

## NACON 2015 CLASS DESCRIPTIONS

**Aux Admin Discipline**-Patrick Hickey-This is an overview of administrative disciplinary policy based on the Auxiliary Manual to help Unit Leaders (FC, DCDR, DCO) and other administrative leaders. The course will have interactive discussions and exercises. In addition templates for letters of caution and letters of reprimand will be provided. Attendees should review Auxiliary Manual Sections F through K prior to attending.

**Auxiliary E-books** -COMO Robert Laurer – This class will give the attendee's a first-hand look at the *Seamanship Seminar Series* E-books. We will discuss the mechanics of instructors and students accessing the materials, costs to the flotilla and student costs. We also will review course content and the advantages of E-books over printed materials. We will also explore other electronic presentations currently in the works.

**Auxiliary Information Technologies**-Jeff Geddes- At the National level, the IT community transitions from direct member support (AUXDATA/AUXINFO) to envisioning, developing, and supporting the systems that support our membership. This course will explore the state of auxiliary technology based programs and services while looking ahead at the future of IT.

**AUXPAD (paddle sports) class** – Don Goff, The new Auxiliary Paddlecraft RBS program (AUXPAD) has a strong public information component. In this session, we will unveil and present the new public education course for paddlers called "What You Should Know Before You Go: A Paddler's Guide to Safety." Prepared by the Auxiliary in cooperation with the American Canoe Association, this course speaks to specific issues that have resulted in fatalities and near misses for Stand Up Paddlers (SUPs), kayakers, and kayak fishermen. Oriented toward new or novice paddlers, the class covers key safety gear, situational awareness, and risk management. Auxiliarists will be able to present it in a classroom or PA setting. In addition to PE instructors, PAs, VEs, MTs and MVs will benefit from this session.

**AUXPAD on the water demo** – ACA instructors - The new Auxiliary Paddlecraft RBS program (AUXPAD) has an on-the-water component. In this session, Auxiliarists who are also American Canoe Association instructors will demonstrate the skills, strokes, form, and self- and assisted rescues paddlers will need to demonstrate to become qualified as Auxiliary Paddlecraft Operators. This session will be held at the hotel pool. Capacity is limited to 50 persons.

**Award Writing Workshop**- CDR Michael DaPonte/Steve Minutolo-This workshop will review Coast Guard standards and best practices for composing and routing all elements of Auxiliary personal award recommendation packages (e.g., Auxiliary Commandant's Letter of Commendation, Auxiliary Achievement Medal), the national Auxiliarist of the Year award, and the Commodore Charles Greanoff Inspirational Leadership award. This includes proper completion of award package elements like the Award Recommendation form (CG-1650/ANSC-7002), summaries of action when required, and award citations.

**Basic Qualification Course**-Michael Bick-The Beta period has been completed. This course will review the techniques that worked to get auxiliarists through the course voluntarily including mentor the mentor, classroom overviews of the material, and how to process the completion form.

**Coast Guard Ombudsman Program with Auxiliarists**- Lori Carrington - The focus of this workshop is to develop an understanding of the US Coast Guard's Ombudsman. Participants will learn how the program is structured and how it directly impacts military readiness. How Auxiliarists can serve as an ombudsman for a unit. How Auxiliarists can support an existing Ombudsman and discuss various resources for members and families to include the USCG HSWL (Health, Safety, Work-Life) application.

**Funding of Local Units**-David Friedman-Money is always an issue for local units. This will be a concise discussion that will emphasize and explore a variety of options available to local units from grants to matching programs and fund raising. This discussion will apply to Flotillas, Divisions and Districts, and will include examples of current things being done. We will also review the newly revised Grant and Awards Handbook that has just been posted on the Auxiliary web site and where to find it! In addition, a full explanation of how the Coast Guard Auxiliary Association fits into the picture and how it works for the Auxiliary.

**HF Communications**-Gary Young- The Telecommunications Department is transitioning into a multifaceted complex of varied missions. This session describes the current path and the new challenges that lie ahead. Of particular interest will be the restructuring of the Coast Guard Communications Command and the new mission of Coast Guard Augmentation.

**How to Conduct an Investigation**-COMO Richard Lawrence-Any member of Cost Guard Forces who believes an Auxiliarist has violated the governing policies established by the Commandant, may make a request for a preliminary investigation. The investigation may take place at the flotilla, division, district or national level. An investigation is a serious undertaking in the Auxiliary which cannot be taken lightly nor done incorrectly. This course will review the steps and procedures to complete an investigation correctly.

**Leadership Duties of Flotilla Members**-COMO Steve Reams-Leadership training usually focuses on elected positions, but flotilla members have a leadership role, too. Flotillas can't function effectively unless members know their leadership duties and perform them effectively. Learn and share the secrets of energized membership and release the full potential of everyone.

**Leadership Duties of Staff Members**-COMO Richard Lawrence-Each staff officer is responsible for the general management and supervision of a specific program area or administrative function. The best staff officers not only perform those duties well, but add to the spirit and effectiveness of the entire unit. Learn how each staff officer can reach full potential and prepare for future challenges.

