



# US Coast Guard Auxiliary Interpreter Corps

## USCG Auxiliary Interpreter Corps Deployment Guide

This Guide is a ready reference for US Coast Guard Auxiliary Interpreter Corps members who are being assigned for deployments. This Guide should be used in conjunction with the Auxiliary Manual (COMDTINST M16790.1). If there are any questions, please contact the Branch Chief Deployment, Division Chief, or Interpreter Corps Deputy Director (in that order). They then will contact the unit issuing the orders. Specific instructions from the Coast Guard Order-Issuing Authority (OIA) or the Commanding Officer (CO) of the ship take precedence over this Guide.

### ALL DEPLOYMENTS

#### 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 Branch Chief Deployment. If you are contacted directly by a USCG unit, you should inform the Branch Chief Deployment or Division Chief – Interpreter Corps (LantArea or PacArea, depending on your specific location). 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 or the Interpreter Corps.

b. Duration of Deployment: You should confirm the length of deployment and that you are available for the entire duration of the deployment. Deployments can last as long as 120 days. Do not accept any deployment until you have cleared the time off with your employer.

c. Situational Awareness: Once you have accepted the assignment, it is a good idea to visit [www.state.travel.gov](http://www.state.travel.gov) and to become familiar with the country in which you will be working.

d. Chain of Leadership: Chain of Leadership is to be followed at all times during your deployment. Your immediate point of contact is the (i) Branch Chief-Deployments for your area (LANT or PAC); (ii) Division Chief for your area; (iii) Deputy Director; and (iv) Director. The order of contact is to be followed at all times. You may choose to be in contact with your Flotilla Commander, but the Interpreter Corps Chain of Leadership must be adhered to all times.

e. Medical: Once you have accepted the assignment, visit [www.cdc.gov/travel](http://www.cdc.gov/travel) for information on any additional vaccines you may need for your visit. You should have an International Certificate of Vaccination (the “Yellow Card”). This can be obtained from your doctor, clinic, or the Division Chief – Interpreter Corps. Make sure the card is updated with each vaccine you receive. Some countries may require the Yellow Card as part of your visa process and to gain entry into the country.

f. Immunizations: The OIA may 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 (these expenses will be reimbursed as part of your travel claim). All appropriate immunizations and vaccinations should be recorded on the Yellow Card.

At the very least, you should be current on the following readiness immunizations: Hepatitis A (or Twinrix); Hepatitis B (or Twinrix); Influenza; Measles, Mumps and Rubella (MMR); Inactivated Poliovirus (IPV); and Tetanus Diphtheria (or Tetanus Diphtheria acellular Pertussis). If you are not sure if you have received any of these vaccines, your doctor can request a blood test to check your titers (which confirms that you still have the immunity).

g. Fit for Duty: You should be in good (physical, dental, mental) health with no major medical conditions for extended length of shipboard assignment. Prior to receiving orders for any deployment, you will be required to provide medical clearance by a licensed doctor (MD or DO). It is required that you have had a medical and dental examination no more than 11 months prior to the deployment. Attached as Annex D is the medical clearance form to be completed by a physician and forwarded as indicated on the form.

h. Orders: Orders are issued point A to point B. That means travel from the closest airport to you to the point of deployment. No side trips or layovers are permitted. If upon arrival to duty station you become ill or feel you cannot complete the mission as expected, you are to contact your OIA and your immediate chain of leadership. **Violations of this rule are grounds for suspension.**

i. TAD Orders: Auxiliarists normally are 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). Reimbursable orders also will be issued for deployments. There may be a delay of several months in receiving your reimbursements.

j. Invitational Orders: Depending on the unit requesting your assistance, you may receive Invitational Orders using Form 1610. These are initiated through the Defense Travel System (DTS). Your profile is entered in the system, which facilitates the issuance of travel orders, travel arrangements and reimbursement of travel related expenses. During deployments,

the meals and lodging may be covered upfront. If not, you will pay for your lodging and meals, which will be reimbursed at the conclusion of the deployment. There may be delays in receiving your reimbursement, which could be several months.

