



AUXILIARY TRAINING HANDBOOK – BOAT CREW

“Safe, Proficient, Professional”



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Subj: AUXILIARY TRAINING HANDBOOK – BOAT CREW

- Ref:
- a. *Auxiliary Manual*, COMDTINST M16790.1 (series)
 - b. *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series)
 - c. *Auxiliary Boat Crew Qualification Handbook*, ABQH 16794.52 (series)
 - d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume I*, COMDTINST M16114.32 (series)
 - e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume II*, COMDTINST M16114.33 (series)
 - f. *Coast Guard Deck Watch Officer Examination Program*, COMDTINST 16672.5 (series)
 - g. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
 - h. *Risk Management (RM)*, COMDTINST 3500.3 (series)
 - i. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
 - j. *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)

1. PURPOSE.

- a. 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.
- b. In accordance with (IAW) references (a) through (k), every effort has been made to make this Handbook useful and applicable to all aspects of Auxiliary procedures for boat crew qualifications and training. In situations where this Handbook does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from Commandant (CG-BSX) through their chain of leadership to clarify the provision in question.

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.

- a. Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A, is canceled.
- b. Where provisions of this Handbook differ from references (a) and (b), provisions of this Handbook shall apply.

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, and also serves as a policy reference to those members already certified in the above positions.

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 Auxiliary

7. MAJOR CHANGES.

- a. Converted from Manual to Handbook.
- b. Restructured Instruction.
- c. Updated Coast Guard office designations, addresses and telephone numbers.
- d. Coxswains are required to be physically next to the helm of a facility when training or supervising a break-in coxswain.
- e. Added Mishap Reporting section.
- f. Removed all references to the legacy POMS and replaced with AUXDATA II.
- g. Added a requirement that members who have been in REYR status for a period of five years or more must re-qualify by completing all required tasks for the desired position.
- h. Added nighttime currency maintenance requirements and hours for certified coxswains and crewmembers.
- i. Added annual currency maintenance requirements "TASK" for all Crewmember, Coxswain, and PWC Operator.
- j. Updated Navigation Rules examination requirements.
- k. Updated Qualification Examiner hours to count towards currency maintenance hours towards coxswain.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Auxiliary and Boating Safety, Commandant (CG-BSX) 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 Instruction. 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/>.

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Chief, Office of Auxiliary and Boating Safety



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CHAPTER 1

Introduction

Introduction

The Auxiliary is an organization of volunteers promoting boating safety and supporting Coast Guard units and missions. The Auxiliary also provides support to state and local agencies and the boating public. The U.S. Coast Guard recognizes and highly respects all Auxiliarist who so generously donate their skills, time, and resources to support the full spectrum of Coast Guard operations and operational support missions. As such, the U.S. Coast Guard takes great pleasure in presenting the Auxiliary Training Handbook – Boat Crew to the volunteers of the U.S. Coast Guard Auxiliary.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Purpose of this Instruction	1-2
B	How to Use this Instruction	1-3
C	Program Overview	1-4
D	Safety	1-6



Section A. Purpose of this Instruction

Introduction

The purpose of this handbook is to describe the Coast Guard Auxiliary Boat Crew program and the training requirements for Auxiliary members to participate in the program. Major topics within this handbook include system components, qualifications, certification, and currency maintenance.

In this Section

This section contains the following information:

Title	Page
Procedures	1-2
Updates and Changes to this Instruction	1-2

A.1. Procedures

This handbook is not intended to cover every contingency that may be encountered during mission execution or training. Successful operations require the exercise of good safety practices, sound judgment, and common sense at all levels of command.

A.2. Updates and Changes to this Instruction

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.



Section B. How to Use this Instruction

Introduction

Each Chapter of this Handbook includes its own table of contents and is divided into sections. A glossary, enclosures, and appendices are located at the end of this Handbook.

In this Section

This section contains the following information:

Title	Page
Chapter Layout	1-3
Warnings, Cautions, and Notes	1-3

B.1. Chapter Layout

- (01) The first page of each chapter includes an *Introduction* and an *In this Chapter*.
 - (02) The first page of each section includes an *Introduction*, an *In this Section*, as applicable.
 - (03) In the left column of each page are block titles, which provide a descriptive word or phrase for the corresponding block of text to the right.
-

B.2. Warnings, Cautions, and Notes

The following definitions apply to “Warnings, Cautions, and Notes” found throughout the instruction.

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.



Section C. Program Overview

Introduction

This Handbook provides policy and guidance for training, qualifying, and certifying Auxiliarists in the boat crew program. It is intended for use by Auxiliary flotillas, Directors of Auxiliary, and Coast Guard units that administer the Auxiliary training program. This program is based on the program used by the active-duty component of the Coast Guard. To foster mutual understanding and interoperability, active-duty nomenclature and procedures are used to the greatest extent possible. Where the Auxiliary program differs from that used by the active-duty component that is due to the unique needs of civilian volunteers operating non-standard recreational boats in the Auxiliary's mission profile.

In this Section

This section contains the following information:

Title	Page
Definitions	1-4
Mission	1-4
Concept of Operations	1-5

C.1. Definitions

The boat crew program refers to the overall process of training and using members certified as coxswains, crewmembers, and personal watercraft (PWC) operators to conduct Auxiliary patrols. "Boat crew" in this context should not be confused with the terms "crewmember", which refer to one of the three certification levels or positions. **The boat crew training program** refers to the collective processes of qualification, certification, and currency maintenance. A complete list of terms and definitions is found in [Appendix I](#).

C.2. Mission

The United States Coast Guard is a multi-mission maritime service and one of the Nation's armed forces. Its mission is to protect the public, the environment and U.S. economic interests in the Nation's ports and waterways, along the coast, on international waters, or in any maritime region as required to support national security.

The Auxiliary's mission is to support the Coast Guard in the performance of its missions. The Auxiliary also supports the states by performing missions on waters under the sole jurisdiction of the states.



C.3. Concept of Operations

A **concept of operations** ([Appendix A](#)) defines the nature and purpose of Auxiliary patrols. The training requirements and performance standards contained in this manual are designed to prepare Auxiliary boat crewmembers to safely perform the roles described in the concept of operations.

Coast Guard units that train Auxiliarist or issue patrol orders to Auxiliary facilities need to understand both the benefits and limitations of using Auxiliary patrols to help carry out their missions.



Section D. Safety

Introduction

The Commandant and the local operational commander will ask Auxiliary boat crews to perform patrol duties to the extent of their capabilities. It is important for coxswains to know what those capabilities and limits are, including their personal capabilities and limits, the capabilities and limits of the crew, and the capabilities and limits of the boat. Risk Management (RM) principles must be applied during all missions.

WARNING

If ever you become apprehensive concerning your safety, and/or suspect yourself, crew, or facility may be nearing or exceeding limitations, take prudent action: STOP, take appropriate action to safely STABILIZE your situation, and NOTIFY your operational commander.

In this Section

This section contains the following information:

Title	Page
Safety Responsibilities	1-6
Safety Practice	1-7
Mishap Reporting Policy	1-7

D.1. Safety Responsibilities

References (a) through (g) defines specific responsibilities of Coast Guard Boat Forces personnel and Auxiliary members in carrying out their duties for training and conducting Auxiliary Operations. Key responsibilities are:

- **Facility Operator (Coxswain) or PWC Operator:** Responsible for ensuring that required safety equipment is on board, in good condition, and properly utilized; that all on board are wearing appropriate PPE; that a pre-underway briefing is conducted; and that patrol orders have been issued. Further, the coxswain or PWC operator is responsible for terminating the mission when the limits of the facility or crew may be exceeded.
 - **Coast Guard Order Issuing Authority:** Responsible for being aware of the capabilities and limitations of Auxiliary facilities under their control, and for ensuring that patrol orders (reimbursable or non-reimbursable) are issued for all Auxiliary patrols.
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- **Auxiliary Operations Officers and Unit Elected Leaders:** Responsible for ensuring that members are properly trained, qualified, and certified and that facilities are properly inspected and equipped. Further, they have the authority and responsibility to abort any ordered mission if they become aware of any situation pertaining to the mission or crew that may adversely affect the safety of the mission.

Responsibilities of certain individuals are highlighted above. However, when it comes to safety, **everyone** is responsible. All members must work as a team. The team may be the crewmembers on an individual patrol facility, or the larger team of the facility and its Operational Commander, or the team of the Chain of Leadership and Management (COLM). Each member of each team must maintain continual situational awareness, and alert others on the team when an unsafe situation arises.

D.2. Safety Practice Two important safety concepts used in Coast Guard boat crew training operations are **Team Coordination and Risk Management**

The principle of team coordination is that individual technical knowledge and skill alone cannot prevent mishaps. The abilities and actions of individuals must be coordinated as a team using a set of leadership, communication, and decision-making skills.

The concept of risk management requires that every event, whether ashore or underway, whether routine or unexpected, must be guided by deliberate assessment, planning, and prudent decision-making.

For a detailed discussion of these concepts see reference (h).

D.3. Mishap Reporting Policy An individual or unit with first-hand knowledge of an accident or incident while assigned to duty must report all available information in accordance with district requirements. This report is normally made to the OIA, who then must pass the information to the appropriate Coast Guard commands and Auxiliary leadership. The Coast Guard will direct appropriate investigations, as necessary. For additional information on mishap reporting, refer to reference (i).



Section E. The Training Process

Introduction

The Commandant is required by law to train, examine, and qualify Auxiliary members before assigning them to duty (14 U.S.C. 831). This is necessary to ensure the safety of Auxiliary members, as well as the safety of people who may be assisted by the Auxiliary.

Auxiliary members are afforded protection against liability for property damage or loss, personal injury, disability, or death, and are protected against third-party lawsuits resulting from the performance of their duties while under orders.

This liability protection is effective only when an Auxiliarist is properly qualified and assigned to duty, and acting within the scope of assigned duties.

Additionally, training is necessary to ensure that Auxiliarists meet the high standards of the service and their performance of duty reflects positively on the Coast Guard.

In this Section

This section contains the following information:

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Boat Crew Positions	1-9
Steps in the Training Process	1-9
Training Process Overview	1-10



E.1. Boat Crew Positions

Auxiliary members may qualify in the following boat crew positions:

- **Crewmember:** The crewmember assists the coxswain with handling the boat and performing mission activities. Skills include line handling, knot tying, communications, observation, making up tows, and emergency procedures.
- **Coxswain:** The coxswain is in charge of the facility and is responsible for directing the safe navigation of the boat, the activities of the crew, and the performance of the missions. Skills include navigation, piloting, boat handling, communication, search planning, and emergency procedures.
- **Personal Watercraft Operator (In Training):** A member pursuing certification as a Personal Watercraft Operator (PWO) shall be designated a Personal Watercraft Operator (In Training) after completing the following tasks: PWC-04-01-AUX, PWC-04-02-AUX, PWC-04-03-AUX in reference (c), dry suit swim appropriate for AOR, and a Navigation Rules Test. Members who do not achieve their PWO competency within 2 years of being designated a Personal Watercraft Operator (In Training) will be removed from that designation and will not be issued patrol orders.
- **PWC Operator:** Operates personal watercraft (PWC) on Auxiliary patrol orders. Like the coxswain, the PWC Operator is in charge of the facility, and is responsible for the safe operation and navigation of the PWC as well as carrying out the assigned mission.

