

Program Visitor Qualification Process and Forms for 2021

Procedure to qualify as a Program Visitor:

1. You have passed an approved boating safety course, if in AP (Approval Pending) status. (Members in Initially Qualified [IQ] status cannot be qualified as a PV until they become BQ, but they may take the exam and perform the supervised visits).
2. You must also complete the online open book MDV (Recreational Boating Safety Program Visitor Exam) with a grade of 90 or better. Before attempting to take the online exam be sure to download and study the *Recreational Boating Safety Program Visitor Manual* (Resource link below).
Note: In order to take the Recreational Boating Safety Program Visitor Exam you will need a Member Zone password that is also used for AuxOfficer, and other CGAUX web page access. You can obtain a Member Zone password here>
https://auxofficer.cgaux.org/auxoff/activate/new_password.php
3. Go to the *National Testing Center* (Resource link below) and click on “Take A Test”. You will be asked to login with your Member Zone password, and a Test Catalogue page will appear. You can then take the MDV (Recreational Boating Safety Program Visitor Exam).
4. Once you pass the MDV exam, get a copy of the *CGD11S Form – Qualification and Recertification* (resource link below) and bring to the supervised Marine Dealer visits to be filled out by your qualified PV mentor. As a trainee you will make two (2) supervised Marine Dealer visits with a qualified program visitor(s) (mentor).
5. The mentor will document the supervised visits by entering the Program Visits information in AuxData2, and in the AuxData2 section, REMARKS, enter, “The trainee(name) has completed the two supervised PVs to become qualified Program Visitor”. Then Submit for Approval to the flotilla FSO-IS. Next the mentor will complete the *CGD11S Form – Qualification and Recertification* for the Marine Dealer visits. and return the form to the PV Trainee. Note that the mentor will receive an Email after the FSO-IS approves the Program Visit entries into AuxData2. Forward this Email to the PV Trainee for their records.
6. The PV Trainee will then give these completed forms to the FSO-PV.
7. When the above entries have been verified as satisfactory by the FSO-PV, the completed CGD11S Form are then forwarded by the FSO-PV to the Flotilla FC for signature. Email a copy of this CGD11S Form to the FSO-IS and to DIRAUX at: D11S-SMB-D11AUX-SOUTH@uscg.mil or mail to:

Commander (dpa-s)
Eleventh Coast Guard District
1001 S Seaside Ave. Bldg 34
San Pedro, CA 90731-7391

Resource: [Recreational Boating Safety Program Visitor Manual \(pdf;41p\)](#)

Resource: [Online RBV-PV Exam \(National Online Test Center\)](#)

Resource: [CGD11S Form – Qualification and Recertification](#)

Maintaining Currency as a Program Visitor

Per the AUXMAN, Ch 8, Section B.1.g., Auxiliarists who do not complete all annual currency maintenance requirements by 31 December, including mandatory workshops, are placed in Required Yearly Not Met (REYR) status in AUXDATA. Auxiliarists in REYR status must complete all program-specific requirements in order to re-gain program currency and authorization to perform program activities. For example, if a Program Visitor finishes the year with only 1 of the required 4 annual program visits as a Qualified Program Visitor, the member goes into REYR status and begins the next year needing 2 program visits to regain certification. Once out of REYR status, the member still needs an additional 4 program visits to retain the certification for the new year.

Re-qualification of a REYR PV is relatively simpler task than the qualification of a REYR-PVs since:

- If a member is listed as a REYR PV, and their last qualification year was less than six years ago, there is no requirement for the REYR PV to retake the on-line PV Test.
- The minimum re-qualification requirement is completion of at least two Program Visits under the supervision of a currently qualified PV.

For re-qualification from REYR, get a copy of the *CGDIIS Form – Qualification and Recertification* (resource link below) and bring to the supervised Marine Dealer visits to be filled out by your qualified PV mentor. Then complete the procedure steps 5 through 7 in the above Qualification procedures.

Qualification & Currency - Program Visitor Qualification Process and Forms

Section for at least two Program Visits under the supervision of a currently qualified PV.

