ORGANIZATIONAL PLANNING GUIDE

Operational Exercises
Operational Training Exercises

Dean La Chapelle VCP
113-03-10
2007 Rev-2

INTRODUCTION

The purpose of this text is not to set policy or mandates, but to provide a guide to flotilla and division leaders considering presenting an Operational Training Exercise or an Operational Exercise for their members. There is no attempt to mandate a course of action or imply a requirement except where such might be referenced. The following may be taken in part or as a whole as you choose. I hope the following information will help exercise presenters and I solicit suggestions from those of you who might have additional suggestions that can be included and passed on to others.

Please send them to: dluscgaux@yahoo.com

STARTING OUT

Operational Training Exercises may be small involving only 2 or 3 people or, they can be very large involving several flotillas and units from the Gold Side. In each case there are basic organizational steps to follow from planning and approval to execution and resolution each aiding the other. All of the steps, presented below, are not always required but, they are listed should the need arise.

The first step in planning an Operational Training Exercise (OPTREX) or an Operational Exercise (OPEX) is to obtain unit support. If there is no unit membership support the exercise is doomed to fail. Organizers must be prepared to devote a great deal of time and energy; the Unit Leadership will be required to devote even more. Unit members must also be involved in identifying the *purpose* of the exercise. Once the *purpose* of the exercise is determined, the type of exercise will become apparent (OPTREX or OPEX)

Development of an exercise is best done by a Managing Committee, due to the amount of details and logistics involved. This may be two or three members or several, depending on the size and complexity of the operation. The senior elected leader should be the chairperson with the elected vice officer acting as vice chair. Each committee member will have several responsibilities and may be the chairperson of separate subcommittees or Action Committees. An Action Committee may be one or more members. There must be interaction and cooperation between committees. The Management Committee organizes and manages while the Action Committees do the general leg work.

Most operational exercises will require the guidance and input of the Operations Staff Officer (OP), Communications Staff Officer (CM) and Members Training Staff Officer (MT). Depending on the Goals and Objectives, the Staff Officers for Aids to Navigation (AN), Finance (FN), Communications (CM), Public Affairs (PA), Secretary of Records (SR) and others can be enlisted.

Do not try to do too much with too little. There will always be constraints relative to the availability of members and instructors, Qualification Examiners, crew and facilities and support equipment. Meet with the leaders of nearby flotilla or divisions for assistance and cooperation. Be prepared for the unanticipated. No matter how much planning, research and development is done, there will always be the unforeseen. The best way to mitigate the impact is to plan, review, plan and review again trying to anticipate problems.

EXERCISE DEFINITIONS

OPEX

An *Operational Exercise* (OPEX) is a preplanned event designed to re-enforce, hone and refine previously learned skills, techniques and procedures. It may also be used to test the feasibility of programs or procedures. An OPEX can also include other agencies such as the Corps of Engineers, local law enforcement, federal officers, or a Coast Guard station. A Qualification Examiner (QE) is never included in an OPEX, the purpose of which is to hone previously acquired skills or to test a program or procedure. It is not intended to qualify people.

OPTREX

An *Operational Training Exercise* (OPTREX) is a preplanned training event designed to teach new skills or tasks and/or re-enforce previously learned skills and procedures through reputation, testing and qualification. Its primary purpose is training. An OPTREX will often include a Qualification Examiner (QE) session.

An OPTREX or OPEX can be designed for Fixed or Land Mobile Radio Facilities, Surface Vessel and Aircraft Facilities, groups or individuals involved in hands-on activities or any combination thereof. The tasks should be based on prescribed operating standards and procedures. The emphasis is on consistency in the performance of each task and/or combination of tasks safely, quickly and efficiently. These tasks should not require a significant change from scenario to scenario.

OPTREXs are resource demanding. A great deal of planning and control must be exercised when planning an OPTREX. Two properly crewed vessel facilities are required to test one person for the Three Year Re-Qualification, Boat Crew or Coxswain competency. Of course, the second facility may also have a QE aboard who could be testing a second member. This would make for a more efficient exercise. The decision to test more than one person per facility rests entirely with the individual QE.