E.2. Steps in the Training Process

The training process consists of three parts:

1. **Qualification:** The process of initial entry into the program, in which the member learns and demonstrates the knowledge and skills required to perform missions that may be assigned.
2. **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.
3. **Currency Maintenance:** Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.

Each of these three parts is discussed in detail in the following chapters. The process is summarized below.



E.3. Training Process Overview

A series of **qualification tasks** defines the knowledge and skills required for each boat crew position. Each task describes a certain job skill and states performance criteria for that skill. For example, a qualification task for the coxswain position is to take a vessel in stern tow. The trainee completes the task by reading the reference material listed, reviewing the skills with a mentor, and then practicing the task. When the trainee demonstrates mastery of the task without guidance, the task is **signed off** by the mentor.

After all tasks are signed off by a mentor, the trainee then completes a dockside oral examination and an underway check ride with a Qualification Examiner (QE). The QE is an experienced Auxiliary coxswain appointed by the Director of Auxiliary (DIRAUX) to verify that the trainee meets the performance standards for qualification. Upon completion of the oral exam and check ride, the QE submits a recommendation to the Director, who then certifies the member. The member is then eligible to be assigned to duty under Auxiliary patrol orders.

The member maintains currency of certification by meeting annual minimum standards. The member must maintain the ability, mobility, and endurance to safely perform any qualification task for which they have been certified.



CHAPTER 2 System Components

Introduction

The boat crew training system consists of several components at various levels in the Auxiliary and the Coast Guard. This chapter describes the roles and responsibilities of each of these components.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Headquarters and Districts	2-2
B	Unit Commanders	2-4



Section A. Headquarters and Districts

Introduction

This section discusses the roles and responsibilities of Headquarters and District Active and Auxiliary personnel.

In this Section

This section contains the following information:

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Commandant	2-2
Auxiliary National Staff	2-2
Coast Guard District Director of Auxiliary	2-2
Auxiliary District Commodores	2-3

A.1. Commandant

The **Chief Director, Auxiliary (CHDIRAUX)** serves as the Commandant's program manager for the Auxiliary. This officer fulfills the Commandant's duty under law to train, qualify, and examine members before they are assigned to duty. The Chief Director also serves as the **Chief, Office of Auxiliary**, in Coast Guard Headquarters, designated by the staff symbol (CG-BSX).

In coordination with the Chief, Office of Boat Forces (CG-731), and other Headquarters' program managers, and the Auxiliary National Staff, the Chief Director develops training materials and operating policies for the Auxiliary patrol program.

A.2. Auxiliary National Staff

Assistant National Commodore, Response and Prevention (ANACO-RP) is responsible to the National Commodore (NACO) for development and coordination of the Auxiliary's operations and marine safety programs in support of the Coast Guard's missions in federal and state waters.

The **Director, Response Directorate**, is responsible for developing and overseeing the Auxiliary's surface, air and telecommunications programs, including the Boat Crew Training Program.

A.3. Coast Guard District Director of Auxiliary

Each Coast Guard District Commander has a **Director of Auxiliary (DIRAUX)** assigned to administer the district's Auxiliary program. Some districts are subdivided into Auxiliary regions and in some cases each region having a Director.

The Director is normally the Chief, Auxiliary Administration Branch. The Director is responsible for certifying Auxiliary members for duty in the boat crew program.



The Director has an **Operations Training Officer (OTO)** assigned to coordinate and support training of Auxiliarist in operations programs, including the boat crew program.

The Director appoints Auxiliary members as **Qualification Examiners (QEs)** as recommended by the OTO. Qualification Examiners evaluate the performance and abilities of boat crew candidates and recommend them for certification.

A.4. Auxiliary District Commodores

The senior elected Auxiliary leader in each region or district is the **District Commodore (DCO)**. The DCO's duties parallel those of the Coast Guard district commander, being responsible for the overall administration and conduct of the Auxiliary in that region or district.

The DCO is also a voting member of the Auxiliary **National Board**, which, in coordination with the **National Executive Committee**, advises the Chief Director on operating policies for the Auxiliary. These policies include those that govern the boat crew training program.

A staff supports each District Commodore, including a **District Staff Officer, Operations (DSO-OP)**. The DSO-OP is responsible for administering operations programs in the region or district, in coordination with the national operations staff, as well as division and flotilla operations officers.



Section B. Unit Commanders

Introduction

This section discusses the roles and responsibilities of Coast Guard unit commanders and Auxiliary Elected Leaders. An important transition of responsibilities takes place between the national/district level and the unit level. The higher levels, described in Section A of this chapter, serve primarily administrative and management functions. They develop policy and provide support.

At the unit level, described here, unit commanders are operational commanders. This means that they are **operational risk managers**. Assisted by their staff officers, Coast Guard unit commanders and Auxiliary Elected Leaders make decisions important to the safety of human lives.

In both training situations and actual missions, unit commanders must carefully observe and evaluate the capabilities and limitations of their people and facilities, and be constantly aware of what missions are assigned, and under what conditions those missions are carried out.

Based on this awareness of people, facilities, and missions, unit commanders are responsible for evaluating risks and taking action to minimize those risks. Amplifying guidance can be found in reference (b) and reference (h)

In this Section

This section contains the following information:

Title	Page
Coast Guard Sector/Unit Commanders	2-4
Auxiliary Elected Leaders and Staff	2-5

B.1. Coast Guard Sector/Unit Commanders

Unit commanders (including Commanding Officers and Officers-in-Charge) of Coast Guard units are normally the order-issuing authority for Auxiliary patrols. They are responsible for liaison with Auxiliary units in their area of responsibility (AOR). Most commanders at the unit level assign a member designated as the Auxiliary Liaison (AUXLO) to work with the command and the Auxiliary to best utilize Auxiliary support, coordinating patrol orders, ensuring safe utilization of Auxiliary resources while exercising operational control during patrols or support to Coast Guard missions.



**B.2. Auxiliary
Elected Leaders and
Staff**

Elected leaders are responsible for the administration of Auxiliary units. Division Commanders (DCDR) are in charge of Auxiliary divisions. Flotilla Commanders (FC) are in charge of Auxiliary flotillas. As stated in references (a) and (b), these leaders are responsible for the leadership, management, supervision and operation of their units, as well as unit member training, qualification, and assignment to duty.

Appointed staff officers assist elected leaders. Division Staff Officers (SO) and Flotilla Staff Officers (FSO) for Operations (OP) are responsible for planning, coordinating, and supervising their boat crew training programs.

In addition to training responsibilities, the Operations officers (SO-OP and FSO-OP) have the safety and risk management responsibilities outlined above and in Chapter 1. Section D.



CHAPTER 3

Qualification

Introduction

This chapter discusses the elements of the trainee process to obtain a competency. It provides an overview of the qualification tasks, qualification process, and the progression of qualifications.

Qualification is the one-time attainment of performance tasks for a specific competency (completion of PQS). This is not to be confused with certification, which is outlined in [Chapter 4](#).

In this Chapter

This chapter contains the following information:

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Section A. Trainee Eligibility and Preparation

Introduction

The Coast Guard and Coast Guard Auxiliary encourage as many members as possible to become qualified in the boat crew program. The skills gained in this program will help members become safer boaters and enable them to improve the safety and skills of their fellow boaters.

The qualification requirements of this program have been tailored from the standards used by the active-duty component. However, these Auxiliary performance-based qualification tasks have been modified to achieve minimum standard qualification requirements for volunteers with a wide range of ages and abilities. Based on these qualifications, Auxiliarist, who safely and successfully complete the qualification tasks by demonstrating the skill, mobility, and endurance, are considered Qualified and eligible to achieve Certification in the Boat Crew Program.

Risk management evaluation should be considered concerning the safety of the individual, the crew, facility, and boating public. If it is determined that the risk is acceptable, the member may participate in operational training to achieve qualification and certification.

Members with disabilities are not automatically precluded from qualifying in the Auxiliary boat crew program. Risk management evaluation should be considered concerning the safety of the individual, the crew, facility, and boating public. If it is determined that the risk is acceptable, the member may participate in operational training to achieve qualification and certification. However, all trainees, regardless of disability must successfully demonstrate the skill, ability, and endurance to perform all qualification tasks utilizing the process established in the appropriate qualification guide as established by Commandant.

Members entering this program must be willing to represent the Coast Guard and Coast Guard Auxiliary to the boating public. This requires attention to appearance and attitude, as well as an extensive knowledge of operational policies and procedures.



In this Section

This section contains the following information:

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A.1. Eligibility

All Auxiliary members who meet the requirements listed in Chapter 1, Section A of reference (a) and have a favourable Operational Support Personnel Security Investigation (OS PSI) are eligible to participate in the Boat Crew Training Program. A favorable determination from a Direct Operational Personnel Security Investigation (DO PSI) is not required unless specified by the Order Issuing Authority (OIA).

A.2. Physical Requirements

As described in the Concept of Operations (see Chapter 1, Section C, paragraph [C.3.](#) and [Appendix A](#)), the Auxiliary boat crew program is designed for people with a wide range of ages and abilities.

There are no specific requirements for age, weight, strength, or endurance other than demonstrating proficiency in the standard qualification tasks in reference (c).

Trainees must meet the following standards in completing each qualification task:

- The trainee must successfully perform each task personally, without assistance.
 - Each task must be performed with confidence.
 - Each task must be performed safely.
-



Section B. Mentors

Introduction

Mentors are the backbone of the USCG Auxiliary Boat Crew Program. Mentors are experienced participants in the boat crew program who are certified as a coxswain, a boat crewman, or as a PWC operator and who assume the responsibilities of training other members. Mentors pass down their experience and skill to their trainees by communicating the Auxiliary's organizational culture, policies, and wisdom.

What might the member gain as a mentor? Typically they will:

Renew their enthusiasm as they assume the role of expert;

- Obtain a greater understanding of the barriers experienced by newer members in the Auxiliary;
- Enhance their skills in coaching, counseling, listening, and modeling;
- Develop and practice leadership, and;
- Demonstrate expertise and share knowledge.

As a result of this relationship, the trainee may:

- Make a smoother transition into the Auxiliary;
- Further improve their skill as a boater;
- Identify some additional opportunities to contribute;
- Develop new and/or different perspectives;
- Get assistance with their ideas;
- Demonstrate their strengths and explore their potential, and;

Broaden their Auxiliary network. (adapted from United States Office of Personnel Management, Best Practices: Mentoring)

The mentoring process is an integral component of the Auxiliary Boat Crew Training program. The program is administered at the district level and mentors are assigned by the flotilla commanders. This document is designed to complement the existing structure and tools that Auxiliary leadership and mentors may use to improve training efforts.



