhaps smaller response operations, this briefing will also address demobilization and documentation issues and procedures. In other cases, involving longer and larger operations where a separate Demobilization Unit has been established, this will likely be a separate briefing.

**Demobilization Briefing**

Preparation for demobilization normally begins when a person checks in. During the demobilization briefing, the Demobilization Unit Leader (DEMOB), if assigned, will validate the auxiliarist’s expected demobilization date and outline procedures to expect for out-processing and redeployment to the auxiliarist’s home district.

**Documentation Unit Leader (DOCL) Briefings**

All documents, pictures, sketches, and working papers generated as a part of the response become a part of the official record of the response. The DOCL briefing will address which documents and how many copies must be retained and procedures related to documenting work products generated on personal cell phones, cameras, and computers.

**Logistics Briefing**

Depending upon the size and complexity of the response a fully staffed Logistics Section may be in place. Alternatively, various functional areas may be consolidated under branch directors who report to the Logistics Section Chief (LSC). Regardless of whether the briefings come from unit leaders or branch directors, the content and functions must address the same issues.

**Services Branch Briefings**

The Services Branch Director (SVBD) will ensure that communications, food, and medical support issues are covered.

- If assigned, the Communications Unit Leader (COML) will brief auxiliarists on the availability of incident cell phones and chargers. If the auxiliarist is assigned a cell phone, the associated phone number will be the number listed in the ICS 205a (Communications List). If no phone is available, the auxiliarist may be asked, but is not required, to provide a personal cell phone number for this purpose. If the auxiliarist’s assignment will require use of a portable radio, a radio and charger will be issued, and a call sign will be assigned at this time. Auxiliarists who will need access to response files and who are not issued a Coast Guard Standard laptop computer should inquire at this time about
obtaining access credentials for the duration of the response plus 90 days.

- If assigned, the Food Unit Leader (FDUL) will provide information about the availability of government messing and restaurants in the local area. Typically, auxiliarists eat breakfast prior to their duty shift. They coordinate a lunch break with their duty section so they can get lunch and still provide coverage within the duty section. They normally have a dinner meal on their own after the duty shift is completed. The cost of these meals must be covered by the auxiliarist and will be reimbursed as part of the meals and incidentals allowance (part of the per diem rate) on subsequent travel vouchers.

- If assigned, the Medical Unit Leader (MEDL) will brief auxiliarists on procedures and locations in the Incident Medical Plan (ICS 206) for obtaining medical services during the deployment. Auxiliarists normally use their personal insurance coverage and provider networks to obtain medical services during a response. Subsequent reimbursement for out-of-pocket medical expenses during a deployment will be based on applicable medical directives. Auxiliary-unique questions and issues should be addressed to the MEDL (SVBD or LSC in the absence of a MEDL) for resolution.

**Support Branch Briefings**

The Support Branch Director (SUBD) will ensure that ground support issues such as rental car, government-owned vehicle (GOV), and facility support issues are covered. Auxiliarists should inquire about whether they will be allowed to drive GOVs and what conditions apply to their use. They should also ensure that the Facilities Unit Leader (FACL), if assigned, is aware of their billeting assignment.

**Finance Section Briefing**

The Finance Section Chief (FSC) or a deputy will provide auxiliarists information about administrative and financial issues. The Administration Unit Leader (ADMN), if assigned, will ask for a copy of each auxiliarist’s orders and any amendments signed prior to their arrival. Auxiliarists should also make sure they understand the procedures and timeframes associated with obtaining changes to their orders, validate local per diem rates, expectations about the frequency of filing for interim travel payments, and confirm the availability of cash machines in the local area.

**Duty Section Briefing**

Auxiliarists will normally be briefed by their duty section and supervisor regarding their assignment and ongoing operations. Critical information that is normally addressed in these briefings include daily meeting schedules (ICS Form 230), requirements for unit log keeping (ICS Form 214), and maintaining an individual chronology of events (ICS Form 214a). Supervisors should also outline their expectations for changeover briefings, critical information reporting, and personnel evaluations (ICS 225). If any specialized mission equipment or supplies are required for
the assignment, they will normally be issued at the conclusion of this briefing.