QUALIFICATION EXAMINER: Every individual seeking an initial QE examination must have completed all basic skill and task requirements prior to their flotilla commander's request to schedule an examination. The member being tested must present a properly signed off and completed Coxswain or Boat Crew Qualifications Guide to the QE for review. *See: AUXILIARY BOAT CREW MANUAL M16794.51 Chapters 3, 4, 5, & 6*. An incomplete guide or one which has not been reviewed and

endorced by the Flotilla Commander or other authorized officer may be cause for denial of the examination by a QE.

A request for a QE will normally be made and answered by e-mail to the QE Coordinator. The request must be on the District 11N Qualification Examiner Request Form, which can be found on the D-11N web site, Surface Operations page. *http://www.d11nuscgaux.info/downloads.html*

Once a QE has been assigned, he or she should be contacted directly for details and to work out any logistics or other requirements. If more than one examiner is assigned, a lead QE or QE in charge will be selected by the QE Coordinators. Work with this member directly to prevent any misunderstandings. You will need to know how much time they will need for their Dockside examination and underway check ride to develop your schedule. In all sessions each QE will need a couple lengths of line, two chairs, a table and quiet place for the interview. You must also remember to have, as well as to list in your QE request, the names of the members to be tested, the facilities, their crews and coxswains as well as a back-up facility.

PLANNING

The planning of every OPTREX and OPEX should begin by identifying the Goals and Objectives of the operation and end with a review of the exercise and critique of each phase or task. Reviews and Critiques are for training purposes. They must ***never*** include personal attacks, finger pointing or criticism. Errors are noted where weaknesses appear. The correct methods should be discussed. Well done tasks are highlighted as examples of a desired technique or activity. Optional techniques should also be presented and demonstrated, policy and safety issues considered.

The AUXILIARY MANUAL, AUXILIARY OPERATIONS POLICY MANUAL and District 11NR AUXILIARY PROCEDURES GUIDE should be reviewed before organizing each event.

ORGANIZATIONAL FLOW PLAN

1. <u>DEVELOPMENT</u>
    1. Define Purpose
        1.1 Develop GOALS and OBJECTIVES

1.2 Approval by members
1.3 Set a date after checking with the District 11NR Calendar at http://ops.d11nuscgaux.info/calendar and contact the D11N ADSO-OP/OC (OPEX Coordinator) for conflicts

2. Select Management Committee
FSO-MT FSO-FN
FSO-OP FSO-MA
FSO-CM etc.

3. Create Action Committees
(Chaired by a Management Committee Member)
3.1 Fellowship Committee
Meals and menus (Mgt. Committee Approval)
Determine Menu and acquire provisions and everything related to preparing, serving, and cleaning meals and refreshments. Determine Costs.
Entertainment
Raffles and raffle prizes
3.2 Location/Site Committee
Select location of exercise (Mgt. Committee Approval)
Permits and fees
Overnight accommodations
Parking – Camping – Trailers spaces etc.
Lecture - Instructional facilities or area
Launch ramp-mooring facilities
3.3 Operations Committee (OP)
Safety Team
Determine and acquire Support Equipment
Determine and acquire Operational Facilities and Crews
Determine and acquire Communication Facilities
Scheduling
3.4 Finance Committee (FN)
This should be held by one person, preferable the Finance Staff Officer
3.5 Curriculum Committee (MT)
Develop Curriculum
Rough out General Training Syllabus

Determine Numbers and Obtain Instructors
Categorizes Geographically
On the Water
Dock Side
Land Side

Extract TASKS
Identify Component Skills
Develop Component Skill Training Syllabus
Develop Daily Training Schedule with other committees
Issue a copy to each Participant
Issue a copy to each Instructor
Post a copy at the event.
Have extra copies available

4. Determine Cost

4.1 Food and refreshment costs can very quit a bit. Get agreed upon costs and delivery times.

4.2 There may be permit requirements and fees. Remember, the Senior Elected leader should be the person signing for the permit. If there are contract issues make sure it is approved by the District Legal Officer.

4.3 There will be additional costs that should be considered such as raffle tickets and the purchase of raffle prizes, equipment rentals, day use fees, etc.

5. Obtain Facilities and Crews

5.1 Obtain facility agreements early and try to get a couple extra. For Qualifications you will be required to have a named back-up facility and crew.

5.2 If the operation is opened to other flotillas and divisions, invite them to bring facilities. Members should try to test on facilities they are familiar with; an attempt should be made to accommodate them if at all possible.