In this Section

This section contains the following information:

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Mentor Training	3-7
Other Mentors	3-8
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B.1. Mentors

A primary goal of the USCG Auxiliary Boat Crew Program is to assist members to become qualified and participate in operational mission(s). The purpose of the training program is to enable members to learn and perform to the high standards prescribed by the US Coast Guard. It must be remembered that many join the Auxiliary further their boating skills. It is the mentor's responsibility to guide the member through the training process.

A mentor is a subject matter expert, a coach, and an advocate. The mentor helps the trainee learn the knowledge and skills required for each qualification task. Planning is a key element of the process. Working with the trainee, the mentor should plan the training program. The discussion could include topics such as:

- Goals of the trainee
- Time constraints and other barriers
- Duration of sessions
- Order of performing the tasks
- Logistics for providing underway time on facilities
- Identification of references for study

The manner by which a task is reviewed will depend on many factors, including the knowledge and skill of the trainee, his/her prior experience and aptitude for the work. The degree of review and training will vary from minimal to extensive. Tasks should be completed multiple times before determining that it is mastered. Some tasks will have environmental or time limits to be met. Every task must be performed independently by the trainee to the standard's specifications.

When the trainee has mastered a task, the mentor signs the task to verify satisfactory completion. The mentor signs the "Task Accomplishment Record" page in reference (c).



B.2. Mentor Assignment Policy

When assigning a member as a mentor, flotilla leaders must consider the member's experience and skill. Mentors should be thoroughly familiar with the Auxiliary Boat Crew Qualification Program including the contents of this manual.

Any member assigned to be a mentor must have impeccable integrity as they are, in a large part, responsible for the credibility of the US Coast Guard's Auxiliary Boat Crew Program. These mentors should be willing and able to put in the time and effort to train another member. It is extremely important that mentors have a thorough understanding of and consistently demonstrated TCT principles on prior operational missions as they will be working with unqualified members where the potential for a mishap is higher than working with a certified crew.

The mentor must be currently or previously certified in the position for which tasks are to be taught and signed off. This means that to mentor a coxswain trainee, the mentor must be currently certified, as a coxswain. A mentor for a crewmember trainee must be currently certified as either a coxswain or crewmember. A mentor for a PWC operator trainee must be currently certified as a PWC operator.

A member previously certified within the previous 2 years as a crewmember, coxswain or PWC operator can also serve as a mentor as described above, with the approval of the AQEC/CQEC.

B.3. Mastering a Task

Tasks are meant to be learned through constant practice under the mentor's guidance. This is a suggested method for achieving mastery of the tasks.

- Give the trainee the reading assignments.
 - Confirm completion of reading assignment and clarify any issues that the trainee might have about the material.
 - Demonstrate the steps required to complete the task. During the demonstration, the mentor should narrate the procedures. If the task is one that does not require demonstration, proceed to the next step.
 - Walk the trainee through the task. In order to ensure that the trainee understands, the mentor may want to walk the trainee through the steps more than once. There is no limit to the number of times the mentor performs the walk-through, however, trainee understanding must be ensured before continuing.
 - Practice the skill. The trainee must practice the skill for consistent success at the task. The mentor should not sign off any task as complete until the trainee can consistently and correctly complete the task without assistance.
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- Monitor the trainee’s performance. Trainee performance should be monitored during both training and operations. Qualification does not end with the first successful completion of the task. It is an ongoing process that ends only when successful task completion can be met consistently.
 - Verify that the trainee’s performance meets the standards set in reference (c).
 - The trainee must be able to perform the task subject to established conditions and standards delineated for the task. This standard is provided at the beginning of each task.
 - The trainee must be able to perform the task without assistance.
 - The trainee is expected to perform each task on a consistent basis in accordance with the established standards and conditions.
 - Sign off the task at the bottom of the task qualification page of the Appropriate PART in reference (c) when the mentor is confident that the trainee can perform the task consistently and unassisted. It is suggested that the mentor record the start and completion dates on each task. This would indicate the period over which the candidate repeatedly demonstrates the ability to perform the assigned task.
 - Once the trainee has mastered all of the tasks, the mentor should assess the candidate’s readiness for the position of coxswain, crewman or PWC operator. Schedule the trainee for the dockside oral exam and underway check-ride using local procedures.

The QE will report to the OTO via the AQEC/CQEC on the trainee’s performance during the dockside oral exam and underway check-ride and recommend or not recommend certification.

B.4. Mentor Training

OTOs, working through their CQEC, AQECs and QEs, are encouraged to provide annual mentor workshops for those members serving as mentors and potential mentor candidates. Training should strive to ensure that the mentors are prepared to fulfill their responsibilities to the trainee, and by extrapolation, the Coast Guard and the public. Mentor workshops could address local issues, review the Boat Crew Training Manual and/or provide any additional training that would complement the knowledge and skills of the mentor. A review of the local proficiency training tools to augment the standards in reference (c) and their use in trainee development may be helpful. This training may be delegated to the CQEC, AQEC(s), or QE(s).



B.5. Other Mentors

Qualification Examiners - QEs may and are encouraged to serve as mentors. QEs are often our most knowledgeable and skilled members in the Boat Crew Program. If a QE serves as a mentor for a trainee, then that QE should not perform the QE check-ride for that trainee unless granted a waiver by the OTO. OTOs may consider granting such waivers in extenuating circumstances, as in remote areas where long distance travel is required, or other difficult situations are encountered. Districts and regions may want to consider increasing the number of QEs if QEs are also used as mentors.

USCG Qualified Boat Crew - Any active duty or reserve USCG coxswain or crewmember may serve as a mentor for the Auxiliary Boat Crew Program up to the level of their certification. Active-duty mentors must be familiar with the Auxiliary Boat Crew Qualification Program as described in this Handbook.

B.6. Assignment to Duty

Flotilla Commanders, FSOs-MT or OP or the Flotilla Boat Crew Training Coordinator shall assign a mentor or mentors to each member wishing to qualify as a crew, coxswain, or PWC Operator in the Auxiliary Boat Crew Program. If there isn't a member available in a flotilla to serve as a mentor, the flotilla may call on the division to assign the required mentor(s) or work with a near-by Coast Guard Station. Ideally, each flotilla should have at least one member trained to serve as a mentor.



Section C. Completion of the Qualification Guide

Introduction

Reference (c), (Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)), contains PQS tasks required for an individual to perform the duties of the assigned competency. The goal of ABQH is to standardize and facilitate these qualifications. The ABQH is compilations of the minimum knowledge and skills that an individual must demonstrate in order to complete the qualification process.

In this Section

This section contains the following information:

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Additional Standards	3-10
Waiverable and Deferred Task	3-10
Coxswain Command and Control	3-11
Qualification Timeline	3-11
Patrol Orders	3-11
Coast Guard Unit Support	3-11

C.1. Auxiliary Boat Crew Qualification Handbook

The Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series), has a separate PART for each boat crew position:

- PART II, Crewmember
 - PART III, Coxswain
 - PART IV, PWC Operator
-



C.2. Completion of Tasks

The following steps offer a recommended approach to completion of the qualification guide:

1. Mentors, OP and MT Staff Officers should guide and encourage trainees to attend any formal training classes conducted by the OTO or other qualified members.
2. Each district/region is encouraged to conduct formal boat crew training that they may develop on their own or by using a Best Practices from other districts.
3. The mentor and the 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, and so on.
4. For each task, the mentor and trainee gather necessary reference material for the trainee to study. Through a combination of self-study of written material and hands-on practice, the trainee learns the skills required for the task.
5. The mentor demonstrates the task using the procedures outlined for the appropriate qualification task.
6. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
7. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his or her own.

When satisfied that the trainee meets the standard of a task, the mentor verifies completion by signing-off the task.

C.3. Additional Standards

In accordance with reference (c).

C.4. Waiver and Deferred Task

Certain tasks in reference (c) are designated as “**Waiver Tasks by DIRAUX**”, “**Not Applicable**” or “**Deferred**”. The Director may waive these designated tasks on a case-by-case basis IAW reference (c).



**C.5. Coxswain
Command and
Control**

The coxswain is the facility operator while on patrol, meaning that the coxswain has physical control of the helm and throttles. The coxswain may choose to have a qualified crewmember or break-in serve as helmsman and throttle operator, but the coxswain will still exercise overall supervision of the crew and mission. Coxswains are required to be physically next to the helm of a facility when training or supervising a break-in coxswain. The coxswain has the final responsibility to ensure the crew is fully qualified.

**C.6.
Qualification
Timeline**

Trainees are expected to complete the appropriate qualification they are trying to achieve within two years of starting the process. A trainee who is unable to make reasonable progress towards this goal is using training resources that might be better used on other trainees.

In this case, the flotilla leadership should have a discussion with the trainee and decide whether the member should continue in the program.

If the trainee continues in the program, all signs-offs completed over two years prior to the check ride must be redone and so noted on the sign-off sheets.

C.7. Patrol Orders

All underway training for task completion, with both mentors and qualification examiners requires Coast Guard reimbursable or non-reimbursable patrol orders prior to getting underway. It is the responsibility of the operator (coxswain) to ensure that patrol orders have been requested and issued through AUXDATA

**C.8. Coast Guard
Unit Support**

All Coast Guard unit commanders, commanding officers, and officers-in-charge are strongly encouraged to participate in the training process for Auxiliarists to ensure Auxiliary Boat Crews are a viable resource for SAR and other missions.



CHAPTER 4 Certification

Introduction

This chapter explains the certification and recertification for Auxiliarists, and for Auxiliarists who are also members of the Coast Guard and Coast Guard Reserve.

In this Chapter

This chapter contains the following information:

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A	Certification	4-2
B	Dual Membership	4-6
C	Recertification	4-8



Section A. Certification

Introduction

The Director shall only consider members for certification after they have successfully completed the applicable PQS, a thorough dockside oral examination, underway check ride and have been recommended by the OTO and QE.

In this Section

This section contains the following information:

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Command Responsibility	4-2
Certification Process	4-3
Final Certification	4-3
Insignia and Awards	4-3
Removal of Certification	4-4
Inter-District Transfers	4-4
Multiple Residences	4-5

A.1. Command Responsibility

Certification is an important command responsibility. This process validates that a member is capable of performing assigned duties safely, effectively, and responsibly, and places great trust and confidence in the member.

In the active-duty component, the unit Commanding Officer or Officer in Charge approves certification. It is based on personal observation and knowledge of the individual and represents an operational commander's judgment that the individual can safely perform the duties assigned. In this sense, certification is a risk-management decision and is not to be taken lightly.

In the Auxiliary, the regional DIRAUX approves certification. In most cases, the Director will have no personal knowledge of the individual being recommended for certification. Certification is primarily an administrative action by the Director. However, it is still an important action and Directors must rely on their OTO and QEs to maintain the integrity of the certification process. (See [Chapter 6](#) for detailed information about QEs.)