Section 6 – Operations at Shoreside Deployment Locations

As auxiliarists become more integrated into shoreside operations they settle into a daily routine that is commonly known as a battle rhythm. That rhythm typically involves 10 to 12 hours of routine activity and seemingly always waiting for inputs for the next task. These relatively calm periods are punctuated by periods of frenetic activity to complete assigned tasks by the established deadlines. Yet what normally emerges in these situations is the melding of individuals into a cohesive team or crew. People who are not busy at the time pitch in to help those who are. People who have skills and qualifications that their peers do not have lend a hand to mentor and document the training of those who want to learn.

Flexibility is essential to the success of response operations during a deployment. An individual may have been deployed with an expectation of performing in one role, but rather than announcing their arrival to do X, Y, or Z, they will normally make a significantly greater contribution by inquiring how they can assist. That may involve a new assignment, a new location, or mastering new skills. One thing is certain: an auxiliarist can be certain that if asked to do something different, that task is more important to the overall response.

As most auxiliarists are keenly aware, there are some tasks that by law they cannot perform. They cannot perform duties that involve enforcing public law. These restrictions would include, but would not be limited to, law enforcement or acting as a Federal On-Scene Coordinator Representative (FOSCR). That does not mean that they cannot provide support for those who are assigned these responsibilities. For example, an auxiliarist can assist in preparing the paperwork to support others who issue Notices of Federal Interest (NOFI) in pollution cases. Auxiliarists cannot carry weapons aboard a patrol vessel, but they can ferry water and meals to those who do. Auxiliarists and their supervisors should exercise extreme caution in determining which roles are appropriate and which ones are not. Any doubts about the appropriateness of a specific assignment should be referred to the consulting legal office.

Section 7 – Demobilization

Whenever possible, auxiliarists and other responders are rotated into and out of deployment sites at regular intervals. Occasionally, mission requirements may delay these rotations, but even the most dedicated of responders usually look forward to their “Demob date.”

Under the best of circumstances, this process begins several days earlier when a replacement responder, whether auxiliarist or not, arrives and begins the check-in process. In cases where this kind of operational overlap is possible, effective changeover briefings can occur and interruptions to workflows are minimized.

The demobilization process begins when a person’s supervisor notifies the Demobilization Unit that the person will no longer be needed after a certain date (ICS Form 236). The Demobilization Unit then gives the person a Demobilization Checklist (ICS Form 221) that outlines actions that must be completed prior to departure.
Completion of demobilization requirements for each listed unit or activity is documented by the initials of an authorized supervisor. These forms are retained with other response records as proof that auxiliarists completed all required actions prior to their departure.

- If amendments to an auxiliarist’s orders are required to authorize entitlements for originally unforeseen changes in response requirements, the auxiliarist should coordinate with the Administration Unit for publication of these amendments.

- The Finance Unit can greatly assist auxiliarists prior to departure by reviewing an auxiliarist’s draft travel voucher (DD 1351-2). Reviews like this can help to ensure that the form is properly completed, has all required receipts, and that orders and amendments authorize appropriate entitlements so that the auxiliarist can be reimbursed for authorized out-of-pocket expenses incurred.

- Supplies, organizational clothing, and equipment other than radios and telephones should be turned in to the Supply Unit.

- Radios and telephones should be turned in to the Communications Unit.

- Depending upon billeting arrangements, auxiliarists should either turn in their room keys to the Facilities Unit or give the unit a copy of their hotel receipt indicating that their bill has been paid.

- Duty sections will document that all projects and assignments have been transitioning to other responders or that detailed notes and contact numbers have been compiled to assist new responders upon their arrival.

- The duty performance of all responders, including auxiliarists, must be evaluated by their supervisor on an Incident Personnel Evaluation Form (ICS Form 225). This form should be completed by the supervisor and explained to the auxiliarist in sufficient time for the auxiliarist to read the evaluation, ask questions, and sign indicating receipt of the form. The supervisor should countersign the report and provide a copy to the auxiliarist.

- When all other items on the ICS 221 have been completed, the form should be returned to the Demobilization Unit. Auxiliarists should make sure that they retain a copy of the fully completed form for their own records.

Sometimes an auxiliarist’s travel itinerary will permit working for part of a day prior to departure. In these instances, wear of civilian clothes to visit other members on the response is both acceptable and appropriate.

