

USCG Auxiliary – Flotilla 013-02-01 Casco Bay Flotilla Strategic Plan – 2020

The Flotilla Commander and Vice Commander have developed this Flotilla Strategic Plan for 2020 by considering goals and strategies expressed in the National United States Coast Guard Auxiliary Strategic Plan for 2016-2022 issued on November 1, 2016, local resources and needs, and membership and leadership capabilities.

The overall theme for 2020 is “**Seeking a Higher Level**”. In keeping with the National Strategy, members of USCG Auxiliary Flotilla 02-01 should be the best trained, most valued maritime *professional volunteers* in our region. Our focus this year is on expansion and renewal of key Auxiliary missions and enhancement of the support provided to the USCG with a continuing strong focus on professionalism and proper uniform presentation. The following is a summary of the planned strategies and initiatives for the coming year. They include general strategies and strategies for each staff officer position.

General Strategies

The Commander and Vice Commander have solicited input from Flotilla Staff Officers in January to formulate and align goals for 2020 consistent with needs and resources. Flotilla 02-01 enjoys the benefits of effective recruitment activities that have resulted in a strong increase in membership. It is our collective duty to make sure that our new members are challenged as soon as possible with assignments and missions that captivate and motivate them. Every officer has needs and we must collaborate and communicate effectively as the challenge of a large flotilla membership requires. Staff meetings are critically important to make sure that each officer’s message and needs is communicated effectively and that we are unified in our objectives and execution.

Paddlecraft fatalities continue to be unacceptably high in the Northern District. National has requested that Auxiliary units work harder to reach the paddlecraft audience. In response to this, Flotilla 02-01 has developed a dedicated unit known as the “Paddlecraft Special Ops Team”. Their focus will be to raise awareness and increase training in the Paddlecraft community. Leading this effort is a member who has 40 years of Paddlecraft experience and who is acquiring requisite credentials from the American Canoe Association and building a team that will have credibility with this audience. APPENDIX A contains the specific plan for this effort, its goals and executable components.

Last year, the leadership team and the FSO-PV made a strong effort to review the goals and missions of the Program Visitor program and to recruit members into the program. The Program Visitor mission is much greater than stocking brochures at dealers and involves developing key relationships that are critical in the execution of the overall USCG mission. Moreover, the Captain's Severe Weather Plan issued last year expanded the scope of assistance that must be provided by the Auxiliary. To respond, more focus on training and outreach is needed as well as continued recruitment in this mission. 2020 will see strong efforts in this area.

Another area of special focus in 2020 will be Marine Safety. There has been an attrition of members engaged in this mission and it is critically important that we rebuild member resources. Marine Safety credentials and demanding training that is generally provided by the Gold Side is a major commitment. It is therefore important that candidates clearly understand their role and have a strong commitment to growing into and maintaining their credentials in Marine Safety. New training opportunities and renewed education on Marine Safety missions will be a focus in 2020.

We all know that the USCG has inadequate resources to meet all its needs. In 2019, members of Flotilla 02-01 Kevin Cady and Jim Maxner worked with Senior Chief Keith Naker to develop a "Gap Analysis" report of critical unmet needs. Kevin and Jim were singled out at the Change of Watch by Captain LeFebvre for their outstanding work and now the flotilla must respond by seriously working to fulfill some of these needs. APPENDIX B contains the engagement plan. The leadership team must work together to find ways to fill some of these positions.

Leadership along with key members of the flotilla will continue to develop an outreach and recruitment effort targeting local higher education institutions and younger members.

The key to success in any good organization is the depth and talent of its leadership team. Flotilla 02-01 leadership has been working for several years to encourage the development and assignment of Assistants to the Flotilla Staff Officers. The challenge of meeting unexpected vacancies continues to exist from year to year and the results are gaps in service and the inability to hit the ground running due to training and institutional knowledge requirements. Flotilla 02-01 will appoint several Assistant Officers for the first time in 2020 but the need exists for all Flotilla Staff Officers to groom their successors. The need is not only to provide resiliency, but also to recognize that a Flotilla of over 100 members is a lot of work and Officers need help. Assistant Officer Positions are great opportunities for new members who have the required skills and dedication. It engages them in a very significant way. Existing members will continue to be recruited for these positions but when positions are unfilled, efforts will be directed towards incoming new members.

Inherent in the need for resiliency is the need to document a "Playbook" of procedures for each Flotilla Staff Officer position. While incoming officers always have the opportunity to build and

improve on prior practices, such prior practices are often not always known and as a result there is a setback in institutional knowledge. Leadership will work with Flotilla Staff Officers this year to develop “Playbooks” of knowledge and procedures with respect to each position.