A.2. Certification Process Upon completion of the check ride and oral exam, the QE submits a recommendation for certification (Appendix C) to the OTO via the AQEC. The AQEC, if used, shall verify that all forms are properly and completely filled out. The OTO verifies that all prerequisites and eligibility criteria have been met and forwards the recommendation to the Director who signs the certification and makes appropriate AUXDATA II entries. Once the Director approves the certification the member is authorized to perform patrol duties under Coast Guard orders.

A.3. Final Certification Final certification is the official statement (entry in AUXDATA II) of the Director that the member has demonstrated:

- (01) The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation (dockside oral examination and Check ride), and the positive recommendation by the OTO and QE.
 - (02) The judgment and maturity required to:
 - a) Act responsibly.
 - b) Perform assigned duties in the manner prescribed by Coast Guard and Coast Guard Auxiliary directives and regulations.
 - c) Function as a team member.
 - d) Interact positively with the public in the execution of Coast Guard Auxiliary duties.
-

A.4. Insignia and Awards Once certified as Boat Crewmember / Coxswain / PWC Operator, an Auxiliarist is authorized to wear the operations program ribbon on the uniform. If the member has already earned the ribbon, then a small bronze star may be added to the ribbon upon certifying for the additional certifications.

Once certified as Coxswain or PWC Operator, an Auxiliarist is authorized to wear the appropriate certification insignia on their uniform.

Entitlement to wear the ribbon and the certification insignia is permanent, even if the member's certification lapses or the member becomes inactive in this program.



A.5. Removal of Certification

The Director may suspend a member's certification in certain circumstances. Reasons for suspension can include:

- Failure to maintain the ability, mobility and endurance to safely perform any standard qualification task for which they are certified.
- Dangerous or inappropriate actions or behavior under orders
- Pending mishap investigation

When a member's certification is suspended, it must be done with the intent that the member may regain certification when the problem is fixed and/or corrected. Accordingly, any action to suspend a certification must be accompanied by a plan for corrective action.

Suspension of certification will NOT be used as a punitive measure. It will be invoked only when a member's ability or conduct makes it unsafe or inappropriate to serve under Coast Guard orders.

Refer to reference (a) for the complete policy on suspension of certification.

A.6. Inter-District Transfers

Certification for boat crew positions is valid only in the district or region in which the certification is issued. A certified Auxiliarist permanently relocating to another district must be certified by the Director in that district prior to being assigned to duty in that district.

The receiving OTO shall arrange for an underway check ride with a QE and shall complete tasks in reference (c):

- Boat Crewmember Task BCM-08-04-AUX
 - Coxswain Task COXN-09-06-AUX
 - PWC Operator Task PWC 08-05-AUX.
-



A.7. Multiple Residences

Certified members with residences in multiple regions must be certified for all regions in which they desire to conduct patrols. A request for certification must be preceded with a letter of recommendation from the OTO in the member's home district to the receiving OTO(s).

The receiving OTO shall arrange for an underway check ride with a QE, within two weeks of the member's request. The member shall complete the appropriate enclosure for certification:

- Boat Crewmember, [Enclosure \(1\)](#)
- Coxswain, [Enclosure \(2\)](#)
- Personal Watercraft Operator, [Enclosure \(3\)](#)

This process must be repeated every three years.

NOTE

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



Section B. Dual Membership

Introduction

There are Auxiliary members who are also members of the active, reserve, or retired components of the Coast Guard. Auxiliary members who have been certified in the active-duty boat crew program have valuable skills that can be used in the Auxiliary.

These members may follow an abbreviated certification process as described below to achieve the positions of Auxiliary crewmember or coxswain.

There is no Personal Watercraft Operator (PWO) standard qualification in the active-duty Coast Guard boat program; therefore, no abbreviated certification process for PWO.

In this Section

This section contains the following information:

Title	Page
Dual Membership Certified as Coxswain	4-6
Dual Membership Certified as Boat Crewmember	4-6
Active/Reserve Members Currently Certified	4-7

B.1. Dual Membership Certified as Coxswain

An Auxiliary member who is also a member of the active duty or reserve component or retired and were certified as a coxswain within the last three years may be certified as an Auxiliary coxswain by completing the following in reference (c):

- Task COX-05-02-AUX, sketch a chart of the local operating area (Required only if the coxswain is not stationed in the Auxiliary area of responsibility.)
- Task COX-09-06-AUX, Check Ride aboard an Auxiliary facility.

Depending on the member's experience and operational requirements, the Director may waive completion of these tasks.

B.2. Dual Membership Certified as Boat Crewmember

An Auxiliary member who is also a member of the active duty or reserve component or retired and were certified as a coxswain, engineer or crewmember within the last three years may be certified as an Auxiliary crewmember by completing the following in reference (c):

- Task BCM-08-04-AUX, Check Ride.

Depending on the member's experience and operational requirements, the Director may waive completion of this task.



B.3.
Active/Reserve
Members Currently
Certified

A member of the active duty or reserve component who is not an Auxiliary member who is currently certified as coxswain, engineer, or crewmember may serve as a crewmember on an Auxiliary facility or Auxiliary operated facility with no additional training or qualification, if authorized by that member's Commanding Officer or Officer in Charge.



Section C. Recertification

Introduction

This Section will explain why and how a member may lose their certification and the procedures to recertify.

In this Section

This section contains the following information:

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Recertification	4-8
Downgrading of Certification	4-9

C.1. General

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol.

As a designated trainee, the member may accumulate the required patrol hours and currency maintenance tasks in order to be recertified. These hours and tasks will not be counted toward the current year currency maintenance requirements.

C.2. Recertification

A member who fails to meet annual currency requirements for the year shall make up the missing hours as a trainee, under the supervision of a certified coxswain the following year (Ex. If the member only completes 4 hours the previous year, they must complete 8 hours as a trainee to regain certification). Once the missing hours are completed the member is no longer a trainee. The member must then complete 12 additional hours to maintain certification. If night time certified, 2 of the 12 must be performed during night time hours. Members who fail to complete the triennial check ride must complete the check ride and any hours missed in the previous calendar year before being recertified.

Members who fail to complete all of the required hours for one to four years must complete twelve hours as a trainee to regain certification and an additional 12 hours as a fully qualified member to maintain certification.

Members who go into REYR, for whatever reason, are considered as trainees until they correct the problem that placed them in REYR. (Ex A coxswain who fails to successfully complete their 5th year Navigation Rules will be placed in REYR status, until this requirement is met). Members qualified as coxswain, but placed in REYR, do not automatically downgrade to Crewmember and cannot be part of the minimum qualified crew.



Members in REYR status do not automatically revert to certified status in AUXDATA II upon completion of the missing tasks or hours. A formal letter must be submitted to the OTO from the FSO-OP, MT, or FC stating (1) that the member has completed the missing requirement and (2) request that the member be re-instated.

Members who have been in REYR status for a period of five years or more must re-qualify by completing all required tasks for the desired position.

**C.3.
Downgrading of
Certification**

A member who is unable to or does not wish to maintain certification as a coxswain may downgrade to the crewmember level by meeting the currency requirements for crewmember. The member shall notify DIRAUX in writing, through their flotilla leadership of their desire to downgrade. The member may continue to wear the Auxiliary coxswain insignia, in accordance with Chapter 4, Section A, paragraph [A.4.](#), even though no longer certified at the coxswain level.



CHAPTER 5 Currency Maintenance

Introduction

This chapter describes the requirements for currency maintenance. Initial certification is the demonstration of the minimum knowledge and skills necessary to perform the associated competency. Proficiency is developed after initial certification. The purpose of currency is to build and maintain proficiency.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Currency Maintenance	5-2



Section A. Currency Maintenance

Introduction

This section discusses the minimum currency requirements for maintaining certifications.

In this Section

This section contains the following information:

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Currency Maintenance Cycle	5-2
Crewmember	5-3
Coxswain	5-4
PWC Operator	5-5
TCT/RM Training	5-5
Navigation Rules Exam	5-6
Operational Workshops	5-7
Documentation of Training	5-7

A.1. General

Currency requirements consist of a set of tasks that must be performed every year along with annual underway hour requirements.

A.2. Currency Maintenance Cycle

Currency maintenance is conducted on a three-year cycle, with certain requirements every year during the cycle, and requires the services of a Qualification Examiner (QE).

The currency cycle begins on 01 January of the year following initial certification. Currency requirements must be met by 31 December of each year.

For example, if a member is certified as a coxswain on 15 July 2020, that member's first currency year begins on 01 January 2021, and the member must meet all annual currency requirements by the end of 2021 (31 December 2021). The third-year currency requirements must be met by 31 December 2024.

Annual currency requirements must be met during the first full calendar year after certification. Credit will not be given to hours or tasks completed in the partial year of initial certification. Failure to meet currency requirements in any year of the cycle will cause a member's certification to **lapse**. See Chapter 4, [Section C](#) for procedures to recertify.



A.3. Crewmember

To maintain currency, a certified crewmember must log 12 hours underway as a crewmember on orders each calendar year.

If the member is qualified as both crewmember and PWC operator, the member needs to complete 12 hours underway as crewmen plus 6 additional hours as PWC operator for 18 hours total.

If the member is a nighttime certified crewmember, then at least 2 hours of the total 12 hours required underway, must be performed during nighttime hours. Nighttime hours begin ½ hour after sunset and end NLT ½ before sunrise. **Crewmembers who are not nighttime certified are not authorized to perform missions at night. In order to become nighttime certified, a portion of the check ride shall be conducted at night to include the night tasks listed below.**

Additionally, the currency maintenance tasks listed below for this position are required to be performed annually, self-certified by the coxswain, and logged into AUXDATA II: Associated TASK requirements can be found in reference (c).

- Assist the Coxswain with a Pre-Check off of an Auxiliary Facility
- Night Familiarization Navigation and Piloting Exercise / TASK BCM-08-02-AUX
- Man Overboard (day)
- Man Overboard (night)
- Towing Astern
- Towing Alongside
- Boat Handling
- Assist in anchoring and weighing the Boat's Anchor
- Demonstrate proficiency in knot tying and line handling
- Demonstrate procedures to be followed in the event of a fire
- Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object

Crewmembers who are nighttime certified shall perform both day and night currency maintenance tasks.



A.4. Coxswain

Currency maintenance is conducted annually and requires the coxswain to “self-certify” completed tasks in AUXDATA II for themselves and for their crew. To maintain currency, a certified coxswain must log a total of 12 hours underway, on orders, each calendar year. A minimum of 6 hours must be performed in the role of coxswain. The remaining 6 hours may be performed in a crewmember role. **Time spent serving as a QE counts towards the currency maintenance requirements for coxswain.**

If the member is qualified as both a coxswain and PWC operator, the member will need to perform 12 hours underway as coxswain plus an additional 6 hours as PWC operator, for 18 hours total.

