



US Coast Guard Auxiliary Interpreter Corps

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USCG Auxiliary Interpreter Corps Shipboard Deployment Guide

This Guide is a ready reference for US Coast Guard Auxiliary Interpreter Corps members who are being assigned for shipboard deployments. This Guide should be used in conjunction with the Auxiliary Manual (COMDTINST M16790.1). If there are any questions, please contact the Coast Guard unit issuing the order, the Auxiliary International Affairs and Interpreter Support Directorate Interpreter Corps Program Manager, Division Chiefs, or Deployment Coordinators. Specific instructions from the Coast Guard Order-Issuing Authority (OIA) or the Commanding Officer (CO) of the ship take precedence to this Guide.

1. **Pre-Deployment** (Preparing for an Assignment)

- a. **Assignment:** You may be contacted by a Coast Guard unit directly or through the Auxiliary Interpreter Corps Program Manager or Deployment Coordinators. If you are contacted directly by a USCG unit, you should inform your regional Auxiliary Interpreter Program Deployment Coordinator or the Auxiliary Division Chief for Interpreter Qualifications [N-II-I] if there is no regional coordinator who can assist with your deployment. You will be given as much notice as possible to prepare for the deployment, but there might be many contingencies and some are beyond the control of your Coast Guard unit.
- b. **Duration of Deployment:** You should confirm the length of deployment, and that you are available for the duration. Deployments can last as long as 120 days.
- c. **Fit for Afloat Duty:** You should be in good (physical, dental, mental) health with no major medical conditions for extended length of shipboard assignment. You should consult your own physician and dentist to make sure you are fit for afloat duty, including an assessment of any history of seasickness and/or vertigo. If there is an Auxiliary Health Care Provider (Physician, Physician-Assistant, and Dentist) or CG clinic available in your area, they can be utilized to provide a Medical History and Physical Examination to determine fit for afloat duty. As part of the assignment to duty process, Interpreter Corps Deployment Coordinator or N-II-I, as appropriate, may request health care provider statements, and consult your Flotilla Commander and DIRAUX to determine if you are qualified and physically fit for afloat deployment.
- d. **TAD Orders:** Auxiliarists are normally assigned to Coast Guard Temporary Additional Duty (TAD) using Form CG-4251. Sometimes, a TAD Memo is issued before the CG-4251 is prepared. The Memo can be used for travel preparation. In times of emergency or critical operational need, an Auxiliarist may receive verbal orders from a Coast Guard unit to proceed on a mission within U.S. waters. You should write down the assigned Travel Order Number (TONO). Coast Guard reimbursable orders will also be issued for deployment on US Navy ships. For deployment in North Atlantic area, NATO orders shall be issued also, for appropriate country clearance and US Embassy involvement.