Recruitment was a major success story in 2019 and new systems were established that track a new member from the initial contact all the way through credentialing and uniforms. New mentoring procedures were adopted and there is more accountability to make sure our new members are not “lost along the way”. These efforts continue to yield results and the largest class by far of recruits will be entering the program in early 2020. Onboarding new members is everyone’s responsibility in the USCG Auxiliary. Successful recruitment must be followed by successful retention for new and existing members. The size of the flotilla makes it challenging to maintain personal contacts with everyone and making sure that expectations are met. All members must play a role not only by welcoming and possibly mentoring new members, but also in communicating their aspirations to leadership in a constructive manner. We want everyone to have a fulfilling experience in the USCG Auxiliary.

My.cgaux.org has come a long way and now represents the best and easiest resource to navigate through all of the opportunities that the USCG Auxiliary offers. Leadership will make a renewed effort to invite all members to utilize this social media resource.

Leadership will continue to encourage collaboration with other nearby flotillas.

Staff Officer Strategic Plan Initiatives

Prevention

Flotilla Staff Officer – Public Education

Everett Henry

The FSO-Public Education will offer classes that are responsive to the needs of the public with respect to Recreational Boating Safety. The FSO-PE will evaluate partnerships and marketing efforts and the potential for offering classes in other locations should the need be justified. Leadership will work with the FSO-PE to develop additional instructors and increase the depth of training resources. The FSO-PE will work with the “Paddlecraft Special Ops Team” to increase the depth of training opportunities.

Flotilla Staff Officer – Vessel Examination
John Cuzzo

The FSO-VE will continue to evaluate new opportunities for Auxiliary members to expand Vessel Safety Checks. The FSO-VE will integrate the goals of the “Paddlecraft Special Ops Team” as it relates to training members and executing Paddlecraft Safety Checks. The FSO-VE will work closely with HR and leadership to create opportunities for new members to become qualified to perform Safety Checks and to highlight best practices. The FSO-VE will review and adopt new reporting procedures in 2020 that will assure ongoing reporting and tracking of VE activities.

Flotilla Staff Officer – Program Visitor
Bill Muir

The PV Team has developed this Program Visitation Strategic Plan for 2020 to dovetail to and work in alignment with the goals as outlined in the National United States Coast Guard Auxiliary Strategic Plan, the Flotilla Commanders strategic plan for 2020 and the Recreational Boating Safety Visitation Program Manual.

The overall objective of this strategic plan is to continue to increase the total number of active program visitors, promote close collaboration with the VE Team and other flotilla members, increase the number of total visits to program partners and reestablish a viable and sustainable Flotilla (RBS-PV) program.

- The PV Team with other members of the flotilla shall continue our outreach effort to recruit and train, minimally, an additional 2 active program visitors with a goal of at least 5 active members for the 2020 season.
- The FSO-PV in collaboration with the FSO-VE and AUXPAD shall work to recruit and cross train members to become PV qualified; and conversely have PV Team members become VE qualified. The goal is to utilize the VE, PV and AUXPAD Team members as force multipliers in promoting boating safety for recreational mariners and PV partners.
- The FSO-PV will coordinate with marine safety to establish additional training for program visitation members to enhance integration of the programs with the goals set forth in the Sector Severe Weather Plan.
- The PV Team will establish/reestablish and develop comprehensive relationships with our program partners.

- The Team shall make best efforts to meet a goal of 100 partner visitations for the 2020 season.

In summary, the FSO-PV will work to increase the number of active program visitors with emphasis on reinforcing and reestablishing existing relationships with program partners. In addition, with the help of the program visitor team, implement efforts to increase the total program partner visits over the 2019 season

Flotilla Staff Officer – Navigation Systems
Billy Thornton

There are 57 Private Aids to Navigation in Casco Bay and Flotilla 02-01 is responsible for verifying one third of these annually. However, these aids are distributed over a broad area and include aids up the New Meadows River.

The goal is to verify the aids in conjunction with other boat crew training exercises with verification beginning in May and completion sometime in July. Discrepancies should be identified early in the season to maximize safety for the upcoming boating season.

Flotilla 02-01 assists in the verification of Private Aids to Navigation in Saco Bay and the distance is a challenge. The goal will be to continue assisting Saco Bay in this mission when necessary.

Flotilla Staff Officer – Marine Safety
Jim Maxner

The FSO-MS will work to rebuild the Marine Safety program and to re-educate members on the mission. Goals are as follows:

Provide assistance and support as needed for:

- *USCG MS/EP missions designated as appropriate for Auxiliary participation;
- *Environmental outreach including the Sea Partners program;
- *Maritime security using America's Waterway Watch

Provide training and Workshops to foster interest and participation in MS activities.

Promote qualification in ICS courses to members to facilitate their ability to take part in exercises, drills etc. as active participants and as prerequisites for various qualifications in

Marine Safety.