If the member is a night time certified coxswain, then at least 2 hours of the total 12 hours required underway, must be performed during night time hours. Night time hours begin ½ hour after sunset and end no later than ½ an hour before sunrise. **Coxswains who are not night time certified are not authorized to perform missions at night. In order to become night time certified, a portion of the check ride shall be conducted at night to include the night tasks listed below.**

Additionally, the following currency maintenance tasks for this position are required to be performed annually, self-certified by the coxswain, and logged into AUXDATA II: Associated TASK requirements can be found in reference (c).

- Man Overboard (day)
- Man Overboard (night)
- Navigation and Piloting (day)
- Perform a Night Navigation and Piloting Exercise / TASK COXN-09-04-AUX
- Towing Astern
- Towing Alongside
- Moor a Disabled Vessel to a Pier or float
- Anchoring and weigh the boat’s anchor
- Plot and Execute three legs of one of the following Search Patterns (PS, CS, or TSR)
- Conduct a Pre-Underway Check-off of the Boat
- Moor to a Pier
- Demonstrate procedures to be followed in the event of a fire
- Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object

Coxswains who are nighttime certified shall perform both day and night currency maintenance tasks.



A.5. PWC Operator To maintain currency, a certified PWC operator must log 12 hours underway as a PWC operator each year. PWC operators are not authorized to operate during night time hours. Time spent serving as a QE counts toward currency maintenance requirements for PWC operator.

If the member is qualified as both crewmember and PWC operator, the member needs 12 hours underway as a crewman plus 6 additional hours as PWC operator for 18 hours total.

Additionally, the following currency maintenance tasks for this position are required to be performed annually, self-certified by the PWC operator and logged into AUXDATA II: Associated TASK requirements can be found in reference (c).

- Conduct a Pre-Underway Check of a PWC
 - Man Overboard
 - Moor PWC to a pier
 - Tow another PWC Astern
 - Demonstrate procedures to be followed in the event of a fire
 - Demonstrate procedures to be followed in the event of a grounding or striking of a submerged object.
-

**A.6. TCT/RM
Training**

IAW reference (h), there are two TCT/RM training requirements: Initial and Refresher training. Initial training is required once at the beginning of the member's career (before obtaining ANY Boat Crew Certifications). Refresher training is required annually.

TCT/BRM Refresher Training: Must complete Refresher training annually, no later than the end of the 15th month, following TCT/RM Initial or subsequent TCT/RM Refresher training. This training will be developed by the National Operations program and published annually (normally no later than 01 January of each year). It will be designed to be delivered at the local level and does not require a TCT Facilitator.



A.7. Navigation Rules Exam

An open-book Navigation Rules examination (NAVRULES) must be administered to Auxiliarist who have previously passed an Initial Examination (NAV70) (closed-book) or a Renewal Examination (NAV95) (open-book) within the last five years. This five-year period of eligibility commences on the date of their last successful examination.

The only authorized NAV70 and NAV95 tests to be administered can be found in the National Testing Center - United States Coast Guard Auxiliary (cgaux.org). The NAV70 test is required to be proctored. Proctors shall be appointed by the cognizant District Director of Auxiliary (DIRAUX).

Auxiliarist who have taken a commercial course approved by the National Maritime Center (NMC) should submit a copy of a signed certificate from the course provider to their DIRAUX to apply for credit. A current list of approved courses may be found on the NMC website: https://www.dco.uscg.mil/nmc/training_assessments/. Click on "Approved Courses," then search for "USCG Deck Watch Officer."(DWO). Only these course providers meet the Coast Guard requirement for NAVRULES/DWO exams.

For the NAVRULES/DWO commercial equivalency, AUXDATA II will use (NAVRULES-COMMERCIAL SOURCE (70)) to document an Auxiliarist completion of the NAVRULES/DWO exam equivalent via a commercial provider when entering in AUXDATA II.

Coxswains who have exceeded a period of five years since the date of their last examination will lose their certification and be placed in REYR status until they have passed the Initial Examination (closed-book).

For example: An Auxiliary coxswain takes the Initial Examination (closed-book) on 30 January 2020. The open-book renewal exam anniversary date is 30 January 2025. If the Auxiliarist fails to take and pass an open-book renewal exam on or before 30 January 2025, then their certification will lapse, they will be placed in REYR status, and they will be required to take the Initial Examination (closed-book) in order to be removed from REYR status and recertify as a coxswain.

It is not the intent of this policy to penalize Auxiliarist for taking an open-book exam on a regular basis (i.e., annually) in order to "restart" their five-year period. If an Auxiliarist fails an interim attempt, the original successful completion date remains in effect until the five-year period is exceeded.



A.8. Operational Workshops

Operational Workshops are not specific qualification tasks or requirements in the Auxiliary boat crew programs. A workshop is published annually (normally no later than 01 January of each year) to address pertinent Auxiliary operational topics. If the workshop is required training, it will be published as an ALAUX. The workshop provides training for all certified Auxiliary Crewmembers, Coxswains, and PWC Operators. Mentors of boat crew programs should encourage their trainee/candidates to receive the workshop at the first available opportunity, regardless of their degree of completion towards qualification or certification.

A.9. Documentation of Training

Documentation of attendance for training, when required, is entered into AUXDATA II. Accordingly, if the member fails to attend a Required Workshop (REWK) by the designated deadline specified (usually 31 May), that member will become unable to receive patrol orders and listed as REWK until the training has been documented as received. If Required Yearly Requirement (REYR) training is not completed by 31 December, the member is placed in REYR status. Specific waivers are possible via Directors on a case-by-case basis.



CHAPTER 6

Qualification Examiner

Introduction

This chapter describes the requirements for currency maintenance. Initial certification is the demonstration of the minimum knowledge and skills necessary to perform the associated competency. Proficiency is developed after initial certification. The purpose of currency is to build and maintain proficiency.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	What is a Qualification Examiner	6-2
B	Qualification Examiner Positions	6-4
C	Application Process and Training	6-8
D	Qualification Process	6-11
E	Boat Crew Qualification Sessions	6-13
F	Complaints and Disputes	6-17



Section A. What is a Qualification Examiner

Introduction

The highest appointment in the Boat Crew and Personal Watercraft Programs is that of the Qualification Examiner (QE). QEs are outstanding Coxswains or Personal Watercraft Operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills, and impeccable integrity. This section will discuss the role and requirements of a Qualification Examiner.

In this Section

This section contains the following information:

Title	Page
Qualification Examiner’s Role	6-2
Active Duty/Reserve QE	6-2
General QE Requirements	6-3

A.1. Qualification Examiner’s Role

The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform as specified in reference (c) and all applicable Boat Crew Handbooks by evaluating members through Dockside Oral Examinations and Underway Check Rides. QEs also verify currency maintenance requirements for recertification and perform other tasks such as verify performance criteria for the Award of Operational Excellence.

A.2. Active Duty/Reserve QE

Boat Forces unit Commanding Officers/Officers-In-Charge are encouraged to participate in the Qualification Examiner program by recommending their active duty/reserve Coxswains to serve as Boat Crew QEs and assisting the Auxiliary in qualifying personnel for the Boat Crew Program.

The role of the Active/Reserve QEs shall be the same as their Auxiliary counterparts to verify a trainee’s qualification level for performing prescribed tasks. Below are requirements to be an Active/Reserve QE:

- (01) Recommendations must be in writing (email preferred) and submitted to the Boat Forces unit’s District Operations Training Officer (OTO).
 - (02) The QE appointee must be a qualified coxswain.
 - (03) Adhere to the requirements in this instruction and be familiar with references (a) through (j).
 - (04) QEs must be appointed by OTO and will function under the guidance of the Area QE Coordinator (AQEC).
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- (05) Will undergo a familiarization session with the AQEC regarding District QE policies and practices.
 - (06) Shall keep the AQEC advised of all QE activities and missions.
-

A.3. General QE Requirements

All QEs must complete the TCT-QE course annually. Record of completed TCT training is to be kept in AUXDATA II.

All QEs must go through an evaluation by the OTO or his/her designee every three years. This evaluation is usually done by the OTO but may be delegated, if necessary, to the Chief QE Coordinator (CQEC) or an AQEC. The evaluation will require the OTO or his/her designee observing the QE performing a dockside oral exam and an underway check ride of a crew or coxswain candidate. The QE must complete these tasks to the satisfaction of the observer to remain certified as a QE.

QEs must maintain coxswain currency and the expected levels of QE activity, as defined by the OTO, to remain qualified as a QE.



Section B. Qualification Examiner Positions

Introduction

This section will discuss the different positions in the QE program.

In this Section

This section contains the following information:

Title	Page
Operations Training Officer (OTO)	6-4
The Chief QE Coordinator (CQEC)	6-4
Area QE Coordinator (AQEC)	6-5
Qualification Examiner	6-6
Boat Crew Advisory Board	6-7

B.1. Operations Training Officer (OTO)

The OTO represents the Director as the primary manager and mentor of the QEs and the Boat Crew Training Program.

B.2. The Chief QE Coordinator (CQEC)

Appointment. - The CQEC is nominated by the District Commodore (DCO) in consultation with the OTO and appointed by DIRAUX for a term not to exceed three years and is the Executive Auxiliary Coordinator of the QE Program responsible to the OTO. Reappointments are recommended by the OTO and are approved by DIRAUX. Dismissal of this position is at DIRAUX discretion.

Responsibilities

- (01) Work directly with the OTO in all aspects of the Boat Crew Qualification Program.
- (02) Maintain appropriate records necessary to administer the Boat Crew Qualification Program.
- (03) In consultation with the members of the Boat Crew Advisory Board, recommend the number of QEs required to carry out the Boat Crew Program.
- (04) Recommend to OTO or his/her designee, the appointment of Area QE Coordinators (AQEC) after due consideration of input received from appropriate sources.
- (05) Manage AQECs and conduct recertification of the AQECs.
- (06) Provide District/Region wide training for AQECs and QEs. It is recommended that there be an Annual QE Workshop for all QEs.
- (07) Oversee any and all investigations of complaints regarding the Boat Crew Program, QEs, check rides, etc.



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- (08) Review any request for QE travel orders before forwarding to the DCO or OTO.
 - (09) Inform the OTO when the need for additional training is identified during a Currency Maintenance Session.
-

B.3. Area QE Coordinator (AQEC)

Appointment. - The CQEC will review the performance records and submit nominations for each AQEC to the OTO for approval. Approved members are appointed by DIRAUX for a period not to exceed three years. For regions with a limited number of QEs the CQEC may also be the AQEC. Reappointment is subject to OTO approval and dismissal of this position is at DIRAUX discretion.

Responsibilities.

- (01) Act as the CQECs direct representative for an assigned area of responsibility. Areas of responsibility may differ in requirements based on the number of QEs needed to support Boat Crew and Personal Watercraft qualification missions.
 - (02) Evaluate the number of QEs required to adequately administer the QE Program within their area of responsibility. Requests for additional QEs will be submitted to the CQEC for action.
 - (03) Assign QEs for all requested check rides, exams, or other QE missions. These assignments should be made equally among QEs within an area to ensure a uniform workload and the amount of travel involved. QEs may be assigned to do flotilla signoffs per district policy as established by the OTO.
 - (04) AQECs are also responsible for assigning active-duty QE missions.
 - (05) Active-duty QEs should not be used as a means of selecting a desired QE or as a means of bypassing this assignment process.
 - (06) AQECs may be used to review QE paperwork before being sent to the OTO.
 - (07) Forward to the CQEC any request for travel orders for a QE mission.
 - (08) With the CQEC organize and conduct QE workshops annually or more often as necessary for their area.
 - (09) Conduct Training programs for new QEs and assign a mentor QE to QEs In-Training (QE-IT) within their area.
 - (10) Act as the liaison for Division and Flotilla Member Training Officers, scheduling QE missions and, if necessary, assign a QE-In-Charge (QEIC) to head each mission.
 - (11) Maintain accurate records for each mission as performed by QEs in their area, including the number of hours and missions and the number of members qualified by each QE.
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- (12) Copy these records to the CQEC. Keep the CQEC appraised of any problems and how the Boat Crew Program is working in their area.
 - (13) AQECs should arrange for Boat Crew Training classes in their AOR. This training may be developed in-house or imported from another area or district.
 - (14) AQEs and QE should actively support and/or arrange for formal training classes in their areas. Provide support and training to the Boat Crew Program mentors throughout his/her Area of Responsibility (AOR).
 - (15) Provide a list to the CQEC and the OTO for upcoming check-rides within their AOR.
 - (16) Conduct recertification check-rides for QEs as directed by the OTO.
 - (17) Communicate to a member's leader (FC or FSO-MT) any additional training requirements identified during a QE Session. The AQEC should also inform the OTO, via the CQEC when the need for additional training is identified during a Currency Maintenance Session.
 - (18) Conduct recertification check-rides for QEs as directed by the OTO.
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B.4. Qualification Examiner

Appointment. - Qualification Examiners are recommended by the OTO and appointed by DIRAUX for a period not to exceed three years, with the option of reappointment. Before QEs are reappointed, their performance should be thoroughly evaluated by both the DIRAUX and OTO. Dismissal of members in the position of QE is at DIRAUX discretion. A diverse and robust QE population is highly encouraged and should be sought after as much as possible.

Elected leaders may recommend Auxiliarists for appointment as a QE. Area QE Coordinators working with elected leaders may recruit Auxiliarists who meet the requirements to become a QE. QEs assigned to areas bordering other region(s) may be appointed to more than one region with approval from the DIRAUX/OTOs of each region.

Responsibilities.

- (01) Evaluate Boat Crew and/or Personal Watercraft programs candidates for compliance with the standards established by the Boat Crew Qualification Program.
 - (02) Verify that Patrol Orders have been issued for all facilities being used in a QE session. No QE session requiring the use of a facility is to be performed without CG Patrol Orders.
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- (03) Submit required paperwork to the OTO with a copy to the AQEC within 5 business days of the mission.
 - (04) Report to the AQEC any unsatisfactory performance observed on the part of any certified Boat Crewmember(s) and assist the AQEC in determining the course of action that should be taken.
 - (05) Notify the OTO in writing, through the QE chain of communication, when a certified crewmember or coxswain demonstrates unsatisfactory performance for reasons of incompetence, questionable qualification, or physical inability to perform mission requirements.
 - (06) Act as a mission safety officer.
 - (07) Evaluate Boat Crews for the “Operational Excellence Award” or for any other similar CG programs (Selecting Boat Crew Teams for ISAR Competition, etc.).
-

B.5. Boat Crew Advisory Board

The Boat Crew Advisory Board (BCAB) shall consist of the following members:

- (01) OTO Responsible for the area (Shall also chair the BCAB)
- (02) Chief QE Coordinator (CQEC), DCO or his/her designee
- (03) District Staff Officer,
- (04) Operations (DSO-OP)
- (05) District Staff Officer, Member Training (DSO-MT)

The responsible OTO and the CQEC constitute a quorum for any meeting of the BCAB.

Responsibilities:

- (01) Review district policies and procedures governing the Qualification Examiner Program. Make recommendations to the Surface Stan Team for review and implementation.
 - (02) Evaluate QE Applicants.
 - (03) Administer QE Reappointments.
 - (04) Determine Boat Crew certification for a member due to questionable actions or performance.
 - (05) Review complaints referred by the CQEC.
-



Section C. Application Process and Training

Introduction

This section will discuss the application process and training requirements for QE.

In this Section

This section contains the following information:

Title	Page
General	6-8
Boat Crew Program QE	6-8
Personal Watercraft Program QE	6-8
QE Applicant Application Review	6-9
Initial Training	6-10
Final Qualification	6-10

C.1. General

Applications can be submitted at any time using the form found in [Appendix G](#). Appointments will be made as needed by the OTO. The OTO will hold applications for two years.

The appointment term for a QE will be for a period not to exceed three years, with the option of reappointment. The reappointment time period can be for one to three years.

C.2. Boat Crew Program QE

To become a Qualification Examiner (QE) in the Boat Crew Program, the candidate must:

- (01) Be a currently certified Coxswain for at least one year.
- (02) Have completed the TCT/BRM training requirements and be current.
- (03) Complete the QE application form (see [Appendix G](#)) and submit it to the CQEC via the AQEC with endorsements as specified by the BCAB.
- (04) Complete any additional courses/tasks as specified by the BCAB. (e.g., IT, AUXOP, additional TCT training)

C.3. Personal Watercraft Program QE

To become a Qualification Examiner (PWC-QE) in the Personal Watercraft Operator Program, the candidate must:

- (01) Be a currently certified PWC Operator for at least one year.
- (02) Have completed the TCT/BRM training requirements and be current.



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- (03) Complete the QE application form (see [Appendix G](#)) and submit it to the CQEC via the AQEC with endorsements as specified by the BCAB.
 - (04) Complete any additional courses/tasks as specified by the BCAB. (e.g., IT, AUXOP, additional TCT training)
-

C.4. QE Applicant Application Review

All applications are reviewed by the BCAB.

The OTO will review the candidate's personnel file. A printout from AUXDATA II will also be obtained to review the member's current qualifications and activity levels.

Each applicant will be either accepted for further evaluation or rejected by the BCAB.

The BCAB will notify unsuccessful applicants in writing. Unsuccessful applicants may reapply one year after the date of notification.

The CQEC will notify, in writing, those applicants accepted for an interview

The BCAB will interview each applicant. The interview with the applicant shall include questions about theoretical QE situations, member training related topics, and points relating to the following publications:

- Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
 - Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)
 - Boat Crew Handbook: Rescue and Survival Procedures, BCH16114.2 (series)
 - Boat Crew Handbook: Navigation and Piloting, BCH16114.3(series)
 - Boat Crew Handbook: Seamanship Fundamentals, CH16114.4(series)
 - Boat Crew Handbook: First Aid, BCH16114.5(series)
 - Chapter 4 of 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)
 - Any other relevant District policies.
 - On completion of the interview, the BCAB shall discuss each applicant and decide on the member's acceptance or rejection. A successful applicant will be designated a QE-in-Training (QE-IT).
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- C.5. Initial Training** The QE-IT will have one year to complete the training program during which he/she will demonstrate before a QE Mentor (QE Mentor is another active QE selected by the AQEC) the following skills:
- (01) Knowledge and understanding of the Auxiliary Boat Crew Training Guide and the Qualification Guides for Crewman and Coxswain. (Also included for PWC-QEs is the PWC Operator’s Qualification Guide).
 - (02) Set up, under the guidance of a QE Mentor, a dockside oral exam of both a crew and coxswain candidate.
 - (03) Set up, under the guidance of a QE Mentor, an underway check ride of both a crew and coxswain candidate.
 - (04) Demonstrate to the QE Mentor the following qualities expected of QEs: integrity, diplomacy, experience, and expertise while assisting at qualification sessions.
 - (05) Demonstrate the ability to fill out all appropriate and required paperwork.

C.6. Final Qualification

Upon successful completion of the QE Training Program:

- (01) The QE Mentor will notify the AQEC in writing of the QE-IT’s successful completion.
 - (02) The AQEC will then recommend to the CQEC that the QE-IT be appointed a QE. The CQEC will forward this recommendation along with his/her endorsement to the OTO.
 - (03) The OTO will evaluate the QE-IT during a QE session and make the final decision. If travel in a timely manner is prohibitive then this evaluation may be delegated.
 - (04) DIRAUX will send a letter of appointment to the new QE.
-



Section D. Qualification Process

Introduction

This section will discuss the qualification process.

In this Section

This section contains the following information:

Title	Page
General	6-11
Qualification Process	6-11
Three Year Maintenance Sessions	6-12
Other Programs	6-12

D.1. General

The Flotilla Leadership in conjunction with the support of the FSO-MT and Mentor are responsible for guiding the candidate through the learning process. When the candidate has completed the training process, the FC or FSO-MT must request the services of a QE, using the QE Request Form in [Appendix F](#), to complete the qualification process. Each member must perform all required tasks as outlined in this Handbook and to the standards required in reference (c).

D.2. Qualification Process

A Qualification Examiner (QE) is required for dockside oral examinations, underway check rides for Crewman, Coxswains and PWC Operators, and completion of the Operational Excellence Program.

The sign off sessions are for the sole purpose of qualifying candidates, **not training!**

Upon completion of these tasks the QE will complete the qualification form letter and the Appendix of Completed Tasks and send to the DIRAUX with a copy to the AQEC within 5 business days. (See [Appendix H](#)) The QE should retain a copy of this completed form.

Members that fail to perform the required tasks at the prescribed level should be informed immediately and the sign off session terminated. The member's leader (FC or FSO-MT) should also be informed via the AQEC so that they may help the member get additional training.



D.3. Three Year Maintenance Sessions

A QE is required for the sole purpose of renewing a certified coxswain or crewmember's qualification. The FSO-MT shall complete the appropriate sections on the Third Year Currency Maintenance form in [Appendix E](#) and provide it to the member for review and submission to the QE at the time of the check ride. Once the Third Year Currency Maintenance form has been provided to the member the FC, FSO-MT or the BCTC may submit a request for a QE using the QE Request Form in [Appendix F](#) to the Area QE Coordinator who will then assign a QE to conduct a Currency Maintenance check ride. Each member must perform all required tasks as outlined in the appropriate Enclosure found in this Handbook.

Upon completion of these tasks the QE will complete and forward the Currency Maintenance Form in [Appendix E](#) to the DIRAUX with a copy to the AQEC. The QE should retain a copy of this completed form.

Members that fail to perform the required tasks at the prescribed level should be informed immediately and the sign off session terminated. The member's leader (FC or FSO-MT) should also be informed via the AQEC so that they may help the member get additional training. The AQEC should also inform the OTO via the CQEC.