- e. Foreign Travel: All Auxiliarists on foreign official travel must have written CG orders in hand prior to departure from the United States. Atlantic Area (LANTAREA) or OPCOM External/International Affairs in Portsmouth, VA, is the Clearing House for overseas Interpreter Deployments.
- f. Mode of Travel: If commercial air ticket is needed to get to the ship, it should be arranged through SATO Travel Services at 1-800-753-7286. You may need to fax your TAD form or memo to them at 1-866-914-7386, after reservation has been made. The Government Procured Transportation (GTA) ticket will be billed directly to your TONO.
- g. Finance: Bring enough cash to pay for meals, cabs, tips, etc, during transit to the ship. Your OIA or Auxiliary Deployment Coordinator can provide proper guidance on amount to bring based on the particular situation. When you are deployed on board a ship, you will incur a mess bill that must be cleared before you disembark. Bring personal checks to pay for meals on USCG or Navy vessels, and any incidental items purchased from the ship's store. These checks will be deposited by the ship's store when she returns to port. Your mess bill will be reimbursed as part of the per-diem on the orders.
- h. Credit Card: If you are not issued a government credit card, make sure you have one of your own with enough credit to pay for emergencies such as hotel rooms or connecting flights, when plans change. Before you leave, you should notify your credit card company that you are going on foreign travel. Otherwise, your card might be refused based on security concerns.
- i. Travel Advances: Whenever USCG TAD orders involve long distance travel or long-term assignments, travel advances can be authorized on the TAD Form CG-4251. The travel advance can be issued by the local Coast Guard Integrated Service Command (ISC) cashier's cage, and the amount will be charged to the TONO. For details of the fund disbursement, contact the local CG unit for guidance. This way the Auxiliarist doesn't have to come up with money up front. Usually the amount of the travel advance is just a little less than the actual expenses and reimbursement is issued once the expense report is processed. The travel advance is in the form of travelers checks and it is highly recommended that these checks be deposited into that bank account which has the individual's debit or cash card associated with it. This way the money is readily available for use on official duty - and if the actual expense is less than the advance, then the money which must be returned to FINCEN.
- j. Passport: All members of the Auxiliary Interpreter Corps should have a current U.S. Tourist Passport (blue color) in the event of an unscheduled foreign port-of-call while on a cutter, or on an emergency basis interpreter assignment deployment to a foreign country. Depending on the situation and if time allows, Auxiliary Interpreter Support Directorate may arrange for issuance of a U.S. Official Passport (maroon color) for the interpreter to use on official Coast Guard or Navy assigned missions. Also, photocopies of the passport identification page should be kept at home, and with your other travel documents.
- k. Visas: Depending on the port of call, visa may be required. CG Order Issuing Authority (OIA) should provide the appropriate procedures. Foreign country visa charges shall be included as a reimbursable expense item on the orders.
- l. ID Cards: The Auxiliary Member ID Card must be carried on the individual's person at all times while on foreign country, or while wearing the Auxiliary uniform. Some vessels will provide crew ID cards to be carried when ashore. Interpreters should also have their Auxiliary Interpreter Corps ID card.
- m. Immunizations: Auxiliarists should consult licensed physicians regarding specific immunization requirements for travel overseas. OIA may also have specific immunization requirements. When

traveling under orders to foreign countries, you may be able to update your immunizations at local Coast Guard health clinics, community immunization clinics or travel vaccination centers. Local community and private clinics usually charge a fee for their services. Consult your OIA to see if this is reimbursable. The latest vaccination guidelines by Center of Disease Control (CDC) for citizens traveling in foreign countries are posted on the web. Recommendations are specific for different countries and age groups. For list of travel-related diseases to be considered, refer to <http://www.cdc.gov/travel/diseases.htm>. All appropriate immunizations and vaccinations should be recorded on International Certificates of Vaccination.

- n. **Contacts:** You should get from OIA, their phone number, the telephone number of the ship and the officer on board serving as your Person of Contact (POC) prior to departure. The POC can be the CO, XO (Executive Officer) or their designee. They should have your contact (home and cellular) numbers so they can contact you en-route, although your cell phone may not work outside of U.S. Before you leave for the trip, you should confirm arrival, berthing assignments, pick up location and arrangements with the XO or POC. You should also confirm arrival the day before you arrive with the POC to ensure that they are expecting you. If you are traveling overseas, get from the OIA, the phone number of the local US Embassy, in case of emergencies. If applicable, also get from the OIA, the phone number for the senior staff responsible for your mission in the area of operation, ship's husbandry agent, or US Navy Liaison responsible for the ship in that particular country.
- o. **Biography:** A biography of the interpreter is helpful to introduce the interpreter to the CO and XO of the vessel, before he/her shows up. The biography should be submitted via the Interpreter Corps Deployment Coordinator. For general guidelines on the format of the biography, please contact N-II. (Refer to <http://cgwebs.net/interpreter/>).
- p. **Additional training:** Depending on the locations of deployment, additional training, such as Anti-Terrorism, or Survival (SERE) courses, may be required.