k. Foreign Travel: All Auxiliaries 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, Virginia, is the Clearing House for overseas Interpreter Deployments.

l. Mode of Travel: If commercial air ticket or rental car is needed to get to the duty assignment, it should be arranged through your Branch Chief Deployment. Unless approved to do so by your Division Chief, you are not to make your own travel arrangements, and under no circumstances will you make arrangements other than through Carlson Wagonlit Sato Travel (CW-SATO). All travel arrangements will be made from the nearest airport to your home to the destination on your orders. **NO VARIATIONS AND NO LAYOVERS ARE PERMITTED.** The Government Procured Transportation (GTA) ticket will be billed directly to your TONO or Line of Accounting (LOA) on your orders. You will **not** be covered if you have made travel arrangements outside of CW SATO. In the event your flight is cancelled, or delayed, to the point of missing a connecting flight, you are to make any and all alternate arrangements through CW SATO.

m. Finance: Bring enough cash to pay for meals, cabs, tips, etc. during transit to the ship. Your OIA or Division Chief can provide proper guidance on amount to bring based on the particular situation. Check with your bank on exchange rates. It may cost less to obtain money from an Automated Teller Machine (ATM), instead of an exchange agent.

n. Credit Card: Auxiliaries are not issued a government credit card; therefore, 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.

o. Travel Advances: Whenever orders involve long distance travel or long-term assignments, travel advances can be authorized on the orders. For details of the fund disbursement, contact your POC. This way, the Auxiliary does not have to come up with money up front. Usually, the amount of the travel advance is just a little less than the actual expenses (no more than 75% of the amount on the orders), and reimbursement is issued once the expense report is processed. The travel advance is in the form of direct deposit into the bank account provided on your DTS Profile. This way, the money is readily available for use on official duty. If the actual expense is less than the advance, the overpayment amount **must** be returned to FINCEN promptly upon request from the unit issuing the orders.

p. Passport: All members of the Auxiliary Interpreter Corps should have a current U.S. Tourist Passport (blue colored cover) 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, the Auxiliary Interpreter Support

Directorate may arrange for issuance of a U.S. Official Passport (maroon colored cover) for the Interpreter to use on official, assigned missions. Photocopies of the passport identification page should be kept at home; also, bring a copy with you to keep with your other travel documents.

q. Visas: Depending on the port of call, a visa may be required. The OIA should provide the appropriate procedures. Foreign country visa charges shall be included as a reimbursable expense item on the orders. Allow plenty of time to apply for your visa(s). An itinerary may be required. You can create one on any airline Website and print it out without any cost to you. Should your deployment be cancelled, you should be able to receive reimbursement for the cost of the visa.

r. ID Cards: The Auxiliary Member Identification (ID) Card must be carried on the individual's person at all times while in a foreign country or while wearing the Auxiliary uniform.

s. Contacts: The OIA should provide its telephone number, the telephone number of the ship and the officer on board serving as your Person of Contact (POC) prior to departure. 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 the U.S. Before you leave for the trip, you should confirm arrival and pick up location and arrangements with the POC. You also should confirm your arrival the day before you arrive with the POC to ensure he or she is expecting you. If you are traveling overseas, get from the OIA the telephone number of the local US Embassy, in case of emergencies.

t. Biography: A biography of the interpreter is helpful to introduce the interpreter to the Commanding Officer (CO) and Executive Officer (XO) of the vessel, before he or she arrives. The biography should be submitted via the Interpreter Corps Branch Chief Deployment, who will forward to the CO or XO of the vessel.

u. Training: All Auxiliarists traveling outside the US are required to take the following courses annually: Anti-Terrorism Level 1, Human Rights Awareness Education and SERE 100.a Level A Code of Conduct Training Course. Additionally, you will be required to submit an ISOPREP (which is updated every six [6] months). Instructions for taking these courses will be provided when you are advised of your deployment. Depending on the location of the deployment, additional courses may be required. The Branch Chief Deployment will advise you if any additional training is required.

