



CGD13INST 5720.1
MAY 19 2008

THIRTEENTH DISTRICT INSTRUCTION 5720.1

Subj: CITIZEN'S ACTION NETWORK (CAN)

Ref: (a) CG Public Affairs Manual, COMDTINST M5728.2D
(b) America's Waterways Watch (www.americaswaterwaywatch.org)
(c) CG Addendum to the National Search and Rescue Manual, COMDTINST M16130.2D

1. PURPOSE. To support the Coast Guard's legacy Maritime Domain Awareness (MDA) and external relations missions through strategic operational outreach and information sharing in accordance with references (a) through (c). The Citizen's Action Network is a pre-identified civilian-based maritime domain watch group that will readily interact with the Coast Guard at a moment's notice in support of SAR, marine environmental response, law enforcement and other essential mission areas. These strategically located non-organic resources may enable Coast Guard watchstanders to more readily focus resources and expedite response actions – acting as a force multiplier for individual commands and District command centers. It is important to note that the CAN is distinctively different and should not be confused with reference (b). America's Waterways Watch is an outreach program that encourages the public to simply report suspicious activity to the Coast Guard. CAN works in reverse, with the Coast Guard pulsing out to specific, strategically located members to assist with active case prosecution.
2. ACTION. Sector Commanders, Group/Air Station Commanders and District Thirteen Staff shall ensure the provisions of this instruction are followed. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined not to be applicable.

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NON-STANDARD DISTRIBUTION:

5. FORMS/REPORTS. Use of the Citizen's Action Network as well as issues, challenges and successes shall be noted in SITREPs and/or logged into MISLE, as applicable.
6. DISCUSSION. Success in establishing Maritime Domain Awareness (MDA) relies on high tech and traditional information collection activities, plus information collected using low tech sources. The CAN supports this low tech end of this spectrum. By recruiting, training, informing and drawing upon the prominent views and volunteer spirit of key volunteers such as retired military, Auxiliary members and those living on or near the water, the CG and its partners can more effectively maintain the safety and security of our maritime environment. The CAN is **not** designed to bypass or lessen the traditional requirements of SAR case prosecution. A single response by a CAN volunteer shall never justify closing or suspending a case. Instead, these reports should be used as additional tools to strengthen cases or rule out certain aspects of a specific case.
7. PROCEDURES.
 - a. Sector and Group/Air Station Commanders shall:
 - (1) Establish a CAN Point of Contact (POC) to act as liaison with an assigned Auxiliary component within their Area of Responsibility. Auxiliary (Aux) components shall recruit civilians (to include tribal, business and other entities) and Aux members who have strategic navigable water views and are willing to participate in the CAN program.
 - (2) Develop a unit-specific policy for the organization, responsibility and function of local Aux working in conjunction with CAN to support CG missions. Emphasis should be directed towards developing an audience to directly receive Coast Guard produced news and information requests via electronic means in direct support of operational mission areas. A sample policy is attached.
 - (3) Implement CAN notification into applicable/existing Quick Response Cards (QRC). The revised QRC should use CAN members to provide information about local sea conditions, visibility, vessel traffic, unusual circumstances or any other pertinent information that the members' strategic water view offers, day or night, to the District and Sector/Group/Air Station command centers. Whenever practicable, command center CAN notifications shall be in the form of digital voice call-outs targeted at specific geographic locations using membership data overlays contained in C2PC/SAROPS to maximize effectiveness. It is imperative that QRCs include individual feedback loops to ensure final disposition of each incident/case is transmitted back to the CAN network, when practicable.
 - (4) Ensure command center watchstanders are knowledgeable of this instruction and local procedures. Such knowledge shall become part of the watchstanders' qualification process. Include the need to exercise CAN volunteers to respond to command center information requests on a recurring basis to ensure the functionality of the system.
 - b. The Chief of the Response Division (dr) shall ensure a CAN Program Manager is designated within the Incident Management Branch (drm).

c. The CAN Program Manager shall:

- (1) Ensure that the CAN program is properly implemented at each Sector and Group Command Center.
- (2) Review MISLE cases monthly to identify *lessons learned*.
- (3) Issue a monthly CAN status report that reviews recruiting success, employment best practices and *lessons learned*.
- (4) Exercise the CAN communication network bi-weekly. Maintain CAN reference materials.
- (5) Ensure information and periodic updates are provided to the 13th District Web Master.

d. The Chief of the External Affairs Division (de) shall:

- (1) Ensure the timely dissemination of CG-produced news and information to CAN members via the most appropriate and expeditious means available.
- (2) Coordinate with the CAN Program Manager to issue bi-weekly communications.
- (3) Maintain the database of CAN volunteer locations in C2PC/SAROPS.
- (4) Maintain CAN web site.

e. The Chief of the Prevention Division (dp) shall:

- (1) Ensure that the Auxiliary Branch (dpa) acts as both final clearing house and collection point for potential CAN memberships, after they are vetted through the cognizant Sector or Group CAN liaison to identify any strategic shortfalls in geographic coverage needs.
- (2) Ensure that Aux Divisions and Flotillas within geographical range of the CAN volunteers extend invitations to marine related training as well as Auxiliary membership.

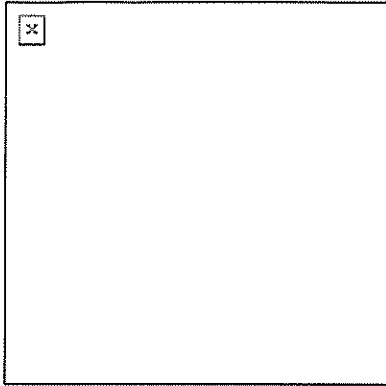
8. APPLICATION.

- a. CAN information can and should be used in support of intelligence or law enforcement missions and can be done successfully without releasing classified or sensitive information to the volunteer participants, putting any mission in jeopardy or putting volunteers in harm's way.
- b. Identifying a member of the CAN will be based on the geographic-based ID system found within the C2PC/SAROPS SAR program. Personal information of the volunteers used in this capacity is exempt from the Privacy Act standards supporting the Coast Guard's use and maintenance of a System of Records. Privacy Act, CG email standards (news and information), Auxiliary program and Auxiliary recruiting information are set forth in the CAN members' signed applications.

- c. Citizen's Action Network members, D13 CAN POCs and CG strategic partners, such as local law enforcement and emergency management personnel, are encouraged to sign up to participate in the network's online forum. Members can share and post maritime information in this forum with participating workgroups in a secure WWW portal (hosted by the U. S. Navy). Established workgroups currently include each D13 Sector or Group/Air Station; The Royal Canadian Mounted Police, The Thirteenth District and the D13 Auxiliary. Members seeking online permission should visit the Naval Postgraduate School's Maritime Information Initiative sign-up/sign-in page under the Center for Homeland Defense and Security (CHDS) at: <https://www.chds.us/?special/info&pgm=Maritime>.



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GROUP PORT ANGELES INSTRUCTION XXXX.XX

Subj: COMMUNITY ENGAGEMENT FOR SUPPORT OF COAST GUARD MISSIONS

Ref: (a) 5 USC 301 (2)
(b) 5 USC 552a (e) (3)
(c) 14 USC 821, 822, 826
(d) Executive Order 13254 (29 Jan. 2002)
(e) Notice 67 FR 30685-01 (7 May 2002)
(f) OMB No. 1660-0078
(g) email D. O. Status Requirements (machapman@the-mkt-edge.com 08 NOV 07)