6. Advertise

6.1 Once you have the dates and location make sure it is on the flotilla, division and district web calendars.

6.2 Do the same with the Registration form when you have the costs and locations confirmed. Make sure you have included a point of contact (POC).

7. Request Qualification examiners

7.1 Requested for Qualification Examiners should be made well in advance, particularly if you will need more that two. Three weeks should be considered a minimum. Six week is better
7.2 All QE requests must be submitted on the proper District 11 NR form – see: QE request form: USCG AUX D11NR OPS January 2007
7.3 The request form must be completed and mailed or e-mailed to the address found at the bottom of the form.
7.4 Contact Lead QE for their needs and time estimate for Dockside Oral Examinations and on the water evolutions.

8. Send out Invitation Letters
8.1 The Division Captain and Operations Staff Officer should be kept informed of the program's development. About six weeks before the event, send a letter to the Commodore D-11 NR through your Division Captain and RCO. The Director of Auxiliary D-11NR will be notified as will the Operations Training Officer (OTO).
8.2 Consider inviting Gold Side members from the local USCG Station

BEGIN PLANNING

1. PURPOSE
What is the PURPOSE of this exercise? Is it to train and/or qualify members in new skills, (OPTREX) or is it to practice skills for the purpose of efficiency and safety or test a new procedure or exercise (OPEX)?

Each exercise is very different. Introducing members to new tasks requires close mentoring. The more complex the task the more supervision is required. Each mentor must be qualified in the tasks being performed and safety observant. If the purpose of the exercise is to practice and hone previously learned skills of qualified personnel, such as a SAR exercise, less supervision may be considered but, safety is still a factor. Speed can induce errors in even the most qualified individuals, as will an exercise conducted during the night time. Safety must always be a paramount consideration.

1.1 *Goal and Objectives* will define the type of the exercise. For example: there are four members in a flotilla that have completed all the requirements for Boat Crew and one member is ready for Boat Coxswain. The *objective* is to get all five members through the QE process and the goal is to train other members in a variety of tasks. By taking advantage of the qualification exercise, additional

training opportunities can be presented for other members at the same time. Consider shore side exercises for other members as well as those waiting their turn to qualify on the water.

1.2 *Member Approval*
The basic idea of an exercise is presented to the unit membership and discussed. The membership provides direction for the leadership and by that, defines the type of exercise i.e., OPEX or OPTREX. The presentation and discussion will have a tendency to draw in and involve the members giving them ownership. Additional discussion will often expand the original concept of the exercise. For example: while the on-the-water qualifications are underway, communications training could be conducted at AUXCOM shore side. There could be safety lectures, AUXOP classes and Vessel Examiner and/or Recreational Boating Safety Program Visitor classes and activities.

1.3 Consider combining two units when presenting and hosting an exercise or even a division wide exercise. When two or more units present an exercise, unit member approval is even more important. If two flotillas present the event there will be more workers, equipment and talent available. The work load can be divided. It is imperative that work is distributed equally and all tasks are specifically assigned. If there is little or no task assignment, the job will fall back to the committee or not get completed. This often ends up meaning that one or two people do all the work.

It may also be feasible for one flotilla to host and present the exercise and a second assist in one or two specific task such as AUXCOM or possibly cooking a meal.

1.4 Once approved by the membership, set a date and confirm that there are no conflicts by checking with the ADSO-OP/OC. It is important to establish a date early. Time will pass very quickly during the development of the program. Reservation for locations, scheduling facilities and crews and requesting Qualification Examiners can't be done without a firm date. Give yourself four or five months. Add the dates to the Division and District Calendars as soon as they are confirmed.

2. <u>SELECTING THE MANAGEMENT COMMITTEE</u>
In most cases the senior elected member will be the chairperson of the committee and the Vice the vice chair. They will select the Management Committee members starting with the Members Training Officer and/or Operations Staff Officer. The Staff Officer for Finance is a member of the Management Committee. Each members of the management committee is the chairperson of an action committee.

The Action Committees are the working groups. The Management Committee sets policy and collates all of the activities of the Action Committees, then plans and manages the exercise.