Promote activities to foster public awareness of environmental issues through: AUX participation in area beach cleanups, AUX participation in local maritime group meetings, participation in drills and exercises, attending boat shows, coordinating with FSO-PB, FSO-VE, FSO-PA and FDO-OP.

Promote member qualification in Marine Safety programs, both AUX and Active Duty.

Interface with other Flotilla FSO-MS to foster cooperation and sharing of programs and ideas.

Interface with AUXLO and other active duty personnel to better meet the needs of Sector NNE.

Provide Sector MS personnel with opportunities for underway missions in coordination with FSO-OP.

Attend Flotilla Staff Meetings, Division Meetings and District Meetings as required.

Provide timely monthly reports to the Flotilla Commander.

Response

Flotilla Staff Officer – Operations

Billy Thornton

Operations currently has 4 OPFAC's approved for use in the 2020 season. Paperwork and decals confirming operation will be received in early 2020. An additional OPFAC located in Freeport will be evaluated for deployment in that area and possibly Portland Harbor. However, distance is a concern. Additional OPFAC's will be solicited from incoming new members.

There are currently 6 trainees in the boat crew program. The goal for these trainees is to complete an "oral board" with a Qualifying Examiner at Station South Portland and augment the available boat crews in 2020.

Once boats are in the water, trainees and boat crew will renew their proficiencies in the many underway tasks, especially lookout, helmsman, man-overboard, and line-handling associated with towing. Recent mishaps in other parts of the country require that boat crews be evaluated in their ability to meet the physical and skill requirements of their positions.

A new class with 8 candidates will begin boat crew training in 2020. The goals are to have these candidates complete all of the shoreside tasks with assigned boat crew mentors and to acquire the necessary PPE (personal protection equipment) with which to outfit them so that they will be able to get underway and not lose momentum and enthusiasm.

Discussions will be held with personnel and command at Station South Portland to identify needs for any specific missions or training opportunities involving the Auxiliary. In the past, the Auxiliary has provided platforms for marine observation, law enforcement evaluation, and 2-boat towing evolutions and other exercises for coxswain and crew training. The goal is to increase the ability of the Auxiliary to conduct weekday patrols while maintaining the ability to meet weekend patrol needs.

Casco Bay is an active area with many marine events. Flotilla 02-01 is stretched thin in its ability to provide sufficient OPFAC's and crew. Meetings will be held with Station South Portland to discuss needs and expectations and efforts will continue to find new resources for both OPFACs and Crew.

The FSO-Operations will meet with existing boat crew members to evaluate their continuing commitment to the mission and establish their availability and the status of PPE equipment.

The FSO-Operations will work with Boat Crews and Facility owners to make sure that all equipment and facilities meet inspection requirements timely and that PPE, Risk Management and Operations workshops are held when needed.

Flotilla Staff Officer – Communications *(Vacant)*

The FSO-CM position is currently vacant and efforts are underway to identify a suitable candidate.

The FSO-CM will build on successful programs initiated and implement the following goals.

- Work towards raising awareness of Communications as it relates to the Coast Guard's ability to perform some of its primary functions; saving lives and property, i.e. Rescue 21, Radio Watch, Proper Radio Procedures, etc. through written articles and the offering of a TCO course.
- Initiate Communications Training Drills with Boat Crews to enhance proper communications procedures between boats and the Station, other boats and SAR

operations.

- Continue efforts to encourage Flotilla members to acquire a radio and offer its use as a facility to the CG.

Logistics

Flotilla Staff Officer – Communication Services

Everett Henry

The FSO – CS will continue to maintain and improve the flotilla’s website and provide communications that support all officers and flotilla activities.

The FSO-CS will also work to promote use of the my.cgaux.org web-site to help all members improve their institutional knowledge and to share best practices.

Flotilla Staff Officer – Human Resources

Peter Poulin

The FSO-HR will work with leadership to develop recruitment goals for 2020 and continue to serve on the New Member and Member Training committee along with the Chief of Staff, Commander and FSO - Member Training. The FSO-HR will collaborate with other Staff Officers to identify and enhance recruiting opportunities. Efforts will be made to identify new members that have a specific interest in Paddlecraft. The FSO-HR developed a model recruitment plan in 2019 that identifies activities and process involved in recruiting and that targets specific audiences. The FSO-HR will continue to enhance documentation that outlines all activities and forms used in the administration of the HR function. The FSO-HR will train an assistant in 2020 and enhance the use of the HUBSPOT tracking program for all members who are prospects, in the new member class, or in training to meet their minimum requirements. The FSO-HR will continue to enhance mentoring performance and accountability. The FSO-HR will actively collaborate with all officers to find ways to fulfill the SNNE Engagement Plan attached as APPENDIX B.

