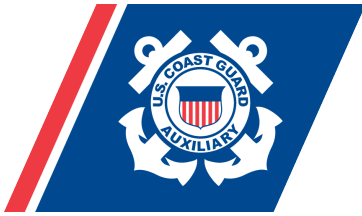


U.S. COAST GUARD SECTOR GUAM



AUXDIRECT

PROGRAM OVERVIEW

- Interested in working closely with personnel from Sector Guam, Station Apra Harbor, USCGC ASSATEAGUE, USCGC WASHINGTON & USCGC SEQUOIA?
- Looking for non-traditional or “out-of-the-box” opportunities to support operations in the Sector Guam AOR?
- Have a unique skill, trade or profession that you feel may contribute to the overall operational effectiveness or personnel assigned to the Sector Guam AOR?

Then *AUXDIRECT* is the program for you! Sector Guam’s *AUXDIRECT* Program, modeled after the successful *AUXDIRECT* Program at Sector Baltimore (5th District Southern) and Station New York (1st District Southern), works one of two ways:

1. Sector Guam Auxiliary Liaison advertises immediate-fill, critical-need solicitations to Auxiliary members in hopes of recruiting or “hiring” Auxiliarists to assist with or perform the duties and responsibilities advertised in the solicitation.
2. Auxiliarists that possess unique skills, trades, professional certifications, etc. can submit their name and contact info to the Sector Guam Auxiliary Liaison to be put on an Auxiliary Job Bank, to be utilized as operations or personnel needs arise.

Critical-Fill Solicitations (**ACTUAL**) and Auxiliary Job Bank positions (**EXAMPLES**) will be provided below



APPLICATION PROCESS

Yes, I want to volunteer...so now what?

1. Fill out the below application, ensure you fill out as much information as possible.
2. Return the application to Sector Guam, **ATTN: Auxiliary Liaison**.
Application can be returned one of several ways:
 - a. Standard Mail Service: Commander
Coast Guard Sector Guam
PSC 455 Box 176
Santa Rita, Guam 96915-1056
ATTN: Auxiliary Liaison
 - b. Email** to Auxiliary Liaisons: IIA.MILLER@USCG.MIL
LARLA.H.BROWN@USCG.MIL

**Email must contain the following enrollment information:

- i. Name
- ii. Division/Flotilla information
- iii. Preferred contact number and email
- iv. Mailing address
- v. Job applying for (Critical Fill Positions) and/or
- vi. Job Bank Position Posting (non-critical fill positions)
- vii. Availability information (days & specific times)
- viii. Qualification info, experience, special skills/trades



GENERAL – FILL POSITIONS

GEN 17-001 BOATING AND WATER SAFETY EDUCATION

Personnel Requirement: 01-03 Auxiliary Members

Job Description: Work with members of the Sector Command Center, Station Apra Harbor, Guam Fire & Rescue, and Guam Police Department to conduct boating safety courses and presentations for military personnel, schools, and the general public.

Required Training: Provided on-the-job

References: U.S. Coast Guard Boat Crew Seamanship Manual, Boat Operations & Training Manual (BOAT)

Additional Info: Interested members should contact the program point of contact, LT Cliff Graham (Clifton.j.graham@uscg.mil) for details of upcoming opportunities. AUX members filling this position should have good communication skills, professional and personable demeanor, and a comprehensive understanding of boating and water safety. Public speaking skills are preferred.

STAAH 17-002 BOAT CREW MEMBER

Personnel Requirement: 3 to 4 Auxiliary Members

Job Description: We welcome Auxiliary Boat Crew Members to also certify as Boat Crew Members and Engineers on the Coast Guard Response Boat, serving alongside their Active Duty and Reserve counterparts.

Required Training: Provided on-the-job

References: Boat Crew PQS; RB-M & RB-S Boat Operators' Manuals

Additional Info: N/A

STAAH 17-003 FACILITIES MAINTENANCE

Personnel Requirement: 2 to 3 Auxiliary Members

Job Description: Station Apra Harbor has a backlog of facilities projects. The same crews that execute missions and maintain boats are also responsible for maintaining and improving the facilities. Any help in the area would be a huge lift for the crew. This can range from small construction projects, to cleaning air conditioners, and painting rooms.