3. SELECTING THE ACTION COMMITTEE

The Action Committees do the leg work and accumulate everything needed for the exercise. The Chairpersons of these committees are the members of the Management Committee. The names and number of action committees and their specific responsibilities are dependent on the size and complexity of the exercise. Several committee responsibilities can be combined into one. For example The Site Committee and Equipment Committee can be combined as can Operations and Safety. Action Committees can also be responsible for specific parts of the exercise. A Committee may be only one person.

Other Committees to Consider:

Communications Raffle Meals/Refreshments Transportation
Operational Facilities Safety Registrations Committee

Normally, there will be four areas that need attention: Fellowship, the Location of the event, the Operation of the event and the training subject matter or Curriculum.

3.1 FELLOWSHIP COMMITTEE is responsible for obtaining, supporting or presenting accommodations, refreshments and meals, raffles and any entertainment that might be presented. It develops menus, which must be approved by the Management Committee. It arranges meal preparation, serving and clean-up. Provide for dining arrangement and seating. It is responsible for water and other refreshments throughout the exercise. This committee obtains raffle prizes and presents the raffle and any other entertainment.

3.2 LOCATION COMMITTEE is responsible for selecting and acquiring the training site (with full committee approval.) It will obtain the required permits, passes and location maps. It will determine nearby hotels or motels, launch ramps, mooring and vehicle parking facilities, camping and trailer spaces, places for dining, instructions, meetings, lectures etc., and support systems such as water, sewer, restrooms and electricity. The Committee is also the logistic committee and responsible for gathering support, supplies and equipment necessary to put on the exercise i.e., chairs, tables, awnings and any other equipment for the exercise such as generators, sun shade screens, announcement or bulletin boards.

When selecting a site consider the location as it relates to the exercise.

Accessible
Adequate restrooms and drinking water
Adequate shore side space for meetings, briefings and lectures
An area for dining and meal preparation
Hotels, Motels, Camping and Trailer facilities
Vessel launching and mooring Facilities

3.3 CURRICULUM COMMITTEE will set the tone for the exercise by the activities it presents. Training sessions must be well thought out and designed to run seamlessly from one task to another. The membership should be queried to determine their needs and desires, which then becomes the focus and objectives of the exercises. Once a general curriculum is identified, qualified instructors must be selected to develop and present specific courses of instruction. The Instructors, under the guidance of the Member Trainer Staff Officer, will develop a class specific curriculum. Working with the Operations Committee, a training schedule can then be developed for each hour of the exercise day.

3.4 OPERATIONS COMMITTEE obtains vessel and communication facilities and their crews. It coordinates and schedules the training cycles, sessions or events so that they merge seamlessly and logically. The Operations Committee will be responsible for Safety and assigning trainees to facilities and facilities to tasks. At an OPTREX they will coordinate with QEs for the Dock Side interviews, Facility assignments, end of session reviews and critiques. They will also coordinate with the Location Committee for the space and equipment. They will coordinate the shore side training with QE qualification evolutions to avoid conflict.

3.5 FINANCE COMMITTEE
The Finance Committee will usually be a committee of one, the Staff Officer for Finance. The fewer people involved in finance, the less confusion it will be. The FN is not really an Action Committee but, is a member of the Management Committee. The FN collects and issues all funds as set forth in the units standing rules. *See: AUXILIARY MANUAL M16790.1F*

4. CURRICULUM
After the Goals and Objectives are determined the next step is to define and identify the curriculum needed to achieve the Goals. Start with an overall plan considering the Goals and Objectives of the exercise then break them up into component tasks.

For example:

During the OPTREX you would like to present the following tasks:

Anchoring, MOB, Side Tow, Stern Tow, Search patterns, Communications and Compass Navigation. We also want to present Chart Familiarization, Heaving Line Throw, First Aid, Marlinspike and Fire Fighting.