Flotilla Staff Officer – Materials

Ken Caprio

The FSO-MA will provide marketing and other materials to support all missions of the Auxiliary. Effort will be made to maintain organization of the storage closet and to consolidate all materials held by officers. The FSO-MA will work with the Chief of Staff Eric Dexter to

identify and recruit an assistant that can implement an inventory control program that documents all materials and equipment on hand at all times and tracks usage of materials by event. Program materials will be reviewed and updated. The FSO-MA will also be responsible for collecting and redistributing uniform items from retiring and disenrolled members.

Flotilla Staff Officer – Public Affairs

Tom Roche

The FSO-PA will maximize USCG Auxiliary exposure at all boat shows in the region and will look for new opportunities to bring the USCG and Auxiliary message to the public. The FSO-PA will collaborate with WGME and other media outlets to create new opportunities for media coverage of the Recreational Boating Safety Week in May, the Walking the Working Waterfront event and various other USCG and Auxiliary activities. The FSO-PA will take over the “Speakers Bureau” and actively seek opportunities to send Auxiliary members to other public service organizations to promote Boating Safety, Team Coast Guard and the recruitment of new members. The FSO-PA will actively manage the USCG Auxiliary Facebook page and expand its exposure. The FSO-PA will work closely with the “Paddlecraft Special Ops Team” to bring the paddlecraft safety message to all events and public service announcements. The FSO-PA will work with the new Assistant Officer to increase events highlighting use of “Coastie” and the Fire Extinguisher simulator and bring the overall PA program to a higher level than the preceding year.

Flotilla Staff Officer – Information Services

Fred Richards

The FSO-IS will encourage membership to record time contemporaneously and to report on a monthly basis by sending a monthly reminder. The FSO-IS will remind members of the importance and financial value associated with reporting time and will provide periodic training on how to record time and develop an appropriate habit. The FSO-IS will help to keep track of CORE training of new members and renewal of CORE training for existing members by providing a training report on a monthly basis. The FSO-IS will get updated training on new systems that will be introduced during the year.

Flotilla Staff Officer – Membership Training

Dick Cobb

The FSO-MT will continue to work with all staff officers to coordinate all training initiatives. The FSO-MT will serve on the New Member and Member Training Committee and work with SNNE and Leadership to concisely identify and communicate flotilla training needs and opportunities. The Vice Flotilla Commander will work to assist the FSO-MT in all initiatives related to member training, new member mentoring and credential tracking projects.

The goals for 2020 are:

- Maintain an overall schedule of all training events for the flotilla.
- Supervise all training events for the flotilla.
- Collaborate with Division Member Training officer and other flotillas in the Division to determine training needs, identify resources and implement coordinated training events.
- Motivate new and existing members to seek a higher level of service by engaging in training events that meet their interests and the needs of the Team Coast Guard.
- Develop specialty training opportunities for flotilla members in coordination with other flotilla Staff Officers.
- Report successes and challenges up the chain through the VFC and the SO-MT.
- Encourage and direct new members to complete required training on a timely basis.
- Help monitor and provide training to members who risk being in REYR.
- Maintain records as necessary and establish follow up for proper submission of completion certificates and timely credentialing.

The Action Plan for 2020 will consist of the following:

- Maintaining a ongoing schedule of AUXOP classes that permit members to achieve AUXOP credentials in a sequenced manner.
- Work with FSO-MS to reestablish Marine Safety Specialty courses as an offering to members interested in the Prevention side of our mission and the Trident device.
- Work with FSO-PE to create a member engagement plan to train new instructors.
- Work with FSO-PV to create a member engagement plan to train new Program Visitors.
- Work with FSO-VE to create a member engagement plan to train new Vessel Examiners.
- Work with FSO-HR, as well as new and existing members, to train members interested in jobs requested in the SNNE Engagement Plan.
- Ensure all training opportunities as well as all CORE training is up to date and accurate.
- Report monthly to VFC and SO-MT

Flotilla Staff Officer – Publications
Rebecca Losh

The FSO-Publications will build on the 2019 initiatives with respect to Meeting Notices. The FSO-Publications will work with the Flotilla Commander and the outgoing FSO-PU to enhance the planning process for the Meeting Notice and increase the sourcing of articles and pictures.

Administration

Flotilla Staff Officer – Secretary
Sue Wickson

The Secretary will provide minutes of all staff and flotilla meetings. The Secretary will work with the Vice Commander, the FSO-Communications Services and FSO-Publications to assure that minutes are accurate and made available to Flotilla members. Minutes will be forwarded to FSO-Communication Services for publication. The Secretary will be responsible for sending notes and cards to grieving and ill members and other occasions, when appropriate.