1. PURPOSE. This Instruction provides policy for the organization, responsibility, and function for Coast Guard Group Port Angeles Auxiliary working in conjunction with the Citizens Action Network (CAN)/Northwest Watch for the support of Coast Guard Missions.
2. ACTION. Flotillas assigned to Auxiliary Division 01 and 04 which are within the Area of Responsibility of Group/Air Station Port Angeles shall work with area CAN volunteers to ensure compliance with the provisions of this instruction.
3. DIRECTIVE AFFECTED. None
4. DISCUSSION. Enclosure (1) presents background information about Citizens Action Network also known as Northwest Watch. This instruction provides guidance to Group/Air Station Port Angeles Auxiliary to assist new and continuing members of CAN. This instruction also provides guidance and direction to ensure proper reporting and to facilitate continued positive relations with the CAN volunteers and the area communities. CAN volunteers as authorized in the above references will report those observations within the scope of the preceding references as appropriate. At no time will CAN volunteers actively engage in direct law enforcement or put themselves at risk.
5. PROCEDURE. The following description of duties provides elaboration and guidance to Group/Air Station Port Angeles area Auxiliary Flotillas to assist in recruiting CAN volunteers and aid those flotillas in accomplishing their mission.

- a. The Auxiliary Coordinator (AUX-C) will be the informational link to the Auxiliary Division Captains and the Rear Commodore North. Immediate responsibility will be to ensure compliance by the Division Captains, their (CAN) assigned staff, participating flotillas and their staffs to ensure compliance with this instruction.

- b. Assigned Auxiliariist Coordinator: The assigned Auxiliariist will act as the informational and instructional link between the District 13 Director of CAN, Group/Air Station Port Angeles Operations, and the participating Divisions and Flotillas.
 - (1) Coordinate training between the Coast Guard's Operations, the Auxiliary, and CAN volunteers.
 - (2) Inform the Auxiliary flotillas or directives and other guidance as required.
 - (3) Ensure initial and continued operational support to the Auxiliary and CAN volunteers.
 - (4) Provide appropriate materials and reporting procedures to all CAN volunteers.
 - (5) Review monthly reports submitted by the flotillas to the designated Operations Officer.
 - (6) Report semi-annually to Group/Air Station Port Angeles Operations on the status of the CAN outreach, including the number, location, and status of CAN volunteers.

- c. The Auxiliary Liaison (AUXLO) will act as a facilitator between the Active Coast Guard and the Auxiliary to ensure the necessary support and oversight is provided to ensure compliance with the Instructions.

- d. The Auxiliary Division Captains are to be kept informed of all operations, training, program development, and requirements to ensure their cooperation and compliance. Auxiliary Divisions will:
 - (1) Assign the Division Pubic Affairs Officer (SO-PA) the geographic responsibility for the CAN outreach. The SO-PA is to have D. O. clearance and should be school trained.
 - (2) Ensure that participating flotillas have assigned officers with D. O. clearance and Public Affairs experience and schooling.

- e. The Auxiliary Flotilla Commanders are to be kept informed of al operations, training, program development and requirements to ensure full cooperation and compliance. Auxiliary flotillas will assign CAN volunteers to the Public Affairs staff officer as directed by Division.
 - (1) New CAN members will be recruited through:

- i. Providing the public with information about CAN during courtesy vessel exams, dock walker programs, navigation and safe boating classes, public affairs events, and community safety events.
- ii. Targeting homeowners for specific “high value” locations with strategic views of the waterways by visits, mail, or phone calls.

- (2) Auxiliary members will phone or visit all CAN members on a quarterly basis and provide schedule^d meetings in a timely manner.
- (3) Divisions will host operational meetings annually in April
- (4) Flotillas will hold group-wide meetings and picnics annually in September, including recognition and award presentations.
- (5) Verify telephone and member addresses quarterly.

6. TRAINING AND ASSIGNMENT:

- a. All CAN volunteers will be offered training in reporting procedures, including reporting oil spills, suspicious boats or activities.
- b. Those CAN volunteers who are members of the Auxiliary may receive designated Coat Guard equipment. Such individuals are required to have D. O. Status and may work under mission orders.

7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

Environmental aspect and impact considerations were examined in the development of this directive and have been determined to be not applicable.

S. POLLOCK

Enclosures

- (1) Citizens Action Network: Administrative Guidance
- (1) SALUTE form
- (2) Background information on Citizens Action Network
- (4) Observers Guide Book
- (5) Current CAN member in Puget Sound, Oregon Coast, and Columbia River map
- (6) Citizens Action Network Application

Distribution: Electronic Library