**Section 8 – Post-Deployment Activities**

The organization being augmented during an auxiliarist’s deployment will continue to monitor the Auxiliarist’s travel until safely reaching his or her home. As a part of the demobilization process the Demobilization Unit will normally request that auxiliarists notify the organization by text, email, or phone message that they have safely arrived. Failure to do so will require deployment site personnel to follow up and should be avoided.
Auxiliarists should also notify their Flotilla Commander (FC) by email that they have safely arrived.

The home district DIRAUX office should likewise be notified by email. Scanned copies of original orders and any amendments signed during the deployment should also be attached to this email.

Returning auxiliarists should submit their completed travel voucher (DD 1351-2) according to established home district procedures as soon as possible after their return. Since Auxiliary vouchers are not processed electronically, the sooner the voucher arrives at FINCEN, the sooner it can be deposited in the auxiliarist’s bank account.

In some cases, auxiliarists will be asked to complete an after action report. Care and thought should go into preparing such a report. The report should answer two basic questions. First, “What did we do well that we need to capture as a ‘best practice’ for future responses?” Second, “How can we improve our operations in the future?”

Section 9 – Special Procedures for Shipboard Deployments

Shipboard Etiquette

Active duty Coast Guard crew members may never correct an auxiliarist shipmate out of respect for their contributions, but many potentially embarrassing situations can be avoided by observing some time-honored traditions of the sea services.

Boarding a U.S. Military Vessel

When boarding a U.S. military vessel in uniform, everyone is expected to walk up the gangway to a point several feet from the Officer of the Deck (OOD). The person boarding is expected to stop, face the national ensign flying on the stern of the vessel, and salute. After evening colors and before morning colors, when the flag is not displayed, the person should face the area where the flag is normally displayed and render the salute. The person then turns to face the OOD who may be an officer or petty officer, salutes, and requests permission to come aboard. It is also customary to hold the salute until it is returned by the OOD. Anyone coming aboard, whether in uniform or in civilian clothes, should be prepared to produce their ID card and a copy of their orders. If the OOD finds these documents are in order, the person will then be invited aboard.

When boarding such a vessel in civilian clothing, one should turn to face the national ensign, but should not salute. The person should stand at attention for a noticeable pause (1 to 2 seconds), turn to the OOD, and request permission to come aboard.

Disembarking From a U.S. Military Vessel

When disembarking in uniform, a person should approach the gangway, salute the OOD, and request permission to disembark or leave the ship. Once granted permission to disembark, the person is expected to turn to face the national ensign, salute, and then step off the deck. When not in uniform, the procedure for departure is the same, but saluting the national ensign is not required.
Order of Boarding and Disembarking

Military courtesy also dictates that senior officers should enter a vehicle or board a boat or vessel first, and leave the vehicle, boat, or vessel last. If an auxiliarist is aboard and a senior officer is expected to board, the auxiliarist will be assigned a position to stand for the occasion. As the senior person to be honored boards the vessel, the command, “Attention” is given, those present come to attention, and the hand salute is rendered.

Liberty

The practice of granting crew members permission to go ashore when not on duty is known as liberty. Auxiliarists who wish to go ashore when off duty should always comply with standing orders regarding liberty.

One should not go ashore alone during a port call – EVER. Auxiliarists should also follow ship’s procedures to notify the bridge of their intended destination, when they plan to return, and a cell phone number at which they can be reached.

Bridge Entry and Exit

Auxiliarists may occasionally be requested to “Lay to” (come to) the bridge. The auxiliarist should locate the OOD, salute, and request permission to enter the bridge. When permission is granted, the auxiliarist should do so as unobtrusively as possible and only when the OOD is not otherwise engaged. This same procedure is used to request permission to leave the bridge.

Entry of the Captain

Be prepared to salute the Captain whenever he or she enters or leaves the bridge. The impending entry or exit will be announced as, “Captain on the bridge.”

Greeting the Commanding Officer (CO)

Auxiliarists and all other crew members are expected to greet the CO, regardless of the time of day or how many times the person has greeted the CO that day. Auxiliarists wearing any form of military headgear are also expected to render a salute when greeting the CO, whether inside or outside.

Captain’s Chair

The Captain’s chair is the CAPTAIN’s chair, regardless of his or her rank. Sitting in the Captain’s chair is a major breach of etiquette.

Gangways and Ladders

Auxiliarists should never impede passage of a “superior officer.” They should also expect to yield to anyone who is on duty. Tasks assigned to auxiliarists will not routinely take precedence over other crew duties in this regard.