v. Assignment to Duty: Auxiliarists assigned to a mission must be assigned by a competent Coast Guard Authority, which becomes the Order-Issuing Authority and the command-agency that must be kept informed regarding the mission in accordance with the Auxiliary Manual (AuxMan). The Auxiliarist must perform duties only within the scope of the assignment.

w. Foreign Contact Request: US Coast Guard ANSC-70XX (available on the Interpreter Corps Website) is required to be completed for each deployment assignment. It must be completed and approved prior to deployment.

x. Pre-Deployment Worksheet: Attached hereto, as Annex C, is the Pre-Deployment Worksheet. Complete this form once you have accepted a deployment, and forward it to the Interpreter Corps Branch Chief Administration.

## 2. Uniform and Other Travel Items

a. Uniform: Before departure, you should check with the OIA or the XO of the vessel you are assigned to for exact uniform requirements. In general, you will wear the Operational Dress Uniform (ODU) with a ball cap. No metal insignia should be worn on the ODU. Bring two (2) to three (3) sets. Laundry facilities may not be readily available. Bring appropriate items accordingly. A list of recommended deployment items is attached hereto as Annex A.

b. Bring, at least, one (1) 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 the uniform and on the Auxiliary's policies. It can be downloaded online. Make sure your uniforms conform to the current requirements in the Auxiliary Manual.

c. Insignia: Your uniform should have the proper insignia for your current position (or highest past office).

d. Camera: Do not forget to bring your own camera to document the deployment. Make sure you have extra batteries and memory cards with you.

e. Medications: Do not forget to bring your own medications and prescriptions. Bring enough for the duration of the deployment, with some extra in case of delays in your return. If a situation warrants, you may be given a prescription of malaria pills to take prior, during and after deployment.

f. Other Personal Articles: Be sure to pack essential personal articles, such as towels, washcloths, watch, alarm clock, sports water bottle, writing materials, etc.

g. Miscellaneous: Check on the weather forecast of the area 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. The temperature aboard some ships may be on the cool side. Be sure to have some warm sleeping gear with you.

h. Snacks: If you are on a long deployment, it is perfectly normal to purchase food and store it in your hotel room or personal area. These foods must be kept in zip lock bags so they do not create problems with bugs. Microwave-able food items and other comfort foods can make a long deployment more enjoyable.

### **3. Travel**

a. Pursuant to current guidelines in force protection, wearing your uniform when traveling on orders in commercial conveyances (aircraft, airport shuttle bus, train, etc.) is prohibited. Doing so can be hazardous because you stand out in the crowd and can be a target for trouble. The 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 the Defense Threat Reduction Agency (DTRA), it would be very prudent to keep *all* receipts, no matter how small or trivial the amount. See Annex B, attached hereto, for information on reimbursable expenses.

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 with different airlines, you may have to make your own arrangements. Some airline policies do not cover weather delays, and you may have to pay for your accommodations. These expenses will be included in your reimbursement request at the end of the deployment.

d. Credit Card Use: Try to avoid using your credit card, unless it is a reputable business at reliable locations. ATM cards are particularly vulnerable in many countries; you may opt to leave it at home.

e. Baggage: US military personnel are allowed to check five (5) pieces of baggage free of charge when traveling on orders. Each checked bag in the free allowance may be up to 62 inches and weigh up to 50 lbs. The size limitation of your luggage is calculated by adding the total outside dimensions of each bag (length + width + height). US military personnel traveling on orders are allowed one oversize-overweight bag in the free allowance up to 100 lbs. and 115 inches for no additional charge. Travel orders must be presented when checking the oversize-overweight bag. The 70 lb. maximum bag weight limit for Europe and Asia does not apply for US military baggage if traveling on orders. Military ID must be presented. Traveling in uniform is not required.

### **4. 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. 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 incoming classified message.

b. Do not talk to strangers about your interpreter mission – even though it is 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 online or classroom training may be required.

## **5. 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 onboard a vessel underway 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.