First, separate the exercise into *GEOGRAPHIC CATEGORIES*.
For example:

A. On-the-Water B. Dock-Side
C. Shore-Side D. In the Air

To each of these categories add the appropriate *Tasks*.
For example:

Category "A" Tasks - *On the Water*

1. Man Overboard. 2. Side Tow. 3. Communications.
4. Docking. 5. Stern Tow. 6. Anchoring. 7. Compass Navigation

Category "B" Tasks - *Dock Side*

1. Pre Underway Briefing
2. Stern Tow to Side Tow
3. Heaving Line Throw
4. Lifting a MOB from the water

Category "C" Tasks - *Shore Side*

1. Communications
2. First Aid
3. Marlinespike
4. Chart Familiarization
5. Chart Plotting
6. Fire Fighting

Category "D" Tasks – *In the Air*

1. Air-to-Land Comms
2. SAR Search Patterns
3. Air to Surface Direction to a Location
4. Surface activity reporting at Altitude

Next, break down each task into the individual *Component Skills* or Steps needed to complete the task. Then, develop the instructional matter on those skills. Training should be focused on the basic skills that make-up a task, not the task it self. Remember, a task cannot be properly completed if those assigned to perform it lack the basic skills. When the basic skills are refined and honed, so will be the execution of the task.

For example:

TASK I - Man Overboard (MOB) Drill

Component Skill:

1. First to observe MOB shouts out "Man Overboard." That person then becomes the POINTER.
2. Pointers must look directly at the person in the water and point their finger at the victim without taking their eyes off the victim.
3. Life ring, cushions and other flotation devices should be simultaneously thrown into the water after the MOB.
4. Parroting must continuously pass relative information such as directions and distances.

Once tasks have been defined and refined into their basic component skills or steps, a lesson plan can be developed specifically for each task.

4.1. TRAINING AIDS

Training aids multiply the experience of any training exercise. Use them often.
For example:

One Search and Rescue (SAR) training aid to consider and the one most often used, is for the Man Overboard (MOB) evolution. Usually this will be a flotation cushion, boat fender or similar item. They are handy and can be tossed over the side at any unanticipated moment while underway. It trains crew response and action up to the point of bringing the victim aboard. They are small and therefore require constant visual attention.

A life like floatable manikin will do the same thing. It will also demonstrate how difficult it is to pull a person from the water. Caution must be used in removing weighted manikins from the water. They are heavy and can cause crew back injuries or a crew member might be pulled overboard.

In small boats the stability of the facility may be disrupted by the crew trying to pull a weighted manikin (or actual victim) aboard. If everyone is on the same side of the boat or in the stern, the freeboard might be exceeded allowing the free flow of water into the boat. This could happen so quickly that a small vessel might turn over or sink before the crew can recover stability.

It is a good idea to use a second facility to deploy a weighted manikin during SAR exercises. They can place the MOB at the end of one of their evolutions.
SAR search exercise can also use free floating or stationary victim objects. For night exercises, consider pre-placing anchored floats. A one gallon plastic milk bottle, (about 1/3 full of water) on 12 or 15 feet of polypropylene and anchored to the bottom with a weight makes for a cheep SAR victim. Take a GPS reading of the location then displace the datum two or three tenths of a minute when giving directions to the SAR team.

Make sure to recover the floats after the exercise if they were not located.

4.2 INSTRCTORS

Select Member Trainer Instructors carefully. They must be fully qualified and experienced in the area of instructions they are presenting. They must develop a lesson plan and gather training aids well in advance of the exercise. They must also insure that the contents of the presentation comply with USCG AUXILIARY policies.

4.3 SAFETY

It is imperative that a SAFETY TEAM is appointed to oversee the operation. Safety officers should be on the docks and launch ramps during all dockside training. Everyone on the dock must wear a PFD. The safety team must be familiar with safety protocol. There should be throw lines and fire extinguishers nearby the dockside exercise area. Surface facility safety will be the responsibility of their Coxswains.

4.3.1 STOP ACTION

One of the most important safety considerations of any training exercise or Operational Mission, rather an on-the-water facility, a dock or shore side is a **Stop Action Command**. This is a simple command, such as **STOP STOP STOP**. It is a command that stops ALL ACTIVITY or ACTION. The stop action command must be discussed and announced at the beginning of each exercise and should be included in every pre-underway briefing. The stop action command can be given by anyone who notices a possible or potential dangerous or hazardous condition or situation. It is to be yelled loud enough so that everyone in the hazard area can hear. When it is sounded everyone immediately stops what they are doing until the dangerous event is stopped and corrected and an all clear is given.

5. PAPERWORK

Paperwork will make or break your event. It is part of the pre-planning phase but, continues in several forms through the resolution of the event. You will need to track the people who are participating. You'll need to know who paid for what. Who signed up for what training, or who requested a QE and who are the QEs. You will have to schedule people, classes and facilities. Without the documents things will become very confusing.