Crew members are also expected to check the top or bottom of the ladder for others before stepping onto it. Some ladders will also have traffic flow.
arrows and adherence to these direction signs will avoid the feeling of “swimming upstream” on the ladder.

**Passageways**

Another shipboard tradition is related to passage before or behind an officer in close quarters. Although not practiced on all vessels, the auxiliarist should plan to request permission by announcing, “By your leave, sir/ma’am.”

Tradition also dictates that the passage of senior officers should not be obstructed. Anyone aware that such a situation is developing will give the command, “Gangway,” and a passage should be cleared.

**Wardroom**

The wardroom is where the ship’s officers eat. Enlisted personnel eat on the mess deck. If an auxiliarist is invited to dine in the wardroom and the occasion calls for a sit-down meal, the Captain, Executive Officer (XO), or another senior officer will be the presiding officer at the mess. The presiding officer will invite other officers who are members of the mess and any guests to be seated at the table when they are ready for the meal to be served. It is not customary for anyone to sit at the table without being invited to do so by the presiding officer. Custom also dictates that anyone who needs to leave the table before the meal is finished and the presiding officer has not risen should ask for permission by asking, “May I be excused, sir/ma’am?”

Certain topics are considered inappropriate for conversation during meals in the wardroom. These include politics, religion, and “shop talk.” An auxiliarist who has doubts about the appropriateness of a topic should always let the presiding officer guide the conversation.

When several guests are aboard, it may be necessary to assign seating in the officers’ mess in groups, particularly if the guests will be aboard for several days. When this becomes necessary, a list will normally be posted to indicate the members of each group and the time(s) they will be seated.

Head gear should not be worn into the wardroom. It is also considered to be in particularly poor taste for a person to place a hat or “cover” on the table where people will be eating. For this reason, there are usually hat pegs outside the wardroom or in the passageway.

**Chiefs’ Mess**

On larger vessels, the chief petty officers (Chief Petty Officers, Senior Chief Petty Officers, and Master Chief Petty Officers) have their own mess in an area known as “CPO country.” This is a privileged area and guests do not enter at any time unless specifically invited by a member of the chiefs’ mess.

**Entering Personal Quarters**

One should never enter the captain’s quarters without permission. It is also customary not to enter the crew’s quarters unless invited to do so, or
when necessary, to pass through the area in order to reach another part of the ship.

**Restricted Areas**

Supervisors may indicate that there are certain areas that an auxiliarist may frequent at their convenience. They may also indicate that there are other areas that are restricted, and auxiliarists should not enter. Auxiliarists should respect these guidelines as they would any other “ship’s rules.”

**Personal items**

Some personal items will make a deployment much easier for all concerned.

- Having a flashlight with a red-filtered lens can make getting around at night much easier and will not harm the night vision of other crew members.

- On longer deployments, auxiliarists may wish to purchase food and store it in their lockers. These foods must be kept in resealable plastic bags so they do not create problems with bugs. Microwaveable food items and other comfort foods can make a long deployment more enjoyable. Additionally, most larger cutters (210 foot and larger) have small shipboard exchanges that carry limited volumes of candy bars, snacks, and sundries.

- Standards of sanitation aboard foreign flag vessels may be substandard, and baby wipes can be useful for cleanup in these situations. They can also be helpful, quick cleanups when water supplies are interrupted, and showers are not available.
Enclosure 1 – Recommended Health care Provider Evaluation for Deployment

Individual auxiliarists can make informed decisions about their medical readiness for deployments outside their districts by working with health care providers to assess the following body systems:

- Constitutional
- Eyes
- Ears, nose, mouth, and throat
- Cardiovascular
- Respiratory
- Gastrointestinal
- Genitourinary
- Musculoskeletal
- Integumentary/breast
- Neurological
- Psychiatric
- Endocrine
- Hematologic/lymphatics
- Allergic/immunologic

Careful consideration should also be given for conducting the following tests to assist in the decision process:

- CBC
- BMP
- Blood type
- Red/green color vision
### Enclosure 2 – Recommended Packing Lists