D.4. Other Programs

QEs are required or often asked to function as examiners for other than the Boat Crew Qualification Program. This includes the Coast Guard Auxiliary Operational Excellence Program, COMDTINST 16794.4 (series), International Search and Rescue (ISAR), local Ready for Operations (RFOs), etc. The QE will continue to apply the same degree of integrity to these programs as is required by the Boat Crew Qualification Program. The QE should refer to the program instructions for the applicable criteria.



Section E. Boat Crew Qualification Sessions

Introduction

This section will discuss the qualification session requirements for QE's.

In this Section

This section contains the following information:

Title	Page
General	6-13
Task Interpretation	6-13
Session Planning	6-14
Session Kickoff	6-15
Session Wrap Up	6-16
General	6-13

E.1. General

Underway check rides will only be performed under orders.

QEs are expected to be dressed in a proper uniform and to set a good example. Candidates and all involved boat crewmembers will be in proper uniform. QEs are expected to always maintain a professional attitude. Avoid inappropriate language and do not get involved in debates/arguments with other QEs, the candidates or Flotilla/Division representatives.

No initial Check Ride shall be given to a candidate until they have successfully completed all other required tasks.

E.2. Task Interpretation

The QE is to use good judgment on whether the candidate has demonstrated the desired level of expertise, considering that safety is paramount.

- The term “Moderate seas” are waves 1 to 4 feet.
- The term “Strong currents” are currents that have a visible effect on the vessel and are normally found in bays, inlets, and rivers.
- In cases where a candidate cannot perform a task because of extenuating circumstances beyond their control (Ex. no locks in the area), the candidate should be able to explain how to perform the task to the QE.

The QE should note on the check ride form what the sea and weather conditions were at the time of the check ride. The QE should also note the type and size of the facility that was used for the check ride.



E.3. Session Planning

A QE-In Charge (QEIC) is assigned by the AQEC when there are multiple boats involved in a check-ride session requiring a QE on each boat.

The QE shall:

- (01) Manage all tasks, facilities, and members involved in a specific mission.
- (02) Determine the number of assigned candidates, the number (if any) of walk-in candidates, the number of facilities and equipment available. Work with the Flotilla/division personnel to solve any problems encountered. While the QE Team should attempt to audit walk-in candidates, if possible, their primary focus should be on the candidates who were scheduled for the mission. If time or other factors do not allow for this, tell the walk-ins early on so as not to waste their time.
- (03) Ensure that only QEs and Candidates are present in the testing area, whether a classroom or dockside.
- (04) Arrange for lodging when needed. All QE missions requiring an overnight stay must have approval from DIRAUX. Under **NO** circumstances will a QE accept offers of lodging or meals at a candidate's private home during a QE mission.

The QEIC (if required) shall:

- (01) Just prior to a session contact the AQEC for any special directions, comments, or information regarding the session that may have developed since being assigned as the QEIC.
- (02) Provide lodging information to other QEs, if necessary
- (03) QEIC assigns QEs to facilities if there is more than one QE present.
- (04) No later than thirty (30) minutes prior to the scheduled start of the mission, conduct a preliminary briefing with other assigned QEs and the Flotilla/Division representative.
- (05) Do not release any QEs until all candidates have been audited.

Before starting a check-off session the QE or QEIC shall conduct a Risk Assessment using the G.A.R. /SPE Model and discuss what he/she will do if he/she recognizes a danger to the crew or facility. The QE should always ensure that the coxswain, crew, and candidate complete a thorough briefing, including "Risk Management." If the candidate is receiving a check ride for coxswain or PWC operator the candidate should conduct the briefing.



The QE should be sure the coxswain and crew are fully aware of the dangers of performing tasks with an uncertified member. They should be extra observant of potential problems and not leave the total responsibility to the QE.

The coxswain is designated by higher authority as being responsible for the mission, crew, and facility. Because our members very often look to the QE as a very senior or experienced operational member, they may look to the QE for direction instead of the coxswain. The QE's function is to give the tasks and grade the candidate. However, the QE is an observer and may very well be in a position to see a problem evolving before the coxswain or crew. QEs should always exercise RM principals and notify the coxswain and crew whenever they see a problem or potential problem. Once a QE recognizes this, he/she should stop the activity before there is an incident.

- E.4. Session Kickoff**
- (01) Introduce yourself as the QE/QEIC and explain how the session will proceed.
 - (02) Meet the member(s). Put the candidate at ease. Spend a few minutes to become acquainted before starting the session.
 - (03) Review the candidates Record of Completed Tasks; verify that all required tasks in the Qualification Guide have been signed. The QE reserves the right to examine the candidates Qualification Guidebook to ensure all tasks have been completed and signed with the name and member number of the mentor(s) for each task.
 - (04) Determine and examine a candidate's knowledge and skills as they relate to the Auxiliary Boat Crew Program with a dockside oral exam. It is important to emphasize the positive.
 - (05) A pre-underway check of the facility and personal safety equipment must be done with the QE present before starting the check ride. If a facility does not have the required equipment on board (includes personal safety equipment for the crew) at the time of the check ride, the QE will cancel the check ride and another date will have to be scheduled.
 - (06) Stress Safety! Appropriate PPE is to be properly always worn while onboard a facility. QEs must always act as a Safety Officer and be on guard to prevent an accident. A major safety violation will immediately end the session. Many times, coxswains will fail to act thinking the QE is in charge. Before the check ride starts, the QE should review TCT with the crew and re-enforce his responsibility towards the safety of the facility and the personnel on them.
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- (07) Make sure all radios work before leaving the dock and establish a working channel on which participants are to communicate. The controlling land station shall be informed of the channel that will be used during the evolution.
 - (08) QEs working together on paired vessels should discuss coordination before getting underway (i.e., which vessel will do the task first).
 - (09) Explain that the QE, Coxswain, or Facility Owner can abort any evolution at any time. (At the option of the QE or QEIC, they may explain the error(s) and provide the opportunity to re-perform the task.)
 - (10) Stress mutual communication on board.
 - (11) No see, No hear, No sign. Unless a QE sees a task accomplished or hears the correct answer, he/she may not sign off the task. Competence, dedication, diplomacy and integrity are the QEs watchwords.
-

E.5. Session Wrap Up

The QE that signs off the last task for a candidate at a given qualification level (Crew, Coxswain, PWC Operator) will then complete the qualification form letter and the Appendix of Completed Tasks. These are forwarded to the OTO with a copy to the AQEC and the CQEC within 5 working days. Copies should be kept at each level before forwarding. The member keeps the Qualification Guide with the signed tasks.

Forward all pertinent information regarding the mission to the AQEC. Ensure required paperwork is submitted to the AQEC within five working days after the QE mission.

Submit to DIRAUX a copy of any travel orders and vouchers associated with the mission.



Section F. Complaints and Disputes

Introduction

This section describes the responsibilities of Auxiliary Staff officers.

In this Section

This section contains the following information:

Title	Page
General	6-17
Failures	6-17

F.1. General

All complaints or disputes concerning the QE process, mission, or a CQEC, AQEC or a QE must be submitted in writing to the OTO.

F.2. Failures

If a candidate fails a scheduled QE Check ride or Dockside oral exam, the member should have the reason explained to them with an emphasis on corrective action required. Recommendations for areas where improvement is necessary should be given. This same information should also be given to the mentor or the unit training officer. Also, the QE should send a report of the failure to the AQEC.

On rare occasions a candidate may fail their check ride due to the lack of ability on the part of the certified coxswain or crew. When this happens, the QE should re-schedule the candidate with a different facility, coxswain, and/or crew. The QE (or QEIC) should then contact the AQEC and have the problem addressed. The candidates FC should also be made aware of the problem. The AQEC, through the CQEC and the OTO, may schedule the deficient member for a check ride. This would be a condition of the member's certification. The OTO may require the member to get additional training before recertification.



CHAPTER 7

Auxiliary Surface Operations Standardization Team

Introduction

This chapter describes the requirements for currency maintenance. Initial certification is the demonstration of the minimum knowledge and skills necessary to perform the associated competency. Proficiency is developed after initial certification. The purpose of currency is to build and maintain proficiency.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Auxiliary Surface Operations Standardization Team	7-2



Section A. Auxiliary Surface Operations Standardization Team

Introduction This section describes the responsibilities of Auxiliary Staff officers.

In this Section This section contains the following information:

Title	Page
Overview	7-2
Mission	7-2
Objectives	7-2
Team Members	7-3

A.1. Overview The Auxiliary Surface Operations Stan Team was established by the Chief Director of Auxiliary to review existing practices and to solicit input from the field concerning the Auxiliary Boat Crew program. All members are nominated by the DIR-R and BSX and are appointed by the Chief Director.

A.2. Mission The mission of the USCG Auxiliary Surface Operations Standardization Team is to promote safety, standardization and “Best Practices” for all aspects of Auxiliary Surface Operations.

- A.3. Objectives**
- Periodically review the Auxiliary Boat Crew Training Program including proposed changes received from the field.
 - Review Auxiliary Surface mishap reports and determine system wide interventions to reduce risk as appropriate.
 - Suggest content for the Annual Operations Workshop when required.
 - Identify the need for program enhancements (i.e., Qualification Examiner Guide, Mentoring Template, etc.) and make recommendations as appropriate.
 - Review the Operations Policy Manual, COMDTINST M16798.3 (series) as needed and make recommendations for policy changes.
 - Identify “Best Practices” from the field and promulgate to the surface community as appropriate.
 - Recommend additional training for the surface operations program as needed.
 - Review new procedures and mandates of the Coast Guard Boat Crew Program and determine if and how these apply to Auxiliary Operations.
 - Other assignments as needed.
-



A.4. Team Members The Stan Team normally consists of the following members:

- (01) Director Response Directorate (DIR-R)
 - (02) Division Chief – Surface (DVC-RS)
 - (03) Branch Chief – Surface, Qualifications (BC-RSQ) (Chair)
 - (04) One operational Training Officer (OTO)
 - (05) COMDT (CG-BSX-12) Surface Operations
 - (06) COMDT (CG-731) Boat Forces (as needed for consultation)
 - (07) Member at Large
-



ENCLOSURE (1)

Underway Currency Maintenance / Recertification Check ride: CREWMEMBER

NOTE

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for recertification. 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. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series)
- b. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- c. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)
- d. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- e. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- f. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- g. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- h. District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions

Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member 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.