5.1 SCHEDULE

The schedule of events must be sent out and posted at the same time as the Registration Form. The schedule is what participants want to see first. If they are interested in any of the presentations, they will look for the registrations form. The Course and Class schedule must be complete and fixed. Some classes may be attendance qualified wherein a certain number of participants must have signed up for the class for it to be presented. If this is the case, make sure that it is noted.

5.2 REGISTRATION

The registration form will have to contain all the information about the event. The **Who-What-Where-and-When** of it all. The registration form must answer the following questions:

Who is hosting the event? Who is the person to contact (POC) and how do you make contact that person for additional information?

What is being offered for training, what is the menu and what are the costs, what should be brought, and what is the Uniform of the Day?

Where will it be held and how do you get there? Are there camp grounds and hotels nearby and how are they contacted. Where are the registration forms and checks sent and to whom.

When will it be held? What are the dates, and what is the last day that registrations will be accepted?

Send out the registration forms well in advance, two months at least, three are better. Make sure that the mailer is correct and up-to-date. It is better to take a little more time to make sure it is complete and correct than to have to send out a correction later.

When the registrations start coming back, log them on a Roster sheet. Keep the originals in a large envelope for reference in case a call back is needed to clarify an issue.

5.3 ROSTER

The roster can serve several functions. The most obvious is a listing of everyone who has sent in a registration form. It tracks them by names, what meals they have requested, what fees they have submitted, check numbers and what training they are requesting. This is the control sheet for almost everything. see: example attached.

5.4 ASSIGNMENT

The assignment sheet is the scheduling key. It is a list of all Facilities, classes and personnel. Get with the QE or Lead QE to make their assignments to Facilities, participants to facilities and classes. It provides the start and stop times for classes and exercises as well as estimated stop times for Qualification Examinations. Qualification examinations will usually start with shore side interviews. Facilities can be scheduled for training during that time, but they must be back to the dock in time to begin the qualification examinations.

5.5 QE REQUEST

A request for qualification examiners must be made well in advance. Send the request to the QE Coordinator at least 3 weeks prior to the event date. The more time the QE Coordinator has to find QEs for your event, the better. If you need to add people to the QE session list let the QE Coordinator know ASAP. All members seeking qualifications must be checked by DIRAUX prior to the session.

6. CORRESPONDENCE

There will be a couple letters that you will need to send out. A formal letter passed up through Chain of Leadership through the Division Captain to the District Commodore, informing them of the event and inviting them to attend. It is also fitting to invite members from the local gold side station. If possible, address your letter to the Auxiliary Liaison Officer or Petty Officer. Include an overview of your event and presentations. After the exercise, don't forget the "Thank You" letters. Make an after action report to your division captain. Briefly cover the activities and number of participants. Note members from other flotillas and divisions. If any injuries occurred notify your DCP and DSO-OPs immediately.
See: AUXMAN. Chapter 5 Section A

The following pages are samples only, but, can be used as a guide or modified to fit you particular situation.

OPERATIONAL TRAINING EXERCISE COMMITTEES

Date: _____

MANAGEMENT COMMITTEE:
Chairperson: _____
Vice Chair: _____
Finance: _____

Action Committees:
Fellowship: _____Chairperson.
1._____
2. _____
3._____

Operations: _____Chairperson.
1. _____
2. _____
3._____

Location/Site: _____Chairperson
1. _____
2. _____
3. _____

Curriculum: _____Chairperson.
1. _____
2. _____
3. _____

Safety: _____Chairperson.
1. _____
2._____

BRANNAN ISLAND OPTREX
20-21-22 October 2010
Registration form

Name: _____ Member No._____
Print
Address: _____ City: _____State: ___ Zip: _____
Ph. _____ E-Mail: _____
Flotilla_____ Div: _____ U.S.C.G. _____AXILIARY:_____

CHECK ALL THAT APPLY

- ○ I wish to Crew on a Facility.
- ○ I would like Coxswain training.
- ○ I am ready for Boat Crew sign off with a QE.
- ○ I am ready for Coxswain sign off with a QE.
- ○ I would like a night SAR for Coxswain.
- ○ I would like a night SAR for Boat Crew.
- ○ I would like hands on Comms training.
- ○ I will bring an Operational Facility Fac. No. _____ And Crew: Y / N

DINNER: Friday 20, Oct. 2010
Pot luck: I **Will/Not** attend. I will bring _____.