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal passport</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>International Vaccination Certificate (Yellow Card)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Travel Orders</td>
<td>5</td>
<td>10</td>
<td>1 additional set of orders should be placed in each</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>checked bag.</td>
</tr>
<tr>
<td>Travel Itinerary</td>
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<td>1</td>
<td></td>
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<tr>
<td>Tickets and boarding passes for required travel</td>
<td>1 per travel segment</td>
<td>1 per travel segment</td>
<td></td>
</tr>
<tr>
<td>Duplicate prescriptions for required medications</td>
<td>1 for each prescription</td>
<td>1 for each prescription</td>
<td></td>
</tr>
<tr>
<td>Hotel reservations</td>
<td>1</td>
<td>1</td>
<td></td>
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<tr>
<td>Letters of Designation for ICS qualifications</td>
<td>1 per qualification</td>
<td>1 per qualification</td>
<td>Bring copies only. Do not bring originals.</td>
</tr>
<tr>
<td>List of initial points of contact at deployment site</td>
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<td>1</td>
<td>The list should include the name, phone number, email,</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>and function provided by the contact.</td>
</tr>
<tr>
<td>List of financial institutions, care providers, etc. at</td>
<td>1</td>
<td>1</td>
<td>The list should include the name, phone number, email,</td>
</tr>
<tr>
<td>the auxiliarist’s home</td>
<td></td>
<td></td>
<td>account number, and affiliation of the contact.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Account logon passwords should not be included on this</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>list.</td>
</tr>
<tr>
<td>Tax exempt certificate (if applicable)</td>
<td>1</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Copies of insurance cards for medical, dental,</td>
<td>1 copy</td>
<td>1 copy</td>
<td>These should be copies. Originals should be carried by</td>
</tr>
<tr>
<td>prescription, and vision coverage</td>
<td></td>
<td></td>
<td>the auxiliarist.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Recommended Packing List