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: Preparation for the deployment and travel time and mileage to and from the deployment should be recorded on the 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 for material for articles. The final narrative report should be sent to your local Interpreter Corps Deployment Coordinator, or Division Chief, within two (2) weeks after you return from the trip.

e. Expense Report: Claims for reimbursement for official travel should be submitted on the Travel Voucher Form (DD 1351-2), within three (3) days of the travel completion. The claim form must be signed in blue ink. Copies of boarding passes are required to be submitted with the expense report. The completed form, along with original travel orders, and substantiating receipts, should be turned into your Branch Chief Deployment or Division Chief. Do not forget to make a copy for your record. Reimbursements usually are deposited directly into your bank account.

## SHIPBOARD DEPLOYMENTS

6. The Active Duty Coast Guard 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 in uniform, 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. If you go ashore when off duty, make sure you confirm with the ship's policy for same. You should not go ashore alone, and you should notify the bridge where you are going and when you plan to return. If you have a cell phone with you, you should provide the number to the bridge.

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—ever.

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 upstream."

e. "By Your Leave, Sir": If you must pass before or behind an officer in close quarters, ask permission. Note 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 CO, 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 the 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 or her Ops Officer or XO. If you enter the



mess after an officer is seated, ask for permission to join him or 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 overboard 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.

j. Finance: 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. On some vessels, you may be able to obtain a cash card. This card is issued by the ship finance officer. You deposit funds on the card and use the cash card to buy incidentals aboard ship.

k. ID Cards and E-Mail Account: Some vessels will provide crew ID cards to be carried when ashore. Some vessels may set up a ".mil" e-mail for your use while on deployment.

l. Contacts: The POC can be the CO, XO or his or her 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 the US. Before you leave for the trip, you should confirm arrival, berthing assignments, pick up location and arrangements with the XO or POC. You also should confirm arrival the day before you arrive with the POC to ensure he or she is 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.

m. 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 the Operational Dress Uniform (ODU) with a ball cap aboard a CG cutter or Navy vessel. No metal insignia should be worn on the ODU. Bring two (2) to three (3) sets. Laundry facilities may not be readily available. Bring appropriate items accordingly. Some items may be available for sale at the ship's store. A list of recommended deployment items is attached hereto as Annex A.

n. 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.

o. 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 appear to 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 the 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.”

p. Footwear: For safety reasons, wear steel-toed black boots like the crew. 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.

q. Flashlight: You also will 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.

r. 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 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 (210 foot and larger) have small shipboard exchanges that carry limited volumes of candy bars, snacks and sundries.

s. 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.

7. **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 people on duty to help maintain that log when you are not present. Pick up a copy daily, and review the transmissions using the recorder.

c. Radio Broadcasts: You may be called upon to communicate with a foreign fishing vessel in a foreign language (e.g., Russian, Chinese, etc.) You can ask the bridge officer for a

copy of the scripts they use to hail or query vessels. You can translate it into the language(s) in which you are qualified before these scripts are needed. Typical hails include the following:

- 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, etc.), 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. As an example, 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 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 will help you write your after-action report.

## 8. **Duty Hours**

a. You may be assigned a watch schedule. If not, you may talk to the XO and clear with him or her that you will stand watch based on need. Be on the bridge when the traffic is usually the heaviest (e.g., 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 you spend training, teaching, improving working aids, in intelligence analysis and reporting.

b. You also should inform the Captain, the Operations Officer, or both, 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 he or she 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 to you 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.

## 9. **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 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 e-mail 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. The Interpreter Corps Website has several glossaries of nautical terms available for review and download. 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.

## **References**

- a. Auxiliary Manual, COMDTINST M16790.1G Series. (This manual is the official guide on uniform and Auxiliary's policies. Can be downloaded online.)
- 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 online.)

**Once you have read this manual, please complete the Verification Form at the end and send it to the Interpreter Corps Branch Chief Administration for your area (Lant or Pac). This is a deployment ready condition.**

**Annex A**  
**Deployment Supply List**

**PRE-TRAVEL**

1.  Check on vaccinations and shots required for trip.
2.  Check uniform requirements while underway or anything unique to the ship such as shorts. Boat shoes may be authorized while underway.
3.  Confirm pick up with responsible parties 24 hours prior to arrival.
4.  Get contact numbers of the CO, XO and Embassy.
5.  Complete Assignment Worksheet, and turn in to the Branch Chief Administration.