BREAKFAST: Saturday 21, Oct. 2010 **Circle One**
Pastry, fruit, milk, coffee, orange juice----------$4.00 Y / N
LUNCH: Saturday 21, Oct. 2010
Sandwiches, soft drinks ---------- ----------$6.00 Y / N
DINNER: Saturday 21, Oct. 2010
side dishes, bread, soft drinks and dessert TRI-TIP--------Y / N
CHICKEN ---- Y / N
. ----------$15.00 Y / N
BREAKFAST: Sunday 22 Oct. 2010
Pastry, Fruit, milk, coffee, orange juice ----------$4.00 Y / N
TOTAL: _____

Make check to: **U.S.C.G. Auxiliary Flotilla 3-10**
9999 Boots Court
Anytown, CA 95624-2027

NO REGISTRATION ACCEPTED AFTER OCTOBER 16TH, 2010

POC: Micheal Leaderer 916-666-6666

BRANNAN ISLAND OPTREX
October 20, 21 and 22, 2010

SCHEDULE

Friday October 20, 2010
1200 Arrivals and set-up - free time
1600 Registration:
1700 Evening meal – POT LUCK
1830 Begin night SAR exercise
Saturday October 21, 2010
0700 Morning Meal - Registration
0800 Q. E. Dock Side Examinations Boat Crew Candidates
On Water examination follow as required
Training
Reference: *Boat Crew Seamanship Manual* *COMDTINST M16114.5B*
0800 Towing Safety – Stern Tow to Side Tow
1000 Marlinespike
1100 Electricity Death and Fire
1200 Noon Meal
1330 First Aid
1430 Fire Suppression
1530 MOB Search Patterns
1630 COMMS
1800 Evening Meal
1900 US Ensign Retirement Ceremony
2000 OPTREX Debriefing
Sunday October 22, 2006
0700 Morning Meal
0800 Make up if required – additional On-Water training
1200 Depart Camp Ground and Brannan Island State Park

Note:
1.) Qualified Examiners will be available Saturday.
2.) PFD's will be worn by all Auxiliarists on the dock as well as onboard all facilities.
3.) Safety Team will be available at all times to monitor safety issues dock side and ashore.
Team Leader: *David Safety*
Stephen Safer
Carol Morsafe

Uniform of the day: ODU or Working Blues

ROSTER

NAME	PL	B	L	TT	C	B	PAID	CK#	3yrCox	3yrBC	BC	Cox	TNG
ALLEN, J.M.	1	0	1	1	0	0	$21.00	1178	0	0	1	0	BC/SAR
ARICK, L. QE	0	0	0	1	0	0	$21.00	0	0	0	0	0	QE
BUCK, Fred	0	0	0	0	0	0	0	0	0	0	0	0	BC/Comm
BISHOP, D.K. QE	1	1	1	1	0	1	$29.00	0606	0	0	0	0	QE/FAC
CANTON, L.B.	1	0	1	0	1	0	$21.00	3471	0	0	1	0	BCSarComm
CLIFFORT, D	0	0	0	1	0	0	0	0	0	1	0	0	
COHEICL, B.D.	0	0	0	1	0	0	$15.00	6669	0	0	1	0	<SatAfternoon>
COX, V.	0	0	1	0	0	0	$6.00	0684	0	0	0	0	BC
CUBIQUE, R.Y.	0	0	1	0	0	0	$6.00	1162	0	0	0	0	BC/SAR
DUHANI, W.O.	1	0	0	1	0	0	$15.00	3009	0	0	0	0	FAC/COX
DUNCE, T.J.	0	0	1	0	0	0	$6.00	5003	1	1	0	0	
FOX, R.O.	1	1	1	0	0	0	$10.00	3963	1	1	0	0	
FRANK, S.K. CG	0	0	1	0	1	0	$21.00	1527	0	0	0	0	OBSERVE
GEORGES, J.P.	1	1	1	0	1	1	$29.00	1877	0	0	0	0	BC/Comm
GOODSTED, P.R.	1	1	0	1	0	1	$23.00	1339	1	0	0	0	
HARTMEN, E.D.	0	0	1	0	0	0	$6.00	1019	0	0	0	0	
JOHANN, R.E QE	0	0	0	0	0	0	$29.00	0	0	0	0	0	QE
KELLY, K.K.	0	0	0	0	0	0	0	0	0	0	0	0	Cox
LOCH, D.F.	1	1	1	1	0	1	$29.00	0	0	1	0	0	
LOCH, J.P.	1	1	1	1	0	1	$29.00	0	0	1	0	0	
LAND, E.S.	1	1	1	1	0	1	$29.00	293	0	0	0	0	
LORAUL, J.C.	0	0	0	0	0	0	0	0	0	0	0	0	BC/Comm
ROBERTS, B.M.	1	1	1	1	0	1	$29.00	0	0	0	0	0	
RODGERS, I.S.	1	1	1	1	0	1	$29.00	0	0	0	0	0	FAC
TEX, C.E.	1	0	0	0	1	0	$15.00	0	0	0	0	0	
VICROY, J.H.	0	0	0	0	0	0	0	0	0	0	1	0	