2. Uniform and Other Seabag Items

- a. **Uniform:** Before departure, you should check with OIA or the XO of the vessel you are assigned to for exact uniform requirements. In general, you will wear Operational Dress Uniform (ODU) aboard a CG cutter or Navy vessel. No metal insignia should be worn on the ODU. Bring 2 to 3 sets. Laundry facilities are readily available. In some cases, boat shoes may be worn while underway in lieu of boots. In the summer, you may be allowed to wear a polo shirt, dark blue t-shirt or shorts, while underway. Bring appropriate items accordingly. Some items may be available for sale at the ship's store.
- b. Bring, at least, 2 tropical blue long (CG) Uniform just in case the need arises to work in an office ashore, or for more formal occasions. The Auxiliary Manual, COMDTINST M16790.1 series is the official guide on uniform and Auxiliary's policies. It can be downloaded on line.
- c. **Insignia:** When considered appropriate, Auxiliarists should replace the insignia of their current or highest past office with the member device. For example, when on small Coast Guard patrol boats.
- d. When on small Coast Guard patrol boats (i.e. 65 foot or smaller), and small cutters (like the 87 and 110 foot), Auxiliarists should replace the insignia of their current or highest past office device with the member device (Auxiliary emblem) as their collar insignia. This will cause less confusion among the officers and crew, as you can easily outrank the captain of the vessel. If you are assigned on larger USCG cutters (210, 378, and 435 foot length), you have the option to wear your current or highest past office device or the member device. But since you will be billeted with the junior officers, it may be more appropriate to wear member insignia, especially if you are wearing equivalent insignia higher than the CG Lieutenant. When you are assigned to other

military vessels, you should wear the insignia of your current or highest past office device, as you will very likely be treated according to your office device equivalent "rank".

- e. Footwear: For safety reasons, wear steel-toed black boots like the crew. Coast Guard Exchange carries them for about \$107. But they are also available from sporting goods stores and other commercial sources. Make sure you get the type with the soles (made of special rubber) that will not leave scuffmarks on the deck. Most of the crew favor light-weight designs with side zippers, as these are easiest to get on and off when called to duty. As an interpreter, you will be on duty 24 hours a day, and will be expected to appear on the bridge quickly and in uniform, when piped.
- f. Water: If you are on a long deployment you should purchase water (at least 4 gallons) prior to boarding the vessel. If there is a problem with water on board the ship and it is either rationed or cut off you will need to use this water. Ask the driver of the vehicle that picks you up from the airport to stop at a supermarket so that you can purchase food and water that you will carry on board the vessel. On longer deployments these items will be critical. Ask your driver/escort what they are bringing as they know the particulars of the ship and mission. When in doubt, ask!
- g. Flashlight: You will also need to have a flashlight with a red filter for use at night. You may not use white flashlights as they will destroy the night vision of the crew. This is critical during night operations.
- h. Snacks: If you are on a long deployment it is perfectly normal to purchase food and store it in your locker area. These foods must be kept in zip lock bags so that they do not create problems with bugs. Microwave-able food items and other comfort foods can make a long deployment more enjoyable. Additionally, most larger cutters (210ft and larger) have small shipboard exchanges that carry limited volumes of candy bars, snacks, and sundries.
- i. Sanitation: In the event of your being involved in boarding a foreign vessel, the sanitary conditions may be substandard. Baby wipes are useful as are a pair of gloves. In addition, you can use baby wipes to clean yourself in the event of an interruption to the water supply. Remember to bring ultra-concentrated detergent for washing your clothes.
- j. Camera: Don't forget to bring your own camera to document the deployment.
- k. Medications: Don't forget to bring your own medications and prescriptions. Bring enough for the duration for the deployment with some extra in case of delays in your return. If situation warrants, you may be given a prescription of malaria pills to take.
- l. Other Personal Articles: Be sure to pack essential personal articles, such as towels, washcloths, watch, alarm clock, sports water bottle, writing materials, etc.
- m. Miscellaneous: Check on the weather forecast of the area to where you will be deployed. It can be very uncomfortable to be without raingear in a downpour, or without gloves and jackets in sub-zero temperatures. Long sleeves may be recommended for protection against mosquitoes.

3. Travel

- a. Wearing your uniform when traveling on orders in commercial conveyances (aircraft, airport shuttle bus, train, etc.) is prohibited, per current guidelines in force protection. Doing so can be hazardous because you stand out in the crowd, and can be a target for trouble. Same procedure applies for off duty port calls. Bring several sets of appropriate civilian clothes.
- b. Receipts: Keep all receipts for reimbursement claims on eligible expenditures, as specified in the orders. If travel is funded by another agency such as Defense Threat Reduction Agency (DTRA) it would be very prudent to keep ALL receipts, no matter how small or trivial the amount.
- c. Flight Delays: If your flights are cancelled or delayed and you miss your connecting flight, the airlines should provide connections and hotel arrangements, if you are traveling with the same airlines. If your connecting flights are of different airlines, you may have to make your own arrangements.