#### All Deployments

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Packing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valise with required travel documents</td>
<td>1</td>
<td>1</td>
<td>Hand carry and then store in carry-on bag</td>
</tr>
<tr>
<td>ODU</td>
<td>3 sets</td>
<td>4 or more sets</td>
<td>• 1 set in carry-on bag</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Other sets in baggage</td>
</tr>
<tr>
<td>ODU baseball cap</td>
<td>1</td>
<td>1</td>
<td>Carry-on bag</td>
</tr>
<tr>
<td>Member insignia, small metal</td>
<td>1</td>
<td>2</td>
<td>Baggage</td>
</tr>
<tr>
<td>Boots, composite-toe, protective, black</td>
<td>1</td>
<td>1</td>
<td>Carry-on</td>
</tr>
<tr>
<td>Socks, boot</td>
<td>4 pair</td>
<td>6 pair</td>
<td>• 1 pair in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Other pairs in baggage</td>
</tr>
<tr>
<td>Shoe polish kit or polishing sponge, black (packed in resealable</td>
<td>Enough for the anticipated</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>plastic bag)</td>
<td>duration of deployment plus 5 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Socks, athletic</td>
<td>2 pair</td>
<td>4 pair</td>
<td>• 1 pair in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Other pairs in baggage</td>
</tr>
<tr>
<td>Workout shoes ¹</td>
<td>1 pair</td>
<td>1 pair</td>
<td>Baggage</td>
</tr>
<tr>
<td>Undergarments</td>
<td>4 sets</td>
<td>6 sets</td>
<td>• 1 set in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Other sets in baggage</td>
</tr>
<tr>
<td>Personal hygiene items (toothbrush, toothpaste, razor, hair brush,</td>
<td>Enough for the anticipated</td>
<td>2 times the amount needed for the deployment</td>
<td>• 2-day supply in carry-on</td>
</tr>
<tr>
<td>combs, soap, etc.)</td>
<td>duration of deployment plus 5 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cell phone, text-capable</td>
<td>1</td>
<td>1</td>
<td>On person</td>
</tr>
<tr>
<td>Cell phone charger</td>
<td>1</td>
<td>1</td>
<td>Carry-on</td>
</tr>
<tr>
<td>Laptop computer</td>
<td>1</td>
<td>1</td>
<td>Carry-on</td>
</tr>
<tr>
<td>Laptop computer charger</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Member insignia, Velcro-backed cloth</td>
<td>2 sets</td>
<td>2 sets</td>
<td>• 1 set in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 set in baggage</td>
</tr>
<tr>
<td>Outer garments, uniform (seasonally appropriate)</td>
<td>1 set</td>
<td>1 set</td>
<td>Variable based on weather conditions</td>
</tr>
<tr>
<td>Item</td>
<td>Minimum</td>
<td>Recommended</td>
<td>Packing Location</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>--------------------------</td>
<td>---------------------------</td>
<td>----------------------------------------</td>
</tr>
<tr>
<td>Outer garments, civilian (seasonally appropriate)</td>
<td>1 set</td>
<td>1 set</td>
<td>Baggage</td>
</tr>
<tr>
<td>Workout clothing (shorts, athletic socks, T-shirt, etc.)</td>
<td>1 set</td>
<td>2 sets</td>
<td>• 1 set in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 set in baggage</td>
</tr>
<tr>
<td>Transportation Security Administration (TSA)-approved lock</td>
<td>1 per bag</td>
<td>1 per bag</td>
<td>1 attached to each checked bag</td>
</tr>
<tr>
<td>Combination lock</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Baby wipes</td>
<td>1 box</td>
<td>3 boxes</td>
<td>Baggage</td>
</tr>
<tr>
<td>Liquid detergent packets, laundry</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Bags, plastic, 1-quart size, sealable</td>
<td>15</td>
<td>25</td>
<td>Baggage</td>
</tr>
<tr>
<td>Prescription medications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over-the-counter medications (headache, indigestion, muscle pain,</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glasses or contact lenses</td>
<td>1 set/pair</td>
<td>2 sets/pairs</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Wear one set</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 set/pair in baggage</td>
</tr>
<tr>
<td>Contact lens solution inside resealable plastic bag(s)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sunglasses</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 pair in carry-on</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Remainder in baggage</td>
</tr>
<tr>
<td>Notebook, pocket size, consisting of waterproof paper</td>
<td>1 per week of deployment</td>
<td>2 per week of deployment</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• 1 carried on person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Remainder in baggage</td>
</tr>
<tr>
<td>Item</td>
<td>Minimum</td>
<td>Recommended</td>
<td>Packing Location</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
<td>-------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>Pen to write on waterproof paper</td>
<td>3</td>
<td>6</td>
<td>• 1 carried on person</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Remainder in baggage</td>
</tr>
<tr>
<td>First aid kit, personal</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Sunscreen (inside resealable plastic bag)</td>
<td>1 bottle/tubes</td>
<td>2 bottles/tubes</td>
<td>Baggage</td>
</tr>
<tr>
<td>Lip balm</td>
<td>Enough for the anticipated duration of deployment plus 5 days</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>Insect repellant, spray bottle (inside resealable plastic bag)</td>
<td>Enough for the anticipated duration of deployment plus 5 days</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>Books, magazines, other reading materials, or electronic reader device</td>
<td>As desired</td>
<td>As desired</td>
<td>Baggage</td>
</tr>
<tr>
<td>Camera, small digital</td>
<td>1 optional</td>
<td>1 optional</td>
<td>Baggage</td>
</tr>
<tr>
<td>Personal food items</td>
<td>Enough for the anticipated duration of deployment plus 5 days</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>Spare batteries for all devices that do not use rechargeable batteries (inside resealable container)</td>
<td>Enough for the anticipated duration of deployment plus 5 days</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>Earplugs, foam</td>
<td>Enough for the anticipated duration of deployment plus 5 days</td>
<td>2 times the amount needed for the deployment</td>
<td>Baggage</td>
</tr>
<tr>
<td>Sleeping bag</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Sleeping bag pad</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Pillow (travel size recommended)</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
</tbody>
</table>
## Recommended Packing List
### All Deployments

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Packing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pillowcase 6</td>
<td>1</td>
<td>2</td>
<td>Baggage</td>
</tr>
<tr>
<td>Sheets 6</td>
<td>1 set</td>
<td>1 set</td>
<td>Baggage</td>
</tr>
<tr>
<td>Wash cloth</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Towel, travel size or camping</td>
<td>1</td>
<td>2</td>
<td>Baggage</td>
</tr>
<tr>
<td>Laundry bag, cloth 7</td>
<td>0</td>
<td>1</td>
<td>Baggage</td>
</tr>
<tr>
<td>Travel-size alarm clock</td>
<td>1</td>
<td>1</td>
<td>Carry-on</td>
</tr>
</tbody>
</table>

