

AUXDIRECT

AUXILIARISTS WANTED...

UPDATED AS OF 9/25/08: *New listings are shown at the top.*

Interested in working more closely with the Coast Guard? Here's the latest installment of the listing we send out containing jobs at Coast Guard installations in Sector Baltimore that that Coast Guard wants Auxiliarists to fill.

Below this introduction, we list each job by its title and location, then describe the duties and qualifications needed and show the hours that you'll be expected to report.

At the bottom of this attachment, you'll find an application form. If you're interested in applying, please fill it out fully and send it to Art Pine, Auxiliary Sector Coordinator (Sector Baltimore) at:

By e-mail to: ap99bc@starpower.net

or by postal mail to:

Art Pine, ASC(SB)
3519 Raymond Street
Chevy Chase, MD 20815-3227

Note: Please do not send your application directly to the Coast Guard or to the installation.

A word about commitment. Once you sign up for a job or training course with the Coast Guard, you'll be expected to stand regular watches or work regular hours at the job after you've been certified. Please sign up, but please know in advance that doing so will require your continuing commitment.

NEW LISTINGS (URGENT):

USCG SECTOR BALTIMORE

TWIC OUTREACH ASSISTANCE

The Coast Guard wants your help in making sure that civilian maritime workers who will be required to hold DHS Transportation Worker Identification Credentials (TWICs) next year are fully aware of the requirement and have applied for their credentials. Auxiliarists will be dispatched (along with active-duty Coast Guard personnel) to entrance gates at regulated marine terminals throughout the Baltimore-Annapolis-Washington area, and asked to pass out informational flyers and to answer questions about the TWIC process. You'll be representing the Coast Guard in interacting with the public on this. There's been some resentment about this new regulation, so skills in dealing with the public are essential. The Coast Guard will provide regulations and other documents for you to read in advance (see note at end of this item) and will conduct a brief training session before sending you out. You must be willing to put in three hours a day (in any weather) on at least two days a week, sometime between 0830 and 1500. Pick the days you can serve. Drive to the U.S. Coast Guard Yard at Curtis Bay and you'll be driven to the site in a government vehicle. Uniform: ODUs. You can find the reading material online: Use your search engine to find 33 CFR 105 and NVIC 03-07.

Reference number: SWC-8027

USCG SECTOR BALTIMORE

EMERGENCY RADIO OPERATOR, RESCUE 21

For Auxiliarists who already own or operate radio facilities at home or in their cars or trucks, here's an opportunity to help Sector Baltimore with the Coast Guard's new state-of-the-art Rescue 21 communications system. Note: To do this job, you need to own your own shoreside or mobile VHF-FM marine radio facility and know how to operate it and use proper procedures. You do *not* need to be a certified radio watchstander. The Coast Guard will provide some training beyond that. Your assignment will be to operate a VHF-FM marine radio facility and relay message traffic to and from the Sector Command Center during periods when the center is taking its Rescue 21 unit off-line to service it or upgrade the software. Depending on where your own radio facility is, you

can work at home or from your car, or from inside a room at the base of one of the Rescue 21 system's towers around the Baltimore-Washington-Annapolis area, such as Tilghman Island or Cove Point. You also may be asked to fill in during an emergency, such as a power outage. One downside: Occasionally the work may be at midnight or 0300. But you're unlikely to be called on more than once a month. You'll need to use your own car. Uniform not required.

Reference number: SWC-8025

USCG SECTOR BALTIMORE

WEBMASTER, NEW SECTOR BALTIMORE WEBSITE

If you're good at designing and maintaining websites, here's a job offer you can't refuse: Create and maintain a special website for Sector Baltimore (the Coast Guard) and its outlying units, such as small-boat stations. You'd need to put in enough hours initially to get the website up and running, but after that you'd only need to check in once or twice a week—at whatever time of the workday is convenient for you. You can build your webpage at home, but you'd have to be at the Sector Admin office in Building #70 to access the site once it's been launched. You'll also need to have some knowledge of digital photography. You don't have to wear a uniform. Sector Baltimore will provide the computer and camera. And if you have to visit outlying units, the Coast Guard will provide a vehicle.

Reference number: SWA-8026

SEA WITCH CLEANUP PROGRAM: ALL JOBS HAVE BEEN FILLED OR SCRAPPED BECAUSE OF CHANGES IN THE PROGRAM'S TIMETABLE. THANKS FOR VOLUNTEERING.