PL=pot-luck, B=breakfast, L=lunch, TT=tri-tip, C=chicken, 3yr Cox/Crew=recertification, BC=boat crew, COX= coxswain, TNG=training presentations, SAR= Search & Rescue, QE= qualification Examiner, FAC= Operational Facility

QE-QUALIFICATIONS

COXSWAIN – BOAT CREW

SATURDAY 21 Oct 2010

FAC-No.	COX-CREW	QE	3 Yr. Cox	3 Yr. Crew	Coxswain	Crew
281-322	**SMITH. R.E.**	**COLTON, P.H.**	TUFTON, G .Y.	BULLICK, K.P.		
----------	RUPETTY, J.					
----------	DIXSON, K.					
----------	WILCOTT, T.					
Trainee						
Trainee						
Trainee						
272-114	**WILLIS, T.**	**MARKUS, W.P**.			CHARLIES, P.	
----------	BICKEL, H.					
----------	TOMMAS, J.					
----------	SHORT, F.					
Trainee						GAGE, P.
Trainee					BOSTIC, L.	
Trainee						
261-513	**DEVLIN, A.D.**	*********				
----------	LONSTER, E.					
----------	CRISSY, S.K.					

Trainee						TAHAS, P.
Trainee						CORY, I.
Trainee						BUCK, B.
251-063	**Martin. S.M.**	*********				
----------	Lister, T.A**.**					
Trainee					Shultz, M.	
Trainee						Moore, G.

23 October 2010

Mr. Steve Caterer
Good and Done Catering
5270 Dockside Blvd.
Sacramento, CA 95822

Dear Mr. Caterer,

I wish to commend and thank you and Good and Done Catering for the donation of thirty outstanding box lunches to the United Sates Coast Guard Auxiliary. The meals were excellent and consumed most edaciously by the members during training Saturday 21 October 2006.

Our October 2010 Brannan Island Operational Training Exercise had over forty participants representing eleven Flotillas and five Divisions within the Eleventh Coast Guard District. The donation of box lunches allowed *ALL* of our participants to engage in training and qualifications over the three day period without having to take a lunch break at a specific time. Participants were able to take their lunch between sessions, allowing each event to run uninterrupted.

As you may know, the United States Coast Guard Auxiliary is a 33,000 member volunteer arm of the United States Coast Guard founded in 1939. The USCG Auxiliary has been chartered to support the United States Coast Guard in a variety of assignments. Conducting training mission for our members is the key to meeting those responsibilities. Logistical support is often a difficult segment of any exercise. In this case you and your employees have lifted that burden and allowed us to focus on the assignment.

Once again thank you for your effort and expenses.

Sincerely

_____

Michael Leaderer
Flotilla Commander 3-10
United States Coast Guard Auxiliary

REFERENCES

AUXILIARY MANUAL M16790.1F

AUXILIARY BOAT CREW MANUAL M16794.51

QE Request USCG AUX D11NR January 2007

District Eleven North Region AUXILIARY PROCEDURES GUIDE M16790.1C

USCG AUXILIARY OPERATIONS POLICY MANUAL COMDTINST M16798.3E

D-11NR Calendar http://ops.d11nuscgaux.info/calendar/

D-11N ADSO-OP/OC Dean LaChapelle deanvic@yahoo.com