- d. Credit Card Use: Try to avoid using your credit card, unless it is a reputable business at reliable locations.

4. **Deployment** (The Gold side may never correct you but you may avoid embarrassment by following these suggestions)

- a. Boarding/Disembarking: When you board the ship in uniform, stop at the top of the gangway, face the National Ensign flying from the stern, and salute. Turn to the Officer of the Deck (OOD), salute (hold it until the salute is returned) and request permission to come aboard. If you are in civilian clothing, do not render the salute, face the National Ensign, stand at attention for a moment, then turn to the OOD, and request permission to come aboard. You may be requested to produce your orders and identification. Make copies of your orders before you leave. The original should be kept to submit with your reimbursement claim when your mission is completed. When disembarking, salute the officer, ask for permission to disembark and salute the National Ensign before stepping off the deck. If you are not in uniform, follow the same procedure, but without rendering the salute.
- b. Bridge: When you lay-to the bridge, locate the Officer of the Deck, salute and ask for permission to enter. Do this also when leaving the bridge. Make your entry and exit unobtrusively and only when the officer is not otherwise occupied. Be prepared to salute the Captain whenever he enters or leaves the bridge. You will hear "Captain on the Bridge".
- c. Captain's Chair: Do NOT sit there.
- d. Gangways and Ladders: Never impede a "superior officer". Yield to anyone who is on duty. Your tasks may not take priority. Check the top or bottom of the ladder for others before stepping onto it. Some ladders have traffic flow arrows. Obey them to avoid "swimming up stream".
- e. "By Your Leave, Sir": If you must pass before or behind an officer in close quarters, ask permission. Note that this formality may not be practiced on all vessels.
- f. Salute: Do not encourage the enlisted crew to salute. You have no rank. But remember that enlisted military personnel are trained to salute as part of their discipline. Make sure you return all salutes. You may comment that it is not required for Auxiliarists afterwards. Always greet the Commanding Officer no matter what time of day nor how many times you may have done so previously during the day (render a salute if covered). Remember that you are a civilian guest but join in the training and exercises with gusto if invited.
- g. Dining / Wardroom Etiquette – Report to mess after the on-duty personnel have been served. Dining times and shifts will be posted in the Orders of the Day Notice and may be announced on the ship's PA system. You may be invited to join the officers' Mess, the CPO's Mess, or the Crews Mess. This is up to the Captain, his Ops officer or XO. If you enter the mess after an officer is seated, ask for permission to join him/her. If you leave before others, ask the senior officer present for permission to leave.
- h. You will find the PLAN OF THE DAY posted on the bulkhead throughout the ship. Take a look to be aware of what is going on, including meal times, etc.
- i. Find out what your station is during fire drills, man over board drills, life boat drills (Check for your assigned boat) etc., go there immediately when required without impeding traffic in the gangways or on the ladders.

5. **On-Board Duties**

Your duties will vary depending on the mission, but here are some general guidelines.

- a. Radio Watch: Your first obligation is to listen to the radio chatter while on the bridge. You will be assigned a spot to sit or stand. Frequently the chatter is too fast and furious to jot down. Get

the gist of it and move on. You can listen to it again in the Communications center on the digital voice recorder. You will have to learn to use that device. One of the radio communications crew will teach you.

