



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

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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.
2. Future workshops will include Recruiting and Retention, Search Patterns for our SAREX, Operations, Leadership and Management, and Instructor Workshop,
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. Since this workshop requires a 2 hour lecture and a 5 minute presentation from each member, we decided to split the workshop into 2 days. The first will be on Thursday, 22 April. This one will be for the lecture itself, and the second will be held on Thursday, 29 April. This day, each instructor will give their presentation. Both workshop days will be held at Station Shinnecock @ 1930. The uniform of the day will be "Working Blue".
5. Operations Workshop
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 will be 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.
 - 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.

7. 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.
8. 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.
9. Station Augmentation
- 10.
11. Before anyone starts training at any station, they will go thru a screening process. The screening process will consist of the Flotilla Commander, either I or a designee and the Station. This will apply to Watchstanders, CG Boat Crew and also non traditional jobs
12. 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.
13. Radio watchstanding training is going well and some of the trainees are expected to be done shortly. Our long standing watchstander, Henry Landis, has been doing most of the training.
14. We are looking to train Auxiliary, Reserves, and regulars in the use of RDF equipment. This will take place sometime after the AUXCOMs course.
15. 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.
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16. Cold Weather training/patrols are currently on hold until some of the ice thaws. Our Cold Weather Team and Facilities are patiently awaiting orders. The certified include Jim Cornell, Vin Pica, Lou Chrisomalis, Phil Warner, Don Daniels and Kevin Osterbery.
17. With 3 Facilities in the water all year round, a training schedule has been created, rotating Facilities, Crews, AORs, and days. This is in anticipation of an emergency call out. Regular training sessions will keep us prepared. The goal is to maximize the resources we have.
18. Division 18 already has Staff Officers, New Members, and others signed up for the District Awards Conference. Last year we had good attendance from our division. Those that participate last year, took notes, and made a report to division on that topic. We will do the same this year.
19. Division 18 has selected 3 people to become Fingerprint Technicians. They are Todd Chorney, Jim Edwardson, and Hal Adkins. As soon as we receive the fingerprinting kit and cards, we will start. The plan is to visit all flotillas at least once.

20. Received Fingerprinting kits

21. Division 18 held its Change of Watch on Sunday, 15 February. This was the snow date due to inclement weather. The wait was well worth it. It was an enormous success. We had about 70 people in attendance.

HONOR – RESPECT – DEVOTION TO DUTY

JAMES H. CORNELL JR.