**CARRY ON-AIRPLANE**

You will need to carry certain mission critical items on board the airplane so that, if your luggage is delayed, you still can be operational when you arrive.

1.  Valid US Passport with appropriate Visa if required.
2.  Yellow Vaccination Card (if required).
3.  Valid Geneva Convention ID Card (CG Auxiliary ID Card).
4.  Personal meds sufficient for trip and a brief extension.
5.  Duplicate prescription in case authorities question your meds.
6.  Basic personal toiletries. Remember only three (3) ounces each in clear plastic bag.
7.  Laptop PC with PowerPoint, USB FLASH DRIVE and any translating software.
8.  Charger for laptop 100-240V with plug adapter, where necessary.
9.  One set of Tropical Blue Long with garrison cap or one set of ODU with ball cap.
10.  Valid personal credit card(s). Call credit card company and advise of trip.
11.  Personal checks to pay for meals and other items aboard the ship.
12.  Approximately \$ 300.00 cash.
13.  Travel Orders.
14.  Airline e-tickets.
15.  Hotel reservations, if applicable.
16.  CO or XO contact mobile phone.
17.  Cell phone (if you have tri-band, your phone probably will work abroad; call your cell provider to check this prior to departure).
18.  Charger for cell phone.
19.  Digital camera.
20.  List of important POC telephone numbers in the US, including the Deputy Director of the Interpreter Corps. From overseas countries to the USA, dial 001 and then the area code and phone number.

**PACKED IN BAG**

**YOU MAY BRING ONLY SOFT LUGGAGE ON BOARD A SHIP!** This means your bag must collapse completely like a duffle or seabag.

1.  Two (2) sets of ODU with Auxiliary Ball Cap; for longer deployments a third set of pants can be helpful.
2.  One (1) set of Tropical Blue Long with garrison cap for all deployments.

3.  Socks and skivvies for two (2) weeks between washes.
4.  Proper fleece lining for foul weather parka.
5.  Civilian clothes appropriate for the environment. Depending on the mission, you may not be permitted to wear T-shirts and shorts off the ship. Plan on polo shirts and lightweight long pants, even in summer. Civilian jacket or windbreaker might be helpful.
6.  Shorts, sneakers and workout gear.
7.  Business casual attire in the event you invited to a social function.
8.  Towel. Two (2) for longer missions. Disposable towels or camping towels that are lightweight can save a lot of space in your bag.
9.  Soap. Pump bottle liquid soap is easier to use.
10.  Shampoo.
11.  Toothpaste.
12.  Laundry Detergent (ultra concentrated variety).
13.  Note pads and any other stationary items important to you like Post-Its.
14.  Flashlight with red filter. This flashlight should be with you at all times at night. Headlamp versions work well as you can wear them or hold them. LED flashlights are recommended due to their long run time.
15.  Sunscreen.
16.  Sunglasses.
17.  Talcum powder; you may not be permitted to shower when you wish; baby wipes and talcum powder can help you clean up and feel fresh.
18.  Books, magazines or an e-reader.
19.  Gifts for crew. You are their guest. Suggest you bring t-shirts from your district or flotilla, challenge coins or other small gifts to give to the crew in thanks for their service. These small gifts will reflect well on you, your flotilla and the Auxiliary.
20.  Small portable alarm clock.

### **PRIOR TO DEPARTING, BOARDING SHIP**

You may have the opportunity to stop at a convenience store on the way from the airport to the ship. This is common for most newly arriving crew, and is not an unusual or unreasonable request. For longer deployments, the following items may be useful.

1.  Foreign Currency Exchange (better rates in ATMs) check rates and fees with your bank before you travel
2.  Baby wipes.
3.  Plastic clothes hangers.
4.  Personal food items, cookies, cereal, oatmeal, things that do not require cooking or that can be cooked in a microwave These items can make a prolonged stay aboard the ship much more comfortable.