Required Training: Provided on-the-job

References: N/A

Additional Info: N/A

STAAH 17-004 ASSISTANT BOAT KEEPER

Personnel Requirement: 2 to 3 Auxiliary Members

Job Description: Station Apra Harbor is regularly maintaining the boats so they can continue to bring the crews home safely. Often times, it can be a struggle to keep up with maintenance with continual operational and training needs. We can specify engineering tasks for Auxiliarists with an engineering background, or

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cleanliness and material condition tasks for the engineering challenged. Also conduct boat check inspections monthly ensuring all the gear is in good working order.

Required Training: Provided on-the-job

References: N/A

Additional Info: N/A

STAAH 17-005 TRAINING ASSISTANT

Personnel Requirement: 1 to 2 Auxiliary Members

Job Description: Our Training Petty Officer is continually challenged with mass data entry. The Training Assistant will primarily ensure training records are kept up to date, and would assemble qualification packages for incoming personnel.

Required Training: Provided on-the-job

References: Boat Operations & Training Manual (BOAT)

Additional Info: N/A

STAAH 17-006 RESCUE & SURVIVAL ASSISTANT

Personnel Requirement: 2 to 3 Auxiliary Members

Job Description: Personnel filling this position will assist Station Rescue & Survival Systems Petty Officer in ensuring all R&S equipment is being properly maintained. Specific duties include, but are not limited to: (1) Source selection and procurement; (2) Gear inventory management; (3) equipment build-ups; (4) Equipment inspections and preventative maintenance; (5) Corrective maintenance; (6) Gear disposal and transfers.

Required Training: Provided on-the-job

References: R&S Manual; MPC Cards

Additional Info: N/A

STAAH 17-007 INVENTORY DATA ENTRY ASSISTANT

Personnel Requirement: 1 to 2 Auxiliary Members

Job Description: Station Apra Harbor maintains a general purpose property inventory and a small boat parts inventory. They both require attention from our boat crews quarterly and any help would relieve some or all burden from the crew and Executive Petty Officer.

Required Training: Provided on-the-job

References: N/A

Additional info: Administrative and computer experience is preferred.

STAAH 17-008 PUBLIC RELATIONS

Personnel Requirement: 01-03 Auxiliary Members

Job Description: Personnel filling this position will help Station Apra Harbor crew members with static displays, conducting presentations at schools, and setting up boating safety displays and interacting with the public.

Required Training: Provided on-the-job

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References: N/A

Additional Info: AUX members filling this position should have good communication skills, professional and personable demeanor, and a comprehensive understanding of the Coast Guard's roles and missions. Public speaking skills are preferred.

STAAH 17-009 SWEEPERS

Personnel Requirement: 1 to 2 Auxiliary Members

Job Description: Personnel filling this position will help Station Apra Harbor crew with general station clean ups, to include cleaning the boat bay, the office area, recreational room, training room, and heads. This will greatly help the crew during long SAR cases and maintaining the appearance of Station Apra Harbor

Required Training: Provided on-the-job

References: N/A

Additional Info: N/A

STAAH 17-010 COOK FOR A DAY

Personnel Requirement: 1 to All Auxiliary Members

Job Description: With long work hours the duty sections often don't have the time or energy to prepare themselves a wholesome meal while standing duty. Having an Auxilliarist come prepare a meal for the crew would both increase morale and provide time for valuable social interactions.

Required Training: Basic cooking skills

References: N/A

Additional Info: Breakfast, lunch, and dinner options available. If interested contact the Station Officer of the Day to coordinate specific times.

CPO 17-011 PAINTING & CONSTRUCTION

Personnel Requirement: 1 to 3 Auxiliary Members

Job Description: The Sector Guam Chiefs are currently renovating a space that will be utilized as the Chief's Mess. Assistance is needed in painting, building, cleaning, and acquiring materials.

Required Training: Basic painting or construction experience.

References: N/A

Additional Info: Chief's Mess POC is CPO Steve Kelly.

WASHINGTON 17-012 INVENTORY DATA ENTRY ASSISTANT

Personnel Requirement: 1 to 2 Auxiliary Members

Job Description: USCGC WASHINGTON maintains a general purpose property inventory and a robust parts inventory system. They both require meticulous attention from our senior members onboard. Member would be responsible for tracking inventory changes, conducting audits, and creating quality control measures.