- b. Radio Log: To facilitate further listening, keep a log indicating the frequency and the time in hours/minutes/seconds when the traffic was heard. Ask the Operations Officer to encourage the men on duty to help maintain that log when you are not present. Pick a copy up daily and review the transmissions using the recorder.
- c. Radio Broadcasts: You may be called upon to communicate with a foreign fishing vessel in foreign language (e.g. Russian, Chinese, etc.) You can ask the bridge officer for a copy of the scripts that they use to hail or query vessels. You can translate it into your language before they are needed. Typical hails include:
 - i. You are fishing in US water.
 - ii. Stop and return to your side of the MBL (Maritime Boundary Line).
 - iii. Heave to for boarding, etc. There should be working aids containing boarding procedure and foreign language phrases on the bridge. If there is none, send e-mail to your POC and ask for a copy via e-mail, fax or mail.
 - iv. You may be required to issue, in translated language (e.g. Russian, Chinese), a MAYDAY, PAN-PAN or SECURITY broadcast in a practice drill or in reality. Make sure you have the language at hand in a printed form on the bridge. Be aware of the proper method of transmitting the ship's position in degrees, minutes, and seconds or tenths of minutes. You may have to translate communications when your ship enters a foreign port of call. Learn the common communication terms and procedures employed by the locals. Anticipate communications with the Harbor Master, Harbor Pilot, Tug Captain and others. You should be familiar with ship handling and the terminology employed in maneuvers such as docking or mooring in your second language and English as well.
- d. Traffic Analysis: Analyzing traffic and reporting it, either verbatim or in summary fashion, to the Ops Officer or Captain on a daily basis, is essential. A verbatim transcript of any particularly sensitive encounter is optimal. Much of the chatter will be technical terminology from the fishing industry, trawlers or long liners. You will pick up the terms as they are repeated incessantly. Numbers make up the bulk of the traffic such as Latitudes and Longitudes, course, relative bearings, depth of net; temperature of water; weather conditions, names of pieces of gear; types of fish; quantity of catch. Numbers, call signs, first names, patronymics, slang and foul language aplenty. There will be references to "the fence" or "the line" meaning the MBL (Maritime Boundary Line). There will be references to your cutter by name, or nickname.
- e. Look Out: You will help the lookouts to identify passing ships by name, international call letters, homeport, company, etc.
- f. Training: You may be requested to provide foreign language workshops. For Russian, you may develop flash cards with the Cyrillic alphabet and train the lookouts and boarding crew to recognize letters. Teach the boarding crew key phrases for boarding exercises. See the "Hand Down Russian Log" for the appropriate expressions.
- g. Boardings: If a boarding of the foreign vessel is needed, you may be asked to support the boarding team as an interpreter. The Commanding Officer shall determine whether or not you shall participate in a boarding based on assessed circumstances and risk. If you decide to take part, report to the area where they are briefed. Note that if the ocean water is 40 degrees or less, you will be required to don a survival suit. You will be required to board the inflatable and cross the seas to the vessel to be boarded. It could be a huge fishing factory with freeboard to the heavens and a small flimsy, moving, boarding ladder to climb.

- h. Log: You should keep a daily log to document your mission details. This would help you write your after-action report.

6. Duty Hours

- a. You may be assigned a watch schedule. If not, you may talk to the XO, and clear with him that you will stand watch based on need. Be on the bridge when the traffic is usually the heaviest (e.g. may be in the morning). Stand watch as often as it takes. A minimum of eight hours a day should be spent on watch either on the bridge or in the communications center listening to recordings of transmissions. This duty should be in addition to any time spent training, teaching, improving working aids, intelligence analysis and reporting.
- b. You should also inform the Captain and/or Operations Officer that you will be on standby 24/7 to lay to the bridge upon request. Midnight calls to the bridge because of close encounters are not unusual. Make sure the Quartermaster of the Watch has your name so they can pipe you in case you are needed on the bridge.
- c. In your spare time, you can be involved in learning more about some of the technical job functions of USCG cutter operation. An excellent mentoring system is there to help you learn. If you are interested, talk to the Training Officer on board the cutter, to see if a mentor can be assigned for training. Performance Qualification System (PQS) packages are available for qualification of each watch or job function. Qualified crew can even sign off Auxiliary boat crew Qualification tasks, if you meet the Golden side standards. For more complex tasks, do not expect to get signed off, unless you can repeat the tasks several times with full confidence.