### **SHIPBOARD COMMUNICATIONS**

1.  Internet communications time is limited.
2.  You may get a temporary uscg.mil or navy.mil Internet account.
3.  Communicate with your Branch Chief Deployment frequently, but only unclassified information.
4.  You might be invited to assist in Communications Watch Standing.

5.  Always ask for permission to take or send pictures via Internet.
6.  Observe Auxiliary Shipboard Deployment Guidelines.
7.  Make notes for your mandatory after action report.
8.  Other Notes \_\_\_\_\_



## Annex B Reimbursable Items

### Frequently Asked Questions (FAQ) on Required Receipts

- References:**
- (a) Joint Federal Travel Regulations, Vol. 1
  - (b) Joint Travel Regulations, Vol. 2
  - (c) DoD Financial Management Regulation, Vol. 9, Chap. 2 & 8

**What receipts are required for travel reimbursements?** Joint Federal Travel Regulations (JFTR), par. U2510; Joint Travel Regulations, par. C1310; and JFTR/JTR, Appendix O, par. T4050-B2, require receipts for the following:

- ◆ Lodging expenses regardless of amount and for
- ◆ all individual expenditures of \$75 or more.

This includes but is not limited to any lodging, rental cars and transportation expenses reserved through the Defense Travel System (DTS), even when paid using the traveler's Government Travel Charge Card (GTCC). For travel using DTS, these receipts are faxed or scanned, and attached to the traveler's electronic voucher. For travel paid outside DTS, these receipts are attached to the paper travel voucher and submitted to the office responsible for the travel payment.

**What is a valid receipt?** A receipt is a written acknowledgement that the vendor has been paid for providing goods or services. To be valid, it must show the following:

- ◆ The name of the company providing the goods or services;
- ◆ when the specific services were rendered or articles purchased;
- ◆ the unit price amount due and that it was paid.

#### **What is *not* a valid receipt?**

- Hotel bills. A final bill provided by hotels as part of an express check out that shows the amount due is **not** a valid receipt because it does not show that the bill was paid. A valid receipt must show the lodging facility name, specific dates of lodging, the unit price, any additional charges (e.g., hotel taxes, city taxes) and total amount actually paid. Travelers can get an invoice when they check out of the lodging facility, or they may have it sent to them later.
- Rental car contracts. A contract for rental car services signed when renting a car is **not** a valid receipt because it only shows estimated charges, and does not show the amount actually paid. A valid receipt must show the rental car agency name, specific dates of

service, itemized unit costs, any additional charges (e.g., airport concession fees, taxes), and total amount actually paid. The receipt is provided by the rental car company when the traveler returns the rental car, or may be sent to the traveler when using an express return.

- Itinerary-invoice. A Commercial Travel Office (CTO) itinerary-invoice showing air or rail transportation has been booked is **not** a valid receipt because it includes only anticipated costs, and does not substantiate an actual payment. A valid receipt must show the transportation provider's name, the date(s) of service, the total cost of service plus taxes and fees, the date, amount and method of payment. This can be an "Itinerary-receipt" or "receipt" provided by the CTO (by e-mail or via a Website using the traveler's name and booking number) that shows the transportation has been ticketed, lists the transportation company, the itemized costs, the total amount paid and the method of payment. If the CTO does not provide a receipt, the traveler can request one from the ticket counter or kiosk when checking in at the transportation terminal.

**Why aren't charge card statements and electronic records in DTS valid receipts?** Internal Revenue Service (IRS) regulations require travel expenses to be documented before travel reimbursements can qualify as non-taxable payments. Data available from charge card statements does provide proof of payment, but does not provide the level of detail required, such as itemized costs and dates of service. The itinerary and ticket information available in DTS cannot be used to replace a receipt because that information can be edited by the traveler in the voucher process to make corrections reflecting changes to the travel costs after the ticket was originally issued.