**Mandated Training**- Robert Holm -All of the training options are now available from the Training Directorate website. The timeframes for compliance have been spelled out. The consequences for noncompliance have been specified. This course will review all the options and explain what noncompliance does to an Auxiliary career and how to avoid it.

**Measurement Projects**-Peter Jensen-The Performance Measurement Directorate has developed data visualization and analysis reports for use as management tools at all levels. These may be used to identify strengths, weaknesses and trends within units. In this session attendees will learn how to access and interpret the District Trends Reports, the District Analysis report, the Flotilla Analysis Reports, and LUCI (Local Unit Charted Information).

**National Organization**-ANACOs, DIRs, DIRds-Have you ever wondered what it's like to be on National Staff? Do you have expertise that you think would be useful but don't know where to apply it? Come attend and learn about the serving on the National Staff and see the opportunities that are available. The first session is a general overview of the National Staff organization followed by 30-minute presentations by each of the National Directorate leaders where they describe what they do and how they support the National Strategic Plan.

**National Weather Service** – Mike Dion - The National Weather Service (NWS) has been forecasting weather for over a century, and produces forecasts for all of the U.S. and surrounding waters. Weather forecasts and warnings for boaters are an essential part of a safe and enjoyable boating experience. This presentation, intended for all, especially the USCG Auxiliary educators, will update auxiliarists on some NWS basics, and what is new in the NWS marine program.

**Navigating Forms**-Jan Munroe-A big part of life in the auxiliary is recording your time and activities. Knowledge of the proper forms is key to proper AUXDATA recording. This class will review the proper use of forms and codes to make sure the CG is able to report all of our efforts properly. Forms like the 7029, 7030, 7039, 7038, and others will be discussed.

**Navigation Systems for Everyone**-George Peek -This course will provide an overview of Navigation Systems showing how almost all Auxiliarists may participate in the NS Program – regardless of what body of water they patrol or what types of Aids to Navigation are there. The NS operation is key to ensuring aids to navigation are fulfilling their function by being where they are supposed to be and in good working order to support the boating public.

**Overview of Incident Management & Preparedness**-Robert Tippet-The focus of this session is to develop an understanding of the USCG Auxiliary's Incident Management & Preparedness role, its alignment with the Auxiliary's National Strategic Plan, its relationship and alignment with the US Coast Guard's Incident Management & Preparedness Policy as well as further develop an understanding of Contingency Planning & Readiness at the Sector/Auxiliary level, the necessity for the development of contingency/readiness plans, and how to use Everbridge and Skills Bank, components of the Auxiliary Incident Management System (AIMS).

**Paddle Craft Expansion and Vessel Safety Check**-Dana Kirk - Participants will receive information on the national statistics of people operating paddle craft and the increasing number of injuries and fatalities associated with this increasingly popular form of water recreation to include discussions on the different type of paddlers encountered and the best way to reach them with the Recreational Boating Safety message. Instructors will also explain the importance of understanding the "paddling culture" and techniques to use in increasing paddle craft Vessel Safety Checks in their districts through outreach methods. Information on dealing with individual paddlers, groups and organizations, and rental locations will be covered.

**Photography Workshop**-Joe Giannattasio-Appropriate photographic images are essential in Coast Guard Auxiliary publications and social media. This course will provide attendees the elements of Coast Guard and Auxiliary digital photography, proper preparation and distribution for publication. Members are welcome to bring 2-3 samples of their photographs on a USB flash drive for evaluation and a digital camera (if available).

**Program Visitation and its role in RBS**-Michael Klacik-Participants will be educated on the history of the Coast Guard Auxiliary's Visitation Program, and its importance in the promotion of the Coast Guard's Recreational Boating Safety message. Statistical data will be provided, and the role of today's certified Auxiliary Program Visitors will be discussed. Updates in the program, including the U.S. Power Squadron's participation in the Visitation Program will be thoroughly explained and examples of how working together towards a common goal can be attained.

**Skills Bank Potential**-Steve Pegram-The Skills Bank is a resource data base that provides a search tool for locating Auxiliarists who possess specific skill sets. It is designed to be a tool for Coast Guard use in contingency planning as well as when the need for Auxiliary support or augmentation arises. This course shows how to link member skills to USCG and Auxiliary needs. Attendees will learn how to develop a database of talented leaders, subject matter experts, and skills based on needs in their districts.

**Social Media-The Ins & Outs**-Gaspere Marturano-This course will provide a basic/intermediate understanding of today's major social media sites and platforms. Attendees will learn how to use social media to achieve personal and Auxiliary goals. Learn how to get set up, share meaningful content, and build and engage an audience across all the top social platforms. The course will teach attendees about the full scope of features each has to offer, how and when to share content, which sites or platforms are best for Auxiliary objectives. There will be a Q & A session and the presentation will be available to all for download.

**Standing up and Integrating an AUP Unit**-Bret Fendt-The Auxiliary University Program (AUP) provides an Auxiliary experience specifically targeted at undergraduate college students. This session will provide an overview of the AUP program and the benefits its members provide to the Auxiliary. Participants will learn how the program is structured and organized, the roles and responsibilities of the host flotilla and academic institution, and the factors that drive the development of a successful AUP Unit.

reh  
8-18-15