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Required Training: Provided on-the-job

References: N/A

Additional info: Developed organizational skills and some computer experience is preferred.

SECPREV 17-013 MONTHLY LDAC MEETING MINUTE TAKER

Personnel Requirement: 1 Auxiliary Member

Job Description: Sector Guam meets monthly to discuss LDAC issues and plan activities for the unit. The notes taken at these meetings would need to be transposed to CG memo format for review and signature by the Sector and Deputy Sector Commander. An AUX member with attention to detail and meticulous note-taking abilities is requested to fulfill this obligation.

Required Training: Provided on-the-job

References: COAST GUARD CORRESPONDENCE MANUAL M5216.4C

Additional info: Administrative experience is preferred

SECRESP 17-014 POLLUTION RESPONDER QUALIFICATION

Personnel Requirement: 2 Auxiliary Members

Job Description: AUX specific version of the active duty pollution responder qualification. Obtaining this qualification will allow members to assist/augment the Incident Management Division following pollution spills and marine casualties.

Required Training: Provided on-the-job

References: N/A

Additional info: MISLE experience is preferred

SECPREV 17-015 INVESTIGATIONS DIVISION: OFFICE ASSISTANT

Personnel Requirement: 1-2 Auxiliary Members with attention to detail, Excel and Microsoft Word experience.

Job Description: Provides administrative, secretarial and clerical support to Investigations Division in the office to maintain an efficient office environment.

Duties include: monitor incoming emails and answer or forward as required. Prepare outgoing mail for distribution. Fax, scan and copy documents. Maintain office filing and storage systems. Lastly, update and maintain databases such as MISLE, MIMD and Excel Spreadsheet.

Required Training: Provided on-the-job, Microsoft Office

References: COAST GUARD CORRESPONDENCE MANUAL

SECPREV 17-016 INSPECTIONS DIVISION: ADMIN ASSISTANT

Personnel Requirement: 1-2 Auxiliary Members with attention to detail, Microsoft Word and/or Excel experience.

Job Description: Provide administrative support to Inspections Division (vessels and waterfront facilities) to manage inspections data and update procedural manuals for process improvement.

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Duties include: Assist inspectors with editing existing Standard Operating Procedures with updates in line with new policies and technical processes in compliance with ISO9001 standards (no ISO9001 experience needed). Create and/or maintain Excel spreadsheets that compile data on numerous Prevention missions for use in command briefings.

Required Training: Microsoft Office (Word and Excel)

References: COAST GUARD CORRESPONDENCE MANUAL

SECPREV 17-017 ARTIST

Personnel Requirement: 1 Auxiliary Member with artistic abilities.

Job Description: Provide a sketch of the Neptune's Trident certificate issued to members of the Prev dept.

Duties Include: Working with dept members to provide a sketch that embodies the duties/responsibilities of Sector Guam as well as the island.

Required Training: N/A

References: N/A

SEC PREV 17-018 MICROSOFT SHAREPOINT PAGE DEVELOPER

Personnel Requirement: 1-2 Auxiliary Members with formal/OJT training on Sharepoint development.

Job Description: Create a Sharepoint information page for the Prevention Dept (Inspections, Waterways Management and Investigations), Leadership & Diversity Advisory Council and Partnership in Education.

Duties Include: Working with others to make the pages as comprehensive and functional as possible.

Required Training: Formal or OJT training will be acceptable.

References: N/A

SECPREV 17-019 PARTNERSHIP IN EDUCATION VOLUNTEERS

Personnel Requirement: All Auxiliary Members welcome to participate.

Job Description: Members would be expected to volunteer their time one day each week at Merizo Martyrs Memorial School in Merizo.

Job Description: Members would be asked to volunteers in classes as teacher assistants, as lunch buddies which are responsible for interacting with the children during lunch periods, provide in-school tutoring as requested by the staff and participate in annual/one-time only coordinated events as requested by the staff.

Required: No formal training necessary.

References: Partnership in Education Toolkit

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COMCEN 17-020 DIRECTION FINDER (DF) TECHNICIAN

Personnel Requirement: 4 Auxiliary Members with access to personal transportation and physically fit to safely walk and/or hike up to 1/2 mile

Job Description: Command Center is seeking Direction Finder (DF) Technician to assist with inland SAR. Members will use handheld radio antennae/receiver to investigate 406 Mhz beacons that are set off via ELT (Airplane) or PLB (Personal Locator, ie; hikers). Command Center will provide training and supply equipment as needed. This would be an on-call position.