PREVIOUS LISTINGS STILL OPEN, STILL NEEDED (BELOW):

USCG SECTOR BALTIMORE

TEMPORARY ADMIN ASST, PREVENTION DEPARTMENT

The Prevention Department needs a full time, five-day-a-week administrative assistant from April 1st through July 1st to replace a permanent employee who is on maternity leave. The job involves processing marine inspection documents, researching computer records to determine the status of specific cases, drafting reminder letters to vessel operators, and finalizing stability letters, certificates of inspection, and system plan approval letters. The applicant also would be asked to maintain, transfer and archive correspondence files and track data for all departmental projects to help manage administration of \$40,000 departmental budget—including reviewing charges, processing procurement requests; developing spending plans; monitoring office communications;

and serving as central point of contact for scheduling inspections and reaching waterways management and investigations staff. Work hours: 0730 to 1600 daily. Uniform: ODU or professional civilian attire. Place: Sector headquarters, Building #70, at U.S. Coast Guard Yard, Curtis Bay, Baltimore. You must have a USCG or DoD decal on your car and an Auxiliary I.D. card to enter the yard.

Reference number: SBP-8016

USCG SECTOR BALTIMORE

PROJECT OFFICER, BUSINESS PROCESS DOCUMENTATION

The Prevention Department needs a project officer to serve between April 1st and October 31st. Key staff position reporting directly to CDR Brian Penoyer, department chief. Help document the department's business processes (Standard Operating Procedures) with the aim of preparing a detailed plan by October 31st that outlines 61 separate business processes. Applicant should have experience in dealing with ISO9001 processes, including audits. Work hours: Two days a week to meet with active-duty officers and petty officers plus some work at home at your convenience. Uniform: ODU or professional civilian attire. Place: Sector headquarters, Building #70, at U.S. Coast Guard Yard, Curtis Bay, Baltimore. You must have a USCG or DoD decal on your car and an Auxiliary I.D. card to enter the yard.

Reference number: SBP-8017

USCG SECTOR BALTIMORE

FISHING VESSEL SAFETY EXAMINER

Help Sector Baltimore's Inspections Division inspect commercial fishing vessels. Trident qualification is optimal, but not required. Experience with Auxiliary VSC is a help. Hours are negotiable. Some travel required. You must agree to serve regularly after you sign on. Place: U.S. Coast Guard Yard at Curtis Bay, in Baltimore. Uniform: Operational dress uniform or civilian clothes. You must have a USCG or DoD decal on your car and an Auxiliary I.D. card to enter the yard.

Reference number: SBM-8007

USCG SECTOR BALTIMORE

REGULATED FACILITY SAFETY AND SECURITY REVIEWER

Help Sector Baltimore's Inspections Division, Port Safety and Security Branch review plans for regulated vessels. No field inspections needed. Work eight hours a day for four days a month. You must agree to serve regularly after you sign on. Place: U.S. Coast Guard Yard at Curtis Bay, in Baltimore. Uniform: Operational dress uniform or civilian clothes. You must have a USCG or DoD decal on your car and an Auxiliary I.D. card to enter the yard.

Reference number: SBM-8011

USCG STATIONS

MISCELLANEOUS JOBS TO HELP USCG STATIONS

Coast Guard Stations need Auxiliarists who can provide the following help:

- Mentoring young Coast Guardsmen and women
- Financial planning for station personnel
- Tax preparation help for station personnel
- Training in NAVRULES for station personnel
- Certified first aid/CPR instructor to provide course for station personnel
- Boathandling instructor (qualified coxswain)
- Public affairs/photographer to help take photos, write press releases for station

Send in your application (below), indicating which items you may be able to provide. Hours are whatever you can spare. Uniform is preferred, but not required. You must keep your commitments after you sign on.

Reference number: STN-8006

ALL STATIONS

RADIO COMMUNICATIONS WATCHSTANDER

U.S. Coast Guard Stations need extra communications watchstanders to staff their radio operations. We'll train you, provided you agree to stand regular watches once you're certified. Applicants must have completed the Auxiliary Communications specialty course (AUXCOM) and will be given extra training in Coast Guard procedures. Training involves six classroom and on-the-job training sessions and knowledge of our Area of Responsibility.

Reference number: STH-8004

Help the Auxiliary become a more effective force-multiplier for the Coast Guard. Sign up to help out!

INTERESTED IN ANY OF THESE? SEE APPLICATION BELOW

I'M ANSWERING THE WANT-AD

IN AUXDIRECT

Please fill out this form and send it to:

Art Pine, Auxiliary Sector Coordinator (Sector Baltimore)
3519 Raymond Street
Chevy Chase, MD 20815-3227

Or e-mail it to him at: ap99bc@starpower.net

Name: _____ Member #: _____

Division: _____ Flotilla: _____ Home phone: _____

Work phone: _____ Cellphone: _____

E-mail address: _____

Mailing address: _____

Which job are you interested in?

Job title (at top of want-ad): _____

Job reference number (at bottom of the want-ad): _____

Which station would you like to support?: _____

Days and times you'll be able to work:

- Mondays _____ to _____
- Tuesdays _____ to _____
- Wednesdays _____ to _____
- Thursdays _____ to _____
- Fridays _____ to _____
- Saturdays _____ to _____
- Sundays _____ to _____
- Holidays _____ to _____

Your qualifications:

