U.S. Department of Homeland Security

United States Coast Guard

Auxiliary Boat Crew Qualification Handbook

"Safe, Proficient, Professional"

ABQH 16794.52A

November 2022

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U.S. Department of Homeland Security
United States Coast Guard

Commandant
United States Coast Guard

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AUXILIARY BOAT CREW QUALIFICATION HANDBOOK–16794.52A

Subj: AUXILIARY BOAT CREW QUALIFICATION HANDBOOK, BOAT CREWMEMBER – COXSWAIN – PERSONAL WATERCRAFT OPERATOR

1. PURPOSE. This Handbook provides standardized performance objectives and guidance for the purpose of training, qualifying and certifying auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.

3. AUTHORIZED RELEASE. Internet Release is Authorized.

4. DIRECTIVES AFFECTED. Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52A; Auxiliary Boat Crew Qualification Guide, Volume II – Coxswain, M16794.53A; Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54A, are canceled.

5. DISCUSSION. This Handbook is to provide guidance to train and qualify members of the Coast Guard Auxiliary as Coxswain, Boat Crewmember, Personal Watercraft Operators.

6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard Auxiliary personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES. Major changes to the Auxiliary Boat Crew Qualification Handbook are as follows:

   a. Streamlined Qualification Guides for Boat Crewmember, Coxswain and Personal Watercraft Operator into a single document.
   b. Updated Coast Guard office designations, addresses and telephone numbers.
   c. Added Deferred task requirements and definition.
   d. Removed all references to the legacy POMS and replaced with AUXDATA II.
   e. Added Physical Fitness and Vision screening task requirements.
   f. Added the PLB to the PPE equipment task for Crewmember.

g. Changed the standard time for MOB recovery to 3 minutes to improve the chances of survivability of a PIW for Coxswain.

h. Combined all search pattern plotting tasks into a single task.

i. Added proficiency in the Use of GPS/DGPS (if equipped) and Use of Radar (if equipped) to the Coxswain Underway Check Ride form and Coxswain Currency Maintenance Check Ride form.

j. Added proficiency in the use of GPS/DGPS (if equipped) to the PWC operator Underway Check Ride form and the Currency Maintenance Check Ride form.

k. Water Survival exercise added.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.

a. The Office of Environmental Management, Commandant (CG-47) reviewed this handbook and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This handbook will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. DISTRIBUTION. No paper distribution will be made of this Handbook. An electronic version will be located on the Office of Auxiliary and Boating Safety (CG-BSX) Portal site: http://wow.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-manuals

10. FORMS/ REPORTS. The Coast Guard forms called for in this Handbook are available on the internet at https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/
Coast Guard Auxiliary forms can be found at http://forms.cgaux.org/

11. REQUESTS FOR CHANGES. Proposed changes to this Handbook shall be submitted to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX-12), via the Response Directorate, thru the requesting members Chain of Leadership and Management (COLM). Please submit a formal request email, through your COLM to: CGAUX@uscg.mil, Attn: CG-BSX-12. CG-BSX has ultimate approval authority.

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T. P. Glendye
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety

Table of Contents

List of Tables

PART 1
Introduction to Auxiliary Boat Crew Qualification System

In this Part

This Part contains the following Chapters:

Mentors

Mentors have several key responsibilities. They must:

(01) Instruct in a way which maintains a high level of professionalism yet encourages each trainee toward challenges that the mentor understands to be within the trainee's grasp.

(02) Completely execute the training qualification process described in this Part.

CHAPTER 1
How to Use this Handbook

References for this Chapter

Commandant directives and other official reference documents are listed here. References will be provided at the beginning of each Chapter.

Part Layout

The first page of each *Part* includes an *In this Part*, which lists each Chapter title.

In the left column of most pages are block titles, which provide descriptive words for the corresponding blocks of text to their right.

Warnings, Cautions, and Notes

The following definitions apply to "Warnings, Cautions, and Notes" found throughout the Handbook.

WARNING

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION!

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE

An operating procedure or technique that is essential to emphasize.

CHAPTER 2
Boat Crew Qualifications

A.1. Qualification List

The *qualification Parts* are:

Qualification	Part
Boat Crew Qualifications	PART 2
Coxswain Qualifications	PART 3
Personnel Watercraft (PWC) Operator	PART 4

Table 1-1
Boat Crew Qualification Parts

CHAPTER 3
Qualification System Structure

A.1. Organization

Each *qualification part* is structured as follows:

Chapter	Title	Provides:
1	*Task Accomplishment Record*	The mentor's task-level record of trainee's qualification progress. Contains mentor's initials and task completion date signifying the trainee successfully performed the task in accordance with the prescribed standards.
2	*Qualification Tasks* This Chapter is sub-divided into lettered *sections* representing training *divisions*. (e.g. Section B. Physical Fitness, First Aid and Survival.)	The mentor's criterion-level record of trainee's qualification progress. Contains: (01) mentor's initials and completion date. signifying the trainee successfully performed each criterion in accordance with the prescribed standards. (02) Comments. Circumstances or conditions which may affect task completion (including if task was attempted/ completed under more arduous conditions than those required) and failure to complete any performance criterion.
3	*Trainee Study Guide* This Chapter's sections match those found in Chapter 2.	Reading assignments and questions. Chapter 3 is to be removed from the perspective qualification PART and retained by the trainee.

Table 1-2
Qualification Part Structure

NOTE

This Handbook is not meant to be ordered through the Auxiliary National Supply Center for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided to trainees.

CHAPTER 4
Task Designations

A.1. Task Designation Components

A task designation is comprised of three elements followed by the word "AUX". The three elements of a task designation are:

(01) Qualification

(02) Division Designation Number

(03) Task Designation Number

A.2. Task Structure

Below is an example:

BCM-07-05-AUX

- Indicated that the task must be accomplished on an Auxiliary facility.
- Task designation number. The task is a knowledge or skill objective to be performed.
- Division designation number
- Qualification designation (e.g., BCM = Boat Crewmember; COXN = Coxswain; PWC = Personal Watercraft).

A.3. Task Completion Requirement

All tasks shall be completed unless specifically stated otherwise. Certain tasks in the Qualification Guide are designated as "**Waiverable Tasks by DIRAUX**". The Director may waive these designated tasks on a case-by-case basis given the mission requirements, the nature of the waters, or if the task is not operationally required for the geographical area. Any tasks that is either determined to be "**Waiverable Tasks by DIRAUX**", Not Applicable (N/A), or as applicable require appropriate comments in the "Comments" section for that specific "TASK".

A.4. Deferred Tasks

When situations exist that preclude a member from completing qualification tasks outside of "**Waiverable Tasks by DIRAUX**" or Not Applicable (N/A), the mentor may defer those tasks. The decision to defer a task should not be taken lightly. Deferment applies to a members inability to complete a task due to equipment and/or facility constraints. Deferred Tasks require appropriate comments in the "Comments" section for that specific "TASK".

NOTE

Members moving to a new location or with multiple residences, previously "Waiverable Tasks by DIRAUX", Not Applicable (N/A), or Deferred Task must be reconsidered for completion based on new location and facility capabilities before recertification.

CHAPTER 5
Overview of Qualification Tasks

A.1. Organization

Each task is organized into four components:

(01) Reference(s)

(02) Conditions

(03) Standards

(04) Performance Criteria

Locate the four components in the *sample task* shown below.

A.2. Sample Task

TASK COXN-01-AUX	**Complete The Incident Command System (ICS) Courses**
Reference	a. *Federal Emergency Management Agency (FEMA) on-line courses or Coast Guard Correspondence courses.*
Conditions	Task is conducted on-line or through Correspondence Courses
Standards	The Trainee must show proof of completion.

Performance Criteria	**Completed (Initials)**
ISC-100 Course.	*IMU*
ISC-200 Course	*IMU*
ISC-700 Course.	*IMU*

Mentor **I. M. UNDERWAY** **Date** **10DEC13**

Comments

A.3. References

References are the information sources which describe how to do the task. However, members are encouraged to use a wide range of references for small boat handling, navigation, and seamanship skills.

A.4. Conditions

Conditions are the environmental and physical circumstances under which the tasks must be performed. Any tools or special equipment needed for the completion of the task are listed here. The conditions listed with each task must be met. The following table describes task conditions and standards terms that are not contained in the stated references used in this Handbook:

Term	Definition	
Boat Operations	**Slow**	Underway and moving ahead at clutch speed or slower.
	Underway:	Not tied to a pier or float and not anchored or moored.
Visibility	**Clear**	All other states of visibility.
	Restricted	Visibility less than ¼ mile.
Sea Conditions	**Calm**	Seas less than 1 FT
	Moderate	Seas 1 to 4 FT
	Heavy	Waves 4 FT or greater
Wind Conditions	**Calm**	Less than 1 to 6 knots.
	Moderate	7 to 19 knots
	Heavy	20 knots and above.

Table 1-3
Wind and Sea Conditions Definitions

A.5. Standards

Standards describe how well a task must be performed in order to be acceptable. Standards will often refer to *task criteria* to put steps into logical order for learning. Successful task completion is a function of how well a trainee is able to complete the task without assistance. Generally, the task performance standards are as follows:

AUX	Requirement
Parameter	A specific standard must be met, e.g. "recover a man overboard within X minutes." X is the parameter.
Knowledge	Recite, from memory, the required information. *Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the trainee's total comprehension of the subject matter.*
Skill	Perform tasks without prompting or assistance from the mentor. (Prompting should not be confused with cueing. A cue is a signal, such as a word or action, used to initiate another step in a procedure, etc. Example: when the mentor announces "Man Overboard," that is a cue, not a prompt.) Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

Table 1-4
Task Performance Standards

A.6. Additional Standards

No additional qualification tasks or modification of task therein may be required to achieve either qualification or certification. The tasks (not including waiverable tasks) in each part of the Qualification Guide represent a uniform, national standard for qualification and certification. National standard tasks may be altered with CHDIRAUX approval. A member who successfully completes the national standard tasks is entitled to be certified by the Director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

Order-issuing authorities may require additional training, based on local operational considerations, prior to assigning a certified member to boat crew duty.

A.7. Criteria

Criteria are the specific learning items required for each task. Criteria work hand-in-hand with *Reading Assignments* to move the trainee from gaining knowledge (facts, concepts and principles) to demonstrating skills.

CHAPTER 6
Mentor Guidance

A.1. General Process

Tasks are meant to be learned through constant practice under the mentor's guidance and evaluation. The process normally proceeds as follows:

Initial Preparation
Provide Chapter 3 of the appropriate *qualification Part* (e.g., *Part 2, Boat Crewmember*) to trainee
Qualification Process:
Assign the task
Assign reading
Confirm the completion of the reading assignment
Demonstrate the task
Walk-through the task
Monitor performance
Evaluate performance
Sign-off the task
Maintain records
Certification Process:
Dockside Oral Examination
Schedule Underway Checkride
Qualification Examiner (QE) recommend certification

Table 1-5
General Task Process

A.2. Provide Chapter 3

Remove *Chapter 3* from the appropriate **Part** and give it to the trainee to retain.

A.3. Assign Task

While *divisions* may at times be done concurrently, the tasks within each division should be accomplished in the order listed.

(01) Tasks are based on the crew position for which the trainee is being qualified. Where needed, *notes* specifying applicability may be found at the beginning of each task.

The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, etc.

A.4. Assign Reading

Provide the trainee the applicable reading assignments .

A.5. Confirm Knowledge	Review study guide questions for completeness and accuracy. Clarify any misunderstandings the trainee might have about the material. Mentors should identify consistent problem areas for trainees, and forward recommendations for improvements via the Chain of Leadership and Management (COLM). In example, QEs, FSO, SO, DSO-OP.
A.6. Demonstrate Task	Demonstrate the steps required to complete the task. During the demonstration, the mentor should narrate the procedures, including problem solving (also known as "thinking out loud").
A.7. Walk-Through Task	Walking a trainee through a procedure can take several forms and sessions. Walk-throughs typically begin with the trainee observing the mentor, while describing to the mentor the mentor's actions and any problem solving. Next, the trainee performs the procedure for the mentor, including describing any problem solving. There is no limit to the number of times the mentor performs the walk-through, however, trainee understanding must be ensured before continuing. Successive walk-throughs should be used to allow the trainee to master basic skills before attempting more complex skills.
A.8. Monitor Progress	Qualification does not end the first time a task is successfully completed; it ends when successful task completion can be met consistently, during operations and training.
A.9. Evaluate	Verify that the trainee's performance meets the standard. This includes two parts: (01) The trainee must perform the task to established standards and conditions. (02) The trainee must perform the task with no assistance. The trainee is expected to perform each task on a consistent basis in accordance with the established standards and conditions.
A.10. Sign-Off	The mentor signs the task at the bottom of the page when he/she is confident that the trainee can perform the task consistently, while unsupervised.
A.11. Records	Maintain records as follows: Paper documentation: *It is the responsibility of the **member** to retain the original completed qualification tasks in his/her personal records*. Electronic documentation: Director makes appropriate AUXDATA II entries.

A.12. Dockside Oral Examination and Underway Checkride

The mentor should follow the persective District DURAUX policy to schedule a QE when all qualification tasks are completed. The QE and mentor will schedule the trainee for a dockside oral examination and an underway check ride.

A.13. Recommend Certification

When the QE is satisfied with the trainee's performance and abilities, the trainee is then qualified. The QE submits a recommendation for certification, in accordance with Auxiliary Training Handbook, ATH 16794.51 (series) (Appendix C).

CHAPTER 7
Trainee Guidance

A.1. Introduction

This guidance is written to you, the trainee. *What* you learn during qualification, as well as *how well* you learn, will impact your future, as well as those who follow you. Taking the time to thoroughly learn the qualification knowledge and skills will prove invaluable when you advance to the role of mentor.

If you have not read the material in Chapters 1 through 5 of this Part, do so.

A.2. Qualification Learning Tips

The following tips will help you in your qualification process:

(01) You will have many reading assignments. Always make sure that you are using up-to-date material. Commandant directives may be superseded.

(02) Always complete the written questions in Chapter 3 of perspective qualification **PART**, and if an answer is found to be in error, correct work with your mentor and Chain of Leadership and Management (COLM) to resolve any issues, and when needed, report recommendations.

(03) If information must be recited from memory, practice reciting information out loud.

(04) Help improve training materials. Often trainees are in a position to spot inconsistencies in publications, procedures, etc. When this happens, work with your mentor and Chain of Leadership and Management (COLM) to resolve any issues, and when needed, report recommendations.

PART 2
Boat Crewmember Qualification

Introduction

This Part contains a collection of tasks, which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for an Auxiliarist to be a safe, proficient, professional and effective Coast Guard Auxiliary Boat Crewmember.

NOTE

This Volume is not meant to be ordered through the Auxiliary National Supply Center for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided to trainees.

In this Part

This Part contains the following chapters:

CHAPTER 1
Task Accomplishment Record for Boat Crewmember

TRAINEE'S NAME: _____ MEMBER #: _____

Mentor/QE's Name (Printed)	Mentor/QE's Signature	Initials	Date

NOTE

Mentors should use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, member shall retain this for their record.

TRAINEE'S NAME: _____ MEMBER #: _____

NOTE

Mentors should document and initial those tasks not applicable, wavied, or deferred to this qualification. Use Comments.

Task	Date Started	Date Completed	Mentor's Initials
BCM-01-01-AUX			
BCM-01-02-AUX			
BCM-01-03-AUX			
BCM-01-04-AUX			
BCM-02-01-AUX			
BCM-02-02-AUX			
BCM-02-03-AUX			
BCM-02-04-AUX			
BCM-02-05-AUX			
BCM-02-06-AUX			
BCM-02-07-AUX			
BCM-02-08-AUX			
BCM-02-09-AUX			
BCM-02-10-AUX			
BCM-02-11-AUX			
BCM-02-12-AUX			
BCM-02-13-AUX			
BCM-02-14-AUX			
BCM-02-15-AUX			
BCM-02-16-AUX			
BCM-02-17-AUX			
BCM-02-18-AUX			
BCM-02-19-AUX			
BCM-03-01-AUX			

TRAINEE'S NAME: _____		MEMBER'S #_____	
Task	**Date Started**	**Date Completed**	**Mentor's Initials**
BCM-03-02-AUX			
BCM-03-03-AUX			
BCM-03-04-AUX			
BCM-03-05-AUX			
BCM-03-06-AUX			
BCM-03-07-AUX			
BCM-03-08-AUX			
BCM-03-09-AUX			
BCM-04-01-AUX			
BCM-04-02-AUX			
BCM-04-03-AUX			
BCM-04-04-AUX			
BCM-04-05-AUX			
BCM-04-06-AUX			
BCM-04-07-AUX			
BCM-04-08-AUX			
BCM-04-09-AUX			
BCM-04-10-AUX			
BCM-04-11-AUX			
BCM-04-12-AUX			
BCM-05-01-AUX			
BCM-05-02-AUX			
BCM-05-03-AUX			
BCM-06-01-AUX			
BCM-06-02-AUX			
BCM-06-03-AUX			
BCM-06-04-AUX			
BCM-06-05-AUX			
BCM-06-06-AUX			

TRAINEE'S NAME: _____		MEMBER'S #_____	
Task	**Date Started**	**Date Completed**	**Mentor's Initials**
BCM-06-07-AUX			
BCM-06-08-AUX			
BCM-06-09-AUX			
BCM-06-10-AUX			
BCM-06-11-AUX			
BCM-06-12-AUX			
BCM-06-13-AUX			
BCM-07-01-AUX			
BCM-07-02-AUX			
BCM-07-03-AUX			
BCM-07-04-AUX			
BCM-07-05-AUX			
BCM-07-06-AUX			
BCM-07-07-AUX			
BCM-07-08-AUX			
BCM-07-09-AUX			
BCM-07-10-AUX			
BCM-07-11-AUX			
BCM-07-12-AUX			
BCM-07-13-AUX			
BCM-08-01-AUX			
BCM-08-02-AUX			
BCM-08-03-AUX			
BCM-08-04-AUX			

CHAPTER 2
Boat Crewmember Qualification Tasks

Introduction

The following are the instructions for this chapter:

(01) The purpose of this Chapter is to provide guidance on the trainee's progress through the qualification tasks.
(02) The mentor should present the tasks to the trainee in a logical order using the instructions provided in *Part 1*.
(03) Tasks should be signed and dated when the mentor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

In this Chapter

This chapter contains the following sections:

Section A. Crew Efficiency Factors, Risk Factors and Team Coordination

Introduction

The following are objectives of this Section A:

(01) **Demonstrate** knowledge of the factors that affect crew performance.
(02) **Attend** Team Coordination Training.

In this Section

This Section contains the following tasks:

TASK BCM-01-01-AUX: Crew Fatigue Standards

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
b. *U. S. Coast Guard Boat Operations and Training (BOAT) Manual Vol I, COMDTINST M16114.32 (series)*
c. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*

Conditions

Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State the situations that may cause fatigue.	_____
1. State the crew's responsibility.	_____
2. State the primary symptoms of fatigue.	_____
3. State the prevention measures.	_____
4. State what Crew Endurance Management (CEM) is based on.	_____
5. State the requirements for Underway Time Computation.	_____
6. State underway limits set for vessels by the District, Sector or Station.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-01-02-AUX: Motion Sickness

References	*Boat Crew Handbook – First Aid, BCH16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State the causes of motion sickness.	_____
2. List the symptoms of motion sickness.	_____
3. List the prevention and medication for motion sickness.	_____
4. State when best to take anti-motion sickness medication.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-01-03-AUX: Risk Management/Team Coordination Training

References	a. *Updates To Team Coordination Training (TCT) Facilitator Policies for Auxiliarists, ALAUX 010/19* b. *ALCOAST COMDT Notice (ACN) 068/19 - Clarification of Risk Management/Team Coordination Training (TCT) Facilitator Requirements for Auxiliarists* c. *CG-BSX Policy Letter 19-03 - Auxiliary Team Coordination Training (TCT) Facilitators* d. *Risk Management, COMDTINST 3500.3 (series)*
Conditions	Task should be performed at any time, at a location suitable for that purpose.
Standards	Trainee must attend the training as prescribed in reference (a).

Performance Criteria	Completed (Initials)
1. Completed Introduction to Risk Management LMS Course (100202). Date recorded in AuxData II: _____	_____
2. Completed Annual Risk Management/TCT Refresher Training and is recorded in AuxData II. Most Recent Data TCT training completed: _____	_____
3. State importance of a crew communications and operational communications plan encompassing boat-to-boat, boat-to-shore, shore-to-boat. Include discussion of cellular phone technology and policy.	_____
4. Conduct risk assessment for sortie using appropriate risk management tools (SPE, GAR or other) from TCT/RM and include discussion of risks as part of crew briefs including weather conditions, facility limitations, crew fitness and patrol fatigue limits.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-01-04-AUX: Completed ICS and Required Workshops and Courses

References	a. *Federal Emergency Management Agency (FEMA) on-line courses or* b. *Coast Guard Auxiliary courses.*
Conditions	Task should be performed at any time, at a location suitable for that purpose.
Standards	Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. Passed the IS-100 Course.	_____
2. Passed the IS-700 Course.	_____
3. Completed Annual Operations Workshop.	_____
4. Completed Core Training, is in good standing and is recorded in AuxData II.	_____
5. Completed BQII (if member enrollment date is February 1, 2018 to present) and is recorded in AuxData II.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section B. Physical Fitness, First-Aid and Survival

Introduction

The following are objectives of Section B:

(01) **Achieve** and **maintain** the level of physical conditioning necessary to safely and properly carry out the duties of a Boat Crewmember aboard a Coast Guard Auxiliary facility.

(02) **Identify** and **become** proficient in those skills necessary for coping with open water survival situations.

(03) **Effectively** use all standard boat crew signaling and survival equipment.

In this Section

This Section contains the following tasks:

TASK BCM-02-01-AUX: Personal Physical Requirements and Policy

References	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 1* b. *Auxiliary Manual, COMDTINST M16790.1 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must state the physical requirements to be demonstrated and policies required to be practiced to participate as an Auxiliary crewmember, in the Auxiliary Boat Crew program.

Performance Criteria	Completed (Initials)
1. State the physical requirements necessary to participate in the Auxiliary Boat Crew program.	_____
2. State the policy and responsibility of a crewmember when that member is unable or unfit to perform required duties on an ordered mission.	_____
3. State the policy and responsibility of a crewmember that becomes aware of any incapacity, disability, or other disqualifying condition in another crewmember.	_____
4. State who is responsible to abort the operational mission if the crewmember or coxswain is reported as un to perform assigned duties.	_____
5. State the policy on personal grooming and proper uniform requirements.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-02-AUX: Personal Physical Fitness and Vision	
Reference	**a.** *Merchant Mariner Medical Manual, COMDTINST M16721.48 (series)*
Conditions	Tasks may be performed at any time; ashore, at the dock, or underway. The candidate/requalification must accomplish the tasks without prompting or use of a reference.
Standards	The candidate/requalification must demonstrate the ability to perform the requirements set forth below.

Performance Criteria	**Completed (Initials)**

1. Accomplish all vision and physical fitness requirements as stated in table below:

TASK, FUNCTION, EVENT, OR CONDITION:	**RELATED PHYSICAL ABILITY:**	**THE MENTOR SHOULD BE SATISFIEDTHAT THE AUXILIARIST:**
Routine movement on slippery, uneven and unstable surfaces.	Maintain balance (equilibrium) and move with agility.	Has no disturbance in sense of balance. Has no impairment or disease that prevents or limits any of the movements and physical activities listed in this table.
Routine access between levels. (If Applicable)	Climb up and down vertical ladders and stairways. (If Applicable to the facily)	Is able to climb up and down vertical ladders and stairways, without assistance.
Routine movement between spaces and compartments.	Step over high door sills and coamings. Work in constricted spaces and move through restricted openings.	Is able to perform the following, without assistance: Move around the facility safely.
Stand a routine watch.	Stand a routine watch. Stand, walk and remain alert for extended periods of time.	Is able to perform the following, without assistance: • remain awake and mentally alert while underway.
React and respond to visual alarms, warnings, and instructions; emergency response procedures.	Maintain balance (equilibrium) and move with agility. Has strength and range to put on a personal flotation device.	The candidate/requalification is able to safely respond to any emergency and can safely accomplish any BCM TASK in the qualification process with no physical limitations.

Distinguish objects or shapes at a distance. **See Note 1.**		For each eye, independently, using the associated PDF vision chart, at approximately 10.5 feet from the chart, the Auxiliarist must read line 3. If needed, they may use glasses while reading line 3. A doctor's eye exam certificate (issued within the last 2 years) may be used in lieu of this test. The certificate must state the candidate/requalification has been tested and their vision in each eye is 20/40 or greater. If needed, with glasses.	
Distinguish colored navigational aids. **See Note 2**.		Auxiliarist can distinguish red, yellow, white, and green colors using the attached color recognition chart. A doctor's eye exam certificate (issued within the last 2 years) may be used in lieu of this test. The certificate must state the candidate/requalification has been tested and has normal vision	

Note 1: Candidates/requalification's who cannot distinguish objects or shapes are prohibited from participating in operations until member is further evaluated by a certified [eye] Doctor. If member is determined to be legally blind by a certified [eye] Doctor, then member is prohibited from participating as Crewmember, Coxswain, or PWC operator. A written attestation of approval by the certifying Doctor showing 20/40 or greater must be provided to the QE in order for the task to be signed off (written attestation may not be retained by the QE).

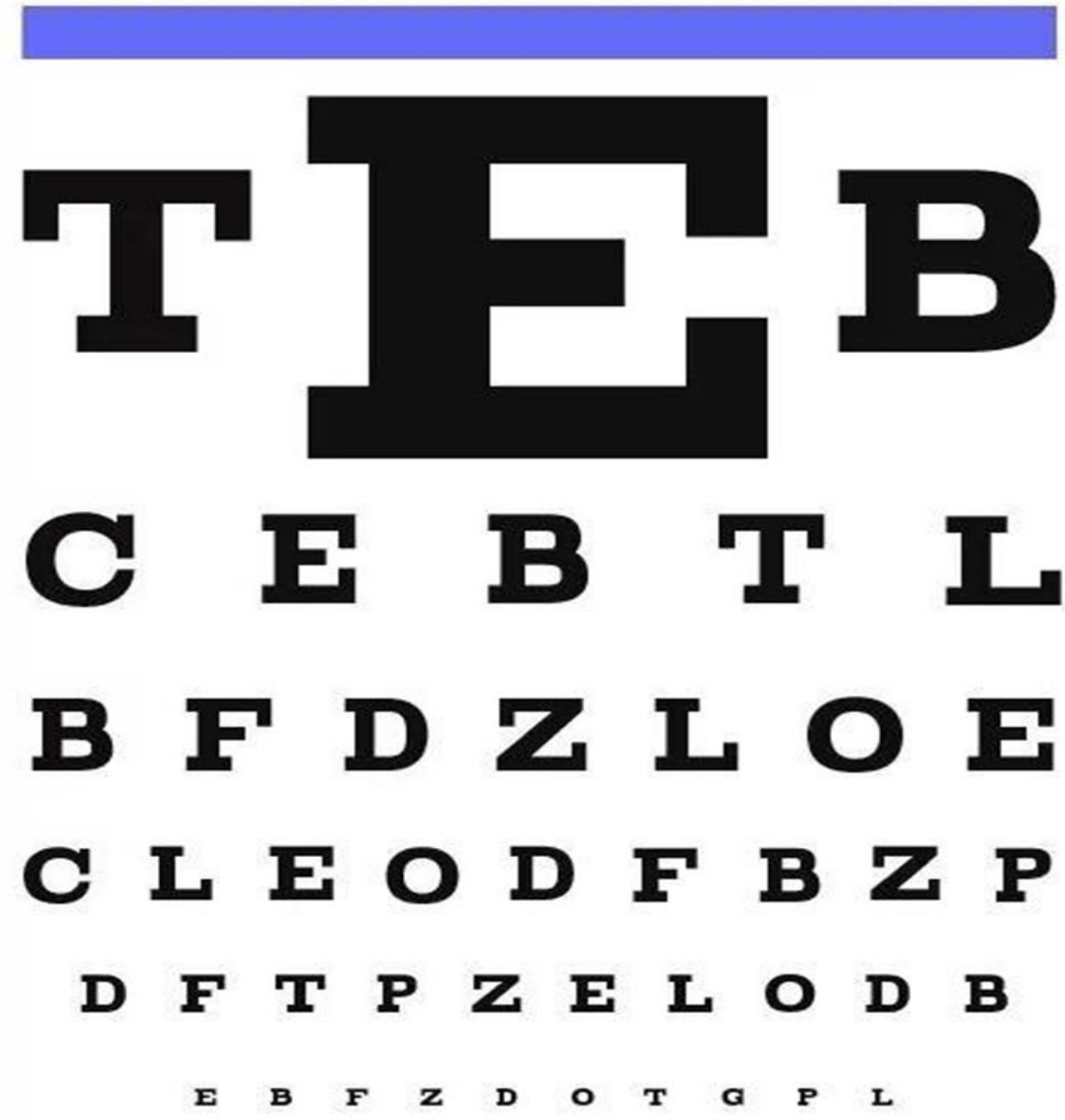
Note 2: Candidates/requalification's who cannot distinguish the colors are prohibited from participating in operations until member is further evaluated for color blindness by a certified [eye] Doctor. . If member is determined to be color blind by a certified [eye] Doctor and color blindness cannot be correct by special eyewear, then member is prohibited from participating as Crewmember, Coxswain, or PWC operator. A written attestation of approval by the certifying Doctor must be provided to the QE in order for the task to be signed off (written attestation may not be retained by the QE).

I certify the above information to be true and accurate.

QE:		**Date**	
Comments			

VISION CHART

Holding the chart approximately 10.5 feet away from the candidate, for each eye, independently, the QE will have the candidate / requalification read the third line. If needed, glasses may be worn.

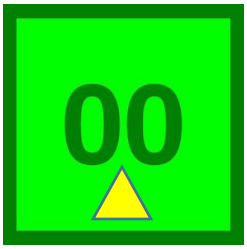


COLOR RECOGNITION CHART

Ignoring the background, the QE will ask the candidate/requalification to:

Identify all the objects, from the chart below, which are: Yellow, Green, Red, or White. Color correction glasses may be used.

If the candidate/requalification is unable to identify the colors, see Note 2 in the Performance Criteria.

 Block 1	 Block 2	 Block 3
 Block 4	 Block 5	 Block 6
 Block 7	 Block 8	 Block 9

TASK BCM-02-03-AUX: Crew First-Aid Responsibility

Reference	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must demonstrate knowledge of key elements of crew responsibilities for rendering first aid.

Performance Criteria	Completed (Initials)
1. State the policy for rendering first aid, including CPR, by an Auxiliary member.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-04-AUX: Don the Type III PFD

Reference	a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)* b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee shall, without error, don the Type III PFD.

Performance Criteria	Completed (Initials)
1. Demonstrate proper donning of the Type III PFD and adjust for proper fit.	_____
2. State when the Type III PFD is required to be worn.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-05-AUX: Don Anti-Exposure Coveralls (as applicable)

Reference

a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*

Conditions

Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.

NOTE

Task MAY BE DEFERRED for members not qualified for cold-water events.

Performance Criteria	Completed (Initials)
1. Demonstrate proper donning of the anti-exposure coveralls and adjust for proper fit.	_____
2. Demonstrate proper use of the special construction features of the anti-exposure coveralls (i.e., zipper closures; ankle, thigh and wrist straps; pillow; waist belt and hood, and state how these increase hypothermia protection when Used in the water.	_____
3. State when the anti-exposure coveralls are required to be worn.	_____
4. Demonstrate donning attached hood.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-06-AUX: Don the Boat Crew Dry Suit (as applicable)

Reference	a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)* b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee shall, without error, don a boat crew dry suit.

NOTE

Task MAY BE DEFERRED for members not qualified for cold-water events.

Performance Criteria	Completed (Initials)
1. State the proper thermal protective layers to be worn under the boat crew dry suit.	_____
2. Demonstrate proper donning of the boat crew dry suit and adjust for proper fit. Demonstrate proper donning of attached or neoprene hood.	_____
3. State the requirements for when a boat crew dry suit is to be worn.	_____
4. State material condition inspection procedure; methods for sizing neck and wrist seals; problems that would make a boat crew dry suit unserviceable.	_____
5. State requirements and proper methods for maintenance and stowage of the boat crew dry suit.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-07-AUX: Identify Boat Crew Survival Equipment

References

a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*

Conditions

Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must, without error, state the policy for wearing PFDs, and the survival equipment required while on a surface patrol or mission.

Performance Criteria	Completed (Initials)
1. State the types of PFDs required to be worn when on patrol.	_____
2. Identify the required survival equipment that must be on the PFD. a. Emergency signal mirror, b. Signal whistle, c. Distress signal light, d. SOLAS Reflective tape attached to the PFD, e. Personal Locator Beacon f. Knife (optional)	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-08-AUX: Use the Emergency Signaling Mirror

References	a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* b. *Manufacturer Guidelines* c. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
Conditions	This task is not intended to be performed at the dock, underway, or from the beach, unless specific permission to do so has been granted by DIRAUX. A swimming pool (heated if necessary and available) should be used.Task should be performed while floating in water deeper than the trainee's height, during daylight hours.Trainee should be wearing survival gear consistent with the weather and water temperature, and a boat crew personnel survival vest. Sunlight should be reflected onto a predetermined target (i.e., boat, location on a wall, etc.). Trainee must accomplish the task without prompting or use of a reference.
Standards	The light rays from the sun must be reflected onto the predetermined object within one minute of trainee receiving a signal from the mentor.

Performance Criteria	Completed (Initials)
1. Locate and break out signal mirror.	_____
2. Reflect sunlight from the mirror onto a nearby surface (i.e., hand, wall, boat).	_____
3. Bring mirror to eye level, and sight target through sighting hole.	_____
4. Hold mirror close to eye and manipulate so that light spot is on designated target.	_____
5. Sweep horizon to demonstrate attention-attracting technique.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-09-AUX: Describe the Use of Hand-Held Distress Flares

References	a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task using the manufacturers guidelines and safety precautions.
Standards	In response to the mentor, the trainee must, without error, identify the CG approved hand-held distress flares (used on the vessel facility) and describe the sequence required to safely ignite the signal.

Performance Criteria	Completed (Initials)
1. Signal broken out and identified whether day or night flare.	_____
1. Described the proper use of the flare in accordance with manufacturer's operating instructions.	_____
2. Demonstrated the safe use (a walk through without igniting) of the flare.	_____
3. Stated the proper disposal of a used hand-held flare.	_____
4. Stated conditions when each hand-held distress flare would be most effective.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-10-AUX: Describe the Use of Aerial Flares

References	a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)* c. *Manufacturer's Operating Instructions*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task using the manufacture guidelines and safety precautions.
Standards	In response to the mentor, the trainee must identify the CG approved aerial flare (used on the Auxiliary Facility) and describe the sequence required safely to ignite the flare.

Performance Criteria	Completed (Initials)
1. Aerial flare broken out and identified.	_____
2. Described the proper use of the aerial flare in accordance with manufacturer's instruction.	_____
3. Demonstrated the safe use (a walk through without igniting) of the aerial flare.	_____
4. Described the proper disposal of a used aerial flare	_____
5. Stated conditions when the aerial flare would be most effective.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-11-AUX: Operate the Personal Marker Light (PML) or Strobe Light

References

a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
c. *Manufacturer's Operating Instructions*

Conditions

Task should be performed at any time ashore, at the dock, or underway, candidate should be wearing personnel survival equipment and must accomplish task using the manufacturer's guidelines.

Standards

In response to the mentor, the candidate must properly operate and explain the characteristics and maintenance of the PML or Strobe light.

NOTE

If PML is a "Chem Lite" type, task steps may be described versus actually activating the PML.

Performance Criteria	Completed (Initials)
1. Light located on, and retrieved from, the PFD (light should be attached to PFD by a lanyard).	_____
2. Activated the PML or Strobe light.	_____
3. Describe the characteristics and maintenance of the specific light being used.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-12-AUX: Operate the Personal Locator Beacon

References	a. *Personal Locator Beacon Operator's Manual* b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)* c. *Manufacturer's Operating Instructions*
Conditions	Task should be performed at any time, at facilities available to the member. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee shall, without error, simulate the activation of the Personal Locator Beacon.

NOTE

For the purpose of qualification and training, PLB shall not be activated unless within prescribed PMS Standards.

Performance Criteria	Completed (Initials)
1. Locate and remove PLB.	_____
2. Simulate Activation of PLB.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-13-AUX: State Survival Procedures in Event the Boat Capsizes or Swamps

Reference	a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)* b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must state all steps in the procedure.

Performance Criteria	Completed (Initials)
1. Describe the action to be taken during capsizing.	_____
2. Describe the route(s) of escape to be taken, in the event of capsizing.	_____
3. Explain the action to be taken if trapped inside an enclosed compartment.	_____
4. Describe the action to take if unable to exit the capsized vessel.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-14-AUX: Perform Water Survival Exercise

References	a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
Conditions	This task is not intended to be performed at the dock, underway, or from the beach, unless specific permission to do so has been granted by DIRAUX. A swimming pool (heated if necessary and available) should be used. The trainee must enter the water wearing a PFD or dry suit. Trainee should be wearing all other survival gear consistent with the weather and water temperature or the local operating area. Trainee must accomplish task without prompting, hesitation, or use of a reference.
Standards	In response to the mentor, the trainee shall, without error, complete all steps of the water survival exercise.

NOTE

TASK BCM-02-08-AUX, BCM-02-11-AUX, & BCM-02-12-AUX should all be completed at the same time with this task, if possible, For the purpose of qualification and training, PLB shall not be activated unless within prescribed MPC Standards.

Performance Criteria	Completed (Initials)
1. Don flotation, hypothermia protective garments and survival equipment, and adjust for proper fit. Personnel wearing dry suits shall don the required attached hood, or neoprene after entering the water.	_____
2. Execute the following steps: a. Enter the water from a height of approximately 3 FT or from the level of the boat's main deck. b. Check surrounding water for debris and depth. c. Look straight ahead when entering water, but maintain awareness of surroundings (i.e. boat movement, wave action, currents). d. Maintain vertical position (body erect) upon entry into water. e. Minimize initial immersion by spreading arms and applying a scissors kick upon entry.	_____
3. Adjust flotation, hypothermia protective garments and survival equipment to reduce water intrusion, heat loss, and to improve mobility and buoyancy.	_____
4. Swim 100 yards using an energy conserving stroke or movement.	_____
5. Demonstrate the Heat Escape Lessening Position (HELP) for a single person in the water.	_____
6. Demonstrate the HELP for multiple survivors.	_____
7. Access and demonstrate the use of the following equipment: a. Distress signal light b. Whistle c. Signal mirror f. Knife (if carried) g. PLB h. Tether (if carried)"	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-15-AUX: Sun and Heat Related Factors

References	a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. Described the symptoms and explained the preventative measures for sun burn.	_____
2. Defined dehydration. Described the symptoms and preventive measures for dehydration.	_____
3. Defined heat rash (Prickly Heat). Stated the causes, symptoms, and preventative measures for heat rash.	_____
4. Defined heat cramps. Stated the causes and preventative measures for heat cramps.	_____
5. Defined heat exhaustion. Stated the causes, symptoms, and preventative measures for heat exhaustion.	_____
6. Defined heat stroke. Stated the causes, symptoms, and preventative measures for heat stroke.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-16-AUX: State the Symptoms of Shock

References	a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the common symptoms for shock.

Performance Criteria	Completed (Initials)
1. Defined shock and stated the causes of shock.	_____
2. Stated four common symptoms of shock.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-17-AUX: State the Symptoms of Anaphylactic Shock (Allergic Reaction)

References	a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the common symptoms for anaphylactic shock.

Performance Criteria	Completed (Initials)
1. Define anaphylactic shock.	_____
2. State the causes of anaphylactic shock.	_____
3. List the symptoms of anaphylactic shock.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-18-AUX: State the Signs for Burns

References	a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the signs for burns.

Performance Criteria	Completed (Initials)
1. Stated the three degrees of burns and their signs.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-02-19-AUX: State the Symptoms of Hypothermia

Reference	a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the symptoms of hypothermia.

Performance Criteria	Completed (Initials)
1. State the signs and symptoms for hypothermia.	_____
2. State the factors that increase the possibility of hypothermia.	_____
3. State the preventive measures used to increase the chances for cold water survival.	_____
4. State the survival time for a person in the water in the local area of operation.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section C. Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability

Introduction

The following are objectives of Section C:

(01) **Identify**, **State** the use of, and be able to consistently tie the basic knots and hitches used aboard Coast Guard boats.
(02) **Demonstrate** the ability to secure lines of various sizes to several types of deck and dock fittings.
(03) **Identify** the different parts of a boat's ground tackle and be able to assist in anchoring a boat.

In this Section

This Section contains the following tasks:

TASK BCM-03-01-AUX: State Common Boat Nomenclature and Terminology

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed onboard an Auxiliary OPFAC. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, identify different locations and positions aboard the boat.

Performance Criteria	Completed (Initials)
1. Identify bow of the boat.	_____
2. On command, move forward on the boat.	_____
3. Identify starboard side of boat.	_____
4. Identify port side of boat.	_____
5. Identify athwartships.	_____
6. Identify outboard and inboard areas.	_____
7. Identify stern of the boat.	_____
8. Identify port quarter.	_____
9. Identify starboard bow.	_____
10. Identify windward and leeward side of the boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-02-AUX: Locate and Identify the Purpose of the Equipment Aboard the Boat; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed using a simple line diagram of an OPFAC and the OPFAC pre-underway Check Off list. Trainee should list the location of each piece of equipment on the diagram. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must label and state the use of installed equipment.

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard orders have been issued.	_____
2. Under the observation of the coxswain, located and verified the proper operation/usage, condition and stowage of the following equipment: a. Personal Floatation Device (PFD) and required equipment b. Fire extinguishers c. Visual distress signals d. Anchor(s) and anchor line(s) e. Dewatering device f. Watch or clock g. Boarding ladder (or other means of boarding) h. Kicker/skiff hook (if required) i. Binoculars j. Fenders k. Towline l. Bridle m. Heaving lines n. Mooring lines o. Searchlight p. Spare navigation light bulbs q. Boat hook r. Navigation lights s. Fathometer or sounding pole t. Charts and navigation plotting instruments u. Tools and spare parts v. First aid kit w. Sound producing device x. Current Rules of the Road publication	_____
3. Completed required mechanical, electrical, and engine checks listed below: a. Oil level b. Water level c. Reduction gear oil level (if applicable) d. Fuel system and fuel shut off valves e. Ventilation system	_____
4. Participated in crew briefing, including: a. Purpose of the mission	_____

Performance Criteria	Completed (Initials)
b. Any special circumstances concerning the mission c. Working radio frequency to be used for the mission d. Expected weather and sea conditions e. Crewmembers in proper uniform and equipment (PFDs, etc.) f. Confirmed crewmembers are physically capable to perform the mission g. Discussed Risk Management and encouraged team coordination h. Discussed the policy on the wearing of jewelry. Crew is in compliance	

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-03-AUX: Boat Construction

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, ashore or underway, without prompting or use of a reference.
Standards	Trainee must demonstrate knowledge of each task from memory, without references.

Performance Criteria	Completed (Initials)
1. Describe the hull type.	_____
2. Define keel type.	_____
3. Explain the significance of the following: a. Length b. Beam c. Maximum fixed height above water, not making way d. Maximum height above water (e.g., antennas up) e. Draft (keel and lowest appendage) f. Maximum fixed height above ground when properly prepared for trailering	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-04-AUX: Watertight Integrity

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time at the dock or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must either demonstrate knowledge of, or perform each task.

Performance Criteria	Completed (Initials)
1. Explain water tight doors, hatches and through hull fittings and identify on the facility.	_____
3. Explain watertight compartments on a boat.	_____
4. State the factors that should be determined before you open watertight doors, hatches, and scuttle covers on a damaged boat.	_____
5. If equipped, open and close a watertight door and hatch.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-05-AUX: Stability

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, ashore or underway, without prompting or use of a reference.
Standards	Trainee must either demonstrate knowledge of or perform each task.

Performance Criteria	Completed (Initials)
1. State the two primary forces that affect a boat's stability.	_____
2. Define center of gravity and state how it changes as weight is added or subtracted upon the boat.	_____
3. Define buoyancy.	_____
4. Define equilibrium and state how it is changed during rolling, heeling, and listing.	_____
5. State the two types of stability.	_____
6. State the two types of forces that affect stability.	_____
7. List the general boat design features that influence stability.	_____
8. State the effects of freezing spray.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-06-AUX: Identify the Different Parts of a Line and the Hitches Used in Line Handling

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, ashore or underway, without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, identify the different parts of a line and basic knots.

Performance Criteria	Completed (Initials)
1. Define lay of line for: a. Double braid, b. Plain laid.	_____
2. Define line material: e. Polypropylene, f. Nylon, including double braid, g. Natural fiber.	_____
3. Identify bitter end of line.	_____
4. Identify standing part of line.	_____
5. Make bight in the line.	_____
6. Make overhand loop in the line.	_____
7. Make underhand loop in the line.	_____
8. Make turn around an object.	_____
9. Make round turn around an object.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-07-AUX: Tie Various Knots, Hitches, and Bends

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, ashore, at the dock, or underway, Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must tie an assortment of knots, hitches and bends quickly and confidently. The bitter ends must be of sufficient length to preclude the knot from working loose. All knots, bends and hitches must hold fast under a strain.

Performance Criteria	Completed (Initials)
1. Tie a square (reef) knot.	_____
2. Tie bowline in the end of a mooring line.	_____
3. Put a temporary eye in towline, using a bowline.	_____
4. Untie knot by "breaking" the bowline.	_____
5. Secure line to a rail using a clove hitch.	_____
6. Secure clove hitch by using two half hitches.	_____
7. Attach heaving line to a towline using a sheet bend, snap hook, bowline and/or clove hitch with two half hitches.	_____
8. Add length of mooring line to a towline using a double becket bend.	_____
9. Secure log, board, or other rough surfaced object, by using a timber hitch and two half hitches.	_____
10. Tie bowline around an object.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-08-AUX: Secure Lines to Cleats, Bitts, and Posts

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must tie an assortment of knots, hitches and bends quickly and confidently. The bitter ends must be of sufficient length to preclude the knot from working loose. All knots, bends and hitches must hold fast under a strain.

Performance Criteria	Completed (Initials)
1. Secure a line to a cleat: a. Locate all standard cleats on boat. b. Place complete round turn around the base of the cleat. c. Lead line over the top of the cleat and around the horns to form a figure eight. d. Secure additional figure eights until the cleat is secured with at least three figure eights.	_____
2. Make fast a line to a mooring cleat: a. Locate mooring cleats on dock. b. Feed eye of the line through the opening in the base of the cleat. c. Loop line back over horns and pull taut.	_____
3. Dip the eye on a bollard (if available): a. Identify bollards on dock. b. Place eye of first mooring line over the bollard. c. Run eye of second mooring line through the eye of the first. d. Place eye of second mooring line over the bollard.	_____
4. Make fast a line to a bitt (if available): a. Identify all bitts on boat. b. Make a complete turn around the near horn. c. Make three or more figure eights around both horns.	_____
5. Secure a line to a Samson post (if available): a. Identify Samson post on boat. b. Make complete round turn around the base of the Samson post. c. Make several figure eights around horns of the post.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-03-09-AUX: State the Types of Breaking Seas, Characteristics, and Causes

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4* b. *The American Practical Navigator (Bowditch)* c. *Chapman Piloting*
Conditions	Task should be performed ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State differences between deep-water waves and near shore breaking waves.	_____
2. State characteristics of various breaker types (plunging, spilling, surging).	_____
3. State the causes of each type of breaker.	_____
4. State the effects of bottom contour, jetties, islands and obstructions.	_____
5. State the effects of wind on sea conditions.	_____
6. State the effects of current and tidal conditions on breaking seas.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section D. Boat Handling

Introduction

The following are objectives of Section D:

(01) **Define** the common terms used for identification aboard a Coast Guard boat.
(02) **Identify** and **State** the purpose or use of the different fittings and equipment located on a Coast Guard boat.
(03) **Demonstrate** the ability to participate in the common watches performed aboard Coast Guard boats.

In this Section

This Section contains the following tasks:

TASK BCM-04-01-AUX: Rig Fenders to Side of the Boat

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time onboard an Auxiliary facility while weighing the boat's anchor. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must correctly rig fenders to the side of the boat. Fenders should be the proper height to avoid damage.

Performance Criteria	Completed (Initials)
1. Tie fenders in place using a slip clove hitch.	_____
2. Position all fenders appropriately for width and height of pilings and piers.	_____
3. Place fenders at contact points between boat and pier, dock or another boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-02-AUX: Make Fast a Boat to a Pier (Bow On Mooring, No Current/Wind)

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting*
Conditions	Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must demonstrate, in proper sequence, the correct procedures for securing a boat to a pier using the boats mooring lines.

Performance Criteria	Completed (Initials)
1. Place forward spring line on pier cleat tended and secure to the boat.	_____
2. Place stern line on pier cleat and secure to the boat.	_____
3. Place bow line on pier cleat and secure to the boat.	_____
4. Place aft spring line on pier cleat and secure to the boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-03-AUX: Assist in Anchoring the Boat

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, trainee must demonstrate, in proper sequence, the correct procedure for anchoring the boat.

Performance Criteria	Completed (Initials)
1. State the main parts of the anchor.	_____
2. State the equipment associated with anchoring.	_____
3. Establish communications with Coxswain during the evolution.	_____
4. Ascertain amount of scope needed based on depth of water and type of bottom.	_____
5. Break out and attach anchor line to anchor.	_____
6. Deploy anchor by safest means.	_____
7. Inform Coxswain of direction line tending at all times as anchor line pays out (veers).	_____
8. Secure anchor line to bitt at Coxswain's command.	_____
9. Explain how to apply chafing gear.	_____
10. Describe the duties of the anchor watch.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-04-AUX: Assist in Weighing the Boat's Anchor

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time onboard an Auxiliary facility while weighing the boat's anchor. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must demonstrate, in proper sequence, the method for handling the boat's ground tackle to weigh the boat's anchor.

Performance Criteria	Completed (Initials)
1. Establish communications with Coxswain.	_____
2. Remove slack from anchor line as boat moves ahead.	_____
3. Stow anchor line below deck, away from work area, immediately as it's brought aboard.	_____
4. Signal to Coxswain when the anchor line is at short stay (up and down).	_____
5. Break anchor free from bottom (if anchor does not break free, trainee makes fast anchor line to bitt while Coxswain moves the boat ahead to break it free).	_____
6. Determine if anchor is clear and clean.	_____
7. Haul anchor aboard the boat.	_____
8. Make up and stow all equipment.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-05-AUX: Identify the Common Navigation Lights Displayed by Ships and Boats

References	a. Promulgation of the Navigation Rules and Regulations Manual, *COMDTINST 16672.2 (series)* b. *Chapman Piloting*
Conditions	Task criteria 1-2 may be performed anytime ashore. Criteria 3 should be performed, onboard any facility. Trainee must identify the lights, dayshapes, aspect and type of vessel when presented with pictures or actual lights or dayshapes by the mentor. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to being presented with a picture or actual light/dayshape by the mentor, the trainee must, without error, identify verbally.

Performance Criteria	Completed (Initials)
1. State the location, color, visibility range, and arc of visibility of the following navigation lights: a. Mastheads b. Side lights c. Stern light d. Towing light(s) e. All around light f. Flashing light g. Special flashing light h. Combination lantern/lights (sailing vessel/boats) i. Forward and aft anchor lights	_____
2. State navigation light aspects for vessels of various sizes, propulsion, and nature of work. a. Heading directly toward you (bow-on) b. PORT & STBD bow c. Beam d. Stern	_____
3. Identify the lights and dayshapes(as applicable) for the following vessels: a. Power driven vessel over 50 meters in length b. Power driven vessel under 50 meters in length c. Not under command d. Restricted in ability to maneuver e. Constrained by draft f. Fishing g. Sailing h. Towing i. Pilot boat	_____
4. State when boats are required to display navigational lights and dayshapes.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-06-AUX: Identify Common Sound Signals Used by Ships and Boats

References	a. Promulgation of the Navigation Rules and Regulations Manual, *COMDTINST 16672.2 (series)* b. *Chapman Piloting*
Conditions	Task should be performed at any time ashore, at the dock or underway, naming the signals listed when presented with an imitated or actual sound signal by the mentor. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, identify verbally the sound signals listed below.

Performance Criteria	Completed (Initials)
1. State the characteristics of a short blast.	_____
2. State the characteristics of a prolonged blast.	_____
3. State function of supplemental light signal. Generally seen on a commercial vessel.	_____
4. Identify common boat sound signal equipment (whistle/horn, bell, portable signal horn).	_____
5. Identify sound signals for vessels in sight of one another (inland & international) a. Alteration of course to STBD b. Alteration of course to PORT c. Overtaking and agreement signal d. Operating astern propulsion	_____
6. Identify the danger signal (inland & international).	_____
7. Identify sound signals for vessels during periods of restricted visibility (inland & international). a. Underway, making way b. Underway, not making way c. One prolonged followed by two short blasts. d. One prolonged followed by three short blasts. e. At anchor f. One short, one prolonged, one short blast.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-07-AUX: Identify Maritime Distress Signals

References	a. Promulgation of the Navigation Rules and Regulations Manual, *COMDTINST 16672.2 (series)* b. *47 CFR 80.317 - Radiotelegraph and radiotelephone alarm signals.*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, identify and describe at least six of the seventeen accepted maritime distress signals.

Performance Criteria	Completed (Initials)
1. Identify and describe at least 6 of the 17 accepted maritime distress signals.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-08-AUX: Stand a Lookout Watch

References	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)* b. Promulgation of the Navigation Rules and Regulations Manual, *COMDTINST 16672.2 (series)*
Conditions	Task should be performed while underway, by pointing and verbal identification of the range and relative bearing to objects. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the coxswain, the trainee must, without error, identify objects, state relative bearing and range. All reports must be repeated until the coxswain acknowledges the report. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. State importance of a lookout.	_____
2. State lookout assignment policies.	_____
3. State boat characteristics and operations that may limit lookout visibility, and how these risks are mitigated.	_____
4. State the effects of dark adaptation on a lookout's vision.	_____
5. State off-center vision and how it may be used to see objects at night.	_____
6. Identify true, compass, and relative bearings.	_____
7. State target angle and how it may be figured at night by the appearance of a ship's lights.	_____
8. State lookout responsibilities during man overboard.	_____
9. Recognize and report the following situations: a. Meeting (head on) [Rule 14], b. Crossing [Rule 15], c. Overtaking [Rule 13].	_____
10. Identify and report the range and relative bearing of four different type vessels, common to local area.	_____
11. Identify and report the relative bearing and position angle of four aircraft.	_____
12. Identify and report the range and relative bearing to deadhead or other floating hazard to navigation.	_____
13. Identify buoys, fixed structures, and other navigational aids.	_____
14. Identify sound encountered (such as, whistles, bells, gongs, audio aids to navigation).	_____
15. Demonstrate the use of binoculars and scanning techniques.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-09-AUX: Act as a Helmsman and Steer a Compass Course

Reference	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* b. *Coast Guard Navigation Standards Manual, Enclosure 6, COMDTINST 3520.2 (series)*
Conditions	Task should be performed underway in calm conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the coxswain's command, the trainee must repeat and perform various helm, throttle, and shift commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain. All courses must be maintained to within 5º of ordered course. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Checked with coxswain for any special instructions and course to steer.	_____
2. State meaning of standard helm commands, including rudder, throttle, joystick and/or tiller commands as appropriate for boat type.	_____
2. Demonstrate procedures for shifting helm control, as appropriate for boat type.	_____
3. Steer course ordered by the Coxswain.	_____
4. Maintain course to within ±5º of ordered course over a ten-minute staged run.	_____
5. Alter course (at least 35º) to new course on Coxswain's command.	_____
6. Steady-up on new course and hold to within ±5º of ordered course.	_____
7. Demonstrate, and report completion of, specific rudder, throttle, joystick and/or tiller commands as appropriate for boat type.	_____
8. Monitor and report engine(s) gauge(s), depth sounder, and other electronic gear as available.	_____
9. Keep careful watch of the surrounding area.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-10-AUX: Get the Boat Away from a Pier/Dock and Secure the Deck

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting*
Conditions	Task should be performed while getting underway in calm to moderate conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the coxswain's command, the trainee must repeat and perform various line-handling commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain. After boat clears the dock, stow all lines and fenders. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Acknowledge all commands.	_____
2. Remove mooring lines from pier as directed.	_____
3. Inform coxswain when lines are onboard.	_____
4. Retrieve all fenders, when directed by the coxswain.	_____
5. Coiled and stowed lines (neat and accessible).	_____
6. Stowed fenders when directed by the coxswain.	_____
7. Act as helmsman and get the boat away from the pier/dock.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-11-AUX: Prepare for, Moor and Secure the Boat to a Pier/Dock

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting*
Conditions	Task should be performed at any time on board an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference. The coxswain who will be maneuvering the boat should supervise trainee.
Standards	In response to the mentor, the trainee must, under the direction of the coxswain of the boat, demonstrate the correct method for securing the boat to a dock using its mooring lines. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Brief crew on procedure to be used and their duties.	_____
2. Demonstrate checking engine control (forward and reverse on each engine.)	_____
3. Approach slowly.	_____
4. Apply appropriate power/thrust and rudder/nozzle, use spring line if desired.	_____
5. Bring boat alongside.	_____
6. Fenders properly spaced for height of dock or boat or pilings.	_____
7. Did not use hands or feet to fend off the dock.	_____
8. At the direction of the coxswain, secure lines to the proper dock cleat, post, or ring and tend them on the boat.	_____
9. Demonstrated how to dip a mooring line.	_____
10. At coxswain's command, made fast all lines to cleats (posts or rings), adjusted all lines and doubled up if required for expected tidal or weather conditions.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-04-12-AUX: Boat Handling

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed underway in calm conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must perform each task to the minimum standards included in each performance step. Any endangering of personnel or boat will cause the task to be secured until further training can be accomplished. Maintain safe speed for trainee's ability, potential wake damage and weather conditions. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Determine the rudder/tiller limits.	_____
2. Check engine control action.	_____
3. Move boat forward in a straight line.	_____
4. Turn the boat (as directed) with the helm/tiller.	_____
5. Stop the boat in a safe manner.	_____
6. Hold a course while backing the boat.	_____
7. Rotate boat about the pivot point.	_____
8. Turn boat with a reduced tactical diameter (make a tighter turn).	_____

Mentor _____ **Date** _____

Comments _____

_____

Section E. Communications

Introduction

The following are objectives of Section E:

(01) **State** radio communications security policy.
(02) **Demonstrate** the ability to operate a VHF-FM radiotelephone and the SSB-HF transceiver.
(03) **Demonstrate** the ability to use the radiotelephone to give a position or operations report.

In this Section

This Section contains the following tasks:

TASK BCM-05-01-AUX: Operate a VHF-FM Radiotelephone

References	a. *Radio Telephone Manual, TTP 06-01.1 (series)* b. *Manufacturer's Operators Manual*
Conditions	Task should be performed at any time underway or at the dock. Message to be sent should be composed by the trainee and the mentor prior to the beginning of the task. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, identify the different operating parts of the radio and operate the radio.

Performance Criteria	Completed (Initials)
1. Identify VHF-FM transceiver and speakers.	_____
2. Identify breaker that energizes radio – if applicable.	_____
3. Identify power switch and turn radio on.	_____
4. Identify channel selection switch or buttons for emergency and working frequencies.	_____
5. Identify volume controls and adjust volume.	_____
6. Identify squelch control and adjust to the point where static disappears.	_____
7. Identify microphone and transmitting button and obtain a radio check on appropriate working frequency.	_____
8. Demonstrate knowledge and use of "Pro-words".	_____
9. Demonstrate knowledge and use of phonetic alphabet.	_____
NOTE No radio checks are permitted on the International VHF distress and calling frequency, Channel 16.	

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-05-02-AUX: Use the VHF-FM Radiotelephone to Give a Operations and Position Report

References	a. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)* b. *Radio Telephone Manual, TTP 06-01.1 (series)*
Conditions	Task should be performed at any time underway or at the dock. Message to be sent should be composed by the trainee and the mentor prior to the beginning of the task. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must transmit message traffic using proper radiotelephone procedures, including pro-words, and phonetic alphabet.

Performance Criteria	Completed (Initials)
1. Turn on, tune, and set radio to an Auxiliary or Coast Guard working frequency.	_____
2. Estiablish communication using an Auxiliary or Coast Guard working frequency.	_____
3. Ensure that Channel 16 (emergency frequency) is being monitored at the same time.	_____
4. Send status of operations and position.	_____
5. Sign off using proper prowords at conclusion of the message.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-05-03-AUX: State General Communications Policy and Doctrine

References	a. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)* b. *Radio Telephone Manual, TTP 06-01.1 (series)* c. *Manufacturers Operating Instructions* d. *ALAUX 011/19 Dated 33 JUL 2019* e. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4, Section A.4* f. *Local Coast Guard Communications policy.*
Conditions	Task should be performed at any time, onboard an OPFAC. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must describe, without error, the following criteria in accordance with the above reference.

Performance Criteria	Completed (Initials)
1. State secure radio communications policy in accordance with reference a - if applicable.	_____
2. State the visual and audible indicators of a radio transceiver operating in encrypted and non-encrypted modes - if applicable.	_____
3. State policy on cell phone / smart phone usage, texting and web surfing in accordance with reference (a) and ALAUX 011/19 DATED 23 JUL 2019.	_____
4. State position and status report policy in accordance with local policy.	_____
5. State lost communications procedures.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section F. Navigation

Introduction

The following are objectives of Section F:

(01) **Demonstrate** the use of paper and electronic nautical charts.
(02) **Demonstrate** the ability to identify navigation and general landmark symbols on paper and electronic nautical charts.
(03) **Demonstrate** the ability to plan a voyage by laying down a track line across safe water and through marked channels using paper based and electronic charting systems.
(04) **Demonstrate** the ability to take a fix and plot a position on a paper chart.
(05) **Demonstrate** ability to calculate actual speed of boat, determine amount of water beneath keel, and recommend adjustments to boat's course and speed to match voyage plan at specified intervals.

In this Section

This Section contain the following tasks:

TASK BCM-06-01-AUX: Identify the Symbols, Abbreviations and Basic Parts of a Nautical Chart

Reference	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1* c. *The American Practical Navigator (Bowditch)*
Conditions	Task should be performed at any time ashore, at the dock or underway, using a nautical chart of the local operating area. Trainee must accomplish task without prompting. Use of a reference is allowed.
Standards	In response to the mentor, the trainee must identify the basic parts, symbols, and abbreviations found on a chart of the local operating area.

Performance Criteria	Completed (Initials)
1. Identify the longitude and longitude scales.	_____
2. Identify the Nautical Mile (NM) and yards (YDs) scale and describe the relationship between 1 NM, 1 minute of latitude and approximately 2025 Yds.	_____
3. Identify 1 NM using the *latitude* scale.	_____
4. Identify the chart coordinate format as degrees-minutes-decimal minutes *or* degree-minutes-seconds.	_____
5. Identify the scale of a chart.	_____
6. Identify datum used for water depths (tidal datum).	_____
7. Identify sounding units of measure (meters/feet/fathoms).	_____
8. Identify the depth conversion scale and the relationship between meters, feet and fathoms.	_____
9. Identify depth curves (contours).	_____
10. Identify shading colors and stated meaning of each.	_____
11. Identify datum used for overhead clearances of bridges, cables, etc.	_____
12. Identify horizontal and vertical clearances of overhead bridges and cables.	_____
13. Identify the general information block.	_____
14. Identify the compass rose and indicate the purpose of each of its prominent parts.	_____
15. Identify the symbol for a wreck, rock, or other submerged obstruction.	_____
16. Identify latest changes to the chart determined by Notice to Mariners and Local Notice to Mariners.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-02-AUX: Identify Common Aids to Navigation Used for Inland and Coastal Piloting

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*
c. *The American Practical Navigator (Bowditch)*

Conditions

Task should be performed while underway, using a corrected paper nautical chart of the local operating area. A stopwatch will be used to time and identify lighted ATON. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must identify and point out common aids to navigation used in small boat piloting. Trainee must correctly identify on the chart those objects pointed out. Trainee must discuss each aid to navigation listed below even if not in the local area.

Performance Criteria	Completed (Initials)
1. State the key features of IALA Maritime Buoyage Region A or B (area, ATON colors, numbering, etc.).	_____
2. State the difference between cardinal and lateral marks, and where they are encountered.	_____
3. Identify port and starboard marks.	_____
4. Identify preferred channel marks.	_____
5. Identify cardinal marks.	_____
6. Identify safe water marks.	_____
7. Identify isolated danger marks.	_____
8. Identify special purpose marks.	_____
9. Identify mooring buoys.	_____
10. Identify beacons.	_____
11. Identify ICW ATON and state waterways markings.	_____
12. Identify ranges and state their purpose.	_____
13. Identify sound signals used on ATON, including BELL, GONG, and WHISTLE.	_____
14. Identify light patterns used on ATON to include flashing, quick flashing, morse ALFA, ISO Phase, etc.	_____
15. While underway, identify by type, number, and characteristic, the primary aids used in the local area of operations.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-03-AUX: Identify Local Landmarks on a Nautical Chart

References	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*
Conditions	Task should be performed while underway, using a corrected paper nautical chart of the local operating area. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must point out prominent landmarks. Trainee must correctly identify on the chart those objects pointed out.

Performance Criteria	Completed (Initials)
1. Identify all major piers and docks in the area.	_____
2. Identify any prominent dangerous submerged or semi-submerged rocks, shoals and structures.	_____
3. Identify all prominent submerged or partially submerged wrecks in the area.	_____
4. Identify all prominent antennas and towers used as navigational landmarks in the area.	_____
5. Identify all prominent buildings and structures used as navigational landmarks in the area.	_____
6. Identify all prominent landmarks in the area.	_____
7. Identify all bridges and their types in the area.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-04-AUX: Plot a Position Using Latitude and Longitude

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *The American Practical Navigator (Bowditch)*

Conditions

Trainee shall be given a paper nautical chart (scale 1:80,000 or larger), plotting gear, and five position coordinates expressed as degrees, minutes and seconds (DD-MM-SS ƛ DDD-MM-SS) Trainee must convert the positions to degrees, minutes and decimal minutes (DD-MM.MM ƛ DDD-MM.MM), then plot the five positions as waypoints without prompting or use of a reference.

Note to mentor: give positions that will be used in later tasks to form a navigation trackline.

Standards

Convert, without error, the positions within 5 minutes. Then, plot and label ("A", "B", etc.) the latitude and longitude coordinates within five minutes. Positions must be accurate within 100 yards.

Performance Criteria			**Completed (Initials)**
Position	**Given Coordinates** (DD-MM-SS ƛ DDD-MM-SS)	**Converted Coordinates** (DD-MM.MM ƛ DDD-MM.MM)	
A	**LAT**	**LAT**	_____
	LONG	**LONG**	
B	**LAT**	**LAT**	_____
	LONG	**LONG**	
C	**LAT**	**LAT**	_____
	LONG	**LONG**	
D	**LAT**	**LAT**	_____
	LONG	**LONG**	
E	**LAT**	**LAT**	_____
	LONG	**LONG**	

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-05-AUX: Plot a Magnetic Course on a Nautical Chart

References
a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *The American Practical Navigator (Bowditch)*

Conditions
Trainee shall be given plotting gear, the nautical chart used in TASK BCM-06-04-AUX with the five waypoint positions plotted (and verified correct). Trainee must accomplish task without prompting or use of a reference.

Standards
Plot, without error, the trackline legs between positions A and E, then label each track leg with magnetic course, within five minutes. Courses must be accurate to within 3º.

Performance Criteria			**Completed (Initials)**
Position	**Given Coordinates**	**Magnetic Course (to next waypoint)**	
A	**LAT** **LONG**		_____
B	**LAT** **LONG**		_____
C	**LAT** **LONG**		_____
D	**LAT** **LONG**		_____
E	**LAT** **LONG**	N/A *Next Coordinates not specified.*	

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-06-AUX: Measure Distance on a Nautical Chart

References	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* b. *The American Practical Navigator (Bowditch)*
Conditions	Trainee shall be given plotting gear, the nautical chart used in TASK BCM-06-04-AUX with the five waypoint positions and magnetic courses plotted (and verified correct). Distances shall be consistently labeled using nautical miles or yards, as appropriate for the scale of chart in use. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must, without error, measure and label the distances indicated in the below criteria within three minutes. Distance must be accurate to within 200 yards (.1NM).

Performance Criteria	Completed (Initials)
Distance from A to B = _____ ___	_____
Distance from B to C = _____ ___	_____
Distance from C to D = _____ ___	_____
Distance from D to E = _____ ___	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-07-AUX: Compute Time, Speed, and Distance

References	*a. Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* *b. The American Practical Navigator (Bowditch)*
Conditions	Trainee shall be given a nautical chart, nautical slide rule, and the positions and distance calculated in TASK BCM-06-06-AUX (verified correct). All answers should be given to the nearest tenth of an hour, knot, or nautical mile as indicated in the criteria. Trainee must accomplish task without prompting or use of a reference.
Standards	The trainee must, without error, calculate the answer indicated for all criteria within five minutes.

NOTE

The Nautical Slide Rule may be used for criteria 1 through 4. In criteria 5 and 6, calculations are done mentally; use of the Nautical slide Rule is not allowed.

Performance Criteria	Completed (Initials)
1. Calculate the time, in minutes, required to travel from point A to point B at 8 KTS.	_____
2. Calculate the time, in hours, required to travel from point A to point E at 8 KTS.	_____
3. Calculate the speed, in knots, required to travel from point A to point B in 18 minutes.	_____
4. Calculate the speed, in knots, required to travel from point A to point E in 90 minutes.	_____
5. Apply 3 Minute Rule: measure from point B to point C in YARDS, then state speed required to transit from point B to point C in three minutes.	_____
6. Apply 6 Minute Rule: measure from point C to point D in NM, then state speed required to transit from point C to point D in six minutes.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-08-AUX: Determine the Depth of Water Using a Fathometer/Depth Sounder

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *Applicable Fathometer / Depth Sounder Operator's Manual*

Conditions

Task should be performed at any time, while underway. Trainee will be provided the state of the tide by the mentor. Criteria 1 through 3 should be accomplished in water greater than 5 fathoms. Steps 4 and 5 should be accomplished in water less than 30 FT. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must, without error, identify different parts of the depth sounder, operate various functions, report sounding and determine if sounding agrees with charted depth. Soundings should be within 10% (allowing for range of tide) of the charted depth when working in water less than 30 FT. All other soundings should be within 2 fathoms of the charted depth.

Performance Criteria	Completed (Initials)
1. State depth sounder principle of operation.	_____
2. Energize fathometer/depth sounder, and related equipment as required.	_____
3. Identify location of fathometer/depth sounder depth readout(s).	_____
4. Identify location of video sounder display (if available).	_____
5. Adjust illumination, backlighting and contrast as appropriate.	_____
6. Demonstrate setting depth units to match paper chart.	_____
7. Demonstrate entering “Offset Setup”. Set appropriate depth.	_____
8. Correct "Offset Depth" in each piece of equipment (as required).	_____
9. Demonstrate setting shallow water alarm.	_____
10. State boat operations / conditions that may interfere with obtaining a reliable sounding.	_____
11. Using fathometer/depth sounder depth readout, report the depth and whether sounding agrees with charted depth (allowing for state of tide) in three different positions. Mentor will provide fix position and verify sounding.	_____
12. Using video sounder display (if available), report depth based on interpretation of sea-bed display and whether sounding agrees with charted depth (allowing for state of tide) in three different positions. Mentor will provide fix position and verify sounding.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-09-AUX: Operate RADAR (If Equipped)

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *RADAR Operator's Manual*
c. *The American Practical Navigator (Bowditch)*
d. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*

Conditions Task should be performed at any time, while underway. This task requires the demonstration of sea and rain clutter controls: All of the steps must be accomplished using the installed radar. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, without error, correctly demonstrate the task criteria.

Performance Criteria	Completed (Initials)
1. Energize radar and related equipment and allow unit to warm up.	_____
2. Demonstrate toggling between transmit and stand-by modes.	_____
3. Demonstrate automatic and manual tuning.	_____
4. Demonstrate the use of *Gain*, Anti-Clutter Sea (A/C Sea) and Anti-Clutter Rain (A/C Rain).	_____
5. Identify the following RADAR display graphics: a. Heading (indicator for True and Magnetic) b. Cursor, Cursor readout	_____
6. Demonstrate the use of all presentation modes available, including description of when each mode would be used. a. Head Up b. Course Up c. North Up d. True Motion e. Offset	_____
7. Demonstrate adjusting range scale for long range scanning and close-in target detection.	_____
8. Identify a RACON on the radar screen (if applicable). If not available, describe the appearance of a RACON on a radar display.	_____

Mentor _____ **Date** _____

Comments _____

TASK BCM-06-10-AUX: Report Range and Bearing of Charted RADAR Objects (If Equipped)

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
b. *RADAR Operator's Manual*
c. *The American Practical Navigator (Bowditch)*

Conditions

Task should be performed at any time, while underway. This task requires the trainee to adjust and operate the RADAR to obtain RADAR data on objects designated by the mentor. All of the steps must be accomplished using the installed radar and a corrected local area paper chart. Trainee must accomplish task without prompting or use of a reference.

Standards

The trainee must, without error, report the RADAR range and bearing to charted objects and vessels designated by the mentor. RADAR bearings must be reported consistent with RADAR *stabilization mode* in use (e.g., true, relative). Bearings are to be visually confirmed by the mentor. A *turn range report* should include at least 3 statements at regular intervals. Each report should include object name (or designation), actual range to turn object, range to turn, and "mark turn range" when at turn range.

Performance Criteria	Completed (Initials)
1. Energize radar and related equipment; adjust as required for optimal target return.	_____
2. State the type of radar bearing obtained for each presentation mode: a. Head Up b. Course Up c. North Up d. True Motion	_____
3. State factors effecting accuracy and reliability of radar bearings.	_____
4. Report range and bearing to three different prominent charted landmarks.	_____
5. Report range and bearing to three different charted aids to navigation.	_____
6. Report range and bearing to three different moving targets.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-11-AUX: Use RADAR to Determine if Risk of Collision Exists (If Equipped)

References	a. *Radar Navigation Manual, Pub 1310* b. Promulgation of the Navigation Rules and Regulations Manual, *COMDTINST 16672.2 (series)* c. *RADAR System Operator's Manual* d. *The American Practical Navigator (Bowditch)*
Conditions	Task may be performed at any time, while underway. Weather should be calm to moderate. Trainee will use radar target bearings and ranges to aid in establishing risk of collision on vessels in sight of one another, and, during simulated (.1NM) or actual restricted visibility, use RADAR to determine if risk of collision exists and recommend action to avoid collision. All of the steps must be accomplished manually using the installed RADAR without active ARPA functions. Collision avoidance determinations shall be verified by sight by the mentor. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must be able to determine the relative motion of the target within a "reasonable" amount of time and recommend an adjustment to the boat's course to a risk of collision.

Performance Criteria	Completed (Initials)
1. State the meaning of "Constant Bearing, Decreasing Range".	_____
2. Detect and verbally designate (3) radar targets.	_____
3. For vessels in sight of one another (complete 3 times): a. Correlate radar target to visual target. b. Systematically observe (i.e., record at regular intervals) radar target bearing and range. c. Report target bearing change (bearing drift). d. Report situation as meeting, crossing, or overtaking. e. Recommend action to avoid collision.	_____
4. For vessels not in sight of one another (i.e., restricted visibility) (complete 2 times): a. Systematically observe (i.e., record at regular intervals) radar target bearing and range. b. Determine target time and bearing of Closest Point of Approach (CPA). c. Determine target true course and speed. d. Recommend action to avoid collision.	_____
5. For vessels not in sight of one another (i.e., restricted visibility) (complete 2 times): a. Scan next track leg ahead for contacts. b. Report whether next leg clear or not clear.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-12-AUX: Obtain a Fix Using GPS/DGPS

References	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* b. *Manufacturer's Operator Manual* c. *The American Practical Navigator (Bowditch)*
Conditions	Task should be performed at any time, onboard. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must correctly demonstrate the use of the GPS receiver.

Performance Criteria	Completed (Initials)
1. Define the following terms, in regard to GPS accuracy, positioning source category (A or B). a. Selective Availability Off b. Selective Availability On c. Differential GPS - removed d. Wide Area Augmentation System (WAAS) e. Precise Positioning Service (PPS)	_____
2. State the indicators of loss of GPS signal.	_____
3. State the meaning of GPS Course Over Ground and Speed Over Ground.	_____
4. State the type of position displayed and update source, on the GPS unit during a loss of GPS signal.	_____
5. Energize set and report signal type being received (per criteria number 1, this task).	_____
6. Report GPS latitude and longitude.	_____
7. Plot latitude and longitude position on chart.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-06-13-AUX: Operate Electronic Charting System (If Equipped)

Reference	a. *The American Practical Navigator (Bowditch)* b. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)* c. *Electronic Charting System Operation Manual* d. *Local Command Navigation Standards*
Conditions	Task should be performed at any time. Some features may not be available in all charting systems.
Standards	Trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step. Trackline will contain at least 5 waypoints and 4 legs.

Performance Criteria	Completed (Initials)
1. Energize the chart plotter and associated equipment as needed.	_____
2. Adjust screen for daytime and nighttime viewing.	_____
3. Display electronic chart.	_____
4. Compare electronic chart symbols (ATON, etc.) to paper chart symbols.	_____
5. Create waypoint(s): a. From command approved trackline coordinates. b. Using cursor. c. Using MAN OVERBOARD / SAVE function.	_____
6. State the following items from the local Command Navigation Standards, to include: a. Alarm management b. Method of indicating approved tracklines. c. Filter Settings, intentional overscale d. Fix source comparison interval. e. Policy regarding deleting information recorded by navigation system.	_____
7. Identify boat's position symbol, to include heading, course/speed vector.	_____
8. Identify boat's navigation data (Position, COG/SOG, etc.)	_____
9. Diagram concept "Maximum Allowable Cross Track Error" alarm.	_____
10. Enter Cross Track Error Alarm value.	_____
11. Diagram concepts: depth below keel, sounder offset, depth alarm.	_____
12. Enter Depth Alarm value.	_____
13. Activate a route and identify route navigational data display.	_____
14. Display integrated tide and current data for area along route (if equipped).	_____
15. Select alternate positioning source (if equipped and available, e.g., radar map match, LOP fix).	_____
16. Provide navigation recommendations while completing three (3) "Automated Navigation drills".	_____

Mentor _____ **Date** _____

Comments _____

_____

Section G. Mission-Oriented Operations

Introduction

The following are objectives of Section G:

(01) **Demonstrate** actions to take during a man overboard emergency.
(02) **Demonstrate** procedures to signal an emergency.
(03) **Demonstrate** procedures for towing astern and alongside.
(04) **Demonstrate** procedures to combat a fire onboard.

In this Section

This Section contains the following tasks:

TASK BCM-07-01-AUX: Participate in a Man Overboard Evolution as a Pointer

WARNING

UNDER NO CIRCUMSANCES SHOULD A PERSON BE PLACED IN THE WATER.

Reference a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*

Conditions Task should be performed at any time, underway Training boat crews for Person in the Water Recovery recommends the use of a life-like dummy (OSCAR). The recommended OSCAR is a stuffed and weighted (approximately 180 lbs. dry) Anti-Exposure Coverall secured at the neck and feet. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must move to his/her correct station and perform the task steps without hesitation.

Performance Criteria	Completed (Initials)
1. Seeing a person fall overboard, keep PIW continuously in sight and sound the alarm ("MAN OVERBOARD PORT/STARBOARD SIDE").	_____
2. Proceed immediately to assigned position.	_____
3. Keep Coxswain informed of PIW position both vocally and by pointing.	_____
4. Upon command from the Coxswain, move to assist with the pickup of PIW.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-02-AUX: Participate in a Man Overboard Evolution as a Recovery/Pickup Person

WARNING

UNDER NO CIRCUMSANCES SHOULD A PERSON BE PLACED IN THE WATER

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*

Conditions

Task should be performed at any time, underway. Training boat crews for Person in the Water Recovery recommends the use of a life-like dummy (OSCAR). The recommended OSCAR is a stuffed and weighted (approximately 180 lbs. dry) Anti-Exposure Coverall secured at the neck and feet. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must move to his/her correct Station and perform the task steps without hesitation.

Performance Criteria	Completed (Initials)
1. Proceed immediately to assigned position (should be lowest point of free board away from screws, nozzles, buckets).	_____
2. Prepare a rescue heaving line, if PIW is conscious.	_____
3. On command, throw a rescue heaving line to PIW, if PIW is conscious.	_____
4. Pull PIW alongside the boat, if PIW is conscious.	_____
5. Pull the PIW aboard using two persons.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-03-AUX: Stand a Tow Watch

References	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time underway on an Auxiliary facility while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must state and demonstrate how to stand a towing watch in accordance with the guidelines listed below. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. State predetermined danger signals/emergency communications for towed boat	_____
2. State signs of danger to watch for during a stern tow (towed boat's yawing, jerking, strain on the towline, shock loading, or too taut or slack, etc.).	_____
3. Keep both the towline and towed boat under constant observation.	_____
4. Keep chafing gear riding in place.	_____
5. Identify tow as in or out of step and proper catenary maintained.	_____
6. Report important developments to the coxswain, in a loud clear voice, and continue reporting until receiving confirmation from the coxswain.	_____
7. Keep deck (snapback danger area) clear of all unnecessary lines, gear, and personnel.	_____
8. Adjust towline at Coxswain's command.	_____
9. Maintain the tow watch until properly relieved or until tow terminated.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-04-AUX **Execute an Alongside Tow and Moor a Towed Vessel**

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed underway on an Auxiliary facility in calm sea conditions while transferring a boat from a stern tow to an alongside tow or free approach. Trainee must accomplish task without prompting or use of a reference. This task should be done only in areas where alongside tows are safe, practical, and/or a normal mission requirement.
Standards	In response to the Coxswain, the trainee must, without prompting, correctly tend and secure the towline and sidelines in accordance with the procedures listed below. The eye end of the alongside towlines should be passed to the boat being towed and direction given for its placement to persons on board the disabled boat. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Participate in crew brief for alongside towing operations discussed: duties, type of towing approach, attachment points for towlines (both disabled vessel and the Auxiliary Facility), verbal commands and/or hand signals to be used, and any safety concerns. Rig fenders set up lines on the side where tow will be secured and prepare walking fenders for use, if necessary.	_____
2. If using stern towline, upon command, walk towline forward and fake out excess line on deck, out of the way - as practical.	_____
3. Secure other lines as directed by the Coxswain.	_____
4. Identify the purpose of each line (bow, stern, towing strap, back spring).	_____
5. Moored towed boat to dock or pier.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-05-AUX: Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility. Heaving line used should be at least 75 FT long. The target boat must be at least 40 FT away from the boat at the time of the toss. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must pass the line to the target boat, in accordance with the steps listed below, on two out of three throws. The heaving line should pass over the target boat, but not hit it. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Wet down heaving line to relieve stiffness.	_____
2. Bend one heaving line onto the bridle eye using a bowline and second onto the throat using a clove hitch with two half hitches, or a snap hook.	_____
3. Make heaving line into tight coils.	_____
4. Place two-thirds of coil in casting hand.	_____
5. Instruct people on other boat to take cover.	_____
6. On command, throw heaving line over the target boat and tend.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-06-AUX: Pass a Towline to Another Boat

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility, while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, in accordance with the procedures listed below, perform all line handling related to passing a tow line. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Using heaving lines, pass towline to the boat to be towed.	_____
2. Tend towline while people on other boat make attachment.	_____
3. Place a proper working turn around the towing bitt and pay out the line, as directed.	_____
4. On command, secure towline to the towing bitt.	_____
5. On command, break towing bitt down to a working turn, pay towline out.	_____
6. On command, make up bitt.	_____
7. Rig chafing gear where needed and at the command of the coxswain.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-07-AUX **Connect a Towline to a Trailer Eyebolt Using a Skiff Hook**

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility, while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, in accordance with the procedures listed below, perform all line handling related to connecting a towline to a boat's trailer eyebolt. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Prepare towing line with skiff hook assembly attached.	_____
2. Connect towline to eyebolt using skiff hook assembly, while disabled boat is off either quarter.	_____
3. Tend towline from towing boat with proper working-turn around the tow bitt or cleat.	_____
4. On command, secure towline to the tow bitt or cleat.	_____
5. On command, break down the tow bitt or cleat to a working turn, and pay out towline.	_____
6. On command, make up tow bitt or cleat.	_____
7. Keep coxswain informed how the towline is tending and keep excess slack out of the water	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-08-AUX: Secure an Alongside Tow

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without prompting, correctly tend and secure the towline and side lines in accordance with the procedures listed below. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Participated in crew brief for alongside towing operations discussed: duties, type of towing approach, attachment points for towlines (both disabled vessel and the Auxiliary Facility), verbal commands and/or hand signals to be used, and any safety concerns. Rig fenders set up lines on the side where tow will be secured and prepare walking fenders for use, if necessary.	_____
2. If using stern towline, upon command, walk towline forward and fake out excess line on deck, out of the way - as practical	_____
2. Secure other lines as directed by the Coxswain.	_____
3. Identify the purpose of each line (bow, stern, towing strap, back spring).	_____
4. Moored towed boat to dock or pier.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-09-AUX: Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time ashore or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the answers called for in the steps below.

Performance Criteria	Completed (Initials)
1. State most common fuels for Class A fires, and the primary extinguishing agent for a Class A fire.	_____
2. State most common fuels for Class B fires, and the primary extinguishing agent for a Class B fire.	_____
3. State most common source for Class C fires, and the primary extinguishing agent for a Class C fire.	_____
4. State most common fuels for Class D fires, and the primary agents for containing a Class D fire.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-10-AUX: Locate and Identify the Firefighting Equipment Carried Onboard the Boat (as applicable)

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, onboard an Auxiliary facility. Only those items carried on the boat need to be identified. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must identify all of the firefighting equipment carried on the boat, and state the purpose of each piece.

Performance Criteria	Completed (Initials)
1. Identify and state the purpose of the installed fire pump and controls.	_____
2. Identify and state the purpose of the portable fire pump(s).	_____
3. Identify and state the purpose of the fixed extinguishing system.	_____
4. Identify and state the purpose of all CO_2 fire extinguishers.	_____
5. Identify and state the purpose of all dry chemical extinguishers.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-11-AUX: Operate a CO2 Fire Extinguisher (Simulate), (If Equipped)

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, ashore or underway. Trainee must accomplish task without prompting or use of a reference. Discharge is simulated for training purposes.
Standards	In response to the mentor, the trainee must demonstrate the use of a CO_2 fire extinguisher in accordance with the guidelines listed below.

Performance Criteria	Completed (Initials)
1. Carry extinguisher in upright position.	_____
2. Identify the locking pin and state its purpose, and remove from valve (simulate removing pin).	_____
3. Demonstrate approaching the simulated fire from the windward side.	_____
4. Ground cylinder by placing it on deck.	
5. Point horn at target and state how to activate the extinguisher.	_____
6. Demonstrate putting out the simulated fire while sweeping the fire with the extinguishing agent.	
7. Direct CO_2 at the base of the fire (simulate).	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-12-AUX: Operate a Dry Chemical Fire Extinguisher (Simulate), (If Equipped)

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed at any time, ashore or underway. Trainee must accomplish task without prompting or use of a reference. Actual discharge is to be simulated.
Standards	In response to the mentor, the trainee must demonstrate the use of a dry chemical fire extinguisher in accordance with the guidelines listed below.

Performance Criteria	Completed (Initials)
1. Check fill cap for tightness.	_____
2. Identify and explain removal of the locking or safety pin.	_____
3. State how puncture lever is pushed down, and why this is done – if applicable.	_____
4. Demonstrate approaching the simulated fire from the windward side.	_____
5. Remain at least 8 FT from the fire.	_____
6. Point extinguisher at base of fire, and explain discharge procedure while sweeping the fire with the extinguishing agent.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK BCM-07-13-AUX: Locate and Operate the Boat's Bilge Pump

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
Conditions	Task should be performed onboard an Auxiliary facility. Trainee must accomplish task without prompting. A pre-underway check-off sheet may be used. A line diagram of the equipment location on the facility may be used.
Standards	In response to the mentor, the trainee must demonstrate the use of a boat's bilge pumps following the steps listed below.

Performance Criteria	Completed (Initials)
1. Locate bilge pump.	_____
2. Confirm the correct set up of the bilge pump.	_____
3. Monitor pump and all hoses while pumping.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section H. Auxiliary Specific Tasks

Introduction

The following objective of Section H is:

(01) **Demonstrate** the ability to perform duties of an Auxiliary facility crewmember.

In this Section

This Section contains the following tasks:

TASK BCM-08-01-AUX:	**Basic Knowledge of Boating Skills**
Reference	a. *Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1*
Conditions	Auxiliary member must complete the requirement prior to requesting a Qualification Examiner check ride.
Standards	Auxiliary members must show proof of being a Basically Qualified member by having satisfactorily completed one of the following prerequisites for basic knowledge of boating skills.

Performance Criteria	**Completed (Initials)**
1. Demonstrate the completion of any NASBLA approved Boating Safety Course (Date of Completion___/___/___); Name of course:_____;or	_____
2. Challenge and pass the closed book monitored exam for one of the NASBLA approved Boating Safety Courses	_____

Qualification Examiner's Signature: _____ **Date** _____

TASK BCM-08-02-AUX: Perform as a Crewmember During a Night Familiarization Navigation and Piloting Exercise

Reference	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)* b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* c. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* d. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* e. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
Conditions	Task should be performed at the dock and underway in calm conditions on a clear night. The trainee must perform crewmember duties and assist the coxswain, using available equipment to integrate information and safely navigate the facility. All chart work, including courses, distances, time to run, and electronics set up shall be completed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.
Standards	After receiving a position (given by the mentor) the trainee should assist the coxswain in plotting a course and determining an Estimated Time of Arrival (ETA), then perform the duties of a crewmember during a piloting exercise. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Assist in obtaining a compass course laid out on the chart indicating predicted turns, and ETA.	_____
2. Participate in a pre-underway check off.	_____
3. Participate in a pre-underway brief, including use of RM/TCT.	_____
4. Properly don PFD and demonstrate an understanding of the use of personnel survival equipment. Tested electronic PMLs.	_____
5. Make preparations for getting underway in accordance with coxswain's instructions.	_____
6. Efficiently and safely handle lines and communicate effectively with the coxswain and other crewmembers while getting underway.	_____
7. Assist the coxswain in piloting the facility by dead reckoning and "Seaman's Eye." Consider and adjust for the effects of: a. Tide b. Currents c. Wind and sea conditions d. Navigation hazards.	_____
8. Use manual and electronic navigation equipment (if trained) to assist the coxswain to determine facility's position.	_____
9. Perform the following crewmember duties: a. Lookout b. Helm watch c. Assist with navigation d. Radio communications e. Other duties as directed.	_____
10. Effectively use Risk Management and Team Coordination with crewmembers.	_____
11. Must be performed ½ hour after sunset. Record date, time the patrol began and time the patrol returned to dock _____	_____

Mentor _____ **Date** _____

Comments _____

_____

_____

TASK BCM-08-03-AUX: Dockside Oral Examination

Reference

a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
b. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)
c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
f. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
g. District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions

Task should be performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.

Standards

The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A- G) of the Qualification Guide, plus at least three tasks of the QE's choice, as outlined by the performance criteria below. The QE may ask additional questions based on tasks to ensure that the trainee is fully ready to be qualified.

Performance Criteria	Completed (Initials)
1. Section A, BCM-01-____-AUX	_____
2. Section B, BCM-02-____-AUX	
3. Section C, BCM-03-____-AUX	
4. Section D, BCM-04-____-AUX	
5. Section E, BCM-05-____-AUX	
6. Section F, BCM-06-____-AUX	
7. Section G, BCM-07-____-AUX	
8. BCM-____-____-AUX	
9. BCM-____-____-AUX	
10. BCM-____-____-AUX	

Accomplished:

Qualification Examiner's Signature: _____ **Date** _____

Qualification Examiner's Signature: _____ **Date** _____

Comments: _____

_____

_____

_____

TASK BCM-08-04-AUX: Underway Check Ride

NOTE

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-BSX-12) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
c. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
d. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
e. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
f. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*
g. *District Standard Operating Procedures, Policy Manuals, and other local Instructions*

Conditions

Task should be performed underway on an Auxiliary Facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the QE and as directed by the coxswain, trainee must answer questions on, and perform the below listed evolutions as the crewmember. The coxswain along with the QE should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Assist coxswain with a pre-underway check-off.	_____
2. Participate in a pre-underway brief, including use of RM/TCT.	_____
3. Correctly don a PFD and demonstrate an understanding of the use of personnel survival equipment.	_____
4. Efficiently and safely handle mooring lines while getting underway and secure the boat for sea.	_____
5. Stand an alert helm watch, with the correct responses to the coxswain's commands.	_____
6. Stand an alert lookout watch, correctly report distance and relative bearings of objects and sounds encountered.	_____
7. Correctly respond to and act as a pointer in a Man Overboard drill.	_____
8. Correctly respond to and act as a recovery/pickup man in a Man Overboard drill.	_____
9. Demonstrate proficiency and safety while performing duties during a stern tow and a towing watch.	_____
10. Demonstrate proficiency and safety while performing duties during an alongside tow.	_____
11. Demonstrate proficiency in knot tying and line handling.	_____
12. Demonstrate proficiency in anchoring and weighing anchor.	_____
13. Assist the coxswain with safe navigation, identify aids to navigation and local landmarks encountered on a chart of the operating area.	_____
14. Correctly make a scheduled Position and Ops Normal report, on the facility's VHF-FM radiotelephone.	_____
15. Efficiently and safely position fenders and handle mooring lines while the boat moored.	_____
16. Satisfactorily answer QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.	_____

Accomplished:

Qualification Examiner's Signature: _____ **Date** _____

Qualification Examiner's Signature: _____ **Date** _____

NOTE

Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Signature" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

Comments:

CHAPTER 3
Boat Crewmember Trainee Study Guide

Introduction

This Chapter should be removed and given to the trainee to keep. Its purpose is to provide guidance for the trainee's reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The mentor should then discuss the trainee's answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

NOTE

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

In this Chapter

This Chapter contains the following sections:

Section A. Reading Assignments – Crew Efficiency Factors, Risk Factors and Team Coordination

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-01-01-AUX	Crew Fatigue Standards	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-90
BCM-01-02-AUX	Motion Sickness	Boat Crew Handbook – First Aid, BCH16114.5 (series)	2-90
BCM-01-03-AUX	Team Coordination Training (TCT)	None assigned	

TASK BCM-01-01-AUX: Crew Fatigue

1. Mental and physical fatigue is among the _____ during rough weather operations.
2. The primary symptoms of fatigue are:
   a.
   b.
   c.
   d.
   e.
   f.
3. Some preventive measures are:
   a.
   b.
   c.
   d.
   e.
4. Some other environmental conditions that also promote fatigue are:
   a.
   b.
   c.

TASK BCM-01-02-AUX: Motion Sickness

1. Motion sickness occurs when there is an imbalance between _____images and the portion of the _____which senses motion.
2. Reading chart work, or other tasks that require close attention, will _____motion sickness.

Section B. Reading Assignments – Physical Fitness, First Aid, and Survival

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-02-01-AUX	Personal Physical Requirements and Policy	None Assigned	
BCM-02-02-AUX	Personal Physical Fitness and Vision	None Assigned	
BCM-02-03-AUX	Crew First-Aid Responsibility	Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4, Section E	
BCM-02-04-AUX	Don the Type III PFD	Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-05-AUX	Don Anti-Exposure Coveralls (as applicable)	Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-06-AUX	Don the Boat Crew Dry Suit (as applicable)	Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-07-AUX	Identify Boat Crew Survival Equipment	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-08-AUX	Use the Emergency Signaling Mirror	None Assigned	
BCM-02-09-AUX	Describe the Use of Hand-Held Distress Flares	None Assigned	
BCM-02-10-AUX	Describe the Use of Aerial Flares	None Assigned	
BCM-02-11-AUX	Operate the Personal Marker Light (PML) or Strobe Light	None Assigned	
BCM-02-12-AUX	Operate the Personal Locator Beacon	None Assigned	
BCM-02-13-AUX	State Survival Procedures in Event the Boat Capsizes or Swamps	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-14-AUX	Perform Water Survival Exercise	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)	2-94

Task Number	Task Title	Reading Assignment	See Page
BCM-02-15-AUX	Sun and Heat related Exercise	Boat Crew Handbook – First Aid, BCH 16114.5 (series)	
BCM-02-16-AUX	State the Symptoms of Shock	Boat Crew Handbook – First Aid, BCH 16114.5 (series)	
BCM-02-17-AUX	State the Symptoms of Anaphylactic Shock (Allergic Reaction)	Boat Crew Handbook – First Aid, BCH 16114.5 (series)	
BCM-02-18-AUX	State the Signs for Burn	Boat Crew Handbook – First Aid, BCH 16114.5 (series)	
BCM-02-19-AUX	State the Symptoms of Hypothermia	Boat Crew Handbook – First Aid, BCH 16114.5 (series)	

TASK BCM-02-04-AUX: Don the Type III PFD

1. The Type III PFD is normally worn aboard boats when _____ _____ _____ is required.
2. True or False. The Type III PFD will turn a crewmember face up if they fall overboard and are rendered unconscious.
3. The Type III PFD has a tendency to _____ _____ on the wearer in the water.

TASK BCM-02-05-AUX: Don Anti-Exposure Coveralls (as applicable)

1. True or False. Wearing a Type I or III PFD over an anti-exposure coverall may be dangerous in certain situations.
2. The anti-exposure coveralls have straps located at the _____, _____, _____ and _____ which should be tightened before entering the water.
3. The anti-exposure coveralls are ideal for cold weather operations with _____ cockpit boats.

TASK BCM-02-06-AUX: Don the Boat Crew Dry Suit (as applicable)

1. The dry suit, undergarments, PFD, and neoprene hood shall be worn when the water temperature is below _____ ° F and the air temperature is below _____ ° F.
2. The dry suit has watertight seals at the _____ and _____.
3. The dry suit, with _____ _____, provides the best protection for crewmembers in adverse weather and cold water immersion.
4. A_____ must be worn over a dry suit at all times while underway.

TASK BCM-02-07-AUX: Identify Boat Crew Survival Equipment

1. The boat crew survival equipment provides crewmembers a means to _____ their position on the surface of the water _____ or _____.
2. The survival knife is is a basic tool used to free the crewmember from _____ _____.
3. The emergency signaling mirror is used to attract the attention of passing _____, _____, or _____.
4. Reflected light from the emergency signal mirror can be seen at a_____ _____ from the point of origin.
5. It does this by_____ light at them.
6. To use the mirror, you should face a point about _____ between the sun and the object you wish to signal.

TASK BCM-02-13-AUX: State Survival Procedures in Event the Boat Capsizes or Swamps

1. While capsizing, personnel should _____ something sturdy.
2. Before attempting to escape, an inventory should be made of all _____ that might be taken along.
3. Because air will eventually leak or run out, every effort should be made to _____.
4. Sometimes it is necessary to _____ your PFD in order to exit. If necessary, it should be attached to a _____ so it can be _____ after exiting
5. If the engines are still running, you should _____ the stern.
6. When trapped in an open cockpit, you should exit by swimming _____ the gunwales and _____ alongside the boat.
7. If trapped in an enclosed cabin, you must remember that all exits are _____ when the boat capsizes

TASK BCM-02-14-AUX: Perform Water Survival Exercise

1. A signal whistle's audible sound may be heard up to _____ yards.

2. Define the acronym HELP in regards to water survival.

3. True or False. Swimming in cold water will warm you up and increase your chances for survival

Section C. Reading Assignments – Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-03-01-AUX	State Common Boat Nomenclature and Terminology	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-02-AUX	Locate and Identify the Purpose of the Equipment Aboard the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-03-AUX	Boat Characteristics – Boat Construction	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-04-AUX	Boat Characteristics – Watertight Integrity	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-97
BCM-03-05-AUX	Stability	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-97
BCM-03-06-AUX	Identify the Different Parts of a Line and Hitches Used in Line Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-97
BCM-03-07-AUX	Tie Various Knots, Hitches, and Bends	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-97
BCM-03-08-AUX	Secure Lines to Cleats, Bitts, and Posts	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-97
BCM-03-09-AUX	Identify the Types of Breaking Seas, Characteristics, and Causes	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-98

TASK BCM-03-01-AUX: State Common Boat Nomenclature and Terminology

1. The front end of the boat is the _____.
2. When proceeding toward the bow, you are going _____.
3. The right side of the bow is the _____ bow.
4. The central or middle area of the boat is _____.
5. The left center side of the boat is the _____ _____.
6. The rear of the boat is the _____.
7. The left rear section of the boat is the port _____.
8. A line running from one side of the boat to the other is said to be _____.
9. From the center line toward either side is referred to as _____.
10. From either side toward the centerline is called _____.
11. The side of the boat against a dock is also called _____.
12. If you go down inside the boat, you are going _____.
13. If you are up into the rigging of the boat, you are going _____.

TASK BCM-03-02-AUX: Locate and Identify the Purpose of the Equipment Aboard the Boat

1. A _____ is used to allow the anchor line to spin freely.
2. 75 FT and 100 FT _____ _____ are used for passing the towline when maneuverability is restricted.
3. A _____ is used to attach a towline to a trailer eyebolt on boats.
4. When securing chafing gear to a line, you should use _____.
5. Ring _____ are used during man overboard emergencies.

TASK BCM-03-03-AUX: Boat Characteristics – Boat Construction

1. The three basic types of hull forms based on boat speed are _____, _____, and semi-displacement.
2. A displacement hull boat pushes away (displaces) water allowing them _____ to _____ _____ into the water.
3. Heavy displacement hulls cannot exceed a speed of _____ times the _____ _____ of their waterline length without requiring excessive power.
4. Once "on top," the _____ _____ skims along the _____ of the water, whereas the displacement hull always forces water around it.
5. The semi-displacement hull is a combination of characteristics of the _____ hull and the _____ hull. Many _____ _____ boats are this type.
6. The _____ is the backbone of the boat.
7. _____ are attached to the keel, which extend athwartships. The _____ of the boat is attached to the frames.
8. _____ _____ controls the direction of the boat and may vary widely in size, design, and method of construction.
9. The three rudder types are _____, _____, and _____.
10. _____ is the distance a propeller advances in _____ revolution with no slip.
11. _____ frames provide hull strength along the _____ of the hull.
12. A _____ is a seagoing floor and provides strength to the _____by reinforcing the transverse _____ and deck beams.
13. If decks are seagoing floors, then hatches are seagoing _____.
14. _____ are small openings.

TASK BCM-03-04-AUX: Boat Characteristics – Watertight Integrity

1. Watertight closures must have clean, bright, unpainted, smooth _____ for gaskets to press against.
2. Scuttles must be secured for _____ at all times except when they are open for inspection, cleaning, or painting.
3. The interior of a boat is compartmentalized into bulkheads, decks, and hatches. The hatches are actually "doors" though the bulkheads. With the hatches closed, the space between them becomes watertight and is called a _____.

TASK BCM-03-05-AUX: Stability

1. The tendency to remain upright is its (the boat's) _____.
2. _____ and _____ are the two primary forces acting upon a floating boat that affect stability.
3. The _____is the point at which the weight of the boat acts vertically downwards.
4. The _____is the upward force of water displaced by the hull.
5. When a boat is at rest, the center of buoyancy acting upward/vertically is below the center of gravity acting downwards. A boat is considered to be in _____.
6. A boat has two principal types of stability: _____ and _____.
7. The two principal forces that affect stability are _____ and _____forces.
8. General boat design features that influence stability include:

TASK BCM-03-06-AUX: Identify the Different Parts of a Line and Hitches Used in Line Handling

1. The running or free end of a line is called the _____ _____.
2. The long, unused, or belayed end is called the _____ _____.
3. An overhang loop is made by crossing the _____ _____ over the standing part.
4. A bight is a _____ _____ formed by turning the line back on itself.
5. A _____ is a single turn and a _____ _____ is two complete turns around an object.

TASK BCM-03-07-AUX: Tie Various Knots, Hitches, and Bends

1. The advantage of a bowline is that it does not _____.
2. The best all-around hitch for securing a line to a ring, spar, or other round or near round object is the _____.
3. Timber hitches are used to secure a line to logs, planks, or other _____ objects.
4. _____ are used to lengthen one line by bending one to another.

TASK BCM-03-08-AUX: Secure Lines to Cleats, Bitts, and Posts

1. Deck fittings permit easy handling of lines and reduce _____ and friction on lines.
2. When securing a line to a cleat, bitt, or post, you should first take a _____ _____ around the deck fitting.
3. You should finish securing the line by forming several figure _____ and securing them with a half _____ over each horn.
4. To facilitate speed and safety, the dipping the _____ method should be used when two mooring lines have to be placed on the same cleat.

TASK BCM-03-09-AUX: Identify the Types of Breaking Seas, Characteristics, and Causes

1. Wave _____ occurs when the wave passes around a point of land, jetty, or moves into shoaling water and interacts with the bottom and slows down.
2. _____ should be avoided because they can create more energy than a single break.
3. _____ are created along a long beach or reef surf zone.
4. The three characteristics which determine wind waves are:
    a. _____
    b. _____
    c. _____

Section D. Reading Assignments – Boat Handling

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-04-01-AUX	Rig Fenders to Side of the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-100
BCM-04-02-AUX	Make Fast a Boat to a Pier (Bow on Mooring, No Current/Wind)	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-100
BCM-04-03-AUX	Assist in Anchoring the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-100
BCM-04-04-AUX	Assist in Weighing the Boat's Anchor	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-100
BCM-04-05-AUX	Identify the Common Navigation Lights Displayed by Ships and Boats	Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)	2-100
BCM-04-06-AUX	Identify the Common Sound Signals Used by Ships and Boats	Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)	2-101
BCM-04-07-AUX	Identify and State Accepted Maritime Distress Signals	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)	2-101
BCM-04-08-AUX	Stand a Lookout Watch	U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series) Shipboard Lookout Manual, COMDTINST M9450.1 (series) Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-101
BCM-04-09-AUX	Act as a Helmsman and Steer a Compass Course	Boat Crew Handbook – Boat Operations, BCH16114.1 (series) Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)	2-101
BCM-04-10-AUX	Get the Boat Away from a Pier/Dock and Secure the Deck	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) Chapman Piloting, 61st Edition, Page 207	2-102
BCM-04-11-AUX	Prepare for, Moor and Secure the Boat to a Pier/Dock	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) Chapman's Navigation & Piloting	2-102
BCM-04-12-AUX	Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-103

TASK BCM-04-01-AUX: Rig Fenders to Side of the Boat

1. When docking or taking another boat alongside, you should always rig fenders to prevent _____ damage.
2. Fenders should be adjusted to cushion points of _____.
3. Fenders should be secured using a _____ _____ or _____ _____.
4. Fenders should be secured to a stanchion, a _____ _____, bitt, or cleat.

TASK BCM-04-02-AUX: Make Fast a Boat to a Pier (Bow on Mooring, No Current/Wind)

1. All fenders should be rigged and _____ _____ should be broken out and ready before reaching the dock.
2. Normally the after-most _____ line is secured first.
3. The order in which the lines are attached depends on the _____ evaluation of the situation.

TASK BCM-04-03-AUX: Assist in Anchoring the Boat

1. Most Coast Guard boats use a _____ type anchor.
2. The _____ of the anchor are the parts that dig into the bottom to provide holding power.
3. The anchor line, or chafing chain, is secured to the _____.
4. A _____ is used to attach the chain so that the anchor line can spin freely.
5. Never stand in the _____ of an anchor line.
6. The anchor line should always form an angle of _____ or less with the bottom.

TASK BCM-04-04-AUX: Assist in Weighing the Boat's Anchor

1. Slack in the anchor line should be _____ as the boat is moved ahead.
2. As the line comes onboard, it should be _____ on deck.
3. If the anchor refuses to break free, the line should be _____ around the forward bitt while the Coxswain moves ahead a few feet to break it free.

TASK BCM-04-05-AUX: Identify the Common Navigation Lights Displayed by Ships and Boats

1. The purpose of navigational lights is to _____ vessels of the presence or approach of another boat.
2. Navigational lights also aid in determining the _____ of the boat.
3. Lights must be used from _____ to _____ and in times of restricted visibility.
4. A green sidelight means you are looking at a boat's _____ side.
5. A red sidelight means you are looking at a boat's _____ side.
6. If you see both a red and green sidelight, it means you are looking at the boat _____.
7. A power-driven boat 50 meters or more in length must display red and _____ sidelights, a masthead light, a stern light, and a _____ light.
8. A power-driven boat less than 50 meters in length must display red and _____ sidelights, a masthead light, and a _____ light.
9. A power-driven boat less than 7 meters and whose maximum speed does not exceed 7 KTS only has to show an _____ _____ light.
10. Sailing vessels less than 20 meters (international/inland) in length must display sidelights and stern light. Optionally, these lights may be displayed using a _____ light.
11. On sailboats and rowboats less than 7 meters in length, if regular running lights are unavailable, they may display _____ or a torch.

TASK BCM-04-06-AUX: Identify the Common Sound Signals Used by Ships and Boats

1. A short blast is a blast of about _____ second(s) duration.
2. A prolonged blast is from _____ to _____ seconds in duration.
3. Vessels 12 meters in length or more must carry a _____ along with a whistle.
4. If you hear a rapid striking of the gong for at least 5 seconds, you know the vessel is at least _____ meters long.
5. Vessels under 12 meters in length are required to _____.
6. A power-driven vessel underway, making way, in conditions of reduced visibility sounds _____.
7. When a power-driven vessel making way in reduced visibility stops to evaluate the situation (not making way) the whistle signal is shifted to _____.
8. Sailing vessels during periods of reduced visibility sound _____.
9. Bells and gongs are used by vessels that are _____.

TASK BCM-04-07-AUX: Identify and State Accepted Maritime Distress Signals

1. MAYDAY, MAYDAY, MAYDAY is the_____ priority of urgency call.
2. A gun fired at intervals of about _____ minute(s) may be used as an emergency signal.
3. Rockets, shells, or flares should be of a _____ color to indicate an emergency.
4. A square flag above a _____ _____ also can be a distress signal.
5. Slowly _____ and _____ outstretched arms indicates an emergency.
6. The signal ···---··· means_____ _____ _____ and indicates an _____ situation.

TASK BCM-04-08-AUX: Stand a Lookout Watch

1. Lookout(s) shall be _____ assigned by the Coxswain
2. When coming onto a plane, the rise of the _____ may limit visibility forward.
3. It is the lookout's job to report everything _____ or _____ to the boat Coxswain.
4. When making reports, the lookout first _____ the object, then _____ bearing and _____ to the object.
5. Lookouts should always remain at their Station until _____.
6. During an onboard emergency or event, you shall not proceed to your emergency station until _____.
7. If a report to the Coxswain is not acknowledged, it is _____.

TASK BCM-04-09-AUX: Act as a Helmsman and Steer a Compass Course

1. The arc of the compass card is divided into _____ º.
2. A reading of 000º on the magnetic compass card should point toward _____ North.
3. The _____ _____ is in line with the boat's centerline and indicates the boat's _____.
4. To ensure understanding, the helmsman always _____ all orders given to him/her by the Coxswain.
5. The helmsman should attempt to maintain a course within ±_____ º of ordered course.
6. The helmsman should not execute any orders unless _____ by the Coxswain.

TASK BCM-04-10-AUX:		**Get the Boat Away from a Pier/Dock and Secure the Deck**
Single-Screw Boats	1.	The pivot point is normally _____ of the way aft of the bow.
	2.	When the stern is clear, the bow _____ should be cast off and the Coxswain should shift the rudder and back away.
Twin-Screw Boats	3.	The screws are arranged so that the top of each blade moves _____ _____.
	4.	The starboard screw is right-handed and the port screw is _____-handed.
	5.	With the starboard screw astern and the port screw stopped, the stern of the boat will move to _____.
	6.	With the starboard screw ahead and the port screw astern, the boat will _____ in a leftward direction.
	7.	When clearing a pier, port side to, against the wind or current, the Coxswain should go ahead on the _____ engine and astern on the _____ with full _____ rudder, until the stern clears.
Jet Drive Boats	8.	Instead of the engine turning a propeller, in a waterjet, the engine turns an _____.
	9.	Instead of turning using a rudder, a waterjet boat turns via directive _____.
	10.	If there is no thrust, then maneuverability is _____.
	11.	While leaving a pier, _____ should be checked to ensure it is clear of obstructions and debris.
	12.	True/False: Reverse thrust is applied to stop momentum.

TASK BCM-04-11-AUX:		**Prepare for, Moor and Secure the Boat to a Pier/Dock**
Single-Screw Boats	1.	When mooring port side to, with a wind or current from astern, the approach should be made using an approximately _____º angle.
	2.	When mooring port side to, against the wind or current, the approach should be made on an angle, as the wind will tend to throw the _____ _____ out.
	3.	When mooring port side to, against the wind or current, after the bow spring line is secured, the Coxswain should use full _____ rudder and kick the engine _____.
	4.	When mooring starboard side to, with no wind or current, the approach angle should be as _____ as possible.
Twin-Screw Boats	5.	When mooring port side to, the approach should be made slowly at an approximately _____º angle.
	6.	When mooring port side to, after securing the bow line, the Coxswain should apply _____ full rudder and go ahead on the _____ engine.

TASK BCM-04-12-AUX: Boat Handling

Environmental Forces

1. The _____ acts on the hull, topsides, and, on smaller boats, the crew.
2. _____ affect the boat handling in various ways, depending on their height and direction and the particular boat's characteristics.
3. A one-knot _____ may affect a boat to the same degree as 30 KTS of wind. Strong _____ will easily move a boat upwind.

Vessel Generated Forces

4. When rotating to move in a forward direction, a _____ draws its supply of water from every direction forward of and around the blades.
5. Regardless of whether the propeller is turning to go ahead or astern, the water flow pattern in the propeller's arc of rotation is called _____.
6. In addition to the thrust along the shaft axis, another effect of propeller rotation is _____.
7. The speed of the water flowing past the _____greatly enhances the _____ force.
8. When a hull moves forward through the water, the effective _____ moves forward.
9. In single-screw vessels, propeller side force presents a major obstacle to _____ in the direction you want.
10. With the rudders over full, the pivot point is generally located at the _____.

Section E. Reading Assignments – Communications

Introduction

The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section

This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-05-01-AUX	Operate a VHF-FM Radiotelephone	Telecommunications Manual (TCM), COMDTINST M2000.3 (series) Radiotelephone Manual, COMDTINST M2300.7 (series)	2-105
BCM-05-02-AUX	Use the VHF-FM Radiotelephone to Give a Position or Operations Report	Telecommunications Manual (TCM), COMDTINST M2000.3 (series) Radiotelephone Manual, COMDTINST M2300.7 (series)	2-105
BCM-05-03-AUX	State Radio Communications Policy and Doctrine	Telecommunications Manual (TCM), COMDTINST M2000.3 (series) Radiotelephone Manual, COMDTINST M2300.7 (series) Boat Operations and Training Manual, Volume I, COMDTINST M16114.42 (series)	2-105

TASK BCM-05-01-AUX: Operate a VHF-FM Radiotelephone

1. The effective range of the VHF-FM radio is up to _____ miles.
2. The squelch control should be turned counterclockwise until just beyond the point where the _____ disappears.
3. The CG VHF-FM radios will automatically monitor Channel _____.
4. 156.65 MHz, Channel 13 is the boat _____ to _____ frequency.
5. 156.8 MHz, Channel _____ is the international VHF-FM calling and distress frequency.

TASK BCM-05-02-AUX: Use the VHF-FM Radiotelephone to Give a Position or Operations Report

1. Every transmission should be ended with the words _____ or _____.
2. Message should be sent _____ so that the receiving party will have a chance to copy the entire message.
3. The microphone should not be _____ until you are ready to speak.
4. Unofficial conversations _____be transmitted.
5. Only _____ prowords or abbreviations should be used.
6. The _____ alphabet is used to spell difficult words, which are hard to understand over a radio.

TASK BCM-05-03-AUX: State Radio Communications Policy and Doctrine

1. If communications are lost on the primary system, then communications on the _____ system shall be used.
2. When are encrypted communications used? _____.
3. What is the audible indicator that an unencrypted transmission is being executed? _____.
4. How often are position reports required? _____. When is this interval reduced? _____.

Section F. Reading Assignments – Navigation

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-06-01-AUX	Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) Nautical Chart Symbols Abbreviations and Terms Chart No. 1 The American Practical Navigator	2-108
BCM-06-02-AUX	Identify Common Aids to Navigation Used in Small Boat Piloting	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) Nautical Chart Symbols Abbreviations and Terms Chart No. 1 The American Practical Navigator	2-109
BCM-06-03-AUX	Identify Local Landmarks Used in Small Boat Piloting	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) Nautical Chart Symbols Abbreviations and Terms Chart No. 1	2-109
BCM-06-04-AUX	Plot a Position Using Latitude and Longitude	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator	2-109
BCM-06-05-AUX	Plot a Magnetic Course on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator	2-109
BCM-06-06-AUX	Measure Distance on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator	2-110
BCM-06-07-AUX	Compute Time, Speed, and Distance	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator	2-110
BCM-06-08-AUX	Determine the Depth of Water Using Fathometer/Depth Sounder	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) Fathometer Depth Sounder Operator's Manual	2-110
BCM-06-09-AUX	Operate RADAR if Equipped	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator Radar Operator's Manual	2-111
BCM-06-10-AUX	Report Range and Bearing of Charted RADAR Objects	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator Radar Operator's Manual	2-111

Task Number	Task Title	Reading Assignment	See Page
BCM-06-11-AUX	Use RADAR to Determine if Risk of Collision Exists – if equipped	Knights Modern Seamanship; Eighteenth Edition, Pages 611-616 The American Practical Navigator Radar Operator's Manual	2-111
BCM-06-12-AUX	Obtain a Fix Using GPS	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) The American Practical Navigator	2-112
BCM-06-13-AUX	Operate Electronic Charting System – if equipped	None assigned	

TASK BCM-06-01-AUX Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart

1. One degree is equal to _____ minutes.
2. One minute of _____ is equal to 1 NM.
3. _____ of latitude are normally indicated by lines running from side to side.
4. Latitude scales are normally indicated along the _____ margins.
5. The meridian that passes through Greenwich, England is designated as _____º𝛌 (degrees longitude).
6. All meridians intersect at the _____.
7. Most charts are oriented with _____ at the top.
8. Any location on a chart can be expressed in terms of _____ and _____.
9. True direction is printed around the _____ of the compass rose.
10. The sounding numbers show the water level at _____ _____ tide.
11. In regard to tidal datum's, the term "mean" is another way of saying _____.
12. Bridge clearances are based on the height above _____ _____ tide.
13. The scale of a chart is a ratio of a distance on the chart and the actual distance on the _____.
14. A memory aid to remember chart scale is "Small Scale-_____ Area"
15. A buoy's type is indicated by the _____ printed with it.
16. The color of a buoy symbols print indicates the _____ of the buoy.
17. The symbol for a lighthouse or other fixed light is a black _____ with a magenta _____.
18. Ranges are indicated by the symbol for lights and a _____indicating the limits of where the range is used.
19. Day beacons are indicated by small _____.
20. Coastlines are viewed at both _____ and _____ water.
21. Preferred channel marks exhibit _____ group flashing light.
22. You sight a large buoy, red and black banded, showing a double ball top mark and flashing "- . .". This is a _____ mark.
23. A white flashing (2) rhythm (two flashes repeated regularly) indicates a _____.
24. _____ _____ show a yellow light exhibiting a _____ or fixed rhythm.
25. Quick flashing means _____ flashes per minute and is used where a _____ cautionary significance is present, such as at _____ turns, _____ channel constrictions, _____, or obstructions.

TASK BCM-06-02-AUX: Identify Common Aids to Navigation Used in Small Boat Piloting

1. The IALA Maritime Buoyage Region B area consists of _____.
2. Complete the following table, based on IALA Maritime Buoyage Region B

Characteristic	Port Hand	STBD Hand
Color		
Shape (buoys)	_____ (can) or _____	_____ (nun) or _____
Dayboard	_____ square	_____ triangle
Topmark (if fitted)		_____, pointed upward
Light Color (if lighted)		
Reflector Color		
Number		

3. When steering on a range, if the top is left of the bottom mark, then you are _____ of the center of the channel.
4. A cylindrical buoy that tapers to a blunt point at the top is called a _____ buoy.
5. Channel buoys that are painted green should be taken on the _____ side of the boat when entering a harbor.
6. If the top stripe of an obstruction or junction buoy were red, it would indicate that it should be taken on the _____ side when leaving the harbor.

TASK BCM-06-03-AUX: Identify Local Landmarks Used in Small Boat Piloting

1. Prominent landmarks such as towers, smoke stacks, and flagpoles are pinpointed by a standard symbol of a dot surrounded by a _____.
2. All symbols and abbreviations found on a nautical chart are defined in _____.
3. How are piers, jetties, and wharves displayed on a nautical chart?

TASK BCM-06-04-AUX: Plot a Position Using Latitude and Longitude

1. They (lines) are parallel to the Equator and known as _____.
2. To measure latitude, put one point of a pair of dividers on the _____nearest the object.
3. To measure longitude, put one point of a pair of dividers on the _____nearest the object.
4. For latitude, use the _____scale.
5. For longitude, use the _____scale.

TASK BCM-06-05-AUX: Plot a Magnetic Course on a Nautical Chart

1. Direction, generally referred to as a bearing, is measured in degrees _____ through _____.
2. In boat navigation you will usually use _____ courses and bearings.
3. When measuring magnetic direction using a parallel rule, place the rule so the edge passes through the _____ of the compass rose and the bearing number on the inner ring.

TASK BCM-06-06-AUX: Measure Distance on a Nautical Chart

1. In piloting distance is measured in _____ or _____.
2. The _____ mile is used for measurement on most navigable waters.
3. One nautical mile is approximately _____ yards.
4. Distance should be measured using the _____ scale.
5. When the distance to be measured is greater than the span of the dividers, the dividers should be set at a _____ _____.

TASK BCM-06-07-AUX: Compute Time, Speed, and Distance

1. In working time, distance, and speed problems when piloting a boat, the distance is always measured in _____ miles, the speed in _____, and the time in _____.
2. Distance should be expressed to the nearest _____ of a nautical mile, speed to the nearest _____ of a knot, and time to the nearest _____.
3. The nautical _____ _____ was designed to solve time, distance, and speed problems.
4. By setting any two of the values on their opposite scales, the third can be read from the appropriate _____.

TASK BCM-06-08-AUX: Determine the Depth of Water Using Fathometer/Depth Sounder

1. Fathometers work on the principle of high frequency _____ waves being _____ off the bottom.
2. Because the transducer for the fathometer depth sounder is normally mounted above the low point of the hull, the difference must be _____ from the reading in order for the reading to be accurate.
3. On a video sounder display, the picture displayed is made up of a series of vertical scan lines, one for each _____.
4. On a flashing light or video sounder display, flashes or 'hits' at multiple depths may mean: _____
5. On a flashing light or video sounder display, a "fuzzy" flash may mean: _____.
6. Anything that interferes with the transducer (air bubbles) or the reflected sound wave (e.g., sediment layers) may render the depth readout _____.
7. Sediment layers, etc. may be distinguished from the sea bottom when using a _____ or _____ display.
8. The fathometer depth sounder can be set to display depth as _____, _____ or _____.
9. Why is it important to set the depth sounder depth units to the same as those on the chart? _____.

TASK BCM-06-09-AUX: Operate RADAR if Equipped

1. Radar navigation depends on the operator's _____ with radar operation and knowledge of the _____ operating area.
2. The advantages of radar are:
   a. Can be used at night or periods of _____ visibility.
   b. Fixes can be obtained _____.
   c. Fixes are available at greater distances from _____than from most other methods of piloting.
3. The disadvantages of radar are:

   It is subject to mechanical and _____ failure.
   d. There are both _____ and _____ range limitations.
   d. Charts do not always give information necessary for the _____ of radar echoes.
4. The brilliance control should be set so that the sweep is barely _____.
5. The _____ control adjusts the receiver for best reception.
6. The _____ selects the operating range and marker interval.
7. The plan position indicator indicates _____ bearing of a target and presents a _____ representation of the area around the boat.
8. The center of the screen represents the position of your _____.
9. Sandy spits, mud flats, and sandy beaches return the _____ and _____ echoes.
10. Buoys with radar reflectors will appear _____ to their actual size.

TASK BCM-06-10-AUX: Report Range and Bearing of Charted RADAR Objects

1. The bearing of a target is represented by the direction of its _____ from the center of the screen and the range is represented by its _____.
2. Radar bearings are measured _____ the same as you would visual bearings.
3. When reading bearings, the cursor line is placed over the target and the bearing is read where the cursor crosses the _____ ring.
4. When obtaining target ranges, _____ must be used between rings.
5. If the radar has a _____ range marker, the ranges can be read directly.

TASK BCM-06-11-AUX: Use RADAR to Determine if Risk of Collision Exists – if Equipped

1. What type of bearings are used to determine risk of collision? Why are relative bearings unreliable for this purpose?
2. When two power-driven vessels are crossing so as to involve risk of collision, the boat which has the other on her own _____side shall keep out of the way and shall, if the circumstances of the case admit, avoid crossing _____of the other boat.
3. Unless otherwise agreed, when two power-driven vessels are meeting on _____or nearly _____courses so as to involve risk of collision, each shall alter her course to starboard so that each shall pass on the _____side of the other boat.
4. Just as is true of a visual bearing, the radar bearing of an approaching boat that remains fairly _____ (with a decreasing _____), is indicative of a collision course and requires immediate and substantial action.
5. Assumptions shall not be made on the basis of _____, especially scanty radar information.

TASK BCM-06-12-AUX: Obtain a Fix Using GPS

1. GPS is a radio navigation system of ____ satellites operated by the _____.
2. It is available _____ hours per day, _____, in all weather conditions.
3. In a process called "_____", a GPS receiver on the boat uses the signal to determine the distance between it and the satellite.
4. Once the receiver has computed the range for at least _____ satellites, it processes a three-dimensional position that is accurate, at best, to about _____ meters for GPS SPS.
5. GPS provides two levels of service -_____ (SPS) for civilian users, and _____ (PPS) for military users.

Section G. Reading Assignments – Mission-Oriented Operations

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-07-01-AUX	Participate in a Man Overboard Evolution as a Pointer	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-114
BCM-07-02-AUX	Participate in a Man Overboard Evolution as a Recovery/Pickup Person	Boat Crew Handbook – Boat Operations, BCH16114.1 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	2-114
BCM-07-03-AUX	Stand a Towing Watch	None assigned	
BCM-07-04-AUX	Execute an Alongside Tow and Moor a Towed Vessel	None assigned	
BCM-07-05-AUX	Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-114
BCM-07-06-AUX	Pass a Towline to Another Boat	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-114
BCM-07-07-AUX	Connect a Towline to a Trailer Eyebolt Using a Skiff Hook	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-114
BCM-07-08-AUX	Secure an Alongside Tow	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-114
BCM-07-09-AUX	Identify the Different Classes of Fires and State the Fuel and Primary Extinguishing Agents Associated with Each	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-115
BCM-07-10-AUX	Locate and Identify the Firefighting Equipment Carried Onboard the Boat	None assigned	
BCM-07-11-AUX	Operate a CO_2 Fire Extinguisher	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-115
BCM-07-12-AUX	Operate a Dry Chemical Fire Extinguisher	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-115
BCM-07-13-AUX	Locate and Operate the Boat's Bilge Pump	None assigned	

TASK BCM-07-01-AUX: Participate in a Man Overboard Evolution as a Pointer

1. The first crewmember to observe a person overboard should give the alarm by yelling "man _____" followed by either "_____ side" or "_____ side".
2. The pointer will keep the victim in _____ and continuously _____ to the victim's position.

TASK BCM-07-02-AUX: Participate in a Man Overboard Evolution as a Recovery/Pickup Person

1. The recovery/pickup person prepares the _____ heaving line for casting to the victim.
2. After the victim has been brought alongside the boat, the recovery/pickup person should _____ aboard.)

TASK BCM-07-05-AUX: Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat

1. A minimum of _____ turns of towline should always be kept on the reel.
2. You cannot tow beyond the design characteristics of any towing boat simply by _____ the line size.
3. Thimbles are used to _____ load on the eye and provide maximum protection to the inner top of the eye from abrasion and wear.
4. The towline should be inspected frequently for damage resulting from cutting, _____, fusing, and snagging.
5. A towing bridle should be used in cases where a _____ _____ attachment point is not available on the boat to be towed.
6. The message line is simply a length of light line, which can be _____, propelled, or floated further than the tow line.
7. Having the _____ working with the heaving line increases the range.
8. The heaving line should be _____ to make it more flexible and less susceptible to becoming tangled.

TASK BCM-07-06-AUX: Pass a Towline to Another Boat

1. Where conditions permit and the towing boat can maneuver enough, the towline should be passed _____ to one of the people on the other boat.
2. Before attaching the towline, make certain the fitting attachment it is to be attached to is _____ to the deck with through bolts and backing plates.
3. When attaching to tow bow cleats or bitts, a _____ should be used.
4. A _____ is used to reduce wear and chafing at the towline end.

TASK BCM-07-07-AUX: Connect a Towline to a Trailer Eyebolt Using a Skiff Hook

1. The trailer eyebolt is normally located on the _____.
2. Never use a skiff hook for any operation that exceeds the stress load of towing _____ _____ boats.
3. Attach the skiff hook line to a towline with a _____ or _____ _____ bend.

TASK BCM-07-08-AUX: Secure an Alongside Tow

1. When taking a boat alongside, the _____ _____ takes the strain of forward movement.
2. When taking a boat alongside, the _____ _____ takes the strain of backing down.
3. Always rig _____ to prevent hull damage.
4. When shortening the tow, you should _____ in the slack from the towline to bring the disabled boat alongside.
5. When securing the boat alongside, you should lead the _____ forward to use as the bow line.

TASK BCM-07-09-AUX: Identify the Different Classes of Fires and State the Fuel and Primary Extinguishing Agents Associated with Each

1. Fire is a chemical _____ known as combustion.
2. The four elements of a fire are oxygen, heat, _____, and _____ chain reaction.
3. Fires fueled by common combustible materials, such as wood, cloth, or paper, are classified as Class _____ fires. The best extinguishing agent for this class fire is _____.
4. Fires fueled by flammable or combustible liquids, flammable gases, or similar material are classified as Class _____ fires. The primary extinguishing agent for this class fire is _____.
5. Fires involving combustible _____, with fuel sources such as sodium, potassium, or magnesium, are classified as Class _____ fire. Given that these type fires are not easily extinguished, the best agents to use for control of the fire are _____ or _____.
6. Fires involving energized _____ equipment, such as conductors or appliances, are classified as Class _____ fires.
7. The principle remedy for these type fires is to secure the _____ and to apply _____ to the fire.

TASK BCM-07-11-AUX: Operate a CO_2 Fire Extinguisher

1. The range of the extinguisher is approximately _____ FT.
2. The CO_2 is released in the form of a fine white _____.
3. Be careful not to let the extinguisher's discharge touch your _____.
4. When using the extinguisher, the cylinder should be kept _____.

TASK BCM-07-12-AUX: Operate a Dry Chemical Fire Extinguisher

1. The effective range for a dry chemical fire extinguisher is _____ or _____ FT.
2. When using dry chemical approach the fire as close as _____ will allow.
3. The dry chemical should be pointed at the _____ of the flame and use a _____ movement.

Section H. Reading Assignments – Auxiliary Specific Tasks

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-08-01-AUX	Basic Knowledge of Boating Skills	None Assigned	
BCM-08-02-AUX	Perform as a Crewmember During a Night Familiarization Navigation and Piloting Exercise	None Assigned	
BCM-08-03-AUX	Dockside Oral Examination	None Assigned	
BCM-08-04-AUX	Underway Check Ride	None Assigned	

PART 3
Coxswain Qualification

Introduction

This Part contains a collection of tasks, which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance of a Coast Guard Coxswain.

NOTE

This Volume is not meant to be ordered through the Auxiliary National Supply Center for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided to trainees.

In this Part

This Part contains the following chapters:

CHAPTER 1
Task Accomplishment Record for Coxswain

TRAINEE'S NAME: _____ MEMBER #: _____

Mentor/QE's Name (Printed)	Mentor/QE's Signature	Initials	Date

NOTE

Mentors should use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, member shall retain this for their record.

TRAINEE'S NAME: _____ MEMBER'S #: _____

NOTE

Mentors should document and initial those tasks not applicable, wavied, or deferred to this qualification. Use Comments

Task	Date Started	Date Completed	Mentor's Initials
COXN-01-01-AUX			
COXN-01-02-AUX			
COXN-01-03-AUX			
COXN-02-01-AUX			
COXN-02-02-AUX			
COXN-02-03-AUX			
COXN-03-01-AUX			
COXN-03-02-AUX			
COXN-03-03-AUX			
COXN-03-04-AUX			
COXN-03-05-AUX			
COXN-03-06-AUX			
COXN-03-07-AUX			
COXN-03-08-AUX			
COXN-03-09-AUX			
COXN-03-10-AUX			
COXN-03-11-AUX			
COXN-03-12-AUX			

TRAINEE'S NAME: _____			MEMBER'S #_____
Task	**Date Started**	**Date Completed**	**Mentor's Initials**
COXN-03-13-AUX			
COXN-04-01-AUX			
COXN-04-03-AUX			
COXN-04-03-AUX			
COXN-05-01-AUX			
COXN-05-02-AUX			
COXN-05-03-AUX			
COXN-05-04-AUX			
COXN-05-05-AUX			
COXN-05-07-AUX			
COXN-05-08-AUX			
COXN-05-09-AUX			
COXN-05-10-AUX			
COXN-05-11-AUX			
COXN-05-12-AUX			
COXN-06-01-AUX			
COXN-06-02-AUX			
COXN-06-03-AUX			
COXN-06-04-AUX			
COXN-06-05-AUX			
COXN-06-06-AUX			

TRAINEE'S NAME: _____ MEMBER'S #_____

Task	Date Started	Date Completed	Mentor's Initials
COXN-06-07-AUX			
COXN-07-01-AUX			
COXN-07-02-AUX			
COXN-07-03-AUX			
COXN-08-01-AUX			
COXN-08-02-AUX			
COXN-08-03-AUX			
COXN-08-04-AUX			
COXN-08-05-AUX			
COXN-08-06-AUX			
COXN-08-07-AUX			
COXN-08-08-AUX			
COXN-08-09-AUX			
COXN-09-01-AUX			
COXN-09-02-AUX			
COXN-09-03-AUX			
COXN-09-04-AUX			
COXN-09-05-AUX			
COXN-09-06-AUX			

CHAPTER 2
Coxswain Qualification Tasks

Introduction

The following are the instructions for this Chapter:

(01) The purpose of this Chapter is to provide guidance on the trainee's progress through the qualification tasks.
(02) The mentor should present the tasks to the trainee in a logical order using the instructions provided in *Part 1*.
(03) Tasks should be signed and dated when the mentor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

Prerequisite

Prospective Auxiliary Coxswain must be a certified Auxiliary or Coast Guard Boat Crewmember prior to certifying as an Auxiliary Coxswain.

In this Chapter

This Chapter contains the following sections:

Section A. Crew Efficiency Factors

Introduction

The following are objectives of Division One:

(01) **Demonstrate** knowledge of the crew fatigue standards.
(02) **Complete** Incident Command System (ICS.

In this Section

This Section contains the following tasks:

TASK COXN-01-01-AUX: Perform Twenty-Eight Hours Underway As Crewmember

References	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*
Conditions	Performed while underway as a certified crewmember on ordered patrols on an Auxiliary facility or Coast Guard boat.
Standards	Certified crewmembers must show proof of completing at least 28 hours underway on patrols.

Performance Criteria	Completed (Initials)
1. Member completed 28 hours underway on ordered patrols as certified Auxiliary or Coast Guard boat crewmember. With a minimum of 04 hours at night.	_____

QE _____ **Date** _____

Comments _____

_____

_____

TASK COXN-01-02-AUX: Crew Fatigue Standards

References	a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)* b. *U. S. Coast Guard Boat Operations and Training (BOAT) Manual Vol I, COMDTINST M16114.32 (series)*
Conditions	Task should be performed at any time.
Standards	Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State the crew fatigue guidelines as listed in the above references.	_____
2. State what Crew Endurance Management (CEM) is based on.	_____
3. State the requirements for Underway Time Computation.	_____
4. State underway limits set for vessels by the District, Sector or Station.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-01-03-AUX: Incident Command System

Reference	a. *Incident Command System (ICS) Mandated Training Requirements, COMDTINST 3120.22 (series)* b. *Federal Emergency Management Agency (FEMA) on-line courses or* c. *Coast Guard Auxiliary courses.*
Conditions	Task should be performed at any time, at facilities available to the member.
Standards	Trainee must attend the training as prescribed in the reference above.

Performance Criteria	Completed (Initials)
1. Passed the IS-200 Course.	_____
2. Passed the IS-210 or IS-300 Course.	
3. Passed the IS-800 Course.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section B. Boat Characteristics and Stability

Introduction

The following are objectives of Division Two:

(01) **Identify** and **describe** Operational and Limitations of Auxiliary Facility.
(02) **Identify** and **describe** Geographical Causes of Local Heavy Weather Conditions
(03) **Identify** and **describe** warning signs of an Unstable Vessel.

In this Section

This Section contains the following tasks:

TASK COXN-02-01-AUX: State the Operational Characteristics and Limitations of the Auxiliary Facility

Reference	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 1* b. *Facility's Capacity Plate, (if applicable)*
Conditions	Task should be performed at any time, ashore, at the dock, or underway. Trainee must accomplish task without prompting. Use of a reference is allowed.
Standards	In response to the mentor, the trainee must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

Performance Criteria	**Completed (Initials)**	**Boat AUX**
1. Stated the policy requirements for the Director and active duty unit commanders to establish facility operational limitation standards.	_____	_____
2. Stated the policy requirements and responsibility of the coxswain concerning the facility's published operational limitations.	_____	_____
3. Stated the operational limitations for the facility established by the Director and/or operational commander. They must include the following: a. Minimum crew size for the facility. b. Maximum sea and wind state the facility can operate in. c. Maximum size and weight of a vessel that can be towed. d. Maximum sea conditions a vessel can be towed in. e. Distance offshore allowed during operations (if applicable).	_____	_____
4. State the facility's specific limitations including: a. Minimum crew size. b. Maximum number of personnel that can be carried on the facility. c. Maximum load capacity. d. Maximum speed of the facility.	_____	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-02-02-AUX: State the Geographical Causes of Local Heavy Weather Conditions

References	a. *Boat Crew Handbook – Seamanship Fundamentals, (BCH16114.4)*
Conditions	Task to be performed at any time, or place with the use of visual references and accomplished without prompting
Standards	The trainee must state without error the local surf/wave conditions, causes, areas to be avoided.

Performance Criteria	Completed (Initials)
1. State local surf conditions.	_____
2. State effects of local contour, jetties, islands and obstructions.	_____
3. State effects of winds.	_____
4. State effects of local tides and currents.	_____
5. State local surf/breaking wave areas to be avoided.	_____
6. State characteristics (depths, shoaling areas, local names) for typical surf/breaker zones in operating area.	_____
7. State effects of local weather systems and patterns.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-02-03-AUX: Recognize Warning Signs of an Unstable Boat

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed underway observing other vessels in various situations (i.e., towing, trawling, etc.) and weather conditions.
Standards	The observer must note: (01) Listing (02) Sitting high or low in the water (03) Trimming bow up or down (04) Wind/sea conditions (05) Your boat's reaction to the sea compared with that of the distressed boat

Performance Criteria	Completed (Initials)
1. Determine if other boat is listing.	_____
2. Determine if other boat is riding high or low in the water.	_____
3. Determine if other boat is down by the bow or the stern.	_____
4. Determine wind and sea conditions.	_____
5. Compare own boat's righting moment with other vessels in the area.	_____
6. Determine if other boat is damaged.	_____
7. State the causes and effects of the following: a. Free surface effect b. Down flooding c. Topside icing	_____

Mentor _____ **Date** _____

Comments _____

_____

Section C. Boat Handling

Introduction

The following are objectives of Division Three:

(01) **Define** and **state** the principal forces that effect boat handling.
(02) **Handle** a boat proficiently during various common maneuvers.
(03) **State** the different safety aspects involved in boat handling.

In this Section

This Section contains the following tasks:

TASK COXN-03-01-AUX: State the Forces that Affect Boat Handling

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting* c. *Knight's Modern Seamanship*
Conditions	Task should be performed at any time, ashore, at the dock or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the basic forces that affect boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the two types of stability.	_____
2. State the meaning of the term "force of buoyancy".	_____
3. State the meaning of the term "righting moment".	_____
4. State the meaning of the word "set" as related to current and drift.	_____
5. State the meaning of the word "drift" as related to current.	_____
6. State the effect of an ebb tide on a bar or entrance.	_____
7. State the effect of running with a current.	_____
8. State the effect of running against a current.	_____
9. State the effects of leeway.	_____
10. State the effects of wind blowing out an entrance.	_____
11. State the causes of cavitation.	_____
12. State the effects of slip.	_____
13. State the effects of dynamic propeller thrust.	_____
14. State the effects of "unequal blade thrust".	_____
15. State the effects of "side force".	_____
16. State the effects of "Waterjet Wash" (i.e., jet drive)	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-02-AUX: State the Basic Principles of Boat Handling

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting*
Conditions	Task should be performed at any time. Steps 1 through 5 are for single screw boats and steps 6 through 8 are for twin screw boats. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the basic principles of boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the reaction of the boat with sternway on and the rudder amidships.	_____
2. State the reaction of the boat with sternway on and the rudder left.	_____
3. State the reaction of the boat with headway on and the rudder left.	_____
4. State the reaction of the boat with the headway on and the rudder right.	_____
5. State the reaction of the boat when commencing forward motion from no way-on.	_____
6. State the reaction of a twin-screw boat when the port screw is placed ahead and the starboard screw in reverse.	_____
7. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the right.	_____
8. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the left.	_____
9. State the meaning of twin jet drive boat Y axis/X axis motion.	_____
10. State the function of "joystick" and "tiller" controls.	_____
11. State the meaning of a twin jet drive boat system operating at "zero thrust".	_____
12. State the meaning of "transit" and "docking" propulsion modes.	_____
13. State the meaning of a twin jet drive boat "thrust vectors": a. Movement of vessel as a result of creating high and low water pressure zones around boat. b. Counteraction of bow swing when backing. c. Transit thrust direction controlled by tiller. d. Transit thrust velocity controlled by joystick. e. Docking thrust is omnidirectional and controlled primarily by joystick; bow drift checked by tiller.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-03-AUX: Complete A Pre-Underway Check-Off For The Facility

Reference	a. *None*
Conditions	Performed at the dock **AND** on the facility. Trainee must accomplish task without prompting, and shall use the pre-underway check-off sheet as a reference. A diagram showing the location of equipment on the facility shall also be used onboard.
Standards	In response to the mentor, the trainee must conduct a pre-underway check-off for the facility to locate and check proper condition, operation, and stowage of required equipment. Routine mechanical, electrical, and engine checks shall also be done. The pre-underway check-off shall be performed using an up-to-date prepared checklist for the facility that covers the specific performance criteria listed below.

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard patrol orders have been issued	_____
2. Confirmed with the operational commander or controlling authority the working radio frequency to be used for the mission and number of people on board (POB).	_____
3. Located and checked the proper condition, operation, and stowage of the following equipment. a. Personal Floatation Devices (PFDs). b. Fire extinguishers. c. Visual distress signals. d. Anchors and anchor lines. e. Dewatering device. f. Watch or clock. g. Boarding ladder (or other means of boarding). h. Kicker/skiff hook (if required).\ i. Binoculars. j. Blanket. k. Fenders. l. Towline. m. Bridle. n. Heaving lines. o. Mooring lines. p. Searchlight. q. Spare navigation light bulbs. r. Boat hook. s. Navigation lights. t. Fathometer or sounding pole. u. Charts, navigation plotting instruments. v. Tools and spare parts. w. First aid kit. x. Sound producing device. y. Current Rules of the Road publication.	_____

4. Completed the required mechanical, electrical, and engine checks listed below: a. Oil level (if applicable). b. Water level (if applicable). c. Reduction gear oil level (if applicable). d. Fuel system, especially fuel shut off valves. e. Ventilation system (if applicable).	_____
5. Conducted crew briefing: a. Purpose of mission. b. Any special circumstances concerning the mission. c. Working radio frequency to be used for the mission. d. Expected weather and sea conditions. e. Crewmembers in proper uniform and equipment. f. Confirmed crewmembers are physically capable to perform mission. g. Discussed and conduct a risk assessment. Incorporated risk elements into pre-underway crew briefing. h. Discussed the policy on wearing jewelry. Crew is in compliance.	_____
6. Performed the following to prepare facility for getting underway: a. Secured all openings. b. Secured boat for sea (no loose gear). c. Displayed proper flags and signboards. d. Opened sea suction (if applicable). e. Ventilated the engine compartment before starting engine(s). f. Started the engine(s). g. Engine/marine gear oil pressure satisfactory (if equipped). h. Checked cooling water overboard discharge**.** i. Energized the electrical and electronic systems (bilge pump, etc.). j. Engine/marine gear oil pressure satisfactory (if equipped). k. Disconnected shore tie(s) (if equipped).	_____
7. Tested the following electronic equipment (if equipped): a. VHF - FM radio(s). b. Loud hailer. c. Fathometer/ depth sounder d. GPS/DGPS. e. Chart Plotter f. RADAR	_____
8. Conduct steering and propulsion test prior to getting underway.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-04-AUX: Get the Boat Away from a Pier

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* b. *Chapman Piloting*
Conditions	Performed at the dock in calm sea and wind conditions. All mooring lines must be attached before task begins. Adjust operation for any wind or current. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must perform the steps listed below. Trainee must give verbal commands for all line handling procedures.

Performance Criteria	Completed (Initials)
1. State the expected effects of the wind and current on the movement of the boat described.	_____
2. Brief crew on the procedure to be used and their duties.	_____
3. Take in all mooring lines except the bow spring line.	_____
4. Clear stern of the boat by going ahead slowly and springing the stern out.	_____
5. Take in bow spring line when stern is well clear of the pier.	_____
6. Back boat down until clear with room to move ahead.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-05-AUX: Trim Tabs (If Equipped)

Reference	a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed underway at any time.
Standards	Trainee must demonstrate knowledge of each task from memory, while underway, without references.

Performance Criteria	**Completed (Initials)**
1. Describe the following: a. The purpose of trim tabs. b. The axis that trim tabs affect (pitch axis and roll axis). c. How boat speed through water affects trim tab influence on hull trim.	_____
2. Describe 'standard' trim tab settings for the platform.	_____
3. Identify trim tabs controllers.	_____
4. Identify trim tabs on hull.	_____
5. Describe trim tab power requirements.	_____
6. State conditions when trim tabs should not be used.	_____
7. Demonstrate setting trim tabs to correct list.	_____
8. Demonstrate setting trim tabs to correct bow-down/up.	_____
9. Demonstrate getting on a plane with and without trim tabs deployed.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-06-AUX: Come About in a Narrow Channel

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task shall be performed onboard at any time on a facility that is within its operational limitations for the conditions. Task must be accomplished within the confines of a narrow channel, river, or harbor entrance with limited maneuverability. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must turn the boat 180º within the confines of a narrow channel, river, or harbor entrance in accordance with the steps listed below. Trainee must perform the task without casualty to personnel or boat.

Performance Criteria	Completed (Initials)
1. Brief crew on procedure to be used and their duties.	_____
2. Maintain a position in the center of the channel for at least three minutes.	_____
3. Bring boat around in the channel from an into-the-current position to a with-the-current position.	_____
4. Bring boat around in the channel from a with-the-current position to an into-the-current position.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-07-AUX: Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas

References	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed during daylight in moderate sea conditions on a facility that is within it operational limitations for the conditions. If the above conditions are not available, seas may be created by another boat. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must operate the facility in following, head, and beam seas, accomplishing the steps below without endangering personnel or the facility.

Performance Criteria	Completed (Initials)
1. Stated the Coast Guard's policy on Auxiliary facilities operating in surf.	_____
2. Stated why the facility should not routinely exceed 90% of its speed capability.	_____
3. Brief crew on procedure to be used and their duties before beginning operations: a. Cautioned crew to maintain a firm hold at all times and keep knees slightly flexed to help absorb shock. b. Discussed escape routes and procedures to follow in an emergency.	_____
4. State operational limitations of the boat pertaining to the following conditions: a. Following seas in open water b. Towing in following seas c. Maximum wind	_____
5. Operated the facility in following seas: a. Keep boat's stern square to the seas to prevent broaching. b. Steer into any tendency of the stern to slip sideways. c. Ride on the back of the swells and avoid allowing the boat to ride on the face of a swell. d. Slow down, when necessary, to allow overtaking seas to pass beneath the boat.	_____
6. Operated the facility in head seas:: a. Approached head seas at a slight angle, prepared to straighten boat out quickly to prevent a large wave from pushing boat broadside. b. Adjusted boat's speed as necessary to keep propellers in the water. c. Timed process through the seas so that the boat's bow rose to meet swells. d. Used only enough power to break through the crest; then cut back on power to let the boat fall on the backside of the swell. e. Boat's speed increased as swell approached (lifts bow) and avoided flying boat through the wave crest.	_____
7. Operated the facility in beam seas:: a. Avoided being broadside to heavy swells. b. Tacked facility across sea at a slight angle in a zigzag fashion and made each track as long as possible. c. Warned the crew when reversing course, then allowing boat to lose headway, applied hard rudder, and applied power.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-08-AUX: Maneuver in Rivers

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed underway on a facility, during daylight, in good weather and calm seas conditions. This task will be accomplished while transiting parallel to the banks of a river, a narrow channel or seawall with limited maneuverability where bank cushion and bank suction may be expected. Trainee must accomplish task without prompting or use of a reference. Trainee will operate the facility and do all maneuvers.
Standards	Trainee must perform the task to the minimum standards in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Defined bank cushion and stated its effect on boat handling/maneuvering. Prevent sheering by controlling bank cushion and suction.	_____
2. Defined bank suction and stated its effect on boat handling/maneuvering.	_____
3. Demonstrate “Hug the Point” maneuver.	_____
4. Demonstrate “Stay in the Bend” maneuver.	_____
5. Demonstrate “Proceed on the Bend Side, Middle of the Channel” maneuver.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-09-AUX: Determine The Approach To An Object And Station Keep

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed underway in calm to moderate conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor the trainee while operating the boat must determine the approach on a stationary object (buoy, piling, anchored boat, etc.) or floating object (boat adrift, life ring, etc.) while using the predominant forces in boat handling. The trainee must then station-keep on the object, at a safe maneuvering distance for the conditions, for 3 minutes in accordance with the steps below.

Performance Criteria	Completed (Initials)
1. Evaluated the water depth and surrounding area for safety of the approach	_____
2. Positioned the facility at a safe distance and determined the rate of drift between object and facility.	_____
3. Evaluated the predominant forces to determine the approach and station keeping.	_____
4. Briefed the crew of your intentions and their responsibilities.	_____
5. Approached the object at a safe speed.	_____
6. Kept station on the object for 3 minutes.	

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-10-AUX: Maneuver The Boat Alongside Another Boat With No Way On

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed while underway on a facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must maneuver the facility in accordance with the steps below.

Performance Criteria	Completed (Initials)
1. Brief the crew and assigned duties.	_____
2. Established communications with the other boat.	_____
3. Briefed personnel on the other boat.	_____
4. Made approach to other boat.	_____
5. Brought Auxiliary facility alongside other boat	_____
6. Maneuvered Auxiliary facility away from other boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-11-AUX: Moor the Boat

Reference	a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed underway on a facility in calm wind and sea conditions. Trainee must be at the helm as the Coxswain and must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must moor the facility to a dock in accordance with the steps below. Coxswain trainee must give verbal commands for all line handling procedures.

Performance Criteria	Completed (Initials)
1. State expected effects of the wind and current on the mooring of the boat.	_____
2. Brief crew on procedure to be used and their duties.	_____
3. Instruct one crewmember to stand by on the bow with a fender.	_____
4. Approach pier slowly on an angle.	_____
5. Ensure crewmember secures the bow spring line when the bow is alongside the intended mooring point on the pier.	_____
6. Apply full rudder/tiller away from the pier, spring or pivot stern toward the pier.	_____
7. Directed crew to secure stern line (#4 line) then the remaining lines (#1 line and #3 line).	_____
8. Secure stern line, bowline, and aft spring line. Ensured that all mooring lines were adjusted for expected tidal changes and wave/wake action.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-12-AUX: Anchor the Boat

Reference	a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Performed underway on a facility in calm wind and sea conditions during daylight. Trainee must be at the helm as the Coxswain, Mentor should provide the trainee with a general location for anchorage. Trainee should select the specific spot for placing the anchor. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Boat must be anchored with room to swing. Scope of anchor line should be based upon the following guidelines: Calm to moderate seas: 5 to 7 times the water depth Heavy Weather: 10 times the water depth

Performance Criteria	Completed (Initials)
1. Select and plot position for placement of the anchor; note the depth of water, bottom contours, and characteristics.	_____
2. Brief crew on procedures to be used and establish crew hand signals.	_____
3. Pilot boat into the selected position.	_____
4. State expected effects of wind and current on the boat.	_____
5. Determine scope of anchoring by checking the depth of water and the room available for boat swing.	_____
6. Ensure crew rigs the anchor.	_____
7. Approach anchorage keeping the boat headed into the wind and/or current.	_____
8. Check boat's headway at the charted anchoring position.	_____
9. Ensure crew puts the anchor over the side; by safest means.	_____
10. Ensure crew lowers (NOT THROW) the anchor to the bottom with a round turn around the bitt.	_____
11. Back boat down slowly, away from the anchor with the crew slowly veering (paying out) the line until the anchor is held.	_____
12. Veer line until proper scope is reached.	_____
13. Ensure crew makes line fast to the forward bitt/cleat with at least three figure eights.	_____
14. Fix actual position and visual anchor bearings (minimum of 3), or establish and record radar ranges.(If Equipped)'	_____
15. Check and record water depth using depth finder, lead line, or sounding pole.	_____
16. Ensure the anchor is not dragging.	_____
17. Set anchor watch, brief Boat Crewmembers on responsibilities.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-03-13-AUX: Weigh the Boat's Anchor

References	a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*
Conditions	Task should be performed at any time, on a facility in calm wind and sea conditions during daylight upon completion of TASK COXN-03-11-AUX. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Brief crew on procedure to be used and establish communications.	_____
2. Move boat ahead slowly, using the engines.	_____
3. Ensure crew takes up the slack in the anchor line and fakes it on deck out of the way or feeds anchor line into anchor locker/forepeak/reel.	_____
4. Make line off when anchor is at short stay(vertical).	_____
5. Ensure crew breaks loose the anchor.	_____
6. Make the anchor line around the forward bitt and advance the boat in a wide circle if the anchor does not free.	_____
7. Ensure the anchor line does not approach the boat's screw(s)/water jets.	_____
8. Ensure crew brings anchor onboard, tending line at all times.	_____
9. Ensure crew secured all gear.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section D. Rules of the Road

Introduction

The following is an objective of Division Four: **Display** competence in the knowledge and use of the International-Inland Rules of the Road.

- **Demonstrate** knowledge of various sound signals used while underway
- **Demonstrate** knowledge of various light configurations and/or dayshapes used while underway.

In this Section

This Section contains the following task:

TASK COXN-04-01-AUX: Successfully Complete the Navigation Rules Of The Road Exam

References

a. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*

b. *Auxiliary Training Handbook – BOAT CREW, 16794.51 (series)*

Conditions

Task may be performed at any time in a manner prescribed by the above references and the course or examination issuing authority.

Standards

Trainee must receive a passing score (90%) on the Auxiliary Navigation Rules Examination (NAV-70)—Initial Qualification (closed book), **or** pass a commercial course approved by the National Maritime Center (NMC). A QE must verify by checking one of the below and signing the task.

Performance Criteria	Completed (Initials)
1. Passed the Auxiliary Navigation Rules Examination (NAV-70) - Initial Qualification, **or**	_____
2. Passed a commercial course approved by the National Maritime Center (NMC).	_____

QE _____ **Date** _____

Comments _____

_____

TASK COXN-04-02-AUX: Execute Commonly Used Sound Signals

NOTE

When performing the task, care must be exercised to avoid confusing boats underway in the immediate vicinity..

References

a. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*

Conditions

Performed by manually operating the boat's horn or fog signal. May be done at the dock or underway, day or night, in any weather. Signals under international and/or inland rules should be demonstrated depending on which rules normally apply in the trainee's operating area.

Standards

In response to the mentor, the trainee must demonstrate the proper sound signals as listed below.

Performance Criteria	Completed (Initials)
1. Activated horn manually.	_____
2. Demonstrated short blast..	_____
3. Demonstrated prolonged blast.	_____
4. Sounded signal for action or intention and answer for a boat altering course to starboard or passing port to port.	_____
5. Sounded signal for action or intention and answer for a boat altering course to port or passing starboard to starboard.	_____
6. Sounded signal for operating astern propulsion	_____
7. Sounded signal for overtaking and passing another boat on the starboard side	_____
8. Sounded signal for overtaking and passing another boat on the port side.	_____
9. Sounded signal for avoiding collision, or when failing to understand the action/intention of another boat (danger signal)	_____
10. Sounded signal for power driven boat underway with way on in restricted visibility.	_____
11. Sounded signal for power driven boat underway with no way on in restricted visibility.	_____
12. Sounded signal for boat not under command or with restricted maneuverability in restricted visibility	_____
13. Sounded signal for boat with stern tow in restricted visibility.	_____
14. Sounded signal for boat being towed astern in restricted visibility.	_____
15. Sounded signal for boat at anchor in restricted visibility.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-04-03-AUX: Set The Proper Navigation Lights For Common Operational Boat Evolutions

References	a. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*
Conditions	Task may be done at the dock or underway, day or night, on an Auxiliary facility. Light displays should be for either international or inland rules, depending on which rules normally apply in the trainee's operating area. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must energize and set the proper lights in accordance with the steps listed below. Lights must be proper for the situation, size and type of boat they are displayed on.

Performance Criteria	Completed (Initials)
1. Proper light displayed for vessel underway.	_____
2. Proper light displayed for vessel anchored	_____
3. Proper lights displayed or explained for towing a vessel astern.	_____
4. Properly lights displayed or explained for towing a vessel alongside.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section E. Boat Piloting and Navigation

Introduction

The following are objectives of Division Five:

(01) **State** the use of various common navigational references.
(02) **Demonstrate** the ability to pilot using the installed electronic navigational equipment.
(03) **Demonstrate** the ability to pilot a facility using dead reckoning (DR) techniques.
(04) **Demonstrate** knowledge of the local operations area.

In this Section

This Section contains the following tasks:

TASK COXN-05-01-AUX: Identify Navigational Publications

References

a. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*
b. *Coast Pilot*
c. *Light List*
d. *Notice to Mariners/Local Notice to Mariners*
e. *Tide Tables/Tidal Current Tables*
f. *Nautical Charts of Local Area*
g. *Nautical Chart Symbols, Abbreviations and Terms, Chart No. 1*
h. *The American Practical Navigator*
i. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*

Conditions Task may be completed at any time. Trainee must accomplish the task without prompting or use of any further reference.

Standards Trainee must identify, without error, the commonly used navigational publications listed below, and state the use of each one. Trainee must specify those Handbooks or chapters of these publications that pertain to the local operating area.

Performance Criteria	Completed (Initials)
1. Identify the Promulgation of the Navigation Rules and Regulations Manual.	_____
2. State the use of the Coast Pilot and the appropriate entries for local area.	_____
3. State the use of the *Light List* and the appropriate entries for local area.	_____
4. State the purpose, scope and originator of the following Notice to Mariners (NTM): *a.* Safety Broadcast NTM, *b.* Summary of Active Safety BNTM. *c.* Weekly NTM (District) *d.* Weekly NTM (Global)	_____
5. State how to access Tide data for the local area.	_____
6. State how to access Tidal Current data for the local area.	_____
7. State how to access water height and data for the local area. (ie: rivers/inland/Great lakes)	_____
8. Identify all Nautical Charts for Local Area.	_____
9. State the use of Chart No. 1.	_____
10. State the use of The American Practical Navigator.	_____
11. State the purpose of *Coast Guard Navigation Standards Manual*, COMDTINST M3530.2 (series)	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-02-AUX: Sketch A Chart Of The Local Operating Area

References	*a. Local charts and personal knowledge of the local area*
Conditions	Performed at any time ashore, at the dock, or underway. Sketch on a plain sheet of paper. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must sketch and label from memory a chart of the local operating area. The sketch does not have to be to scale but should approximate relative distances and shapes. The mentor shall approve the area to be sketched.

Performance Criteria	Completed (Initials)
1. Sketched and labeled the local operating area.	_____
2. Sketched prominent coast lines noting the following, as appropriate: a. Points b. Capes c. Harbors and local basins d. Landmarks	_____
3. Sketched major hazards to navigation (wrecks, rocks, shoals, bars, submerged pilings, fishnet areas, etc.).	_____
4. Sketched shipping and boat channels.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-03-AUX: Convert True Course to Compass Course

References	*a. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* *b. The American Practical Navigator*
Conditions	Task should be performed at any time, given a chart of the local area and a deviation table from Auxiliary facilities. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, convert three given TRUE courses into COMPASS courses and plot on a chart.

Performance Criteria	Completed (Initials)
1. Identify magnetic variation and the annual change for the local area.	_____
2. Plot and label from three TRUE courses provided by the mentor.	_____
3. Convert the three resulting true courses to compass courses. The following conversion table may be used.	_____

Leg	TRUE	VAR	MAG	DEV	COMPASS
A					
B					
C					
D					

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-04-AUX: Pilot the Boat Using Dead Reckoning (DR) Techniques

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
c. *The American Practical Navigator*

Conditions

Task must be performed, while underway on a facility during day and night, in calm to moderate weather conditions, using only the installed compass, deviation table, engine RPM /speed curve, stopwatch, navigational kit, and plotted/labeled chart(s). The course to be run must be at least three miles long with at least two turns. Waypoint positions and track leg speeds are to be given to the trainee by the mentor. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must perform tasks. Turn points must be determined using the most accurate method available to the boat. All plotting on charts must be done using proper chart notation and symbols. All locations must be verified by taking a simultaneous sounding using the depth sounder, if available. All locations should be verified by the mentor.

Performance Criteria	Completed (Initials)
1. Plot and label trackline based on mentor provided waypoints.	_____
2. Label track legs with specified speed and estimated run-time (based on each leg's specified speed). Note water depths for each leg.	_____
3. Begin navigation exercise at 1st waypoint, at specified speed (start stopwatch)	_____
4. Pilot facility toward the turn point using boat's compass, speed-engine RPM curve and stopwatch. Check soundings concur with predicted depths. Adjust throttles for speed specified for track leg.	_____
5. Report estimated time of arrival (ETA) to first turn point.	_____
6. Turn on time to maintain trackline. (update stopwatch)	_____
7. Repeat steps 4 through 6 until voyage is complete.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-05-AUX: Obtain a Visual Fix

References	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* *b. The American Practical Navigator*
Conditions	Performed underway in fair weather, in calm, or moderate seas. The mentor will provide the trainee with at least three visual objects from which to determine compass bearings. Bearings may be determined using either a hand bearing compass or by sighting over the boat's navigational compass. A nautical chart covering the operating area, pencil and paper, parallel rules/plotter, and a deviation table are necessary to perform task. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must show proficiency in correctly obtaining and plotting a visual fix on a chart.

Performance Criteria	Completed (Initials)
1. Obtained compass course and selected objects from which to determine magnetic bearings for plotting from the mentor.	_____
2. Plotted the compass course and labeled "course" along the top of the line and "speed" below it.	_____
3. Determined the compass bearing of the first object.	_____
4. Converted the compass bearing to magnetic bearing.	_____
5. Repeat steps 3 and 4 for remaining objects.	_____
6. Plotted the magnetic bearing of both objects on the chart, labeled the bearings with the time along the top of the lines and bearing below the lines.	_____
7. Labeled the fix where the Lines of Position (LOPs) intersect with a dot enclosed by a circle with the time followed with the letters "VIS FIX" to the side of the circle at an angle clear of the course line.	_____
8. Verified depth by fathometer/depth sounder.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-06-AUX: Pilot a Boat Using "Seaman's Eye"

References	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* *c. Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)* *d. The American Practical Navigator*
Conditions	Task must be performed while underway, day and night, in calm weather conditions. Task should be run over a course provided by the mentor of at least 3 NM and containing at least 8 course changes, using only a local chart of the area, local knowledge of the area, aids to navigation, terrestrial landmarks, and "Seaman's Eye. Depth sounder should be checked frequently. Visibility must be at least 1 NM. Trainee must accomplish the task without prompting or use of a reference.
Standards	Courses must be steered directly without wandering or requiring any stopping or back tracking in order to stay on course or within any channels. At no time may the boat or crew be put in danger.

Performance Criteria	Completed (Initials)
1. Plot and label trackline based on mentor provided positions, noting charted features, e.g., ATON, visual terrestrial ranges, RADAR terrestrial ranges, depths, depth curves, etc.	_____
2. Clear the pier and start boat on course.	_____
3. Identify terrestrial landmark or aids to navigation to be used to steer to first turn point.	_____
4. Steer boat directly to first turn point.	_____
5. Turn boat upon reaching first turn point.	_____
6. Identify terrestrial landmark or aids to navigation to be used to steer to second turn point.	_____
7. Steer boat directly to next turn point.	_____
8. Repeat steps 5 through 7 until voyage is complete.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-07-AUX: Operate the GPS/DGPS

NOTE

Task **MAY BE DEFFERED by DIRAUX** if no installed GPS/DGPS.

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
c. *GPS/DGPS Operator's Manual*
d. *The American Practical Navigator*

Conditions

Task should be performed at any time, ashore, at the dock, or underway, using only the installed GPS/DGPS. Trainee must accomplish task without prompting. Use of a reference is allowed.

Standards

In response to the mentor, the trainee must, without error, perform the steps listed below.

Performance Criteria	Completed (Initials)
1. State the use of all unit display controls.	_____
2. Energize GPS/DGPS unit.	_____
3. Adjust screen for daytime and nighttime viewing.	_____
4. Determine signal status, using satellite monitor display.	_____
5. Demonstrate the following functions as equipped: a. Waypoint/Routes b. Event c. Position d. Route	_____
6. Enter setup menu and ensure the following are correct: a. Map datum b. Variation c. Time d. DGPS selected, if installed e. Date f. Units of measurement for AOR	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-08-AUX: Pilot a Boat Using GPS/DGPS

NOTE

Task **MAY BE DEFFERED by DIRAUX** if no installed GPS/DGPS.

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
c. *GPS/DGPS Operator's Manual*
d. *The American Practical Navigator*

Conditions

Task must be performed onboard the Auxiliary facility while underway, day or night, under calm weather conditions. Task must be run over a course provided by the mentor of at least 3 NM and containing at least 3 course changes, using only the installed GPS/DGPS, fathometer/depth sounder a stopwatch or clock, navigation kit, and local charts of the area. Trainee must accomplish the task without prompting or use of a reference.

Standards

The boat must remain within $^{1}/_{10}$ of a nautical mile of the intended course. All turns must be made within 100 yards of the turn point. All chart plotting should be accomplished using proper notation and symbols. The mentor should verify positions and speeds using the available navigational instruments.

Performance Criteria	Completed (Initials)
1. Activate the GPS/DGPS.	_____
2. Enter and name waypoints into the GPS/DGPS.	_____
3. Insert waypoints into a route.	_____
4. Clear boat from pier and start on course.	_____
5. Determine boat's speed using the GPS/DGPS, stopwatch, or clock.	_____
6. Conn boat directly to first turn point.	_____
7. Verified all positions by using the fathometer/depth sounder, if available.	_____
8. Continue until voyage is complete.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-09-AUX: Pilot a Boat Using Electronic Charting System (Automated Navigation)

References	a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)* b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)* c. *Electronics Operator Manual's*
Conditions	Task must be performed onboard the Auxiliary facility while underway, day or night, under calm weather conditions. Task must be run over a course provided by the mentor of at least 3 NM and containing at least 3 course changes (of 10º or more), using the installed GPS/DGPS, radar, charting system, fathometer/ depth sounder, compass, a stopwatch or clock, navigation kit, and appropriate charts of the AOR. Trainee must accomplish the task without prompting or use of a reference
Standards	The boat must remain within $^{1}/_{10}$ of a nautical mile of the intended course. All turns must be made within 100 yards of the turn point. Times must be within one minute (plus or minus) of the estimated time of turns. Course must be completed within 5 minutes (plus or minus) of the ETA and 100 yards of the final destination. Two or more verbal navigation reports are required on legs of at least 1 NM. The mentor should verify positions and speeds using the available navigational instruments.

Performance Criteria	Completed (Initials)
1. Given mentor provided waypoints and planned speeds, plot and label trackline.	_____
2. Enter waypoints into navigation and create route.	_____
3. Verify system navigation calculations against chart work.	_____
4. Assign helmsman and lookout.	_____
5. Activate route.	_____
6. Begin navigation exercise at 1st waypoint, at planned speed.	_____
7. Pilot facility toward the turn point using system navigation data, visual and radar information (use all means available-do not over rely on the electronic charting system.) to make good estimated times. Adjust navigation plan and update remaining ETAs as needed due to traffic, safe speed, sea conditions, etc.	_____
8. Report navigation situation to crew (i.e., distance left/right of track, time to go to turn, nearest hazard to navigation, depth below keel, recommended course) at least once each leg.	_____
9. Turn on-time to maintain trackline.	_____
10. Repeat steps 8 though 10 until voyage is complete.	_____
11. Make two or more navigation reports on each leg over 1 NM.	_____
12. Steer boat directly to each turn point using proper helm commands.	_____
13. Continue until voyage is complete.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-10-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)

References

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
c. *Radar Operator's Manual*
d. *The American Practical Navigator*

Conditions

Task must be performed while underway, in calm to moderate weather, using only the installed radar, compass, fathometer/depth sounder, navigation kit, and charts found on the boat. The charts used should be harbor charts or some other larger scale charts (no smaller than 1:80,000). Trainee must accomplish the task without prompting or use of a reference.

Standards

All fixed positions must be accurate to within one-tenth of a nautical mile using three radar LOPs. All plotting on charts should be done using proper chart notation and symbols. All locations should be verified by taking a simultaneous sounding using the fathometer/depth sounder.

Performance Criteria	Completed (Initials)
1. Activate and properly tune radar set.	_____
2. Identify prominent charted radar objects that provide good separation.	_____
3. Sequence the RADAR LOPS to minimize effect of boat speed on position accuracy.	_____
4. Determine position of the boat within standards while underway, but with no way-on.	_____
5. Determine position of the boat within standards while underway at slow speed.	_____
6. Verify all positions by utilizing the fathometer/depth sounder to check the soundings. (if equipped).	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-11-AUX: Determine Course To Steer And Speed Over Ground (SOG) Allowing For Set And Drift

References	a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)* b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)* c. *The American Practical Navigator*
Conditions	Performed both ashore and while underway. The underway portion will be performed in daylight in fair weather conditions, in calm or moderate seas. The mentor will provide the trainee with intended course and designated speed for the boat. Navigational tools, chart, and appropriate volume of the Tidal Current Tables will be required.
Standards	In response to the mentor, the trainee must plot the current triangle on the chart's compass rose. True direction must be used for plotting the current. The intended course, current direction, and course to steer must be plotted within three degrees. Speed will be determined to the nearest tenth of a knot. After determination of a true course to steer, convert to compass course for small boat navigation and state the basic concepts related to navigation as outlined in the steps below.

Performance Criteria	Completed (Initials)
1. Defined the terms set and drift associated with current.	_____
2. Stated the causes of set and drift.	_____
3. Stated the three vectors represented by the current triangle.	_____
4. Obtained the intended course and designated speed of the boat from the mentor.	_____
5. Used the center of the compass rose as departure point, drew boat's intended course through the center of the compass rose. Made this line indefinite in length. This is the desired course and speed vector.	_____
6. Obtained from the Tidal Current Table the true direction and speed of the current. Drew line for true direction of the current from the center of the compass rose; made line the length of the current's speed (one knot is equal to one nautical mile) and placed an arrowhead at the outer end of the line. This is the set and drift vector. Measurement can be made with dividers either from the nautical mile or latitude scale on the chart.	_____
7. Used dividers to measure the designated speed of the boat along the desired course line drawn in STEP #6. Placed a small arrowhead at this point and a drew small circle around it.	_____
8. Drew a straight line to connect the arrow point of the direction and speed of current, (set and drift vector). This line is the course to steer and speed over ground (SOG) needed to achieve the desired course and speed. Measured the length of this line to obtain boat speed to run.	_____
9. Converted true course to compass course navigation.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-05-12-AUX: River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock

NOTE

Task **MAY BE WAIVED by DIRAUX**.

References a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*

Conditions Performed underway in calm wind and sea conditions, during the daylight. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must show knowledge of locks, dams, and flood warnings and operate the facility through a lock.

Performance Criteria	Completed (Initials)
1. Stated understanding of locks and dams construction and operation.	_____
2. Stated understanding of locking procedures and signals. a. Stated Lock Master's authority. b. Stated lock priority for pleasure craft. c. Identified and used proper radio frequency guarded by the Lock Master. d. Followed sound and light signals at the locks.	_____
3. Directed crew to rig fenders, break out mooring lines, and tend while passing through the lock.	_____
4. Stated understanding of safety considerations navigating around dams.	_____
5. Stated understanding of flood warnings.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section F. Search and Rescue (SAR)

Introduction

The following are objectives of Division Six:

(01) **Demonstrate** knowledge of SAR organization and responsibility.
(02) **Demonstrate** knowledge of SAR fundamentals.
(03) **Demonstrate** the ability to plot and execute commonly used search patterns.

In this Section

This Section contains the following tasks:

TASK COXN-06-01-AUX: Organization and Responsibility

References	a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the basic concepts related to organization and responsibility as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the four primary geographic divisions of responsibility for U.S. SAR.	_____
2. State the two geographic areas of Coast Guard responsibility for SAR.	_____
3. State the three general objectives that provide guidance for the SAR program.	_____
4. State the two SAR program goals.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-06-02-AUX: Legal Aspects and USCG Policy

References	a. *District SOP* b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Task should be performed at any time onboard an Auxiliary facility. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the basic concepts related to legal aspects and USCG policy as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State an understanding of the statutory authority for the SAR program.	_____
2. State an understanding of "SAR agreements".	_____
3. Defined the Distress emergency phase of a SAR case. a. Uncertainty b. Alert c. Distress	_____
4. Stated actions Auxiliarists can take in cases determined to be in the Distress emergency phase.	_____
5. State which distress beacon the CG endorses.	_____
6. State the response policy for distress beacons.	_____
7. State the response policy for flare incidents.	_____
8. State the definition of a false alarm.	_____
9. State the definition of a hoax.	_____
10. Defined a non-distress case.	_____
11. Stated actions Auxiliarists can take in cases determined to be non-distress.	_____
12. State the Auxiliary assistance policy for "come upons" and what actions coxswain would perform with a disabled boat, not in contact with the Coast Guard, is found.	_____
13. State an understanding of the CG Maritime SAR Assistance policy and described how it relates to Auxiliary SAR operations.	_____
14. State an understanding of the CG General Salvage policy other than towing and when Auxiliary facility could engage.	_____
15. State an understanding of CG firefighting activities.	_____
16. State an understanding of the policy for persons trapped in capsized vessels.	_____
17. State an understanding of the District SAR policy on the above topics.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-06-03-AUX: State The Basic Concepts Related To Search Planning

References	a. *Coast Guard Institute SAR Fundamentals Course 0431* b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must state the basic concepts related to searching as outlined in the steps below.

Performance Criteria	Completed (Initials)
1. Defined datum.	_____
2. Defined commence search point (CSP).	_____
3. Defined corner point search area description.	_____
4. Defined center point search area description.	_____
5. Defined boundary method search area description.	_____
6. Defined track spacing (TS).	_____
7. Stated items included on a pre-search check list.	_____
8. Described the following search patterns, both single unit (S) and multi-unit (M), and described the conditions in which they are most likely to be used. a. Initial Response Search area b. Expanding Square (SS) c. Sector Search (VS) d. Parallel Search (PS) e. Creeping Line Search (CS) f. Trackline Single-Unit Return (TSR) g. Trackline Single-Unit Non-Return (TSN) h. Barrier Search (XSB)	_____

Mentor _____ **Date** _____

Comments _____

_____

NOTE

Tasks COX-06-04-AUX and COX-06-05-AUX cover the plotting of six search patterns. The trainee will select three and plot three of these patterns, based on appropriateness of the patterns for the type of facility and the needs of the operating area.

TASK COXN-06-04-AUX: Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)

References

a. *Coast Guard Institute SAR Fundamentals Course 0431*

b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Task should be performed at any time ashore. Mentor will provide the trainee with a Search Action Plan, including area description, pattern description, commence search point (CSP), track spacing, major axis, minor axis, and search speed. Trainee must accomplish the task without prompting or use of a reference.

Standards

Commence search point must be accurate to within 100 yards, track lines must be within 3º, and times to run within 60 seconds.

Performance Criteria	Completed (Initials)
1. Lay out search pattern correctly on chart with CSP in the proper location and orient the first leg in the correct direction for each pattern.	_____
2. Calculate run time for each search leg.	_____
3. Calculate time to complete each designated pattern.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-06-05-AUX: Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)

References	a. *Coast Guard Institute SAR Fundamentals Course 0431* b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Task should be performed at any time ashore. Mentor will provide the trainee with a Search Action Plan, including area description, pattern description, commence search point (CSP), track spacing, major axis, minor axis, and search speed. Trainee must accomplish the task without prompting or use of a reference.
Standards	Commence search point must be accurate to within 100 yards, track lines must be within 3º, and times to run within 60 seconds.

Performance Criteria	Completed (Initials)
1. Lay out search pattern correctly on chart with CSP in the proper location and orient the first leg in the correct direction for each pattern.	_____
2. Calculate time to complete the search and time to turn for each search leg for the designated pattern.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-06-06-AUX: Execute A Search Pattern

References

a. *Coast Guard Institute SAR Fundamentals Course 0431*

b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given an Auxiliary facility with **operational GPS, radar, radio, compass, (if equipped)** chart of the operating area (if available), and a certified crew operating within prescribed limitations. Mentor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

The trainee must determine new datum as necessary. The facility shall commence search pattern within 100 yards of CSP. The pattern will be run for a minimum of five legs (SS, PS, or CS) or to completion (VS, TSR or TSN). All turn points must be determined using the most accurate method available to the boat. The search pattern shall be completed within 5 minutes of the calculated completion time.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Arrive within 100 yards of plotted CSP.	_____
3. Determined new datum (if necessary).	_____
4. Deploy datum marker buoy at CSP. (if necessary).	_____
5. Advise SMC of on-scene weather and start time of pattern.	_____
6. Determine and state ETA of Search Pattern	_____
7. Execute Search Pattern.	_____
8. State speed over ground (SOG).	_____
9. Use fathometer/depth sounder (if equipped) to verify depth.	_____
10. Navigate boat in accordance with rules of the road.	_____
11. Identify and Use aids to navigation.	_____
12. Use illumination without compromising night vision, if task is conducted at night.	_____
13. Advise SMC of completion time of pattern. Pass final position of datum (if applicable).	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-06-07-AUX: Obtain Distress Information And Pass To The Controlling Shore Unit

References	a. *Telecommunications Manual,* COMDTINST M2000.3 (series) b. Radiotelephone Manual, *COMDTINST M2300.7 (series)* c. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Performed underway, dock side or ashore. The Mentor will simulate a call from a vessel in distress. The trainee will obtain necessary information from the distressed boat.
Standards	In response to the mentor, the trainee must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.

Performance Criteria	Completed (Initials)
1. Identified the voice distress/safety call signals and their broadcast frequency: a. MAYDAY, MAYDAY, MAYDAY – Channel 16 (156.8MHZ) or 2182KHZ b. PAN PAN, PAN PAN, PAN PAN – Channel 16 or 2182 KHZ c. SECURITE, SECURITE, SECURITE – Channel 16 or 2182 KHZ with brief message, then shift to Channel 22A (157.1MHZ) or 2670 KHZ to transmit full message.	_____
2. Made initial contact with the distressed boat on Channel 16 VHF.	_____
3. Did not change frequency unless it was necessary.	_____
4. Requested additional information that may not have been passed during initial MAYDAY transmission: a. Name of distressed boat. b. Disabled boat's position. c. Nature of emergency. d. Assistance required. e. Number of people on board (POB) and their medical condition. f. Boat's description and amount of time boat can stay afloat if sinking. g. Emergency equipment onboard. h. On scene weather and sea conditions.	
5. Transmitted the following radio traffic to the distressed boat broadcasting a MAYDAY: a. Name/Number of distressed vessel's name. b. "This is Coast Guard Auxiliary Vessel (vessel ID)" c. Received MAYDAY. d. Allowed short period of time after acknowledging MAYDAY for other stations to acknowledge receipt.	_____
6. Advised distressed boat to have all persons onboard put on life jackets, (PFDs), and to confirm this has been accomplished.	_____
7. Passed your position and estimated time of arrival (ETA) on scene to distressed boat.	_____
8. Kept distressed boat informed of search and rescue effort and set a continuous radio guard.	_____
9. Relayed information to the controlling shore unit as soon as possible.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section G. Rescue and Assistance

Introduction

The following are objectives of Division Seven:

(01) **Demonstrate** the ability to safely recover a Person in the Water (PIW).
(02) **Demonstrate** the ability to deliver personnel or equipment to vessels in distress.
(03) **Demonstrate** the knowledge and ability to transfer personnel safely between different boats.
(04) **Demonstrate** the knowledge and ability to respond to a Basic Engineering Casualty Control Exercise (BECCE).

In this Section

This Section contains the following tasks:

TASK COXN-07-01-AUX: Recover a Person from the Water Using the Direct Pickup Method

WARNING

UNDER NO CIRCUMSANCES SHOULD A PERSON BE PLACED IN THE WATER.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water. Task will be performed while underway, day and night, in fair weather conditions and calm seas. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the mentor, after alarm is sounded, the trainee must recover the simulated PIW. The pick-up should be completed within five minutes. **Boat's engine(s) must be in neutral when the PIW is alongside.** The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Trainee should be able to do the task on the first attempt without extensive maneuvering.

Performance Criteria	Completed (Initials)
1. Coxswain receives report of MOB.	_____
2. Boat comes about toward the side from which the MOB fell or in a safe manner.	_____
3. Pointer is assigned and positioned, and Coxswain is informed of MOB's position.	_____
4. Depress MOB button on the GPS/DGPS or save waypoint, (if equipped).	_____
5. Brief crew on pickup.	_____
6. Determined set and drift for approach based on prevailing weather (predominant forces).	_____
7. Base approach to MOB on prevailing weather conditions.	_____
8. Maneuvered alongside PIW.	_____
9. Placed engine(s) in neutral when PIW was abeam of the boat.	_____
10. Directed pickup man to recover the PIW at the boat's lowest freeboard.	_____
11. Recover MOB within 3 minutes.	_____
12. Notified the controlling authority of PIW's	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-07-02-AUX: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel

References

a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Given an Auxiliary facility, a certified crew operating within prescribed parameters, and another boat with a simulated fire onboard, trainee will transfer personnel from the distressed boat by direct personnel transfer or person in water (victim) recovery. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

WARNING

Actual placement of crewmembers in the water is not authorized. Can be simulated using a life-like dummy (Oscar), fender, or some other floating object.

NOTE

Per reference (a), generally, Coast Guard personnel shall not engage in independent firefighting operations except to save a life or in the early stages of a fire, where they may avert a significant threat without undue risk.

Standards

Task must be completed without placing the personnel of either boat in danger. Task should be performed in a controlled manner and without unnecessary maneuvering.

Performance Criteria	Completed (Initials)
1. Approach distressed boat from upwind if conditions permit.	_____
2. Established communications with disabled boat and determined: a. Number of persons on board. b. Any persons already in the water. c. Any injuries or other medical conditions. d. Instructed persons on board to don life jackets.	_____
3. Based on current conditions and risks, determine recovery methods.	_____
4. Brief crew and assign duties.	_____
5. Brief distressed boats crew on intentions, recovery methods.	_____
6. Prepare MOB recovery equipment as needed.	_____
7. Make approach on distressed boat, if direct transfer method is used, keeping enough contact between boats to safely transfer personnel but minimizing exposure to heat or smoke, ensure a crewmember is in place to receive passengers and direct them to safety when onboard.	_____
8. If an in-water recovery is the safest method, direct distressed vessels crew where and when to enter water insuring PFD'S are worn or floatation material "ring buoy, fenders, spare life jackets are made available.	_____
9. Rescue any persons in extremis and address medical needs.	_____
10. Keep SMC advised of status, including injuries and location and condition of distressed boat.	_____

Mentor _____ **Date** _____

Comments _____

TASK COXN-07-03-AUX: Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

Reference a. *None*

Conditions Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, without error, demonstrate the steps taken for each of the BECCEs listed.

BECCE	Completed (Initials)
1. **Outboard Engine Fire:** a. Reduce engine RPM on engine(s) and place in neutral. b. Notify crew of casualty. c. Secure engine(s). d. Verify current position, depth of water, evaluated situation, and informed controlling authority of situation and location, and stated the importance of keeping the controlling authority updated. e. Secure fuel to engine(s). f. Combat fire using portable fire extinguisher. g. Anchor made ready. h. Establish a fire watch, with portable fire extinguisher (if fire is extinguished). i. Notify controlling authority for tow or other assistance. j. Continue to reevaluate Risk Management.	_____
2. **Fire in the Engine Room:** a. Reduce engine RPM on engine(s) and place in neutral. b. Notify crew of casualty. c. Secure engine(s). d. Verify current position, depth of water, evaluated situation, and informed controlling authority of situation and location, and stated the importance of keeping the controlling authority updated. e. Secure fuel to engine(s). f. Verify no crewmembers are in the compartment. g. Combat fire in engine compartment using fixed fire suppression system, if installed, if no system installed, combat fire using portable fire extinguisher. h. Anchor made ready. i. Establish a fire watch, with portable fire extinguisher (if fire is extinguished). j. Notify controlling authority for tow or other assistance. k. Continue to reevaluate Risk Management.	_____

3. **Engine Will Not Start:** a. Anchor made ready. b. Informed controlling authority of situation and location, and stated the importance of keeping the controlling authority updated. c. Described the causes if engine fails to turn over. d. Stated corrective action to take when the engine fails to turn over. e. Described the causes if engine turns over but fails to start. f. State the corrective action to take if the engine turns over but fails to start.	_____
4. **Loss Of Electrical Power:** a. Anchor made ready. b. Informed controlling authority of situation and location, and stated the importance of keeping the controlling authority updated on situation. c. Described the causes for loss of electrical power. d. State the corrective action to take for a loss of electrical power.	_____
5. **Grounding:** a. Stated that boat's engine(s) should be secured. b. Stated initial evaluation steps: • Checked personnel for injuries. • Ensured boat not taking on water • Notified controlling unit. • Took soundings around boat. c. Described the pros and cons of refloating using the following methods: • Backing straight off. • Redistribution of weight. • Kedging. d. Described the action to take if you cannot refloat boat: • Set anchor(s) to prevent boat from being pushed further aground. • Set up communications schedule with controlling unit.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section H. Towing and Salvage

Introduction

The following are objectives of Division Eight:

(01) **Define** and **state** the static and dynamic forces that come into play during various towing evolutions.
(02) **Demonstrate** the procedures used when preparing to take a boat in tow.
(03) **Demonstrate** the procedures for inspecting both fixed and running towing gear.
(04) **Demonstrate** the procedures for taking a boat in tow using different approaches.

In this Section

This Section contains the following tasks:

TASK COXN-08-01-AUX: State General Towing Safety Precautions

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the basic policy precautions taken during towing evolutions as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the precautions regarding removal of personnel from disabled boats.	_____
2. State the policy regarding wearing of PFDs by persons onboard the disabled boats.	_____
3. State the precautions regarding the throwing of heaving lines.	_____
4. State the policy regarding establishing and maintaining communications.	_____
5. State the precautions regarding personnel around the towline.	_____
6. State the precautions regarding the breaking strength of shackles, towlines and bridles used.	_____
7. State the precautions regarding the towed boat's hull capability, deck fittings and speed.	_____
8. State the factors which impact the maximum safe towing speed for a vessel.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-02-AUX: State the Principal Forces that Affect Boat Towing

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the principal forces affecting boat towing as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. Stated causes and effects of static forces and how to overcome the effect of static force when starting a tow and when changing the towing vessel's heading.	_____
2. State the types, causes and effects of dynamic forces.	_____
3. State the cause of towline strain.	_____
4. Stated cause and effect of shock load and techniques to prevent, counteract, or reduce its effects.	_____
5. Stated effect that the following have on shock load: a. Reducing towing speed. b. Getting the vessels in step. c. Lengthening the towline. d. Setting a course to lessen the effect of the seas. e. Deploying a drogue from the towed vessel. f. Constantly adjusting the towing vessel's speed to match that of the towed vessel.	_____
6. Stated the effect different hull types have on dynamic forces: a. Displacement b. Planning c. Semi-displacement d. Multi-hull	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-03-AUX: Inspect the Towline and Associated Hardware

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed dockside during daylight hours. All towlines, bridles, shackles, hooks, and other gear carried aboard the boat and associated with towing will be inspected. Trainee must accomplish the task without prompting or use of a reference.
Standards	All gear should be inspected in accordance with the above reference and as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. Inspect the towline and state the warning signs for wear or defective condition.	_____
2. Inspect the bridles and state the warning signs for wear or defective condition.	_____
3. Inspect shackles and skiff hook and state the warning signs for defective condition.	_____
4. Inspect bitts, cleats, chocks, towline and other associated towing gear and state the warning signs for defective condition.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-04-AUX: Make Preparations for Taking a Boat in Tow

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed at any time underway in calm conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Proper radio procedure and prowords should be used during all radio communications.

Performance Criteria	Completed (Initials)
1. Establish communications with disabled boat.	_____
2. Determine material condition of the boat to be towed.	_____
3. Determine physical condition of the people onboard the boat to be towed.	_____
4. Direct people onboard the boat to be towed to don life preservers.	_____
5. Determined the rate of drift and approach to make.	
6. Briefed crew and assigned duties..	_____
7. Brief people onboard boat to be towed regarding the hookup and towing procedure to be used, including the following: a. Hookup procedure b. Line handling c. Safety(approach, passing of towline and the towing evolution) d. Chafing gear fitting for towing line or bridle e. Breakaway procedure f. Operating procedure (steering behind, etc.) g. Towing approach	_____
8. Towline rigged for passing to the disabled vessel.	
9. Establish communications schedule to be followed for the duration of the tow.	_____
10. Establish backup emergency signal(s).	_____
11. Ensure that the operator of the distressed boat understands the above procedures.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-05-AUX: Take a Boat in Stern Tow

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed while underway in calm to moderate weather conditions. Two boats are required. The towed vessel must be within the towing vessel's maximum towing capabilities.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. The trainee must be at the helm and operating the facility. A heaving line must be used to pass the towline. A bridle may be used for hooking up.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties.	_____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-AUX, including the establishment of the best place to attach a line and the rigging of a bridle if one is to be used.	_____
3. Maneuver boat onto the same heading as the disabled boat and stop astern of it.	_____
4. Determine boat's relative rate of drift by observing which boat drifts to leeward faster.	_____
5. Make approach into predominate weather/seas.	_____
6. Keep boat stationed in optimal position.	_____
7. Ensure crewmember passes the heaving line to the disabled boat.	_____
8. Pay out and tend line away from boat's propulsion systems.	_____
9. Place working turn on tow bitt after towline is secured on disabled boat.	_____
10. Set initial course.	_____
11. Pay out appropriate length of towline.	_____
12. Make up tow bitt.	_____
13. Adjust scope of towline to put towed boat in step.	_____
14. Set and maintain tow watch.	_____
15. Display proper lights and sound signals given for the weather conditions present.	_____
16. Install chafing gear as needed.	_____
17. Maintain safe towing speed.	_____
18. Check status of towed boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-06-AUX: Use a Shackle or Skiff Hook Assembly Connection to Take a Boat in Stern Tow

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. The towed vessel must be within the towing vessel's maximum towing capabilities. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties.	_____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-AUX.	_____
3. Begin approach from off the bow and downwind of the disabled boat.	_____
4. Maneuver boat to position in front of the disabled boat.	_____
5. Performed station keeping in optimal position, close enough to pass the shackle or attach the skiff hook.	
6. Directed crewmember to attach shackle or skiff hook to the disabled boat.	_____
7. Pay out and tend line away from boat's propulsion systems.	_____
8. Place working turn on tow bitt after towline is secured on disabled boat.	_____
9. Set initial course.	_____
10. Pay out appropriate length of towline.	_____
11. Make up tow bitt.	_____
12. Adjust scope of towline to put towed boat in step.	_____
13. Set and maintain tow watch.	_____
14. Display proper lights and sound signals given for the weather conditions present.	_____
15. Install chafing gear as needed.	_____
16. Maintain safe towing speed.	_____
17. Check status of towed boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-07-AUX: Take a Boat in Stern Tow Using a Bridle Connection(If Equipped)

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. The towed vessel must be within the towing vessel's maximum towing capabilities. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must be passed on the first pass without resorting to backing down and with no risk of fouling the towline.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties.	_____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-AUX including the establishment of the best place to rig a bridle.	_____
3. Maneuver boat onto the same heading as the disabled boat and stop astern of it.	_____
4. Determine boat's relative rate of drift by observing which boat drifts to leeward faster.	_____
5. Make approach into predominate weather/seas.	_____
6. Keep boat stationed in optimal position.	_____
7. Ensure crewmember passes the heaving line to the disabled boat.	_____
8. Pay out and tend line away from boat's propulsion systems.	_____
9. Place working turn on tow bitt after towline is secured on disabled boat.	_____
10. Set initial course.	_____
11. Pay out appropriate length of towline.	_____
12. Make up tow bitt.	_____
13. Adjust scope of towline to put boat-towed boat in step.	_____
14. Set and maintain tow watch.	_____
15. Display proper lights and sound signals given for the weather conditions present.	_____
16. Install chafing gear as needed.	_____
17. Maintain safe towing speed.	_____
18. Check status of towed boat.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-08-AUX: Take a Boat in Alongside Tow from a Stern Tow

NOTE

The stern tow can be shifted to an alongside tow by walking the towline forward and using it as the #1 line (bow line). Or the towline may be disconnected after slowing the tow, and a free approach to the disabled boat can be made to take the boat alongside.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. The towed vessel must be within the towing vessel's maximum towing capabilities. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the mentor, the trainee must transition from stern tow to alongside tow. All line handling commands must be given and received in a loud/clear voice using proper commands. Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must not be placed near the propulsion systems at any time.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties. Emphasized the necessity for communications between crew and coxswain.	_____
2. Brief boat to be towed on procedures to be used.	_____
3. Prepare deck for alongside tow. a. Rig fenders on appropriate side of towing boat. b. Make alongside lines ready.	_____
4. Slow speed in increments and shorten tow if needed. Maintain positive control of the tow and keep towline in view and appropriate relative position while shortening tow.	_____
5. Break down tow bitt (if equipped), haul slack towline aboard, and fake out of the way.	_____
6. Drop towline of disabled boat or properly execute back-down approach.	_____
7. Rig lines for alongside tow.	_____
8. Moved towline to the #1 line position (bowline) or replaced towline with another line.	_____
9. Secured the bowline (#1 line) to forward cleat/bitt.	_____
10. Passed and secured tow strap (#2 line) to disabled boat ensuring the stern of the boat is aft of the towed boat.	_____
11. Directed crew to pass and establish control of stern line (#4 line).	_____
12. Directed crew to pass and establish control of backing line (#3 line).	_____
13. Passed eye of all lines to towed boat and working ends used on the facility.	_____
14. All other lines adjusted by vessel gaining headway, taking up slack, and lines secured.	_____
15. Energize appropriate navigation lights as needed.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK COXN-08-09-AUX: Moor a Disabled Boat in Alongside Tow to a Float or Pier

Reference	a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
Conditions	Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must not be placed near the screws at any time.

Performance Criteria	Completed (Initials)
1. State the expected effects of the wind and current on the mooring of the boat.	_____
2. Brief crew on the procedure to be used and assign duties. Emphasized the necessity for communications between crew and coxswain.	_____
3. Brief towed boat on mooring method, location, and procedures.	_____
4. Brief bow pointer and position in effective location.	_____
5. Approach float or pier slowly, at an angle.	_____
6. Directed crewmember standing on bow to give distances to the pier or float.	_____
7. Safely moor boat(s).	_____

Mentor _____ **Date** _____

Comments _____

_____

Section I. Auxiliary Specific Tasks

Introduction

The following are objectives:

(01) **Demonstrate** the ability to perform various Auxiliary administrative and "command" duties.

(02) **Demonstrate** competency to perform as an Auxiliary Coxswain on an operational facility.

In this Section

This Section contains the following tasks:

TASK COXN-09-01-AUX: Discuss Auxiliary Patrol Commander's Duties

NOTE

Task **MAY BE WAIVED by DIRAUX**.

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed ashore. The mentor will provide the trainee with information and requirements about a simulated marine parade or regatta.

Standards In response to the mentor, the trainee must discuss the duties and responsibilities of an Auxiliary Patrol Commander (AUXPATCOM) for a marine event.

Performance Criteria	Completed (Initials)
1. Obtained a copy of the approved application(s), written instructions, or authority for event.	_____
2. Obtained and studied any specific additional instructions.	_____
3. Coordinated with sponsor and law enforcement agencies.	_____
4. Established fixed and/or moving sectors using given information (course, route, etc.).	_____
5. Determined patrol requirements (boats, radio facilities, crews, etc.)	_____
6. Ensured arrangements made for the proper facilities to be available.	_____
7. Briefed all parties on their duties and responsibilities; ensured all boats are in proper trim (flags, signs, neat appearance, etc.) and crews in proper uniform.	
8. Selected a AUXPATCOM vantage point with visibility and mobility in mind.	
9. Established communication frequencies and network.	
10. Deployed facilities to their patrol positions.	
11. Ensured all debris and spectator boats are clear of the patrol area.	
12. Monitored and ensured receipt of all casualty reports.	
13. Dispatched a facility to assist as needed or stop event if necessary.	
14. Ensured area cleared after completion of the event.	
15. Completed required after action reports.	

Mentor _____ **Date** _____

Comments _____

TASK COXN-09-02-AUX: Complete Administrative Tasks (Reports, Orders, Etc.)

Reference	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)* b. *District Director's procedures for submitting forms* c. *Various Forms Instructions*
Conditions	Task performed anytime. Trainee may use instructions for filling out the forms, and must follow the most current district/area procedures for submitting forms.
Standards	In response to the mentor, the trainee must demonstrate the ability to prepare and submit forms associated with Auxiliary patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Performance Criteria	Completed (Initials)
1. Demonstrate knowledge of Activity Report-Mission, ANSC 7030.	_____
2. Prepared ANSC-7034/CG-4612, Auxiliary SAR Incident Report.	_____
3. Obtained patrol orders from AUXDATA II, Coast Guard Auxiliary Patrol Order.	_____
4. Stated reference sources to follow if involved in a boat mishap.	_____
5. Described distribution of the above forms and submission requirements.	_____

Mentor _____ **Date** _____

Comments _____

TASK COXN-09-03-AUX: Complete the Operations Policy Manual and National SAR Plan Open Book Exam

Reference	a. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)* b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
Conditions	Task performed anytime. Trainee may accomplish task with the use of a reference.
Standards	The Trainee must have a score of 90% or better.

Performance Criteria	Completed (Initials)
1. Passed the open book Operations Policy Manual and National SAR Plan exam.	_____

Mentor _____ **Date** _____

Comments _____

TASK COXN-09-04-AUX: Perform a Night Navigation and Piloting Exercise

Reference	a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
Conditions	Performed at the dock and underway in calm conditions on a clear night. The trainee must use crewmembers and available equipment to integrate information and safely navigate the facility. All chart work, including courses, distances, time to run and electronics set up shall be completed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must perform a nighttime navigation and piloting exercise. After receiving position (given by the mentor), the trainee should plot a course, determine an ETA, and get the facility underway within 30 minutes of notification.

Performance Criteria	Completed (Initials)
1. Compass course laid out on the chart indicating predicted turns, and ETA established.	_____
2. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.	_____
3. Conducted a pre-underway brief.	_____
4. Ensure proper PPE.	_____
5. Departed within 30 minutes of notification.	_____
6. Efficiently and safely handled the facility and communicated effectively with crewmembers while getting underway.	_____
7. Piloted by dead reckoning and/or "Seaman's Eye". Considered and adjusted for the effects of: a. Tide b. Currents c. Wind and Weather Conditions d. Navigational Hazards	_____
8. Used manual and electronic navigational equipment to determine position and adjust DR and ETA for safe navigation.	_____
9. Properly assigned and utilized crewmembers.	_____
10. Arrived within 10 minutes of ETA and 500 yards of given position.	_____
11. Effective use of Risk management and TCT	_____

Mentor _____ **Date** _____

Comments _____

TASK COXN-09-05-AUX: Dockside Oral And Written Examination

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
c. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
d. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
e. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
f. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*
g. *District Standard Operating Procedures, Policy Manuals, and other local Instructions*

Conditions

Task performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.

Standards

The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A – I) of the Qualification Guide, plus one task of the QE's choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

Performance Criteria	Completed (Initials)
1. Section A, COX-01-____-AUX	_____
2. Section B, COX-02-____-AUX	_____
3. Section C, COX-03-____-AUX	_____
4. Section D, COX-04-____-AUX	_____
5. Section E, COX-05-____-AUX	_____
6. Section F, COX-06-____-AUX	_____
7. Section G, COX-07-____-AUX	_____
8. Section H, COX-08-____-AUX	_____
9. Section I, COX-09-____-AUX	_____
10. COX-_____-_____-AUX	_____

Accomplished:

Qualification Examiner's Signature: _____ **Date** _____

Qualification Examiner's Signature: _____ **Date** _____

Comments: _____

_____

_____

_____

TASK COXN-09-06-AUX: Underway Checkride

NOTE

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-BSX-12) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
c. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
d. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
e. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
f. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*
g. *District Standard Operating Procedures, Policy Manuals, and other local Instructions*

Conditions

Task performed underway on an Auxiliary Facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference. ALL TASK **must** be satisfactorily completed prior to conducting this underway check ride.

Standards

In response to the QE and being overseen by the Coxswain, the trainee must answer questions on, and perform the below listed evolutions, for the Coxswain position.

Performance Criteria	Completed (Initials)
1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.	_____
2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: a. Wearing of jewelry. b. Risk Management/TCT. c. Effective Communication.	_____
3. Ensured use of proper PPE.	_____
4. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.	_____
5. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.	_____
6. Assigned lookout watch(es) and verified the safety of the facility based on the reports made by lookout.	_____
7. Responded to a Man-Overboard drill, and safely recovered a simulated PIW.	_____
8. Demonstrated proficiency and safety during a stern tow, including: a. Making preparations for taking a vessel in tow. b. Communication with crewmembers. c. Towing approach and station keeping. d. Proper speed and towline considered. e. Safety of and communications with personnel on towed boat.	_____
9. Demonstrated proficiency and safety during an alongside tow.	_____
10. Safely moored a disabled vessel in tow to a float or a pier.	_____

Performance Criteria	Completed (Initials)
11. Correctly plotted and ran three legs of a search pattern designated by the QE.	_____
12. Demonstrated proficiency while anchoring and weighing anchor.	_____
13. Operated boat IAW Navigation Rules and Regulations.	_____
14. Correctly piloted and labeled navigational charts during a three leg course run given by the QE. Some or all of the following were demonstrated, as needed, during the run: a. Correctly converted from true to compass course. b. Speed, Time, and Distance computed. c. ETA computed within a reasonable time. d. Set and Drift calculated to correct course and speed. e. Fixes taken and properly labeled to verify facility's position.	_____
15. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.	_____
16. Efficiently and safely moored the boat.	_____
17. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, patrol commander's duties).	_____
18. Discussed and demonstrated knowledge of filling out and processing required reports.	_____

Accomplished:

Qualification Examiner's Signature: _____ **Date** _____

Qualification Examiner's Signature: _____ **Date** _____

NOTE

Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Signature" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

Comments:

_____

_____

_____

_____

_____

_____

CHAPTER 3
Coxswain Trainee Study Guide

Introduction

This Chapter should be removed and given to the trainee to keep. Its purpose is to provide guidance for the trainee's reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The mentor should then discuss the trainee's answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

NOTE

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

In this Chapter

This Chapter contains the following sections:

Section A. Reading Assignments – Crew Efficiency Factors

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-01-01-AUX	Perform Twenty-Eight Hours Underway As Crewmember	None assigned	
COXN-01-02-AUX	Crew Fatigue Standards	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	3-77
COXN-01-03-AUX	Incident Command System	None assigned	

TASK COXN-01-02-AUX: Crew Fatigue Standards

1. The crew fatigue standards are based on a _____ period.
2. The maximum crew underway time is _____ hours.

Section B. Reading Assignments – Boat Characteristics and Stability

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-02-01-AUX	State the Operational Characteristics and Limitations of Auxiliary Facility	None Assigned	
COXN-02-02-AUX	State the Geographical Causes of Local Heavy Weather Conditions	None Assigned	
COXN-02-03-AUX	Recognize Warning Signs of An Unstable Vessel	None Assigned	

Section C. Reading Assignments – Boat Handling

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task	Reading Assignment	See Page
COXN-03-01- AUX	State the Forces that Affect Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-80
COXN-03-02- AUX	State the Basic Principles of Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-80
COXN-03-03-AUX	Complete A Pre-Underway Check-Off For The Facility	None Assigned	3-81
COXN-03-04-AUX	Get the Boat Away from a Pier	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-81
COXN-03-05-AUX	Trim Tabs (If equipped)	None Assigned	
COXN-03-06-AUX	Come About in a Narrow Channel	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-81
COXN-03-07-AUX	Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series))	3-81
COXN-03-08-AUX	Maneuver in Rivers	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-81
COXN-03-09-AUX	Determine The Approach To An Object And Station Keep	None Assigned	
COXN-03-10-AUX	Maneuver The Boat Alongside Another Boat With No Way On	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-82
COXN-03-11-AUX	Moor the Boat	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-82
COXN-03-12-AUX	Anchor the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-82
COXN-03-13-AUX	Weigh the Boat's Anchor	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-82

TASK COXN-03-01-AUX: State the Forces that Affect Boat Handling

1. A boat has two principle types of stability, _____ and _____.
2. The center of gravity is fixed for stability and does not shift unless weight is _____, _____ or _____.
3. A _____ moment is the force tending to return the boat to an even keel.
4. The _____ characteristic of a boat depends upon the hull shape.
5. When a tidal current is going out, it is called the _____; it will build up a _____ sea when running across a bar.
6. Currents are _____ movements of water.
7. When running against the current maneuverability _____, the closer the current is on the bow.
8. The direction toward which a current flows is called the _____.
9. The speed of a current expressed in knots is called the _____.
10. An eddy is a _____ motion of water in or beside the main current.
11. Waves are generated as a result of the _____ moving over the water's surface.
12. Breaking waves are the most _____ kind of waves encountered in boat operations.
13. The difference between the distance a propeller should advance a boat in one revolution and the distance it actually travels is called _____.
14. The flow of water caused by the propeller is called _____ current.

TASK COXN-03-02-AUX: State the Basic Principles of Boat Handling

1. On a single screw boat, with sternway on and the rudder amidships, the stern will back to _____.
2. On a single screw boat, when commencing forward motion with no way on, the side force will throw the stern to _____.
3. Boats are usually under better control with _____.
4. High freeboard causes a boat to be susceptible to the _____ of the wind.
5. The distance the boat will travel after the engine has been disengaged is called _____.
6. Whenever possible, for control, approach a dock into the wind and on the _____ side of the dock.
7. On a twin-screw boat, the starboard screw is _____-handed and the port screw is _____-handed.
8. On a twin-screw boat, with the port screw astern and the starboard screw stopped, the stern will go to _____.
9. On a twin-screw boat, with the port screw astern and the starboard screw ahead, the boat will pivot in a _____ direction.
10. On a twin-screw boat, the effects of a leeway can be overcome by increasing the RPMs of the _____ engine.

TASK COXN-03-04-AUX: Get the Boat Away from a Pier

1. When clearing with a single screw boat and no wind or current, the Coxswain puts the engine ahead with the rudder at amidships, moves ahead slowly, and applies right or left rudder _____.
2. When clearing with a single screw boat while being set against the dock, and after the stern is clear, the Coxswain should cast off the _____ spring line and shift the rudder.
3. When clearing with a twin-screw boat, port side to, and no wind or current, go ahead on the starboard engine and _____ on the port with _____ full rudder until the stern clears the dock.
4. When clearing with a twin-screw boat, starboard side to, while being set against the dock, and after the stern is clear, the _____ spring line is cast off.

TASK COXN-03-06-AUX: Come About in a Narrow Channel

1. The effect of current that causes the boat to veer off from the near bank when traveling in a straight line is called _____ cushion.
2. The force that has the effect of moving the stern into the bank is called bank _____.
3. The combined effect of bank cushion and bank suction may cause a boat to veer off toward the _____ bank.
4. Bank cushion and bank suction are strongest when the bank of a channel is _____.
5. With a head current, the best position from which to begin a turn is the _____ of the channel.

TASK COXN-03-07-AUX: Operate the Boat and Apply Its Handling Characteristics in a Following Sea

1. The average sea runs _____ to _____ KTS.
2. If white water is gaining astern, the Coxswain must either gain _____ before the water reaches the boat or get the _____ into it with headway.
3. With an MLB, the Coxswain should take care to steer _____ any tendency of the stern to slip sideways.

TASK COXN-03-08-AUX: Maneuver in Rivers

1. Bank cushion occurs only when operating in _____ _____ to the bank.
2. _____ is the horizontal flow or movement of water in a river.
3. In extremely narrow channels where bank cushion and bank suction are expected, proceed at a very _____ _____.
4. _____, _____ and _____ are factors that affect a boat's turn in a sharp bend or narrow channel.

TASK COXN-03-10-AUX: Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel

1. When determining approach, consider prevailing _____ and _____, location, _____ sizes and _____ density. Discuss your intentions with the other _____ _____.
2. If going alongside a disabled boat or one that is underway but dead-in-the-water, compare _____ _____ _____.
3. When approaching a larger boat with a low drift rate, approach from _____.
4. If approaching a _____boat, determine if your boat makes a wind shadow that will _____ the other boat's drift.

TASK COXN-03-11-AUX: Moor the Boat

1. If the wind or current is from astern, a _____ spring line is used instead of a bow spring line.
2. When mooring a single screw boat, with no wind or current, the Coxswain should make his approach using an angle of approximately _____.
3. When mooring a single screw boat from leeward, against the current, the Coxswain should make his approach using a _____ angle.
4. When mooring a twin-screw boat, the Coxswain should use as _____ an angle as safely possible.
5. Wind will cause the bow of the boat to _____ off.

TASK COXN-03-12-AUX: Anchor the Boat

1. When selecting an anchorage, shallow water is preferred because a given amount of line will provide better _____ and reduce the _____ of the circle of swing.
2. When approaching the anchorage, if possible, head _____ the wind or current.
3. The scope of the anchor line used should be _____ to_____ times the depth of the water to be anchored in calm water.
4. When letting go, the anchor line should be tended directly from the _____.
5. While anchored, keep a _____ posted at all times.

TASK COXN-03-13-AUX: Weigh the Boat's Anchor

1. When approaching the anchor, the slack in the line should be taken up _____ to prevent fouling the screw(s).
2. When the anchor line is tending _____, the anchor will normally break free from the bottom.
3. If the anchor refuses to break free, _____ the line around the forward bitt and go forward a few feet.
4. If the anchor still won't break free, move slowly in a wide circle to change the _____ of pull.

Section D. Reading Assignments – Rules of the Road

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-04-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	None assigned	
COXN-04-02-AUX	Execute Commonly Used Sound Signals	None assigned	
COXN-04-03-AUX	Set The Proper Navigation Lights For Common Operational Boat Evolutions	None assigned	

Section E. Reading Assignments – Boat Piloting and Navigation

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-05-01-AUX	Identify Navigational Publications	None assigned	
COXN-05-02-AUX	Sketch A Chart Of The Local Operating Area	None assigned	
COXN-05-03-AUX	Convert True Course to Compass Course	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-85
COXN-05-04-AUX	Pilot the Boat Using Dead Reckoning (DR) Techniques	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-85
COXN-05-05-AUX	Obtain a Visual Fix	None assigned	
COXN-05-06-AUX	Pilot a Boat Using "Seaman's Eye"	None assigned	
COXN-05-07-AUX	Operate the GPS/DGPS	None assigned	
COXN-05-08-AUX	Pilot a Boat Using GPS/DGPS	None assigned	
COXN-05-09-AUX	Pilot a Boat Using Electronic Charting System (Automated Navigation)	None assigned	
COXN-05-10-AUX	Determine the Location of a Boat Using Radar Ranges and Bearings (If equipped)	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-85
COXN-05-11-AUX	Determine Course To Steer And Speed Over Ground (SOG) Allowing For Set And Drift	None assigned	
COXN-05-12-AUX	River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock	None assigned	

TASK COXN-05-03-AUX: Convert True Course to Compass Course

1. The compass reading must be corrected for _____ and _____.
2. Variation is the difference in degrees between the directions to the _____ and true north poles.
3. The amount the compass is deflected by magnetic influences of the boat itself is called _____.
4. Deviation varies according to boat _____ being steered.
5. To apply compass error, either _____ or _____ your course or direction.
6. Apply _____ to the compass course to get the magnetic course and then apply _____ to the magnetic course to get the true course.
7. When correcting you must add _____ errors and _____ westerly errors.

TASK COXN-05-04-AUX: Pilot the Boat Using Dead Reckoning (DR) Techniques

1. Dead reckoning is the process of determining a boat's position by applying its course, speed, and time from its _____ known position.
2. The key elements of dead reckoning are the course steered and the distance traveled without _____ to current, wind, or other external forces.
3. Only courses _____ are used to determine a DR.
4. DR plots should be labeled at least every _____ and at every _____ or _____ change.
5. A new course should be plotted from every _____as it has been determined thus starting a new DR plot.

TASK COXN-05-10-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings

1. The line of _____ is common to all methods of piloting.
2. If you have a single LOP, you know you are _____ on that line.
3. An ideal fix is one having _____ or more LOPs.
4. LOPs should always be taken on objects close to the boat as minor errors are magnified as you _____ your distance from the object.
5. Radar fixes, no matter how they are determined, are plotted in the same manner as _____ fixes.
6. Care should be taken when using radar _____ information only.

Section F. Reading Assignments – Search and Rescue (SAR)

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-06-01-AUX	Organization and Responsibility	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-87
COXN-06-02-AUX	Legal Aspects and USCG Policy	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-87
COXN-06-03-AUX	State The Basic Concepts Related To Search Planning	None Assigned	
COXN-06-04-AUX	Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-88
COXN-06-05-AUX	Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-88
COXN-06-06-AUX	Execute A Search Pattern	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-88
COXN-06-07-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	None Assigned	

TASK COXN-06-01-AUX: Organization and Responsibility

1. The *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR),* COMDTINST M16130.2 (series) establishes _____ primary geographical divisions of responsibility for U.S. SAR, each with its own _____ _____.
2. The three geographical divisions are:
   a. _____
   b. _____
   c. _____
3. The Coast Guard is responsible for _____ SAR.
4. The Air Force is responsible for _____ SAR.
5. Maritime SAR is divided into _____ areas, the _____ maritime area, and the _____ maritime area.
6. The three general objectives that provide direction for the SAR program are to minimize loss of _____, _____ _____, _____ _____ and _____; to minimize _____ _____ and _____ _____ during SAR missions; and to maintain _____ _____ and _____ _____ during SAR missions, and to maintain a _____ _____ position in maritime SAR.
7. The two program goals are to save at least _____ of those people at risk of death and to prevent the loss of at least _____ of the property that is at risk of destruction.

TASK COXN-06-02-AUX: Legal Aspects and USCG Policy

1. The CFR states that the CG shall develop, establish, maintain and operate SAR facilities, and _____ render aid to _____ persons and protect and save _____ on and under the high seas.
2. "SAR Agreements" are formal _____ agreements and should resolve _____ coordination problems.
3. _____ _____ are one of the most important tools available to SAR authorities.
4. Because of their high false alert and alarm rates, 121.5/243 MHz first alerts initiate the _____ phase.
5. The CG endorses the _____ as the preferred beacon type.
6. Flare incidents must be treated as a _____ and _____ _____ unless available information indicates otherwise.
7. Unresolved red or orange flares require _____ _____.
8. In a _____ _____ case, the reporting source did not deliberately act to deceive.
9. A case where information is conveyed with the intent to deceive is a _____.
10. When the source of a hoax or false alarm has been confirmed, the case can be _____.
11. Only the _____ _____ can suspend or downgrade an unresolved hoax or false alarm case.
12. The Coast Guard's primary concern in a SAR situation is that _____ and _____ _____ be provided.
13. A Marine Assistance Request Broadcast (MARB) will be made to solicit the _____ _____ of anyone who can assist the mariner.Coast Guard or auxiliary vessels may be directed to respond if no intent to respond to a MARB is heard within a _____ period of time. A guideline of _____ _____ is recommended.
14. In cases involving towing by the CG or Auxiliary, the boat being towed will _____ be taken to the nearest _____ _____.
15. _____ _____ are primarily responsible for maintaining necessary firefighting capabilities in U.S. ports and harbor.

TASK COXN-06-04-AUX: Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)

1. The _____ _____ _____ is used when the last known position of a search object has a high degree of accuracy, the search area is small, and a concentrated search is desirable.
2. In the SS Pattern, the first leg is normally in the direction of the search object's drift and all turns are made _____ degrees to starboard.
3. The VS Pattern is used by a _____ boat.
4. The first leg begins in the _____ direction that the search object is drifting toward.

TASK COXN-06-05-AUX: Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)

1. The Coast Guard is responsible for search and rescue in the _____ region.
2. The _____ is responsible for coordinating and controlling a specific SAR mission at the scene of the incident.
3. The most important items of information to initially record are the nature of distress and its _____.
4. The _____ phase is assigned anytime apprehension exists for the safety of a boat or the people aboard the boat.
5. The term _____ refers to the probable location of the distressed craft corrected for drift at any moment of time.
6. The search area must be large enough to ensure that survivors are _____ in it.
7. A search description, using the corner method, gives the latitude and longitude of each _____ _____.
8. A search description, using the _____ _____ method, uses two or more landmarks as boundaries for the search.
9. Sweep width is a function of the environmental conditions in the search area and how those conditions affect _____.
10. Track spacing is the _____ between adjacent search tracks.
11. The pattern used when the only information available is the intended track of the target is the _____ pattern.

TASK COXN-06-06-AUX: Execute A Search Pattern

1. The CS pattern is used when the _____ _____ of the search object has been determined to be more likely at one end of the search area than at the other end.
2. CS patterns are the same as parallel patterns with the exception that the _____ are run parallel to the short side.
3. A TSN search is used when the only information is the search targets _____ or _____ _____.
4. The TSN is usually the first search action since the _____ may be near its _____ and will be easily seen.
5. TSR is used to search when the only information available on the missing boat is the _____ _____ of the search object.
6. In darkness or extremely low visibility, surface search vessels should periodically stop their engines at a selected point in the search area and conduct a _____ _____.

Section G. Reading Assignments – Rescue and Assistance

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-07-01-AUX	Recover a Person from the Water Using the Direct Pickup Method	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-90
COXN-07-02-AUX	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-90
COXN-07-03-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	None Assigned	

TASK COXN-07-01-AUX: Recover a Person From the Water Using the Direct Pickup Method

1. The first person to realize someone has fallen overboard should spread the _____.
2. After "Man Overboard" is called, the Coxswain should depress the MOB button on the _____ receiver.
3. A _____ with a strobe light should be dropped over the side.
4. The Coxswain should normally turn the boat in the _____ the man fell overboard.
5. Another option, particularly in a restricted waterway, is to stop, _____ and _____, then return to the person in water (PIW).
6. If weather conditions permit, a _____ should position himself at the cabin window.
7. A _____/_____ crewmember will be assigned to prepare to retrieve the person from the water.
8. There are two basic approaches: a _____ approach and a _____ approach.
9. Generally, the Coxswain will maneuver the boat to the _____ side of the PIW so that the boat will be set _____ the PIW.
10. The Coxswain should slow the boat as the approach is made so that it will be nearly _____ when the person overboard comes abeam.
11. The determining conditions for selecting a recovery method is whether the PIW is conscious, _____, or _____.
12. In heavy weather, the approach should be made heading _____ the seas.

TASK COXN-07-02-AUX: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel

1. As a boat crewmember, your primary responsibility in emergency assistance is_____ _____ not _____. Boat crews must be aware of their limited roles in emergency assistance, particularly when responding to _____ _____.
2. Boat crewmembers must work together as a _____ to minimize any _____ or immediate jeopardy for both _____ casualties and themselves.
3. Fire is the greatest single potential for _____ on a boat. The possibility of fire can never be completely _____ and is always a threat to watch for and guard against.
4. Coxswains must always stay well clear of _____ _____ rising from a fire because they greatly reduce visibility and can pose a _____ hazard.
5. Coast Guard Auxiliary personnel shall not engage in _____ firefighting operations except to save a _____ or in the early stages of a fire, where they may avert a _____threat without undue risk.

Section H. Reading Assignments – Towing and Salvage

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-08-01-AUX	State General Towing Safety Precautions	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-92
COXN-08-02-AUX	State the Principal Forces that Affect Boat Towing	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-92
COXN-08-03-AUX	Inspect the Towline and Associated Hardware	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-92
COXN-08-04-AUX	Make Preparations for Taking a Boat in Tow	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-92
COXN-08-05-AUX	Take a Boat in Stern Tow	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-93
COXN-08-06-AUX	Use a Shackle or Skiff Hook Assembly Connection to Take a Boat in Stern Tow	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-93
COXN-08-07-AUX	Take a Boat in Stern Tow Using a Bridle Connection (If equipped)	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-93
COXN-08-08-AUX	Take a Boat in Alongside Tow from a Stern Tow	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-93
COXN-08-09-AUX	Moor a Disabled Boat in Alongside Tow to a Float or Pier	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-93

TASK COXN-08-01-AUX: State General Towing Safety Precautions

1. All _____ from the disabled boat should be removed if necessary.
2. The Coxswain should ensure that all people onboard the boat to be towed have donned their _____.
3. Heaving lines should be thrown _____ the disabled boat.
4. _____ should be established and maintained.
5. Personnel on both boats should be kept clear of the _____.
6. Towlines should be _____ tended before securing and never secured using _____ hitches.
7. The breaking strength of all shackles used should be _____ to or _____ than the breaking strength of the towline.
8. Towlines should always be kept clear of the boat's _____.
9. Boats beyond the capability of the towing boat should _____ be towed.
10. Never try to tow a hull faster than the _____ _____ speed.
11. When towing, sudden _____ and _____ should be avoided.
12. A _____ can be used to prevent yawing of the tow.
13. If practical, someone on the towed craft should man the _____.
14. A constant _____ towing should be maintained.

TASK COXN-08-02-AUX: State the Principal Forces that Affect Boat Towing

1. Static forces can be minimized by beginning the tow _____.
2. Speed should be increased slowly and in the _____ direction as the disabled boat is heading.
3. Dynamic forces are caused by the _____ force resulting from the boat through the water, the _____ and direction of the wind, and the _____ and direction of the seas.
4. Friction is created by the movement of the _____ layer through the water.
5. With a deep draft boat, a high rate of _____ puts severe strain on the deck fittings and the towline.
6. Shock loading can be reduced by decreasing _____ or increasing the _____.

TASK COXN-08-03-AUX: Inspect the Towline and Associated Hardware

1. The towline should be inspected frequently for damage resulting from _____, abrasion, fusing, and snagging.
2. Heavily used towlines will indicate reduced _____ strength and overloading by it becoming _____ or hard.
3. Deck and towing vessel fittings should be inspected on a regular basis to detect_____, _____, _____, _____, _____, _____, _____, and _____.

TASK COXN-08-04-AUX: Make Preparations for Taking a Boat in Tow

1. In determining towing speed, the primary factor to be considered is the _____ of the boat and its occupants.
2. To determine the maximum towing speed of a displacement hull boat, use the formula Speed (in knots) = 1.34 times the square root of the _____ at the water line.
3. Safe towing speed is maximum towing speed decreased by at least ____%.
4. The recommended towing speed for planning hulls is the _____ as for a displacement hull.

TASK COXN-08-05-AUX: Take a Boat in Stern Tow

1. The towing boat crosses the disabled boat's bow on a heading _____ to it.
2. This heading should be _____ the seas and wind whenever possible.

TASK COXN-08-06-AUX: Use a Shackle or Skiff Hook Assembly Connection to Take a Boat in Stern Tow

1. The trailer eyebolt is generally located on the _____, or near the _____ of the boat.
2. To reduce the hazard of injuries to personnel aboard both boats during hookup, a skiff hook assembly, used in conjunction with a_____, is used to make the connection.
3. The skiff hook assembly is only used with small _____ type boats.

TASK COXN-08-07-AUX: Take a Boat in Stern Tow Using a Bridle Connection

1. _____ leg bridles are generally used for towing sailboats.
2. A _____ should be assigned to the sailboat to assist in the rigging.
3. The _____ should be visually inspected to ensure it will be able to withstand the stress of towing.
4. The crewmember on the sailboat should take one _____ turn around the mast and then the bridle to the _____.

TASK COXN-08-08-AUX: Take a Boat in Alongside Tow from a Stern Tow

1. The alongside tow is used primarily when maximum _____ is required and preferably in _____ waters.
2. The tow strap and the backing line reduce the amount of _____, which can occur between boats.
3. _____ should always be rigged to prevent hull damage.
4. When shortening tow, a rapid decrease in speed can easily result in the towed boat _____ on your boat so as to present an overtaking or ramming situation.
5. Back down slowly to remove the slack from the _____ strap.

TASK COXN-08-09-AUX: Moor a Disabled Boat in Alongside Tow to a Float or Pier

1. When docking, the Coxswain should _____ speed as slowly as possible to maintain control of the towed boat.
2. Factors such as wind velocity, current, and height of tide should be evaluated when determining the best _____ of approach and the side of the boat to be moored.
3. For control approach, _____ the wind and current and moor on the protected side of the mooring.

Section I. Reading Assignments –Auxiliary Specific Tasks

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-09-01-AUX	Discuss Auxiliary Patrol Commander's Duties **(Waiverable by DIRAUX)**	None Assigned	
COXN-09-02-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	None Assigned	
COXN-09-03-AUX	Complete The Operations Policy Manual and National SAR Plan Open Book Exam	None Assigned	
COXN-09-04-AUX	Perform a Night Navigation and Piloting Exercise **(Waiverable by DIRAUX)**	None Assigned	
COXN-09-05-AUX	Dockside Oral Exam	None Assigned	
COXN-09-06-AUX	Underway Check Ride	None Assigned	

PART 4
Personal Watercraft (PWC) Operator Policies and Qualification

Introduction

This Part contains a collection of tasks, which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance of an Auxiliary PWC Operator.

NOTE

This Volume is not meant to be ordered through the Auxiliary National Supply Center for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided to trainees.

In this Part

This Part contains the following chapters:

CHAPTER 1
PWC Facility Acceptance and Operating Policies

A.1. Facility Acceptance

A Personal Watercraft (PWC) is a small vessel that is propelled by an internal combustion engine powering a jet pump or propeller. It is designed to carry from one to three persons, and operated by a person sitting, standing, or kneeling on the vessel rather than sitting or standing inside the vessel.

PWCs offered for use as a facility must be of the "sit down" type, designed for at least two riders.

A PWC may be offered for use and accepted as operational facilities, in accordance with Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). PWCs do not need to be designated as special purpose facilities.

A.2. Required Equipment

To be accepted as an operational facility and operated on Coast Guard Facility patrol orders, a PWC must carry the following equipment:

- One USCG-approved non-toxic dry chemical fire extinguisher.
- One 30-foot-long 3/8" polypropylene towline.
- Personal Flotation Device (PFD) for each rider with required survival equipment attached. PFDs must be impact-rated for the PWC's maximum speed (minimum dynamic strength test rating of 50 miles per hour).
- One waterproof marine radio or portable radio in clear plastic waterproof bag.
- One rescue throw bag or rescue heaving line (minimum 50 feet reach).
- First aid kit and emergency survival blanket.
- One spare safety lanyard ("kill switch").
- An Auxiliary ensign or Patrol Ensign displayed on a five-foot flagstaff, (Optional).
- Watch. Equipment
- Flashlight
- Mooring lines
- Knife (3" blade minimum).
- Sponges (2).
- Drinking water.
- Spare spark plugs.
- PWC tool kit (see Task 03-05-AUX for a complete listing of contents).
- PWC oil (as specified by the engine manufacturer).
- Visual Distress Signals (VDS).

A.3. Personal Equipment

The following personal protective equipment (PPE) is required to be carried Protective on patrols:

- Polarized, impact resistant goggles (sunglasses).
- Foot protection (wet suit booties or similar).
- Hat/helmet.
- Gloves with non-slip palms

A.4. Patrol Orders

PWC facilities are assigned to patrol duty by obtaining patrol orders through AUXDATA II.

A.5. Tandem Operator Requirement

PWCs offer no protection against the elements and can eject the operator or capsize, prudent risk management requires that a PWC always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PWC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, the second craft may not be a PWC, but must be a boat or vessel. The minimum distance from shore requirement for a boat or vessel may be extended at the discretion of the Order Issuing Authority or Coast Guard Operational Commander.

Single PWCs may respond to Search and Rescue (SAR) incidents where there is the possibility of saving a life or property.

A.6. Passengers

A certified crewmember or trainee may be carried on a PWC facility during training missions only. Passengers or guests are not authorized on PWCs on patrol orders unless they are victims from a SAR case.

A.7. Weather Limitations

PWC patrols will normally only be conducted during summer months. When the water temperature is below 60˚ F, PWC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual, COMDTINST M10470.10 (series).

PWC may **not** operate in the following conditions:

- In or near “white water” rapids, running, or swift water.
- In winds greater than 25 knots
- In seas greater than three feet. currents greater than ten knots.
- In or near restricted visibility.
- When lightning is present.
- Breaking inlets or surf.
- Prior to 30 minutes after sunrise or later than 30 minutes before sunset or in accordance with (IAW) State laws and regulations if more restrictive

A.8. Fatigue Limits

PWC patrols may operate for a maximum of six hours in a 24 hour period. A one-hour off-the-water break is required every three hours.

A.9. Patrol Procedures

Immediately after launching, each PWC operator will establish contact and a radio guard with a Coast Guard unit, local law enforcement agency, Coast Guard Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.

One of the PWC operator's missions is to educate, both by example and through the distribution of boating literature, all members of the boating public.

While on patrol, all Auxiliary PWC operators will conduct themselves and operate their PWCs in a professional and courteous manner. They will comply with all state/local regulations, and abide by any posted speed restrictions. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.

A.10. Communications

All PWC operators, while under official patrol orders, will carry a working, waterproof radio with communications capabilities sufficient to meet the requirements of the order issuing authority.

Upon commencing patrol, securing from patrol, and every thirty minutes during the patrol, as operations permit, all PWC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard.

If, during the patrol, a PWC operator loses communications, the patrol shall be secured. When communications have been restored, the PWCs may resume patrol.

CHAPTER 2
Task Accomplishment Record for PWC Operator

TRAINEE'S NAME: _____ MEMBER #: _____

Mentor/QE's Name (Printed)	Mentor/QE's Signature	Initials	Date

NOTE Mentors should use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, member shall retain this for their record.

TRAINEE'S NAME: _____ MEMBER #: _____

NOTE Mentors should document and initial those tasks not applicable, wavied, or deferred to this qualification. Use Comments

NOTE Certified Coxswains and/or Boat Crewmembers that have completed tasks noted by (*) do not need to do them again to qualify as a PWC operator. Auxiliary members that are not certified Coxswain and/or Boat Crewmember shall complete those task as noted in the appropriate Qualification PART.

Task	Date Started	Date Completed	Mentor's Initials
PWC-01-01-AUX			
PWC-01-02-AUX			
PWC-01-03-AUX			
PWC-01-04-AUX			
PWC-01-05-AUX			
PWC-02-01-AUX			
PWC-02-02-AUX			
PWC-02-03-AUX			
PWC-02-04-AUX			
PWC-02-05-AUX			
PWC-02-06-AUX			
PWC-02-07-AUX			
PWC-02-08-AUX			
PWC-02-09-AUX			
PWC-02-10-AUX			
PWC-02-11-AUX			
PWC-02-12-AUX			
PWC-02-13-AUX			
PWC-02-14-AUX			
PWC-02-15-AUX			
PWC-02-16-AUX			

TRAINEE'S NAME: _____		MEMBER'S #_____	
Task	**Date Started**	**Date Completed**	**Mentor's Initials**
PWC-02-17-AUX			
PWC-03-01-AUX			
PWC-03-02-AUX			
PWC-03-03-AUX			
PWC-03-04-AUX			
PWC-03-05-AUX			
PWC-03-06-AUX			
PWC-03-07-AUX			
PWC-03-08-AUX			
PWC-03-09-AUX			
PWC-03-10-AUX			
PWC-04-01-AUX			
PWC-04-02-AUX			
PWC-04-03-AUX			
PWC-04-04-AUX			
PWC-04-05-AUX			
PWC-04-06-AUX			
PWC-05-01-AUX			
PWC-05-02-AUX			
PWC-05-03-AUX			
PWC-05-04-AUX			
PWC-06-01-AUX			
PWC-06-02-AUX			
PWC-07-01-AUX			
PWC-07-02-AUX			
PWC-07-03-AUX			
PWC-07-04-AUX			
PWC-07-05-AUX			
PWC-08-01-AUX			

TRAINEE'S NAME: _____		MEMBER'S #_____	
Task	**Date Started**	**Date Completed**	**Mentor's Initials**
PWC-08-02-AUX			
PWC-08-03-AUX			
PWC-08-04-AUX			
PWC-08-05-AUX			

CHAPTER 3
PWC Operator Qualification Tasks

Introduction

The following are the instructions for this Chapter:

(01) The purpose of this Chapter is to provide guidance on the trainee's progress through the qualification tasks.

(02) The mentor should present the tasks to the trainee in a logical order using the instructions provided in *Part 1*.

(03) Tasks should be signed and dated when the mentor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

Qualified Boat Crewmembers And Coxswains

Auxiliary members who are currently qualified as Boat Crewmembers and/or Coxswains only need to complete those qualification tasks specific to operating a PWC.

Note: Qualified Boat Crewmembers and/or Coxswains do not have to complete qualification tasks noted with a (*)

In addition to being exempt from the requirement to complete these tasks, currently certified Coxswains do not have to complete Section F.

Unqualified Boat Crewmembers And Coxswains

Unqualified Boat Crewmembers and/or Coxswains must complete ALL tasked (AS NOTED IN EACH SECTION), as well as those required TASK for PWC Operators.

In this Chapter

This Chapter contains the following sections:

Section A. Crew Efficiency Factors, Risk Factors and Team Coordination

Introduction

The following are objectives of this Section A:

(01) **Demonstrate** knowledge of the factors that affect crew performance.

(02) **Attend** Team Coordination Training.

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified Coxswains DO NOT need to complete this section. Qualified BCM DO NOT need to complete this section with the exception of Task PWC-01-04-AUX

Task Number	Task	Note: (Unqualified complete, as below)	See Page
(*) PWC-01-01-AUX	Crew Fatigue	Complete the Task IAW BCM-01-01-AUX in PART 2	2-7
(*) PWC-01-02-AUX	Motion Sickness	Complete the Task IAW BCM-01-02-AUX in PART 2	2-8
(*) PWC-01-03-AUX	Risk Management/Team Coordination Training .	Complete the Task IAW BCM-01-03-AUX in PART 2	2-8
(*) PWC-01-04-AUX	Completed ICS and Required Workshops and Courses	Complete the Task IAW BCM-01-04-AUX in PART 2 & COXN-01-03-AUX in PART 3	2-9 3-9

Section B. Physical Fitness, First-Aid and Survival

Introduction

The following are objectives of Section B:

(01) **Achieve** and **maintain** the level of physical conditioning necessary to safely and properly carry out the duties of a Boat Crewmember aboard a Coast Guard boat.

(02) **Identify** and **become** proficient in those skills necessary for coping with open water survival situations.

(03) **Effectively** use all standard boat crew signaling and survival equipment.

