



DEPARTMENT OF HOMELAND SECURITY
UNITED STATES COAST GUARD AUXILIARY
(AUTHORIZED BY CONGRESS 1939)
THE CIVILIAN COMPONENT OF THE U.S. COAST GUARD

266 West End Ave.
Shirley, NY 11967
(631) 395-6244
jimcornell@optonline.net

1 April 2004

From: James H. Cornell Jr., DCP 18 (1SR)
To: Division 18 (1SR)
Subject: APRIL DIVISION CAPTAIN'S BRIEFING

1. The topic of our first workshop for the year was geared towards new Staff Officer. This was an informative workshop and sparked interest in other workshops in this area. This workshop was followed by Recruiting and Retention and PS Forms workshops. John Molfetta did an excellent job presenting these workshops
2. Search Patterns for our SAREX, Operations, Leadership and Management, Emergency Preparedness, Interviewing potential new members, Motivation skills, and Instructor Workshops will follow.
3. The topic of our second round table discussion with both Division and Flotilla staff will be for PA/PE, TBA. This meeting will include everyone involved in PA and PE including FSO's. The SO's will run this meeting.
4. As you know, an Instructor Workshop is required this year. I have asked John Molfetta to instruct this workshop. The 5 minute presentation from each member was waived. The workshop will be on Thursday, 22 April at Station Shinnecock @ 1930. The uniform of the day will be "Working Blue".
5. Our required Operations Workshop will be held on 6 May, the place will be announced at a latter date. The uniform of the day will be "Working Blue".
6. When we recruit members to work at the various stations, we must do the following;
 - 6.1. Make sure they have all the essential information before they start. Be careful they are not misled. If they are misled, the chances are that they will become disillusioned, and will not complete the program.
 - 6.2. A thorough interview by the Flotilla Commander must be completed.
 - 6.3. A follow-up interview will also be done the DCP.
 - 6.4. Depending on the program, they must be physically able to the job.
 - 6.5. Before submitting names for a particular job, please be reasonably sure that they will complete the program.
 - 6.6. FC's must maintain a list of all people involved in a particular job at the station.
 - 6.7. All questions regarding a particular program should go to the following members.
 - 6.7.1. Radio Watchstanders - Henry Landis
 - 6.7.2. Chef Program - Debbie Cornell
 - 6.7.3. Cold Water Team and any new program coming up - Jim Cornell.

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7. Our goal for this year is to augment the stations with Non-traditional as well as Traditional support as much as possible. Currently we have 4 members that have trained as cooks at Station Shinnecock and are already filling in. They are Jim Cornell, Debbie Cornell, Mary Jo Cruickshank and Tom Cruickshank. Other projects are in the works.
8. There are some guide lines for our Chef Program; the purpose of this is to make sure the program runs smooth and to keep district informed of our activities and for liability reasons. I have appointed Debbie as the chairperson of the Div 18's Chef Program. At this point we are not looking for new Chefs at Station Shinnecock. This will give the 4 members currently qualified an equal chance. If or when we do need more, Debbie will be notified and action will be taken. Other possibilities are being explored, including Station Montauk and the Ridley.
9. Our Communication Specialty Course has come to an end. 12 students started and 12 students took the exam. Thanks to our instructor, Bill Tooker for its success.
10. We are looking to train Auxiliary, Reserves, and regulars in the use of RDF equipment. This will take place sometime after the AUXCOMs course.
11. Our Team Coordinated Training (TCT) class was held on Saturday, 31 January 2004 at Station Shinnecock. Only 2 currently certified crew, still need to complete it.
12. Our Cold Weather Team and Facilities are back in action after the ice thawed. Our first training session underway with the regulars was held at Station Shinnecock.
13. Our attendance at the District Awards Conference was better than last year. Most of the attendees took notes, and made a report to division on that topic. We received a few awards that will be presented at this meeting.
14. Division 18 has selected 3 Fingerprint Technicians. They are Todd Chorney, Jim Edwardson, and Hal Adkins. We received Fingerprinting cards and holder at our last District Meeting. We currently need ink pads. The plan is to visit all flotillas at least once.
15. Fleet week will be between 26 May and 1 June. They will need PA Watchstanders, Coastie Operators and Tour Guides. No berthing is available. Applications were sent to FC's by email.
16. As of this writing, we have resumes from Scott Gregorio, Lou Chrisomalis, Todd Chorney, Tom Cruickshank, Jim Edwardson, Hal Adkins and Greg Sarafin for the Firearms Coaching Program.
17. Our next meeting of the Division Board and Staff will be held on Thursday, 3 June @ 1930 on the Mess Deck at Station Shinnecock. The uniform of the day will be Service Dress Blue Bravo, Tropical Blue Long or appropriate civilian attire. All members are invited and are encouraged to attend. Get information first hand.

HONOR – RESPECT – DEVOTION TO DUTY

JAMES H. CORNELL JR.