7. Equipment and Working Aids

- a. Confirm before departure the exact nature of computing facilities on board the ship. You might need a USCG account and password to gain internet access. Programs that you need may not work on Government computers as they use only Windows XP Service Pack 1 as opposed to Service Pack 2. Internet and email may not be available on your ship, and any computer programs you use on the internet will not be available even if the ship has satellite internet access. Satellite connectivity may not always work when you need it. A laptop with, for instance, a Cyrillic font may be provided upon request. If you have one, bring it. A dual language keyboard may be useful. Dual language dictionaries are essential. There are dictionaries that contain special terminology for a given activity such as "Standard Marine Navigational Vocabulary" or "Ships' Mechanics/ Electronics" or Fishing Gear Terminology. Ask your POC before deployment if these are available at your work site and if not, where you may obtain copies of these publications. A grammar book might be helpful. You may find a tape recorder useful for training sessions. Hand held scanner-interpreters might be purchased for use on the Internet. (See search engine results on "Pen Translators" as a starting point.)
- b. Headsets will be provided for listening to the voice recorder.

8. Security

- a. Make sure you are aware of your Security Clearance status (Top Secret, Secret, or Confidential Clearance.) Access to communications is difficult without one. Interim security clearance may be granted for the mission by unit CO, if a National Agency Check (NAC) has been completed with no derogatory information. For Pacific Area deployment, contact International Affairs Officer at PACAREA Headquarters, Coast Guard Island, Alameda, CA, for guidance. For Atlantic Area deployment, contact International Affairs Officer at LANTAREA Headquarters, Portsmouth, VA. If you do not have security clearance, the radio COMM folks will have to sanitize the place

before you can enter and you will not be allowed access to the intelligence aids on the bridge. Also, you will have to leave the room, if there is any in-coming classified message.

- b. Don't talk to strangers about your interpreter mission - even though it's an exciting and interesting topic of conversation - you never know who might be listening and quite possibly targeting you. During World War II, there was a very prudent saying "Loose lips, sink ships." Depending on the nature and locations of deployment, specialized on-line or classroom training may be required.

9. Post-Deployment

- a. Paperwork: A mission is not considered accomplished until the proper paperwork is complete. Mission Activity Reports (ANSC-7030) and Member Activity Log (ANSC-7029) should be submitted to your Flotilla IS Officer for entry into the AUXDATA system. For shipboard deployment, where you are physically on-board a vessel under-way on duty 24 hours a day as an interpreter, all the hours can be reported. The total number of hours reported cannot exceed 24 hours in any one calendar day. (For reporting of hours in other interpreter missions, please refer to the Auxiliary Interpreter Program Instructions document.)
- b. ANSC-7030: Official interpreter assistance mission (60A) for shipboard deployment should be recorded on ANSC 7030 "Activity Report – Mission". A copy of the form can be found on the web <http://forms.cgaux.org/forms.html>. Since this form is designed for reporting hours for each 24 hour period, interpreters should work with their IS officers to submit a summary report instead of individual daily pages, for extended periods of deployment.
- c. ANSC-7029: Travel and preparation time to and from deployment should be recorded on ANSC 7029 - Member Activity Log.
- d. After Action Report: You are required to write up the deployment, preferably with high-resolution photos, after you return from the trip. This will be used for post-deployment documentation and analysis, as well as material for articles on <http://www.TeamCoastGuard.org> website, District and National magazines. The final narrative report should be sent to your local Interpreter Corps Deployment Coordinator, or Division Chief, within 2 weeks after you return from the trip. For sample reports, refer to <http://cgwebs.net/interpreter/>.
- e. Expense Report: Claims for reimbursement for official travel should be submitted on the Travel Voucher Form (DD 1351-2), within 3 days of the travel completion. The Travel Voucher Form can be found at <http://forms.cgaux.org/forms.html>. The claim form must be signed in blue ink. The completed form, along with original travel orders, and substantiating receipts, should be turned into the Coast Guard office that issued the travel orders, or your DIRAUX. Don't forget to make a copy for your record. Reimbursements are usually directly deposited into your bank account. For those interpreters who have not set up for electronic transfer, you should submit the "Electronic Transfer/Direct Deposit Form" FMS-2231-CGAUX, before you leave for the trip. The form is available from the same website as above, and detailed instructions for processing the transfer authorization is shown for mail, fax or on-line submission.

10. References

- a. Auxiliary Manual, COMDTINST M16790.1 Series. (This manual is the official guide on uniform and Auxiliary's policies. Can be downloaded on line.)
- b. The Coast Guardsman's Manual, Naval Institute Press. (This manual is a ready source of guidance of military and nautical customs and protocols. Available from Coast Guard Exchange or on line.)

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