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified coxswains and crewmembers having completed the tasks already do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-02-01-AUX	Personal Physical Requirements and Policy	Complete the Task IAW BCM-02-01-AUX in PART 2	2-11
(*) PWC-02-02-AUX	Personal Physical Fitness and Vision	Complete the Task IAW BCM-02-02-AUX in PART 2	2-12
(*) PWC-02-03-AUX	Crew First-Aid Responsibility	Complete the Task IAW BCM-02-03-AUX in PART 2	2-16
(*) PWC-02-04-AUX	Don the Type III PFD	Complete the Task IAW BCM-02-04-AUX in PART 2	2-16
(*) PWC-02-05-AUX	Don Anti-Exposure Coveralls (as applicable)	Complete the Task IAW BCM-02-05-AUX in PART 2	2-17
(*) PWC-02-06-AUX	Don the Boat Crew Dry Suit (as applicable)	Complete the Task IAW BCM-02-06-AUX in PART 2	2-18
(*) PWC-02-07-AUX	Identify Boat Crew Survival Equipment	Complete the Task IAW BCM-02-07-AUX in PART 2	2-19
(*) PWC-02-08-AUX	Use the Emergency Signaling Mirror	Complete the Task IAW BCM-02-08-AUX in PART 2	2-20
(*) PWC-02-09-AUX	Describe the Use of Hand-Held Distress Flares	Complete the Task IAW BCM-02-09-AUX in PART 2	2-21
(*) PWC-02-10-AUX	Describe the Use of Aerial Flares	Complete the Task IAW BCM-02-10-AUX in PART 2	2-22
(*) PWC-02-11-AUX	Operate the Personal Marker Light (PML) or Strobe Light	Complete the Task IAW BCM-02-11-AUX in PART 2	2-23
(*) PWC-02-12-AUX	Operate the Personal Locator Beacon	Complete the Task IAW BCM-02-12-AUX in PART 2	2-24
(*) PWC-02-13-AUX	Perform Water Survival Exercise	Complete the Task IAW BCM-02-14-AUX in PART 2	2-25
(*) PWC-02-14-AUX	Sun and Heat Related Factors	Complete the Task IAW BCM-02-15-AUX in PART 2	2-26

(*) PWC-02-15-AUX	State the Symptoms of Shock	Complete the Task IAW BCM-02-16-AUX in PART 2	2-26
(*) PWC-02-16-AUX	State the Symptoms of Anaphylactic Shock (Allergic Reaction)	Complete the Task IAW BCM-02-17-AUX in PART 2	2-27
(*) PWC-02-17-AUX	State the Signs for Burns	Complete the Task IAW BCM-02-18-AUX in PART 2	2-27
(*) PWC-02-18-AUX	State the Symptoms of Hypothermia	Complete the Task IAW BCM-02-19-AUX in PART 2	2-28

Section C. Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability

Introduction

The following are objectives of Section C:

(01) **Identify**, **State** the use of, and be able to consistently tie the basic knots and hitches used aboard Auxiliary facilities.
(02) **Demonstrate** the ability to secure lines of various sizes to several types of deck and dock fittings.
(03) **Locate** and **identify** equipment carried aboard Auxiliary PWC facilities.

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified coxswains and crewmembers having completed the tasks already do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
PWC-03-01-AUX	State the Operational Limitations and Characteristics of the PWC		4-14
PWC-03-02-AUX	Locate and Identify the Purpose of the Equipment Aboard the PWC; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings		4-15
(*) PWC-03-03-AUX	State Common Boat Nomenclature and Terminology	Complete the Task IAW BCM-03-01-AUX in PART 2	2-30
(*) PWC-03-04-AUX	Boat Construction	Complete the Task IAW BCM-03-03-AUX in PART 2	2-32
(*) PWC-03-05-AUX	Watertight Integrity	Complete the Task IAW BCM-03-04-AUX in PART 2	2-33
(*) PWC-03-06-AUX	Stability	Complete the Task IAW BCM-03-05-AUX in PART 2	2-34
(*) PWC-03-07-AUX	Identify the Different Parts of a Line and the Hitches Used in Line Handling	Complete the Task IAW BCM-03-06-AUX in PART 2	2-35
(*) PWC-03-08-AUX	Tie Various Knots, Hitches, and Bends	Complete the Task IAW BCM-03-07-AUX in PART 2	2-36
(*) PWC-03-09-AUX	Secure Lines to Cleats, Bitts, and Posts	Complete the Task IAW BCM-03-08-AUX in PART 2	2-37
(*) PWC-03-10-AUX	State the Types of Breaking Seas, Characteristics, and Causes	Complete the Task IAW BCM-03-09-AUX in PART 2	2-38

TASK PWC-03-01-AUX: State The Operational Limitations And Characteristics Of The PWC

Reference	a. *PWC Owners/Operators Manual* b. *PWC Capacity Plate*
Conditions	Performed at any time ashore or at the dock. Candidate must accomplish task without prompting. Use of a reference is allowed.
Standards	In response to the mentor, the candidate must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

Performance Criteria	Completed (Initials)
1. Stated the maximum speed of the PWC in knots.	_____
2. Stated the most economical cruising speed of the PWC in knots.	_____
3. Stated the maximum range, in nautical miles, of the PWC at cruising speed.	_____
4. Stated the maximum number of personnel that can be carried on the PWC.	_____
5. Stated the District's operational limits for PWC's.	_____
6. Stated the state and/or local PWC operating regulations (if applicable).	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK PWC-03-02-AUX: Locate and Identify the Purpose of the Equipment Aboard the Boat; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings

Reference	a. *None*
Conditions	Performed ashore on an operational Auxiliary PWC facility. Candidate must accomplish task without prompting. A pre-underway check-off sheet may be used.
Standards	In response to the mentor, the candidate must conduct a pre-underway check-off for the PWC to locate and check for proper operation, condition, and stowage of required equipment. Routine mechanical, electrical, and engine checks shall also be done. Check-off should be performed using checklist in Chapter 4 of PART 4 or an up-to-date prepared checklist for the PWC that covers the specific performance criteria listed below.

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard orders have been issued.	_____
2. Conducted a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.	
3. Discussed proper boat ramp etiquette.	
4. Under the observation of the mentor, located and verified the proper operation/usage, condition and stowage of the following equipment: a. Personal Floatation Device (PFD) and required equipment b. Hat/helmet; gloves with non-slip palms and foot protection. c. Goggles or sunglasses and sunscreen. d. Drinking Water e. Fire extinguishers f. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio. g. Visual distress signals (if carried) h. PWC safety lanyard key (kill switch) and spare. i. Whistle or sound producing device. (Attached to PFD) j. Watch k. Tow line (minimum 30’ of 3/8” nylon line) l. Rescue throw bag or rescue heaving line (minimum 50’ reach). m. Mooring lines (2) n. Flashlight o. Sponges (2). p. Knife (3” blade minimum). q. Spare set of spark plugs (properly gapped). r. PWC Oil (as specified by the engine manufacturer) First aid kit and emergency survival blanket s. USCG AUX patrol ensign on a staff or whip antenna (Optional). t. PWC tool kit including, but not limited to: 1. Multiple allen wrenches.	_____

Performance Criteria	Completed (Initials)
2. Screw drivers 3. Spark plug wrench. 4. Zip ties and hose clamps (various sizes) 5. WD40	
3. Completed required mechanical, electrical, and engine checks listed below: a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities. b. Steering nozzle for proper operation (side to side movement with no binding). c. Fuel line leaks, cracks, or loose connections. d. Water lines for tight connections, cracks, or leaks. e. Battery water level, proper connections and secured. f. Gas and oil tanks for leaks and properly secured. g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.	_____
4. Check hull for cracks or loose parts, particularly the pump area, the ride plate, and scoop grate.	
5. Ensure drain plugs are in place and secure.	
6. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.	
7. Conduct PWC team briefing, including: a. Purpose of the mission b. Any special circumstances concerning the mission c. Working radio frequency to be used for the mission d. Expected weather and sea conditions e. Crewmember in proper uniform and equipment (PFDs, etc.) f. Confirmed crewmembers are physically capable to perform the mission g. Discussed Risk Management and encouraged team coordination h. Discussed the policy on the wearing of jewelry. Crew is in compliance	_____

Mentor _____ **Date** _____

Comments _____

_____

Section D. Boat Handling

Introduction

The following are objectives of Section D:

(01) **Demonstrate** ability to handle a PWC proficiently during various common maneuvers.
(02) **Demonstrate** ability to recognize various maritime distress signals

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified coxswains and crewmembers having completed the tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water		4-18
PWC-04-02-AUX	Explain How to Re-right And Remount A Capsized PWC		4-19
PWC-04-03-AUX	Maneuver Through a Buoyed Slalom Course		4-20
PWC-04-04-AUX	Shallow Water Operations		4-22
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters		4-22
(*) PWC-04-06-AUX	Identify Maritime Distress Signals	Complete the Task IAW BCM-04-07-AUX in PART 2	2-45

TASK PWC-04-01-AUX:	**Dismount and Remount PWC in Deep Water**
Reference	a. *PWC Owner's Manual*
Conditions	Task performed underway in water deeper than the candidate is tall. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall disconnect the lanyard key and enter deep water, then reboard the PWC without assistance, connect the lanyard key and start the PWC.

NOTE ☞

Inability to perform this task shall preclude further participation in the PWC Operator program.

Performance Criteria	Completed (Initials)
1. Properly disconnected the lanyard key and safely entered deep water.	_____
2. Able to quickly get bearings after entering the water.	_____
3. Remounted PWC without assistance.	_____
4. Able to restart PWC and get underway.	
5. Remained calm and in control during task.	

Mentor _____ **Date** _____

Comments _____

_____

TASK PWC-04-02-AUX: Explain How To Re-Right And Remount A Capsized PWC

References	a. *PWC Owner's Manual*
Conditions	Performed ashore. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall state the procedures for re-righting and remounting a capsized PWC without assistance (ensure the operator does not overturn the PWC).

Performance Criteria	Completed (Initials)
1. Determine which direction PWC must be re-righted in accordance with the owner's manual.	_____
2. **From the stern**: a. Swim to side or stern of PWC. b. Place hands on opposite corners of foot deck (one over and one under). c. In one quick motion, push one side up and the other down while kicking feet for thrust/leverage. d. Remount PWC. e. Check compartments for water. f. Restart PWC.	_____
3. **Using the side rails:** a. Swim to preferred side in accordance with owner's manual (generally the "pipe side"). b. Pull body onto bottom of hull. c. Place feet on side rail. d. Grab opposite side rail with hands. e. Use body weight as leverage to re-right PWC. f. As PWC rolls, push self clear of PWC hull. g. Remount PWC and checked compartments for water and damage. h. Restart PWC.	
4. **Using side rail and scoop grate:** a. Swim to preferred side in accordance with owner's manual (generally "pipe side"). b. Grab scoop grate with palm facing out. c. Place feet on lower side rail. d. Use body weight as leverage to re-right PWC. e. Release grip on scoop grate and pushed away from PWC as it re-rights. f. Remount PWC and check compartments for water and damage. g. Restart PWC.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK PWC-04-03-AUX: Maneuver Through A Buoyed Slalom Course

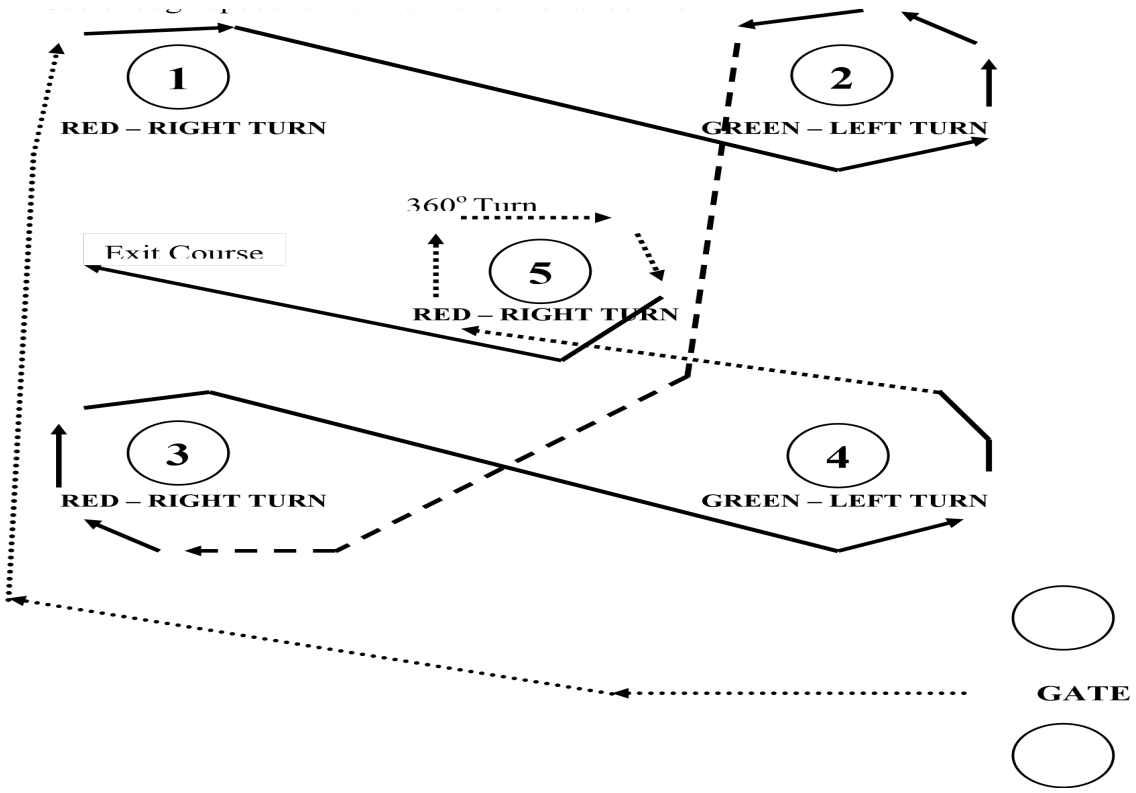
Reference	a. *Five Buoy Slalom Course , (Page 4-21)*
Conditions	Performed underway on the course specified in the above reference on a PWC. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall get underway on a PWC and maneuver through the course in the sitting and standing position with and without a passenger.

Performance Criteria	Completed (Initials)
1. Successfully completed first run while sitting.	_____
2. Successfully completed second run standing.	_____
3. Successfully completed third run sitting with a passenger.	_____
4. Successfully completed fourth run standing with a passenger.	_____
5. Successfully avoided a buoy while approaching it swiftly.	_____
6. Demonstrated “habitual scanning techniques” while underway.	_____
7. Demonstrated station keeping ability near a buoy compensating for set and drift.	_____

Mentor _____ **Date** _____

Comments _____

_____



FIVE BUOY SLALOM COURSE

COURSE

1. Pass through the gate.
2. Circle the buoys close aboard in numerical order and according to color, as indicated below.
3. At buoy #5 execute a 360 degree turn, then proceed to buoy # 1 to begin the second run.
4. After circling buoy #5 on the second run, exit through the gate.
5. For runs with a passenger, follow the same sequence listed in steps 1 through 4.

CONDITIONS

1. Circle all buoys within two vessel lengths.
2. The course is not timed.
3. Avoid excessive spacing, buoy contact or skipping buoys.
4. Use enough speed to maintain directional control.

TASK PWC-04-04-AUX: Shallow Water Operations

Reference	a. *PWC Owner's Manual*
Conditions	Performed at any time ashore. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall demonstrate ability to clear the pump and cooling lines of debris.

Performance Criteria	Completed (Initials)
1. Stated how/where debris and bottom material are picked up by the pump.	_____
2. Stated the consequences of ingesting debris and bottom material.	_____
3. Identified cavitation's from debris.	_____
4. Demonstrated clearing pump and cooling lines.	_____
5. Demonstrated checking water by-pass.	_____

Mentor _____ **Date** _____

Comments _____

_____

TASK PWC-04-05-AUX: Maneuver a PWC in Tight Quarters

References	*None*
Conditions	Performed at any time underway. Task must be done within the confines of a slip or other area where maneuvering ability is limited. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall demonstrate the following maneuvers within the confines of a slip at idle speed.

Performance Criteria	Completed (Initials)
1. Demonstrate mooring the PWC starboard side to and the bow pointed out.	_____
2. Demonstrate getting safely away from dock, turning a 360-degree turn within the confines of the slip.	_____
3. Demonstrate mooring the PWC port side to and the bow pointed out.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section E. Communications

Introduction

The following are objectives of Section E:

(01) **State** radio communications security policy.

(02) **Demonstrate** the ability to operate a VHF-FM radiotelephone.

(03) **Demonstrate** the ability to use the radiotelephone to give a position or operations report.

In this Section

This Section contains the following tasks:

NOTE

*Qualified coxswains having completed these tasks already and do not need to do them again to qualify as a PWC operator. Qualified crewmembers must complete only task PWC-05-04-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-05-01-AUX	Operate a VHF-FM Radiotelephone	Complete the Task IAW BCM-05-01-AUX in PART 2	2-52
(*) PWC-05-02-AUX	Use the VHF-FM Radiotelephone to Give an Operations and Position Report	Complete the Task IAW BCM-05-02-AUX in PART 2	2-53
(*) PWC-05-03-AUX	State General Communications Policy and Doctrine	Complete the Task IAW BCM-05-03-AUX in PART 2	2-54
(*) PWC-05-04-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	Complete the Task IAW COXN-06-07-AUX in PART 3	3-52

Section F. Navigation

Introduction

The following are objectives of Section F:

(01) **Demonstrate** knowledge of the local operations area.

(02) **Demonstrate** knowledge of various sound signals used while underway

(03) **Demonstrate** knowledge of various light configurations used while underway.

In this Section

This Section contain the following tasks:

NOTE

(*) Qualified coxswains having completed these tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-06-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	Complete the Task IAW COXN-04-01-AUX in PART 3	3-29
(*) PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area	Complete the Task IAW COXN-05-02-AUX in PART 3	3-34

Section G. Mission-Oriented Operations

Introduction

The following are objectives of Section G:

(01) **Demonstrate** ability to recover and safely transport a person in the water.

(02) **Demonstrate** ability to take another PWC in tow.

(03) **Demonstrate** knowledge of basic firefighting and use of a Dry Chemical fire extinguisher.

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified coxswains must complete only tasks PWC-07-01-AUX and PWC-07-02-AUX. Qualified Crewmembers must complete only tasks PWC-07-01-AUX through PWC-07-03-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-07-01-AUX	Pick Up a Conscious Person And Transport To Shore		4-26
(*) PWC-07-02-AUX	Take Another PWC In Stern Tow		4-27
(*) PWC-07-03-AUX	Legal Aspects And USCG Policies	Complete the Task IAW COXN-06-02-AUX in PART 3	3-47
(*) PWC-07-04-AUX	Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each	Complete the Task IAW BCM-07-09-AUX in PART 2	2-78
(*) PWC-07-05-AUX	Operate a Dry Chemical Fire Extinguisher (Simulate)	Complete the Task IAW BCM-07-12-AUX in PART 2	2-80

TASK PWC-07-01-AUX: Pick Up A Conscious Person And Transport To Shore

NOTE

Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.

Reference a. *PWC Owner's Manual*

Conditions Performed at any time underway on a PWC and with a conscious person in the water. The person in the water SHALL wear a PFD and safety helmet. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate must demonstrate the proper procedures for picking up a conscious person from the water and returning to a safe mooring.

Performance Criteria	Completed (Initials)
1. Located the person in the water (PIW).	_____
2. Approached the PIW at a safe speed.	_____
3. Deployed extra PFD or other floatation device for PIW.	_____
4. Verbally evaluated the PIWs condition, gained their confidence, and explained intentions to recover PIW.	_____
5. PIW safely aboard PWC.	
6. PIW safely transported to shore.	

Mentor _____ **Date** _____

Comments _____

TASK PWC-07-02-AUX: Take Another PWC In Stern Tow

NOTE

Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.

Reference a. *PWC Owner's Manual*

Conditions Performed underway on a PWC. A second PWC is needed to act as a disabled PWC. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate must, without error, come alongside the disabled PWC, connect the towline and safely tow the disabled PWC to shore or another boat.

Performance Criteria	Completed (Initials)
1. Maneuvered alongside disabled PWC.	_____
2. Verbally briefed operator of disabled PWC on towing procedures.	_____
3. Connected towline to disabled PWC.	_____
4. Removed or secured safety lanyard key from disabled PWC.	_____
5. Connected towline to towing PWC.	_____
6. Safely paid out towline.	_____
7. Disabled PWC towed to safe mooring.	_____

Mentor _____ **Date** _____

Comments _____

_____

Section H. Auxiliary Specific Tasks

Introduction

The following objective of Section H is:

(01) **Demonstrate** the ability to perform duties of an Auxiliary facility crewmember.

In this Section

This Section contains the following tasks:

NOTE

(*) Qualified coxswains must complete only tasks PWC-08-04-AUX and PWC-08-05-AUX. Qualified Crewmembers must complete only tasks PWC-08-02-AUX through PWC-08-05-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-08-01-AUX	Basic Knowledge of Boating Skills	Complete the Task IAW BCM-08-01-AUX in PART 2	2-82
(*) PWC-08-02-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	Complete the Task IAW COXN-09-02-AUX in PART 3	3-70
(*) PWC-08-03-AUX	Complete The Operations Policy Manual and National SAR Plan Open Book Exam	Complete the Task IAW COXN-09-03-AUX in PART 3	3-71
PWC-08-04-AUX	Dockside Oral Examination		4-29
PWC-08-05-AUX	Underway Check Ride		4-30

TASK PWC-08-04-AUX: Dockside Oral Examination

Reference	*a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)* *b. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)* *c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)* *d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)* *e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)* *f. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)* *g. District Standard Operating Procedures, Policy Manuals, and other local Instructions*
Conditions	Task should be performed ashore. Trainee must accomplish task without prompting or use of a reference.
Standards	The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A- G) of the Qualification Guide, plus at least three tasks of the QE's choice, as outlined by the performance criteria below. The QE may ask additional questions based on tasks to ensure that the trainee is fully ready to be qualified.

Performance Criteria	Completed (Initials)
1. Section A, PWC-01-____-AUX	_____
2. Section B, PWC-02-____-AUX	_____
3. Section C, PWC-03-____-AUX	_____
4. Section D, PWC-04-____-AUX	_____
5. Section E, PWC-05-____-AUX	_____
6. Section F, PWC-06-____-AUX	_____
7. Section G, PWC-07-____-AUX	_____
8. PWC-____-____-AUX	_____
9. PWC-____-____-AUX	_____
10. PWC-____-____-AUX	_____

Accomplished:

Qualification Examiner's Signature: _____ **Date** _____

Qualification Examiner's Signature: _____ **Date** _____

Comments: _____

_____

_____

_____

TASK PWC-08-05-AUX: Underway Check Ride

NOTE

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-BSX-12) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Reference

a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
b. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
c. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
d. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
e. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*
f. *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)*
g. *District Standard Operating Procedures, Policy Manuals, and other local Instructions*

Conditions

Performed underway on an Auxiliary Facility in calm sea conditions. Candidate must accomplish task without prompting or use of a reference. PWC-01-01AUX through PWC-08-04-AUX **must** be satisfactorily completed prior to conducting this underway check ride.

Standards

In response to the QE, the trainee must answer questions on, and perform the below listed evolutions for the PWC Operator position

Performance Criteria	Completed (Initials)
1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.	_____
2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: d. Wearing of jewelry. e. Risk Management/TCT. f. Effective Communication.	_____
3. Ensured use of proper PPE.	_____
4. Efficiently and safely handled the PWC and communicated effectively with the tandem facility while getting underway.	_____
5. Demonstrated ability to remount PWC in deep water.	_____
6. Demonstrated ability to complete five buoy slalom course.	_____
7. Responded to and safely recovered a Person In the Water (PIW).	_____
8. Demonstrated proficiency and safety during a stern tow, including: a. Making preparations for taking another PWC in tow. b. Safety of and communications with personnel on towed PWC.	_____
9. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.	_____
10. Operated boat IAW Navigation Rules and Regulations.	_____
11. Efficiently and safely moored the PWC.	_____

12. Satisfactorily answered QEs questions on policies, procedures and requirements practiced by an Auxiliary PWC Operator. Questions are limited to knowledge required by the qualification guide tasks (e.g. engine casualties, SAR organization and responsibilities, MSAP, and salvage policy).	_____
13. Discussed and demonstrated knowledge of filling out and processing required reports.	_____

Accomplished:
Qualification Examiner's Signature: _____ **Date** _____
Qualification Examiner's Signature: _____ **Date** _____

NOTE

Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Signature" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

Comments:

CHAPTER 4
Auxiliary PWC Pre-Underway Checklist

A.1. Overview

Prior to launching or getting underway, conduct a pre-underway check-off of your Personal Watercraft (PWC). Check for proper condition, operation, and stowage of required equipment. Routine mechanical, electrical, and engine checks must also be done. Ensure all crewmembers are aware of emergency procedures and the location and use of emergency equipment. Inform the Operational Commander of the number of persons and PWC involved in your patrol and their names prior to getting underway. Prepare a pre-underway check-off sheet for your specific facility. Below is a sample pre-underway checklist.

Facility Number: _____ **DATE:_____**	**Completed (Initials)**
1. Verified appropriate Coast Guard orders have been issued.	_____
2. Conducted a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.	_____
3. Discussed proper boat ramp etiquette.	_____
4. Under the observation of the mentor, located and verified the proper operation/usage, condition and stowage of the following equipment: a. Personal Floatation Device (PFD) and required equipment b. Hat/helmet; gloves with non-slip palms and foot protection. c. Goggles or sunglasses and sunscreen. d. Drinking Water e. Fire extinguishers f. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio. g. Visual distress signals (if carried) h. PWC safety lanyard key (kill switch) and spare. i. Whistle or sound producing device. (Attached to PFD) j. Watch k. Tow line (minimum 30’ of 3/8” nylon line) l. Rescue throw bag or rescue heaving line (minimum 50’ reach). m. Mooring lines (2) n. Flashlight o. Sponges (2). p. Knife (3” blade minimum). q. Spare set of spark plugs (properly gapped). r. PWC Oil (as specified by the engine manufacturer) First aid kit and emergency survival blanket s. USCG AUX patrol ensign on a staff or whip antenna (Optional). t. PWC tool kit including, but not limited to:	_____

Facility Number: _____ **DATE:_____**	**Completed (Initials)**
1. Multiple allen wrenches. 2. Screw drivers 3. Spark plug wrench. 4. Zip ties and hose clamps (various sizes) 5. WD40	_____
3. Completed required mechanical, electrical, and engine checks listed below: a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities. b. Steering nozzle for proper operation (side to side movement with no binding). c. Fuel line leaks, cracks, or loose connections. d. Water lines for tight connections, cracks, or leaks. e. Battery water level, proper connections and secured. f. Gas and oil tanks for leaks and properly secured. g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.	_____
4. Check hull for cracks or loose parts, particularly the pump area, the ride plate, and scoop grate.	_____
5. Ensure drain plugs are in place and secure.	_____
6. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.	_____
7. Conduct PWC team briefing, including: a. Purpose of the mission b. Any special circumstances concerning the mission c. Working radio frequency to be used for the mission d. Expected weather and sea conditions e. Crewmember in proper uniform and equipment (PFDs, etc.) f. Confirmed crewmembers are physically capable to perform the mission g. Discussed Risk Management and encouraged team coordination h. Discussed the policy on the wearing of jewelry. Crew is in compliance	_____

APPENDIX A Glossary

Introduction This appendix contains a list of terms that may be useful when reading this Handbook.

In this appendix This appendix contains the following information:

TERM	DEFINITION
AOR	Area of responsibility. Refers to a geographic area in which a Coast Guard commander is responsible for carrying out missions.
AUXDATA II	Auxiliary Data Information System. The national membership, qualification, and mission performance database.
Boat Crew	Includes the Coxswain, Boat Crewmembers, and all other personnel required onboard a boat acting in an official capacity.
Boat Crew Program	A general term referring to the overall program of training, qualifying, and certifying members in any boat crew position: crewmember, coxswain, or PWC operator.
Certification	Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard an Auxiliary Facility.
COMDTINST	Commandant Instruction. A directive issued by the Commandant to establish policies and procedures.
Commander	A Coast Guard officer in command of a Coast Guard unit. As used in this handbook, refers to any Coast Guard Unit Commander, Commanding Officer, or Officer in Charge.
Concept of Operations	A fundamental or underlying procedural or philosophical statement of how a mission is accomplished or how an objective reached; how means are used to achieve ends. Also referred to as a CONOP.
Controlling Authority	A public safety agency that assumes the communications guard for a facility on patrol. This term is used in locations not covered by the active-duty command and control system.

Coxswain	The person in charge of a boat, responsible for the safety and conduct of the crew and passengers and the completion of the assigned mission.
Crewmember	A person embarked in a boat to assist with boat handling, and carrying out the assigned tasks of the mission.
Currency Requirements	Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.
Director	Director of Auxiliary. An officer assigned to a district commander's staff, responsible for directing and managing Auxiliary programs in the Auxiliary district or region. Also referred to as DIRAUX.
Facility	A boat, aircraft, or radio station owned by an Auxiliary member or unit, In accordance with Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Offered for use by the Coast Guard.
Mentor	An Auxiliary member who partners with a boat crew program trainee to assist and coach the development of the trainee's knowledge and skills.
Night Hours	Night is defined as ½ hour after nautical sunset and ½ hour before nautical sunrise.
Operational Commander	For the purpose of this Handbook, Operational Commanders are defined as those who exercise *direct* operational control of a Boat Force units and Coast Guard Auxiliary units within their geographic area of operations. Operational commanders can issue orders, and maintain overall guidance of operational policy over assets in their area of operations.
Operational Control (OPCON)	Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, & the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
Operations Training Officer (OTO)	A member assigned to the Director's staff to coordinate and support the boat crew training program in that district or region. Support includes serving as a trainer. Normally the rank of Chief Warrant Officer (W-2 through W-4).
Operational Workshop	An Operational Workshop is published annually as a Commandant Notice to address pertinent Auxiliary operational safety topics and contain a mandatory Team Coordination Training (TCT)/Risk Management annual refresher. The workshop normally requires that all certified Auxiliary crewmembers, coxswains and PWC Operators attend the workshop, however, the workshop Notice may require other operational members to attend. Any member attending the workshop must ensure their attendance is documented in AUXDATA II

Order Issuing Authority (OIA)	Active-duty unit commanders authorized to issue operational orders. Unit commanders and directors may designate certain civil service, active duty and District level Auxiliary officers to issue orders on their behalf.
Patrol	The movement of an Auxiliary operational vessel facility, on reimbursable or non-reimbursable orders, to carry out an assigned mission.
Proficiency	Status of a crew currency.
PWC	Personal water craft (PWC) is a vessel less than 16 feet in length which is designed to be operated by a person or persons sitting, standing, or kneeling on, rather than within the confines of a hull, normally propelled and steered by a directional water jet apparatus.
Qualification	The satisfactory completion of the appropriate qualification tasks.
Qualification Examiner (QE)	A certified Auxiliary, active duty, or reserve coxswain appointed by the Director to verify that trainees are able to perform qualification tasks to specified standards.
Risk Management	A continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
Station	A Station is a shore facility with a designated OPFAC, Command Cadre, permanently assigned duty-standards, unit boat allowance and equipment.
Task	A separate training step learned in order to perform a particular job skill.
Task Code	A four-element code used to identify the applicability of tasks listed in the Auxiliary Boat Crew Qualification Guide.
Team Coordination	A set of leadership, communication and decision-making skills intended to coordinate the actions of individuals making up a team, such as a boat crew, in order to more safely and effectively carry out a mission. Often referred to as team coordination training, or TCT.
Trainee	An Auxiliary member in the boat crew training program as a candidate for qualification.
Triennial	Taking place every three years.
Type	The type of boat for which a particular qualification task applies. All Auxiliary facilities are designated "AUX."

Vessel Facility	A boat owned by an Auxiliary member or Auxiliary unit and offered for use on patrols. It must meet certain equipment standards and be inspected annually. In some cases, boats owned by corporations may also be accepted as facilities. (See Section 1.D of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) for guidance on corporate ownership.)

APPENDIX B List of Acronyms

Introduction This appendix contains a list of acronyms used throughout the Handbook.

In this appendix This appendix contains the following information:

ACRONYM	DEFINITION
ANACO	Assistant National Commodore
AOR	Area of Responsibility
AQEC	Area Qualification Examine Coordinator
AUX	Auxiliary
AUXLO	Auxiliary Liaison
BCAB	Boat Crew Advisory Board
PWC	Boat Crewmember
BECCE	Basic Engineering Casualty Control Exercises
BM	Boatswain's Mate
CFR	Code of Federal Regulations
CHDIRAUX	Chief Director of Auxiliary
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COLM	Chain of Leadership and Management
COMDTINST	Commandant Instruction
COXN	Coxswain
CQEC	Chief Qualification Examine Coordinator
CS	Creeping Line Search
CSP	Commence Search Point
DCDR	Division Commanders
DCO	District Commodore
DGPS	Differential Global Positioning System
DIRAUX	Director of Auxiliary
DR	Dead Reckoning
DSO	District Staff Officer
DSO-OP	District Staff Officer, Operations
E-SAR	Electronic Search and Rescue Fundamentals Course
EBL	Electronic Bearing Line

ACRONYM	DEFINITION
EMT	Emergency Medical Technician
ENG	Engineer
ETA	Estimated Time of Arrival
FC	Flotilla Commander
FSO	Flotilla Staff Officers
FSO-OP	Flotilla Staff Officers for Operations
GAR	Green-Amber-Red
GPS	Global Positioning System
HELP	Heat Escape Lessening Position
ICW	Intracoastal Waterways
IMF	International Medium Frequency
IR	Infra-Red
KTS	Knots
LOP	Line of Position
MARB	Marine Assistance Request Broadcast
MOB	Man Overboard
NACO	National Commodore
NAVRULS	Navigation Rules
NM	Nautical Miles
NMEA	National Marine Electronics Association
OIA	Order Issuing Authority
OIC	Officer-in-Charge
OPAREA	Operational Area
OPFAC	Operating Facility
OTO	Operations Training Officer
ORM	Operational Risk Management
PFD	Personal Flotation Device
PIW	Person-in-the-Water
PLB	Personal Locator Beacon
POB	Person Onboard
PPE	Personal Protective Equipment
PPS	Precise Positioning Service
PQS	Personnel Qualification Standard
PS	Parallel Search
PWC	Personal Watercraft
QE	Qualification Examiner
RM	Risk Management

ACRONYM	DEFINITION
RPM	Revolutions per Minute
SAR	Search and Rescue
SMC	SAR Mission Coordinator
SO	Division Staff Officers
SO-OP	Division Staff Officers for Operations
SOG	Speed Over Ground
SOP	Standard Operating Procedures
SPE	Severity-Probability-Exposure
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SS	Square Search
SSB-HF	Single Side Band-High Frequency
TCT	Team Coordination Training
TD	Time Difference
TSN	Track Line Single-Unit Non-Return
TSR	Track Line Single-Unit Return
U/W	Underway
UHF	Ultra-High Frequency
VHF	Very High Frequency
VRM	Variable Range Marker
VS	Sector Search
WX	Weather
XTE	Cross Track Error