**Notes:**
1. Open toe shoes may not be allowed aboard ship.
2. Use of concentrated liquid laundry detergent in sealed packet form is recommended. These packets should be sealed inside a zip-lock-type bag.
3. Sunscreen should have a zinc oxide base. Other types are not allowed in some areas.
4. These items should be in pump-style spray bottles. Aerosol sprays may not be allowed in berthing areas.
5. This item is not necessary if accommodations are available.
6. These items will not be needed when commercial accommodations are available.
7. A laundry bag is optional, but can be useful to store dirty clothes and to transport clothes to and from laundry facilities.
### Additional Recommended Items
#### Shipboard Deployments

<table>
<thead>
<tr>
<th>Item</th>
<th>Minimum</th>
<th>Recommended</th>
<th>Packing Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniform shirt, Tropical Blue Long</td>
<td>1 set</td>
<td>1 set</td>
<td>Baggage</td>
</tr>
<tr>
<td>Uniform trousers, Tropical Blue Long</td>
<td>1 set</td>
<td>1 set</td>
<td>Baggage</td>
</tr>
<tr>
<td>Shoes, low quarter</td>
<td>1 pair</td>
<td>1 pair</td>
<td>Baggage</td>
</tr>
<tr>
<td>Cap, garrison with member insignia</td>
<td>1</td>
<td>1</td>
<td>Baggage</td>
</tr>
</tbody>
</table>

Note: Storage may be limited aboard ship. Auxiliarists should always adjust packing recommendations in this guide to match any instructions of the ship’s officer coordinating the deployment.
Enclosure 3 – Acronyms

ADMIN Administration Unit Leader
ATON Aid to Navigation
AUXFS Auxiliary Food Service
CGES Coast Guard Exchange System
CGMA Coast Guard Mutual Assistance
CO Commanding Officer
COLM Chain of Leadership and Management
COML Communications Unit Leader
CONUS Continental United States
CPO Chief Petty Officer
CT Core Training
DEMOB Demobilization Unit Leader
DOCL Documentation Unit Leader
DoD Department of Defense
DOT Department of Transportation
ERG Emergency Response Guidebook
FACL Facilities Unit Leader
FC Flotilla Commander
FDUL Food Unit Leader
FSC Finance Section Chief
GSUL Ground Support Unit Leader
IA Information Assurance
IAP Incident Action Plan
IC Incident Commander
ICP Incident Command Post
ICS Incident Command System
IMH Incident Management Handbook
ISS Information System Security
LMS Learning and Management System
LOD Letters of Designation
LSC Logistics Section Chief
MEDL Medical Unit Leader
MWR Morale, Welfare, and Recreation
NSSE National Special Security Event
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>ODU</td>
<td>Operational Dress Uniform</td>
</tr>
<tr>
<td>OIA</td>
<td>Orders Issuing Authority</td>
</tr>
<tr>
<td>OOD</td>
<td>Officer of the Deck</td>
</tr>
<tr>
<td>PKI</td>
<td>Public Key Infrastructure</td>
</tr>
<tr>
<td>POA</td>
<td>Power of Attorney</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>PPE</td>
<td>Personal Protective Equipment</td>
</tr>
<tr>
<td>PQS</td>
<td>Performance Qualification Standard</td>
</tr>
<tr>
<td>PSC</td>
<td>Planning Section Chief</td>
</tr>
<tr>
<td>RESL</td>
<td>Resource Unit Leader</td>
</tr>
<tr>
<td>SITL</td>
<td>Situation Unit Leader</td>
</tr>
<tr>
<td>SUBD</td>
<td>Support Branch Director</td>
</tr>
<tr>
<td>SVBD</td>
<td>Services Branch Director</td>
</tr>
<tr>
<td>THSP</td>
<td>Technical Specialist</td>
</tr>
<tr>
<td>TONO</td>
<td>Travel Order Number</td>
</tr>
<tr>
<td>TSA</td>
<td>Transportation Security Administration</td>
</tr>
<tr>
<td>UOD</td>
<td>Uniform of the Day</td>
</tr>
<tr>
<td>XO</td>
<td>Executive Officer</td>
</tr>
</tbody>
</table>
Questions or comments in regard to this publication can be made to the current National Directorate Chief – Emergency Management & Disaster Response or the Assistant National Commodore for Prevention / Response - U.S. Coast Guard Auxiliary.

Special thanks for the research and creation goes to Thomas Roberson – U.S. Coast Guard Auxiliary. Individuals having significant input into the creation includes:

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