



## INSTRUCTIONS AND GUIDELINES

### AMSOC I & G

#### ON SCENE COMMAND (OSC) ARRANGEMENTS FOR BPC SURFACE ASSETS

This Instruction & Guideline refers to Practice Statement:  
PS2011/04 Customs and Border Protection Marine Unit

<b>Published date:</b>	29 April 2011
<b>Availability:</b>	Internal and external
<b>Subject:</b>	On-Scene Command arrangements for BPC surface assets
<b>Purpose:</b>	To provide guidance on the role of the On Scene Commander for BPC surface assets and operations centres.
<b>Owner:</b>	Director BPC Operations
<b>Category:</b>	Operational Procedures – AMSOC I & G
<b>Contact:</b>	AMSOC 02 6275 6000

*The electronic version published on the intranet is the current Instruction and Guideline.*

### **Summary of main points**

1. When On Scene Command is appointed
2. Role of the On Scene Command
3. Reporting of appointment and /or transfer and cessation of OSC role.

### **This I&G applies to staff in:**

- AMSOC Operations staff
- JTF639 Operations staff
- All CO of surface assets under control of Border Protection Command

## **1. Introduction**

At times surface assets under the control of Border Protection Command will be required to undertake operations that involve multiple vessels. On these occasions it is important that all surface assets and operations centres know who is the lead on scene asset for the response, who other assets should report to for duty, and who the operational centres can contact for reporting purposes.

## **2. Instructions and Guidelines**

1. Appointment of On Scene Command (OSC)
  - (a) Under normal circumstances the first surface asset, under the control of Border Protection Command, which arrives at a place of operational activity, is to assume the role of OSC unless advised otherwise by the AMSOC, for Customs vessels or JTF639, for ADF assets.
  - (b) Upon the requirement for appointment the AMSOC and JTF639 watchfloors are to confirm between them the appointment of the OSC.
  - (c) This confirmed appointment is to be advised verbally then in writing to all assets involved. AMSOC is responsible to advise the Customs assets. JTF639 are to advise the ADF assets.
  - (d) If any Customs air asset is assigned to provide FAS, AMSOC is responsible to advise the aircraft of OSC appointment and any subsequent changes. This can happen at pre-flight brief or inflight.
  
2. Role of OSC
  - (a) The role of the OSC is to undertake coordination of all operational requirements including boarding and reporting procedures.
  - (b) All other BPC assets will report for duty to the appointed OSC and take instruction from them.
  - (c) The OSC is to act as point of contact for the BPC operations centres and utilise their standard communications facilities.

(d) Direct liaison between the OSC and the other BPC assigned assets is authorised and is to occur to enable completion of the task. This authorisation is ongoing and need not be issued.

### 3. Reporting instructions

#### (a) Initial appointment:

- Initial appointment email is to be drafted using the OSC appointment template (see Appendix A) and emailed to OSC appointee and any other BPC surface assets involved.
- BPC air assets providing FAS or on routine flights are to be advised in the pre-flight brief or inflight and are to acknowledge the advice in the mission record.
- The initial appointment and acknowledgments from the OSC and other vessels involved, are to be logged in the Wyvern operations log application (Wyvern). Refer Appendix B for Wyvern title formats
- Wyvern entries to include copies of emailed appointments and acknowledgements from OSC and other assets involved.
- Any subsequent change to the appointment is to be logged as a child entry of that original one.

#### (b) Transfer of appointment:

- Approval of transfer must be gained from JTF639 and AMSOC watchfloors prior to occurrence. The need for change can be determined by the assets involved prior to discussion with the Operations centres. If a transfer of appointment is to occur the change is to be advised in writing by the initiator and the new OSC is to acknowledge the role to all assets and operational centres in writing.
- All assets and operational centres are to be included as addressees on the transfer notice and all parties are to acknowledge receipt of such change.
- Notate change of appointment in Wyvern as a child entry of the original appointment and include copies of email notifications and acknowledgements. Refer Appendix B for child entry title formats

#### (c) Completion of appointment:

- If relevant, the final appointed OSC is to advise all involved assets and Operations centres of the completion of OSC role.

### **Related Policies and References**

#### **Practice Statements:**

- Customs and Border Protection Marine Unit

#### **Other Instructions & Guidelines**

- Wyvern log entries
- SIEV COI actions

### **Key Roles and Responsibilities**

- AMSOC and JTF639 watch floors for initial and subsequent determination of the OSC and recording in Wyvern of such appointments.
- BPC Manager Operations - Approving initial appointment and transfer of OSC role.
- Surface assets appointed as OSC - to ensure written confirmation of OSC appointment and any subsequent transfer and acceptance. Other assets involved to acknowledge receipt of OSC appointment email by return email.

### **Consultation**

#### **Internal**

The following internal stakeholders have been consulted in the development of these Instructions and Guidelines.

- Director Operations and Manager AMSOC

#### **External**

- J3 and J33 HQJTF 639

### **Approval**

<b>Approved on</b>	27 April 2011	
<b>By</b>	RADM Tim Barrett Commander Border Protection Command	
<b>Review Period</b>	Annually	

## **APPENDIX A - Appointment Email Format**

### **Notification of Appointment as On Scene Command (OSC)**

From Manager AMSOC

Situation

1. DDTTTTZMMYY – Brief description of current situation (use who what where how when)

Appointment

1. ACV \*\*\*\*\* \*\* will assume the role of On Scene Commander (OSC) until otherwise directed or other change occurs.
2. ACV \*\*\*\*\* \*\* will report to \*\*\*\*\* \*\* (OSC) and take direction from her until further notice. (Add extra lines for extra vessels if required)
3. Forward Air Support will be provided by \*\*\*\*\* and she will report to OSC.
4. Acknowledge receipt of this appointment by return email.

Regards

## **APPENDIX B – Wyvern Entry Title Formats**

### **Appointment of OSC Initial Wyvern Entry**

AMSOC ACV \*\*\*\*\* \*\* Appointment of On Scene Command

### **Child Entries**

AMSOC OSC Transfer ACV \*\*\*\*\* \*\* To ACV (HMAS) \*\*\*\*\* \*\*