Flotilla Staff Officer – Finance
Marian Byrne

The FSO-Finance will develop a budget for 2020 early in January and submit it to the Flotilla for approval at the February meeting. Reports will be rendered quarterly that compare actual expenditures to budgets. The FSO-Finance will update the Flotilla Commander regularly on member dues and delinquencies. The FSO-Finance will continue to develop and document standard procedures to facilitate future transitions. The FSO-Finance will have established billing, follow up procedures and timelines for member dues collection. The FSO-Finance will initiate communications to other successful flotillas to inquire about best practices with respect to funding sources and use of funds. The FSO-Finance will work closely with the FSO-PE to assure proper accounting of revenues from public education events.

Flotilla Staff Officer – Diversity
(Vacant)

The FSO-DV position is currently vacant and efforts are underway to identify a suitable candidate.

The FSO-DV seeks to create a Positive Environment for all members, value all members and their contributions and talents, promote individual success and carry out diverse outreach activities in the Community.

The goals of the FSO-DV are the following:

- Publish at least one article on diversity awareness per year.
- Conduct one diversity member training session per year.
- Create a recruiting plan that includes outreach in underrepresented local communities.
- Work to sustain an inclusive organization.
- Provide adequate access to meetings for members and potential members with disabilities.
- Participate in the planning and administration of fellowship activities.
- Help to recognize and celebrate the achievements of the Flotilla unit.

Lay leader and Auxiliary Clergy Support
Rev. George Van Syckel, LT USCG ACS Chaplain SPPD CEPD

Field Staff Officer(s) Auxiliary Chaplain Services strategic plan initiative for attaining a higher goal in 2020 is to divide the emphasis of responsibilities between the three Chaplains while maintaining a professional uniform appearance for the gold and the silver whom we serve.

1) John Wentworth will focus his Chaplain care on the Auxiliary and will serve as Auxiliary lay leader and staff officer.

2) Ben Shambaugh will be assisting John Wentworth, concentrating his chaplaincy of presence with the Gold in Portland at 2nd City Center, at the station in South Portland and aboard all the vessels under the direction of LT David Downey USCG.

3) A.) I will, under the direction of LT Downey, focus on mentoring of John and Ben.

B.) I will continue in the birth, marriage and funerals of the Gold.

C.) I will serve National Chaplain Phil at sector command by contacting all 9 Chaplains twice each month.

D.) I will expand my coverage of SNNE.

APPENDIX A

USCG Auxiliary – Flotilla 013-02-01

Casco Bay Flotilla

Flotilla AUXPAD Coordinator – Strategic Plan – 2020

The Flotilla AUXPAD Coordinator has developed this Paddlecraft Safety Program Strategic Plan for the 2020 calendar year to dovetail and work in alignment with the goals as outlined in the National United States Coast Guard Auxiliary Strategic Plan, the Flotilla Commanders Strategic plan for 2020, and the USCG Auxiliary Paddlecraft AUXPAD Program Guide.

AUXPAD Program Scope

The Auxiliary Paddlecraft Safety Outreach Program, or AUXPAD, is a two pronged program designed to deliver safety messages to novice and occasional paddlers.

AUXPAD Ashore will include traditional dockside Auxiliary boating safety activities, such as public education, public affairs, literature drops at vendors, and vessel safety exams.

AUXPAD Afloat is the second, more advanced element, in which qualified members of the Auxiliary will go on the water in kayaks to deliver safety messages to novice and occasional paddlers.

It is our intention to initiate AUXPAD Ashore activities in 2020, and add AUXPAD Afloat activities in 2021.

AUXPAD Purpose

Paddle sports are the fastest growing segment of the recreational boating market in the US. The cost of a new, low-end kayak and paddle is well within the reach of millions of potential boaters, with the cost of a used kayak, canoe or paddleboard even lower. Unfortunately, as participation has grown, so have the number of fatalities and accidents relating to paddlesports. The purpose of the AUXPAD Program is to educate this community about safety practices.

Target Audience

The target audience of the AUXPAD Program are new paddlers, novice paddlers, and occasional paddlers.

Program Message

The AUXPAD Program has three major safety messages for the public:

1. The need to have and wear a proper life jacket
2. The need to be prepared and have proper safety equipment
3. The need for general awareness about all aspects of paddling safety, including situational awareness and the need to practice skills

AUXPAD Ashore Outreach Activities (2020)

The goal for 2020 is to establish the AUXPAD Ashore Program. This will involve the recruitment of 2-6 existing or new Auxiliary members who have an interest in and experience in paddle sports and the creation of a **“Special Ops Paddlecraft Team”** dedicated to this mission. Each member of the team will be asked to work towards qualification in the USCGA Program Visitor (PV), Vessel Examiner (VE), and Instructor Training (IT) programs.

In 2020, the AUXPAD Ashore Program will engage in outreach RBS activities targeted towards recreational paddlecraft users. Ashore activities will consist of:

- a. Identification of paddlecraft retailers within our Area of Operations, initiating outreach to those retailers, and providing safety literature to those retailers for distribution to the boating public (under the umbrella of the Program Visitor program). Once the paddlecraft vessel safety check program and classroom education components have been established, events will be promoted through these Program Partners. The goal for 2020 is to establish and maintain a partnership with a minimum of six or more retail locations within our Area of Operations.
- b. Promotion of safety courses and materials, creation of promotional displays (including existing life jacket safety educational materials), and to begin a paddlecraft vessel safety check program (VSC) (under the umbrella of the Vessel Examiner program). Initially the promoted safety courses will consist on online USCGA approved instructional videos targeted towards novice and beginner paddlers and accessible via a QR code (scanned with cell phone) inserted on literature at retail locations. The goal is to conduct a minimum of six paddlecraft vessel safety check events in the summer of 2020, ideally with events in June, July, and August. Suitable locations will be identified, and will likely consist of popular paddlecraft launch sites such as the Eastern Prom Boat Launch in Portland, Willard Beach in South Portland, Kettle Cove in Cape Elizabeth, the Falmouth Town Landing in Falmouth, and Retail Partner locations.
- c. The establishment of a Classroom outreach and instruction component (under the umbrella of the Public Education program). Auxiliarist involved in the AUXPAD Ashore Program will identify potential partner locations for Paddle Craft Public Education Program classes (specifically the USCGA Paddlesports America introductory class), with the goal being to deliver the class a minimum of three times in 2020. Potential partner locations in 2020 could include SMCC, the Portland and South Portland Adult Ed. Programs, the Portland Recreation Center, the YMCA, and Retail Outlets.
- d. Coordination with USCG Active Duty activities and personnel. The goal for 2020 is to establish good communication with USCG Active Duty personnel to make them aware of these outreach efforts so they can assist in spreading the word and to dialog about possible roles for Active Duty personnel.
- e. Coordination with other USCG Auxiliary AUXPAD information available through my.cgaux.org. The goal for 2020 is to establish outreach and coordination with other flotillas across the country in order to implement best practices.

In preparation for these activities the Winter/Spring period of 2020 will be spent developing collateral handouts and identifying appropriate online training materials, creating links to the Flotilla website.

AUXPAD Auxiliarist Qualification Requirements

Auxiliarists participating in the “**Special Ops Paddlecraft Team**” AUXPAD Ashore Program in 2020 will need to be qualified in the Program Visitor program, the Vessel Examiner program, and have completed the requirements of the Instructor Training qualification before teaching the USCGA Paddlesports America class. Members will also complete the Introduction to Risk Management Course.

Auxiliarists participating in the “**Special Ops Paddlecraft Team**” AUXPAD Afloat Program in 2021, in addition to the above qualifications, will be required to demonstrate ACA L-1 and L-2 coastal kayaking skills. Skills will need to be demonstrated semiannually to an AUXPAD Qualifier (AQ).

Auxiliarists designated as AUXPAD Qualifiers, that is, supervisors, will be required to hold currency as ACA L-1 and L-2 coastal kayak instructors.

The goal for 2021 will be to have 1-2 AUXPAD Qualifiers in the Flotilla, and 4-6 AUXPAD Paddlers who have been evaluated to possess ACA L-1 and L-2 coastal kayaking skills. The further goal for 2021 will be to establish a schedule of AUXPAD Afloat Safety Patrols subject to approval by appropriate USCG Auxiliary and USCG chain of leadership and command.

2020 AUXPAD Budget

The 2020 budget for AUXPAD activities will consist of \$500 to pay for the cost of having 1 Auxiliarist participate in the 4-day course required to gain currency as an ACA L-1 and L-2 Coastal Kayaking Instructor (typically \$500 ea.). Additionally, some incidental cost may be required to print gum labels with QR codes. Total request is for \$600.