Required Training: Provided on-the-job

References: Will be provided

Additional info: Command Center POC: OSC Sean Soule

GENERAL 17-021 LANGUAGE INTERPRETER

Personnel Requirement: Open

Job Description: The US Coast Guard Auxiliary Interpreter Corps is a component of the USCG Auxiliary International Affairs Department. They offer their linguistic skills to the US Coast Guard and other agencies of the Department of Homeland Security and Department of Defense.

The US Coast Guard Auxiliary Interpreter Corps has 2 Competency Levels:

Level "A" Interpreter fluently reads, writes, speaks and understands a foreign language in addition to English.

Level "B" Interpreter speaks and understands a foreign language in addition to English, but does not necessarily fluently read or write in any language.

Required Training: n/a

References: COMDTINST M16790.1G Auxiliary Manual

Additional Info: For detailed instructions, visit

<http://icdept.cgaux.org/interpreter/index.php?t=u> POC: LTJG Larla Brown.

CONTINGENCY PLANNING 17-022: Port Recovery Specialist

Personnel Requirement: 2 Auxiliary Members

Job Description: Personnel filling this position will be assisting the USCGC Sector Guam as a member of the Marine Transportation System Recovery Unit during port closure events in the WQSB.

Required Training: MTSL / MTSRU training provided locally. This training takes place over a 3 day period.

References: COMDTINST 1600.28 (Series), PACAREAINST 16001.1 (Series), The Mariana Islands Maritime Transportation System Recovery Plan

POC: Mr. Larry Kramer, Larry.g.kramer@uscg.mil, LT Bryce Van Cleef,

Bryce.L.VanCleaf@uscg.mil Additional Info: MTSL/MTSRU training dates: 6 - 8 June 2017.



AUXILIARY JOB BANK POSITIONS

Currently, there are updated listings in the *AUXDIRECT* job bank. However, there are still numerous opportunities available, including, but not limited to the following positions:

OPERATIONS READINESS:

- 25' & 29' RB-S Material Condition Auditor/Inspector
- 45' RB-M Material Condition Auditor/Inspector
- Government Vehicle Fleet Manager
- Data Entry & Statistical Analysis

PERSONNEL SUPPORT:

- Tax Preparation
- Tutoring
- Resume Writing
- Award Writing
- Health & Wellbeing
- Financial Management & Investments
- Education
- Coaching / Mentoring
- Morale & Recreation
- Leadership
- Personal / Professional Development

SAFETY & SURVIVAL:

- Hazards Communications Program Auditor
- Unit Safety Program Safety Auditor

LOGISTICS:

- Contingency Food Services Specialist

PUBLIC AFFAIRS:

- Community Volunteer Coordinator
- Videographer
- Photographer
- Unit Historian
- Webmaster

...And additional services as indicated by your collective responses.



SECTOR GUAM AUXDIRECT ENROLLMENT APPLICATION

YES! Sign me up for the *AUXDIRECT* Program...

- I am interested in applying for the following critical fill positions:**

Job Title & Reference Number: _____

Job Title & Reference Number: _____

Job Title & Reference Number: _____

- I am interested in adding my name to the *AUXDIRECT* Job Bank. I have the following special skills, trade experience, professional certification/training to perform the following support services:**

Job Bank Position Title: _____

Job Bank Position Title: _____

Job Bank Position Title: _____

Name: _____

Division: _____ Flotilla: _____ Phone: _____

Email Address: _____

Home Mailing Address: _____

Days and Times You Will Be Able to Work:

- | | | | |
|------------------------------------|-------|----|-------|
| <input type="checkbox"/> Mondays | _____ | To | _____ |
| <input type="checkbox"/> Tuesdays | _____ | To | _____ |
| <input type="checkbox"/> Wednesday | _____ | To | _____ |
| <input type="checkbox"/> Thursdays | _____ | To | _____ |
| <input type="checkbox"/> Fridays | _____ | To | _____ |
| <input type="checkbox"/> Saturdays | _____ | To | _____ |
| <input type="checkbox"/> Sundays | _____ | To | _____ |