**What do I do if I *don't* have a receipt?** If you forget to get a receipt or lose a receipt, you should first contact the service provider to get a replacement receipt. The JFTR-JTR does allow travelers to provide a statement when receipts are lost or impractical to obtain. This statement must include an explanation of the circumstances, and contain all of the information that would be included in a valid receipt, such as the following:

- ◆ Service provider's name and address,
- ◆ Date(s) of service,
- ◆ Itemized costs, and
- ◆ Total amount paid.

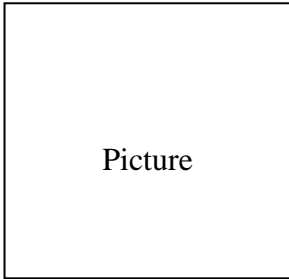
For lodging costs, the statement also must include whether another person shared the room (and the sharer's status as an official traveler or not).

Annex C  
Pre-Deployment Worksheet



# US Coast Guard Auxiliary Interpreter Corps

## USCG Auxiliary Interpreter Corps Pre-Deployment Checklist



Date Record Initiated: \_\_\_\_\_

### INTERPRETER CONTACT INFORMATION

EMPLID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROFESSION: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

RELATION: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

### PREVIOUS DEPLOYMENT EXPERIENCE

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### USCGAUX CERTIFICATIONS

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### USCG INTERPRETER CORPS DEPLOYMENT COORDINATOR – POC

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

<b>PROGRESSION</b>	<b>YES / NO</b>	<b>DATE</b>	<b>VERIFIED</b>
1. Available for Duration of Deployment			
2. Previous Deployment experience			
3. Favorable PSI (SF86) clearance			
4. Valid US Passport			
5. Valid US Official Passport			
6. Entry / Exit Visa (country – if required)			
7. Valid Geneva Convention ID Card			
8. Valid personal credit card			
9. Profile entered in DTS (if required for assignment)			
10. 2 sets of ODU with Aux Ball Cap			
11. 1 set of Tropical Blue Long/ Garrison Cap			
12. Camelback with name tape			
13. Completed personal bio brief for Unit CO			
14. Flotilla Commander Approval			
15. Complete First Aid/CPR training			
16. Completed ICS 100			
17. Completed ICS 200			
18. Completed ICS 700			
19. Completed ICS 800			
20. Completed Anti-Terrorism Level 1 Force Protection			
21. Completed SERE 100.a Level A Code of Conduct			
22. Completed Human Rights Awareness Education			
23. Familiar with online language glossary			
24. Completed medical exam within past 11 months			
25. Completed dental exam within past 11 months			
26. Valid International Immunization Card			
27. Has or needs vaccinations for Country			
28. Stated fit-for-afloat duty			
29. Any medical conditions (if yes, attach info sheet)			
30. Received country clearance			
31. Received notification of acceptance			
32. Received invitational travel orders			
33. Received SATO travel itinerary			
34. Received hotel information			
35. Received all necessary POC information			

Annex D  
Medical Clearance Form



# US Coast Guard Auxiliary Interpreter Corps

## USCG Auxiliary Interpreter Corps Pre-Deployment Medical Clearance

### INTERPRETER INFORMATION

EMPLID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
FULL NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE AND ZIP: \_\_\_\_\_  
HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### PHYSICIAN INFORMATION

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE AND ZIP: \_\_\_\_\_  
OFFICE PHONE: \_\_\_\_\_ OFFICE FAX: \_\_\_\_\_

DATE OF LAST MEDICAL EXAMINATION: \_\_\_\_\_

Your signature on this form indicates your judgment that this member is capable of participating in the program without undue risk to him- or herself, or others, or both, due to his or her medical history and condition.

Medical Office Stamp
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\_\_\_\_\_  
Doctor's Signature

Date: \_\_\_\_\_

**AFTER COMPLETION OF THE MEDICAL SCREENING,  
PLEASE FORWARD THE COMPLETED FORM AS DIRECTED**

**Note to Physician:**

This member of the US Coast Guard Auxiliary has come to you for an evaluation of his or her basic health and condition, with specific information sought in certain areas that have a direct applicability to the member's potential performance and safety during the conduct of missions.