Respectfully submitted,

Mike Moloney,

Flotilla AUXPAD Coordinator,

USCG Auxiliary – Flotilla 013-02-01

Employment Plan in a spreadsheet

Point of Contact	Description	Prerequisites	Requested Time Commitment	Personnel Required	Notes/Questions
LT Simonsen, Chaplain	Scheduling, correspondence, budget planning, training, and special projects in support of general ministry. Scheduling / coordinating	Respect of all faith groups (no religious affiliation or faith is required), superior verbal and written communication skills, self-	Approximately five to ten hours per week. Potential for travel for special events.	One member	AUX George Van Syckel FL-21 Qualified and Engaged
Richard Carlson	Management and staffing of satellite location Coast Guard Exchange retail store	Retail experience preferred, but not required.	No specific time commitment or personnel required information	N/A	On Hold
MSTCS Henricksen	Assist in identifying, locating, and inventorying Coast Guard property. Update and	Participants would have to go through local training to educate them on audit	Assistance would only be needed during audits so there is no average hours	One to two members	
MSTCS Henricksen	Assist in updating and maintaining unit websites. Requirements: Volunteers would need CG workstation 3 computer access, a CAC card, and permissions to the Portal site when working on the Portal. For the internet web site, volunteers would just need access to the web site. Assistance would only be for revamping or creating new pages/functions not for maintenance, so hours needed is estimated at 10 hours/quarter.	Volunteers would need CG Workstation III computer access, a CAC (ALAC) card, and permissions to the Portal site when working on the web site, volunteers would just need access to the web site.	Assistance would only be for revamping or creating new pages/functions not for maintenance, so hours needed is estimated at ten hours per quarter.	One member	
MSTCS Henricksen	This position(s) consists of three major components to preserve historical record of Sector Northern New England. First, scan electronic and printed media which contains Coast Guard related material, monitor media outlets, and provide reports to the Public Affairs Officer. Second, archive all of the print and electronic stories as well as video and photographic imagery. Third, archive all the Sector-generated photos and video, feed them to District for various projects, and prepare them for release to the media.	Public Affairs background and working knowledge of local area Coast Guard History.	No specific time commitment recommended. Self paced.	One to three members	

Employment Plan in a spreadsheet

Point of Contact	Description	Prerequisites	Requested Time Commitment	Personnel Required	Notes/Questions
Mr. Germann / Mr. Briggs Kevin Cady	This position assists Logistics with the standup and staffing of an Incident Command Post (ICP) during an incident. ICP may be at 2 Monument Square in Portland, or at the Rusty Scupper in South Portland. Staffing of various Planning Section positions in the ICP is also needed to include: Check-In, Documentation Unit, Resource Unit, Situation Unit. Job-aids for these positions can be found on the Homeport on the Library tab under Incident Command Systems ICS.	Completing training and PQS and sitting for board to earn qualifications. Participating in exercises and response operations. Time commitment varies with ICS position qualification. Check in and Documentation Unit members would require @ 4 hours of training to become qualified. Resource Unit or Situation Unit members would require 8 hours to become qualified. Qualifying to become a certified Documentation Unit Leader, Resource Unit Leader or Situation Unit Leader would require significant additional position-specific training and experience.	Incident specific	One to 25 members	New ICS Staff PQS to be completed.
Mr. Briggs - Kevin Cady	This position assists with the update of the Geographic Response Plan (GRP) by taking digital photos of identified areas in the Area Contingency Plan and GRP.	This position does not have any prerequisites other than the ability to operate (and preferably own) a high resolution digital camera (e.g. single lens reflex) and the ability to travel to various sites.	This project would be completed in coordination with representatives from ME DEP. It would require approximately 5 days.	Two to four members	
Mr. Briggs - Kevin Cady	This position assists ACP Planner in reviewing specific sections of the ACP to insure they are current and up to date; this may require phone discussions with agencies identified in the ACP to get the most up to date information and verification of contacts to include phone, fax, e-mail, websites, etc.	None	The ACP is updated annually and completely reviewed and revised once every four years. Update of contact information and websites would require approximately 10 hours annually.	One to three members	

Employment Plan in a spreadsheet

Point of Contact	Description	Prerequisites	Requested Time Commitment	Personnel Required	Notes/Questions
Mr. Germann / Mr. Briggs Kevin Cady	This position assists with meeting planning and set up for the Area Committee and Area Maritime Security Committee and Regional Subcommittee. It includes Check-In, verification that attendees have a signed Non-Disclosure Agreement on file or complete one at check-in witnessed by the assigned check-in person. Meetings are held in various locations within Sector AOR, including: Plattsburg, NY; Burlington, VT; Portsmouth, NH; Portland/So. Portland, ME; Ellsworth, ME; Southwest Harbor, ME; Eastport, ME.	None, However, working with another experienced check-in representative during the first meeting would be helpful.	Meetings are typically 3 hours in duration plus travel time. Area Committee Meetings are held 3 times per year. AMSC meetings are held approximately 11 times per year.	One to three members	Filled - New members welcome for APC meetings in So Portland
Nate Brunner	This position involves attending Training Board meetings and providing input into the Sector's training schedule to ensure training needed by Auxiliary members is scheduled and the Training that is scheduled for Active Duty and Reserve personnel is available to Auxiliary members when appropriate.	None	Quarterly at Sector Training Board Meetings	One to two members	
Mr. Germann (Retiring FEB 2020) Kevin Cady	This position involves validating contact information in the AMSP, MTSRP, Salvage Plan, and PRND. Complete the AMSP Annual Review Check List and identify areas to be updated or corrected.	None	Update of contact information and websites would require approximately 10 hours annually.	One to three members	