REWK Re-Certification Process

Workshops that are identified as mandatory must be completed by 30 June of that year. If not completed by that date, then Qualified program participants will become REWK. They shall be regarded as not current and shall therefore not be authorized to be assigned to duty to perform PV program activities, or any other duties for which they are Qualified

The Director(DIRAUX) shall ensure their placement in Required Workshop Not Met (REWK) status in AUXDATA. Program participants placed in REWK status will have until 31 December to attend the mandatory workshop without further consequence to their currency maintenance. Only the Director has the authority to remove Auxiliarists from REWK status and restore them to current program status if all other currency maintenance requirements are met.

Preparation

Establishing New Dealers/Partners - Support Materials

The "Become a Partner Now" brochure (Resource Link below) is a great handout/leave-behind that explains the RBS Visitor Program. Open it in Microsoft Word, and customize it at all locations marked in yellow highlighter.

Resource: ["Become a Partner Now" Handout \(.doc\)](#)

Boating Safety Literature for Distribution

Here are the usual sources of literature for distribution. Use your FSO-MA to order.

Resource: [ANSC Literature Catalogue and Order Forms](#)

Resource: [California Boating & Waterways Publications](#)

Resource: [Boater's Guide of Arizona \(pdf; 644kb\)](#)

Non-Governmental Sources for Boating Safety Literature

In addition to literature available from the Coast Guard (via the Auxiliary National Supply Center and your local FSO-MA), there are numerous other literature sources that the dedicated program visitor may draw upon. See this resource for a list.

Resource: [Other RBS Literature Sources](#)

State Boating Information and Regulations

Here are direct links to boating information for your state.

Resource: [Arizona Game and Fish Department](#)

Resource: [Cal Boating - Department of Boating and Waterways](#)

Resource: [Nevada Department of Wildlife](#)

Training

RBS Visitation Program Manual M16796.3C

Here is the manual that you will need to train for the RBS Program Visitor Qualification. However, you should also be familiar with the Vessel Safety Check Manual M16796.8 as well, since much material is drawn from it.

Resource: [RBS Visitation Program Manual \(pdf; 1mb\)](#)

Resource: [Vessel Safety Check Manual \(pdf\)](#)

Forms

Program Visitor Mission Report Form, et. al.

Note that in 2021 all Program Visit information will be entered into Auxdata2 by the qualified Program Visitor completing the program visits.

Use of the ANSC 7046 Form to report your program visits will not be available in 2021. The District policy in the past has been to use only one (or more) forms per day; do not report different days on the same form.

Resource: [RBS-PV Activity Report \[ANSC 7046\] \(pdf:2p\)](#)