In addition to the data requested on the form, your judgment is sought regarding the member's ability to stand for long periods, to walk for long periods, to climb stairs or hills, to tolerate outdoor heat, \_\_\_\_\_.

**Section 1 – Examination**

Please examine the member in each category below and circle the appropriate answer. For any "No" answers in this section, please explain (use reverse side of this form, if necessary) why that condition should not disqualify the member from participating in the program.

Distant Vision – 20/40 or better in each eye with or without correction YES NO

Near Vision – 20/40 or better in each eye at 16 inches YES NO

Color Vision – Able to discern Red, Green and Yellow YES NO

Hearing – Hearing average conversational voice in quiet room using both ears at 6 feet, with the back turned to the examiner YES NO

Audiometry – Pure tone audimetric test: Unaided, no worse than:

	500HZ	1000 HZ	2000 HZ	3000 HZ
Better Ear	35Db	30Db	30 Db	40 Db
Worse Ear	35 Db	50 Db	50 Db	60 Db

ENT – absence of any ear condition manifested by vertigo or a disturbance of speech or equilibrium YES NO

Pulse – Normal YES NO

Blood Pressure – Not over 155/95 with \_\_\_\_ or \_\_\_\_ without mediation YES NO  
Medication: \_\_\_\_\_

Mental – Absence of psychosis, bipolar disorder or severe personality disorders YES NO

Substance Dependence and Substance Abuse – Absence of a diagnosis of Substance dependence or established evidence of recovery, including total abstinence from the substance(s) for not less than the preceding two (2) years. (Substance includes, PCP, sedatives, hypnotics, anxiolytics, marijuana, cocaine, opioids, amphetamines, hallucinogens and other psychoactive drugs or chemicals.) YES NO

**Section 2 – Medical History**

Medical History requiring explanation – For any “Yes” answers in this section, please explain (use reverse side of this form, if necessary) why that condition should not disqualify the member from participating in the program.

Height	Weight	Pulse	Blood Pressure	Blood Type
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History of:

- |     |  |     |    |
|-----|--|-----|----|
| 1.  | Diabetes Mellitus requiring medication   | YES | NO |
| 2.  | Angina Pectoris  | YES | NO |
| 3.  | Coronary heart disease being treated, is symptomatic or clinically significant                       | YES | NO |
| 4.  | Myocardial Infarction  | YES | NO |
| 5.  | Cardiac Valve Replacement  | YES | NO |
| 6.  | Permanent Cardiac Pacemaker  | YES | NO |
| 7.  | Heart Replacement  | YES | NO |
| 8.  | Epilepsy   | YES | NO |
| 9.  | Sleep Disorder   | YES | NO |
| 10. | Disturbance of Consciousness<br>(without satisfactory explanation of cause)                          | YES | NO |
| 11. | Transient Loss of Control of Nervous System Functions<br>(without satisfactory explanation of cause) | YES | NO |

Additional Comments:

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**Section 3 – Immunizations**

The following are immunizations recommended. For each, indicate if you have been immunized; the date of the immunization (MM/YY); if you have had the disease (MM/YY); or the date of your most recent blood work showing titers.

Immunized		Immunization	Date	Had Disease		Date
Yes	No			Yes	No	
		Tetanus				
		Pertussis				
		Diphtheria				
		Measles				
		Mumps				
		Rubella				
		Polio				
		Chicken Pox				
		Hepatitis A				
		Hepatitis B				
		Meningitis				
		Influenza				
		Small Pox				

**Section 4 – Current Medications and Allergies**

1. List current Medication and doses

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2. List Allergies

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# **US Coast Guard Auxiliary Interpreter Corps**

## **Verification Form**

### **U.S. Coast Guard Auxiliary Interpreter Corps Deployment Guide**

I certify that I have read the US Coast Guard Auxiliary Interpreter Corps Deployment Guide, and I understand its contents. I have had the opportunity to ask questions and to discuss this material with the person I report to, or other leaders in the Department, or both.

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
EMPID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return the signed and dated Verification Form to the  
Auxiliary Interpreter Corps Branch Chief Administration  
for your area (Lant or Pac)