Employment Plan in a spreadsheet

Point of Contact	Description	Prerequisites	Requested Time Commitment	Personnel Required	Notes/Questions
MSTC Chris Thomsen (HAZWOPER) MST1 Spiro PR / POC	Assist active duty with teaching HAZWOPER at units throughout the Sector to include ANT teams, Stations and Cutters. Assist with Pollution Response as potentially first on scene awareness level or with a qualified active duty Pollution Responder. Auxiliary members with Marine Safety qualifications or who are familiar with commercial port operations are the ideal candidates for this mission.	DO, MSAM, MEES, Marine Safety mission requirements per paragraph (1.a), ICS 100, 200, 300, 700, 800, and HAZWOPER Operations Level (8 hours minimum).	Variable due to response operations, recommended 24 hours per month of standby availability.	One to six members	
	Issue gear weekly during a prescribed time period to personnel wishing to utilize morale gear at the Sector High street, South Portland location	None	One-Three days a week for approximately two hours.	One to three members	Open
MST1 Keenan	Conduct examinations of Uninspected Passenger Vessels in accordance with local standard operating procedures and applicable laws and regulations and SECTINST 16790	Marine Safety mission requirements per paragraph (a), attendance in the Auxiliary WebEx UPV sessions (http://www.d1upv.org).	At least once a week for approximately five hours.	Personnel Required: Up to ten members initially. Potential for expansion of program based on training availability.	CDR BOYER spearheading effort for 5-10 new UPV examiners (4 current) Training available Billy Thornton / Jim Maxner POC
MST3 Fanelli	This position augments active duty Petty Officers from the Prevention Department while conducting harbor patrols of the Sector Northern New England area of responsibility. This includes the ports of Portland, South Portland, Bath, and other smaller local area points of interest. Auxiliary members with Marine Safety qualifications or who are familiar with commercial port operations are the ideal candidates for this mission.	Valid driver's license, completion of the on-line GSA Defensive Driving Course, ICS 100, and HAZWOPER Awareness Level completed.	Total of six Maritime Observation Mission patrols per month.	Two to ten members initially. Potential for expansion of the program based on training availability.	Solicitation for more qualified members. This activity is currently a regularly scheduled mission in Response Jim Maxner POC

Employment Plan in a spreadsheet

Point of Contact	Description	Prerequisites	Requested Time Commitment	Personnel Required	Notes/Questions
Brian Smith CDR Boyer MSTCS Henricksen	This position augments active duty Marine Inspectors carrying out duties to examine regulatory compliance with safety, security, and pollution prevention requirements on Commercial Fishing Vessels (CFV), Uninspected Passenger Vessels (see UPV section under Response Operations), and Intermodal Shipping Containers. In specific instances an Auxiliary stand-alone inspection team would complete examinations of CFV and UPV without direct active duty supervision. Auxiliary members with Marine Safety qualifications or who are familiar with commercial vessel operations are the ideal candidates for this mission.	Marine Safety mission requirements per paragraph (a), complete indoctrination brief with active duty Container Inspector or civilian Commercial Fishing Vessel Examiner.	Two to ten members initially. Potential for expansion of the program based on training availability.		Sector will train CFV examiners. Container Inspectors: AUX Program not being utilized per command
Mr. Briggs MSTCS Hendrickson Response Kevin Cady	This position augments active duty Port Assessment Teams prior to anticipated heavy weather events such as hurricanes, severe flooding, winter storms, and similar forecasted events to determine the port's readiness and ensure appropriate preparations are made by industry and commercial entities. In specific instances Auxiliary members would complete pre-storm assessment without direct active duty supervision. Auxiliary members with Marine Safety qualifications or who are familiar with commercial port operations are the ideal candidates for this mission.	Same as Harbor Patrol requirements, members should complete all preparations for personal property protection, assistance of family members, and possible evacuation due to severe weather at home prior to committing to pre-storm assessment teams.	Based on operational requirements and planning for specific events. Approximately six hours per day prior to landfall of a significant predictable weather event.	Two to Ten members	Response currently utilizes and in need of more AUX personnel support.
LT Magnusson	This position assists the IO shop with Marine Casualty Investigations	Two Trident Qualifications: Port State Control, Facility Security Inspector	Four days per month minimum	two to four members	Prevention Currently Employs 1 member This qualification requires two inspection LOD's before engaging
AUXLO MSTCS Henricksen	Culinary Services for Stations & Cutters	AUX-FS PQS & Qualification	Based On Specific unit operational requirements	10-12 Members	8 Member Training Course APR2019
Chief Stinson	Augment Daily Gate Watchstanding	PQS Qualification	1-2 Days per week	10-12 Optimal	On-Going but more support is welcome.
COML Officer & MSTCS Henriksen 2/2/2020	Qualified Mobile Radio Facilities VHF augment s IMT under SWP for COMMS	Mobile Radio Facilities PQS and Qualification	On-Going	10-Jun	Training course planned for new members May 22/19 2020