Program Visit Audit Form

U.S.C.G AUXILIARY		DEALER/PARTNER AUDIT FORM		Division _____ Florida _____					
SECTION I - MEMBER INFORMATION									
MEMBER ID#	MEMBER NAME								
SECTION II - VISITED BUSINESS INFORMATION									
VISIT DATE	BUSINESS NAME								
MFR. ID CODE	ADDRESS								
TIME (HOURS:MINUTES)	CONTACT NAME								
SECTION III - FLOTTILLAS ACTIVE IN PROGRAM VISITS									
SECTION IV - AUDIT RESULTS									
BULLETIN BOARDS (B)	WINDOW DISPLAY(S) (YN)	READING AREA (YN)	LITERATURE CASES (B)	LITERATURE SHELVES (B)					
MOST FREQUENTLY REQUESTED TITLES - ADDITIONAL TITLES OVERLEAF									
STKA	TYPE	DESCRIPTION	QIN	QOD	STKA	TYPE	DESCRIPTION	QIN	QOD
CALF	99LT	ABC of the California Boating Law - English			3033	99AP	Alcohol and Boating		
CALF	99LT	ABC of the California Boating Law - Spanish			3033-1	99AP	Beware of Boat Propellers (NYC)		
CALF	99LT	California Safe Boating Hints - Fire Extinguishers			3003-1	99AP	Boat Responsibility/ Live Responsibility (NYC) 3-Fold		
CALF	99LT	California Safe Boating Hints - PFDs			3003	99AP	Boat Responsibility/ Live Responsibility (NYC) 7-Fold		
CALF	99LT	California Safe Boating Hints for Paddle Craft			CALF	99AP	Boat Smart from the Start w/ a Free Vessel Safety Check		
CALF	99LT	California Safe Boating Hints for Personal Watercraft			3005	99AP	California Safe Boating Facts About the Silent Killer (CO)		
CALF	99LT	California Safe Boating Hints on Lakes and Rivers			4045	99AP	Carbon Monoxide Poisoning (NYC)		
CALF	99LT	California Safety Hints for Wind surfing			4045	99AP	Cleaner Boating Environment (English)		
CALF	99LT	California Towing Tips for Trailer Sailors			4026	99AP	Cleaner Boating Environment (Spanish)		
1000	99LT	Global Maritime Distress & Safety System (GMDSS)			4275	99AP	Environmental Guide for Personal Watercraft Operators		
1032	99LT	US Aids to Navigation System			4275	99AP	Leaf Facts - Oil and Fuel Pollution (Good Mate)		
CALF	2402	Boating Safety Card: Visual Distress Signals			4278	99AP	Leaf Facts - Sewage Pollution (Good Mate)		
CALF	2402	Basic Safety Rules of the Road			4278	99AP	Leaf Facts - Solid Waste and Debris (Good Mate)		
CALF	2402	Carbon Monoxide Poisoning: Quick Deal Set			4277	99AP	Leaf Facts - Storm Water Runoff (Good Mate)		
1004	2402	Discharge Of Oil Prohibited (FAPCA 33' X 8') (English)			4020	99AP	Leaf Facts - Vessel Maintenance Pollution (Good Mate)		
1004	2402	Discharge Of Oil Prohibited (FAPCA 33' X 8') (Spanish)			3026	99AP	Leaf Facts - Vessel Operation Damage (Good Mate)		
1008	2402	Garbage Dumping Restrictions (English)			3020	99AP	Federal Requirements For Recreational Boats (NYC)		
1008	2402	Garbage Dumping Restrictions (Spanish)			4023	99AP	Hoisting Tips (NYC)		
1007	2402	WARPOL "Garbage Dumping Restrictions" (English)			3032	99AP	Help Stop Aquatic Hitchhikers		
1007	2402	WARPOL "Garbage Dumping Restrictions" (Spanish)			3032	99AP	How to Choose the Right Life Jacket (NYC)		
1002	2402	USCG Emergency Radio Call Procedures			3029	99AP	Join the Coast Guard Auxiliary		
1025	2402	Boat Plan			3031	99AP	Paddle Safe, Have Fun		
1101	2402	Brochure			3024	99AP	Safe Boating Tips for Anglers, Hunters & Campers		
1101	2402	Brochure			3024	99AP	Saved By the Signal (Visual Distress)		
1101	2402	Brochure			3024	99AP	Your Guide to Towing (NYC)		
1101	2402	Brochure			3024	99AP	USCG Literature Display Rack, 1-pg (Plastic)		
1101	2402	Brochure			3024	99AP	USCG Literature Display Rack, 5-pg		
REMARKS:									
FOLLOW-UP DATE		MEMBER SIGNATURE							

This form has been designed to be used for the specific use of U.S. Coast Guard Auxiliary District 1195, District 12. Rev 5/1 August 1, 2009

Resource: [RBV-PV Audit Form](#)

This handy form can be used to assess the state of available literature at any dealer partner, and then be used as a worksheet or punch list to prepare for a subsequent "literature drop" visit, or to order brochures from your FSO-MA or SO-MA

Keep a supply of these in your car for making impromptu dealer visits when you are "in the neighborhood", even if you don't have literature with you, for assessing a dealer's literature supply is a valid – and reportable – visit that may be followed up later with a second literature-drop visit.

To use the form, just follow the simple instructions on the second page. Most frequently-requested brochures and publications are on page 1, lesser-requested publications are on page 2. The form includes California brochures as well as USCG literature, but will still be useful across the District.

D11SR Program Visit Count and Mission Hours Reports

Program Visits can be recorded on ANSC Form 7046 and submitted to the FSO-IS for entering into AUXDATA2. However, in 2021 it is recommended that all Program Visit information will be entered into Auxdata2 by the qualified Program Visitor completing the program visits. The Program Visitor can review all Program Visitor information entered and approved by the flotillas FSO-IS.

To view your member records and create a PV report using AuxData2 may require some training. Contact your FSO-IS to obtain this training.