Performance Criteria	Completed (Initials)
1. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision in reference (a) has been completed	_____
2. Assist coxswain with a pre-underway check-off.	_____
3. Participate in a pre-underway brief.	_____
4. Correctly don a PFD and demonstrate an understanding of the use of personnel survival equipment.	_____
5. Efficiently and safely handle mooring lines while getting underway and secure the boat for sea.	_____
6. Stand an alert helm watch, with the correct responses to the coxswain's commands.	_____
7. Stand an alert lookout watch, correctly report distance and relative bearings of objects and sounds encountered.	_____
8. Correctly respond to and act as a pointer in a Man Overboard drill.	_____
9. Correctly respond to and act as a recovery/pickup man in a Man Overboard drill.	_____
10. Demonstrate proficiency and safety while performing duties during a stern tow and a towing watch.	_____
11. Demonstrate proficiency and safety while performing duties during an alongside tow.	_____
12. Demonstrate proficiency in knot tying and line handling. <ol style="list-style-type: none"> a. Bowline b. Clove Hitch c. Sheet bend d. Round Turn and Half Hitch 	_____



13. Demonstrate proficiency in line handling.	_____
14. Demonstrate proficiency in anchoring and weighing anchor.	_____
15. Assist the coxswain with safe navigation, identify aids to navigation and local landmarks encountered on a chart of the operating area.	_____
16. Correctly make a scheduled Position and Ops Normal report, on the facility’s VHF-FM radiotelephone.	_____
17. Efficiently and safely position fenders and handle mooring lines while the boat moored.	_____
18. 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:



ENCLOSURE (2)

Underway Currency Maintenance / Recertification Check ride: COXSWAIN

NOTE *~*

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for recertification. 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. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series)
- b. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- c. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)
- d. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- e. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- f. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- g. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- h. District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions

Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision in reference (a) has been completed.	_____
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. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: <ol style="list-style-type: none"> a. Wearing of jewelry. b. Risk Management/TCT. c. Effective Communication. 	_____
4. Ensured use of proper PPE.	_____
4. Demonstrate proficiency in knot tying and line handling. <ol style="list-style-type: none"> a. Bowline b. Clove Hitch c. Sheet bend d. Round Turn and Half Hitch 	_____
5. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.	_____
6. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.	_____
7. Assigned lookout watch(es) and verified the safety of the facility based on the reports made by lookout.	_____
8. Responded to a Man-Overboard drill, and safely recovered a simulated PIW.	_____



<p>9. Demonstrated proficiency and safety during a stern tow, including:</p> <ul style="list-style-type: none"> 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. 	<p>_____</p>
<p>10. Demonstrated proficiency and safety during an alongside tow.</p>	<p>_____</p>
<p>11. Safely moored a disabled vessel in tow to a float or a pier.</p>	<p>_____</p>
<p>12. Correctly plotted and ran three legs of a search pattern designated by the QE.</p>	<p>_____</p>
<p>13. Demonstrated proficiency while anchoring and weighing anchor.</p>	<p>_____</p>
<p>14. Operated boat IAW Navigation Rules and Regulations.</p>	<p>_____</p>
<p>15. 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:</p> <ul style="list-style-type: none"> 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. 	<p>_____</p>
<p>16. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.</p>	<p>_____</p>
<p>17. Efficiently and safely moored the boat.</p>	<p>_____</p>
<p>18. 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).</p>	<p>_____</p>
<p>19. Discussed and demonstrated knowledge of filling out and processing required reports.</p>	<p>_____</p>



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:



ENCLOSURE (3)

Underway Currency Maintenance / Recertification Check ride: PWC OPERATOR

NOTE *~*

The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee's readiness for recertification. 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. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series)
- b. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- c. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)
- d. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- e. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- f. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- g. Auxiliary Training Handbook – Boat Crew, 16794.51 (series)
- h. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- i. District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions

Performed triennially while underway on an Auxiliary PWC Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision in reference (a) has been completed.	_____
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. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: d. Wearing of jewelry. e. Risk Management/TCT. f. Effective Communication.	_____
4. Ensured use of proper PPE.	_____
5. Efficiently and safely handled the PWC and communicated effectively with the tandem facility while getting underway	_____
6. Demonstrated ability to remount PWC in deep water.	_____
7. Demonstrated ability to complete five buoy slalom course.	_____
8. Responded to and safely recovered a Person In the Water (PIW).	_____
9. 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.	_____



10. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.	_____
11. Operated boat IAW Navigation Rules and Regulations.	_____
12. Efficiently and safely moored the PWC.	_____
13. 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).	_____
14. Discussed and demonstrated knowledge of filling out and processing required reports.	_____

Accomplished:

Qualification Examiner's

Date

Signature:

Qualification Examiner's

Date

Signature:

Comments:



APPENDIX A

Auxiliary Surface Operations Program Concept of Operations (CONOP)

Introduction

This appendix discusses the Auxiliary Surface Operations Program Concept of Operations.

In this Section

This section contains the following information:

Title	Page
General	A-1
Missions	A-2

A.1. General

The Auxiliary Surface Operations Program enlists a group of dedicated volunteers and their vessels to promote boating safety, extend the Coast Guard’s maritime domain awareness, and provide search and rescue capability to the citizens of the United States and its territories. The Auxiliary’s surface operation fleet provides a visible Coast Guard presence in the nation’s ports, coastal areas and other waterways. By virtue of their training and qualification, this force stands ready to respond providing a surge capacity for the US Coast Guard.

Auxiliary multi mission patrols are conducted aboard vessels accepted for use and equipped to conduct the mission profile. Vessels of all sorts, including power, sail and personal watercraft, can be Auxiliary platforms. Auxiliary members train to rigorous standards, patterned after the Coast Guard’s own boat qualification program.

Assignment to duty to conduct multi-mission patrols is made by the order issuing authority based on Coast Guard need and the availability of a suitable Auxiliary platform. All mission assignment by the Coast Guard and mission acceptance by the Auxiliary coxswain should be governed by the principles of risk assessment and operational risk management.

The CG Auxiliary’s Surface Operations program provides a ready resource to assist the Coast Guard in ensuring the safety of America’s waterways by maintaining vigilance, increasing maritime domain awareness and assisting the recreational boating public.



A.2. Missions

Maritime Safety – Promote safe boating, provide search and rescue response and render assistance in the marine environment.

Maritime Observation – Record information about ships, facilities, and critical infrastructure as directed by cognizant Coast Guard authority, identify hazards or potential hazards on the water, and report any discrepancy to the Coast Guard.

Aids to Navigation/Chart Updating – Verify aids to navigation, report discrepancies, support Coast Guard ATON efforts and verify the accuracy and completeness of information found in charts and other navigation publications.

Ice Reconnaissance – Observe and report ice conditions.

Bridge Administration – Support and augment bridge surveys, investigate and provide information regarding waterways safety and navigation situations pertaining to the bridge program.

Waterways Management – Assist in Coast Guard waterways management responsibilities by providing platforms and personnel for Coast Guard and other agencies and providing input/information into the Waterways Management System (WAMS) analysis process.

Marine Environmental Protection – Support to Coast Guard units by assisting in pollution response, conducting marine environmental missions, and providing educational and community outreach programs.

In addition to the missions listed above, Auxiliary surface facilities participate in regatta patrols, augment Coast Guard safety zones, and respond to search and rescue call out, in addition, provide stand-by search and rescue crews.

Coast Guard Auxiliary facilities cannot be used in direct law enforcement activities or in military operations. Auxiliary members should not be placed in imminent danger or situations where law enforcement activities are planned or deemed likely.



APPENDIX B

U. S. Coast Guard Auxiliary Boat Crew Program Qualification Letter

From: _____ Date: _____
(Print QE Name)

To: Operations Training Officer, District: _____

Via: _____ Area: _____
(Print AQEC)

Subject: TASK COMPLETION (Circle one) CREW / COXSWAIN / PWC OPERATOR

(Print Member's Name) (Member's 7 digit Number) (Division & Flotilla)

(QE's Signature) (Date Completed)

FIRST ENDORSEMENT

Date: _____

(Print AQEC) Area: _____
(Area)

To Operations Training Officer, _____

Forwarded for certification and entry into AUXDATA II. A check of my records indicates all tasks for this qualification have been completed.

(AQEC's Signature)

SECOND ENDORSEMENT

Date: _____

From Operations Training Officer, _____

To: _____
(Member's Name)

I approved and certified as a CREW / COXSWAIN / PWC Operator in the USCG Auxiliary Boat Crew Program.
(Circle one)

(OTO's Signature)

Copy: Member's file



APPENDIX C Letter of Certification

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Coast Guard District _____

Street Address
City, St. Zip Code
Phone: (XXX) XXX-XXXX
Email:

BQH 16794.53A
dd Mmm yyyy

MEMORANDUM

From: B. A. Director
CGD _____ (dpa)

To: Name of Member

Subj: CERTIFICATION AS CREW/COXSWAIN/PWC OPERATOR

Ref: (a) Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)

1. Congratulations! Having completed all qualification requirements in accordance with reference (a), you are hereby certified to perform the duties of () Crewmember, () Coxswain, () PWC Operator aboard Coast Guard Auxiliary boat facilities.

2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. If at any time you are unable to perform these duties or recommended by a physician not to perform these duties or physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.

3. This letter will start the annual and third-year currency maintenance cycle beginning 01 J January _____.
(year)



APPENDIX D Qualification Examiner Appointment Letter

U.S. Department of
Homeland Security



United States
Coast Guard

Commander
United States Coast Guard
Coast Guard District _____

Street Address
City, St. Zip Code
Phone: (XXX) XXX-XXXX
Email:

BQH 16794.53A
dd Mmm yyyy

MEMORANDUM

From: B. A. Director
CGD _____ (dpa)

To: Name of Member

Subj: APPOINTMENT AS QUALIFICATION EXAMINER (QE)

Ref: (a) Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)

1. Congratulations! Having completed all qualification requirements in accordance with reference (a), you are hereby appointed a Qualification Examiner in the _____ Coast Guard District.

2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. As a Qualification Examiner (QE) you are charged with the responsibility to professionally and accurately evaluate trainees based on their ability to safely complete the qualifying tasks required, in the manner prescribed in the appropriate qualification guide(s) without bias for any reason. If at any time you are unable to perform these duties, or recommended by a physician not to perform these duties or the physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.

3. You will be scheduled for QE missions by _____. Prior to getting underway in any Auxiliary surface facility, you must verify that the Order Issuing Authority has issued appropriate orders.

4. Your appointment as a Qualification Examiner is effective as of the date of this letter and will remain in effect for _____ years unless rescinded by this office or higher authority.

#

Copy: District _____ Commodore



APPENDIX E Third Year Currency Maintenance

DATE: _____

Member Name: _____ Member Number: _____

Dist: _____ Div: _____ Flotilla: _____

Ref: (a) Auxiliary Training Handbook – Boat Crew, ATH 16794.51 (series)

Verification of required underway hours and Navigation Rules testing must be completed by the FSO-IS prior to requesting a Qualification Examiner (QE). QE is to submit the completed form and appropriate enclosure to the OTO for review/approval and entry into AUXDATA II.

The above-named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing the currency maintenance requirements as marked below.

COXSWAIN

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	FSO-IS Signature _____
Enclosure (1) of Ref (a) _____ Month / Year	Q.E. Print Name _____	Q.E. Signature _____

CREW

Not in REYR for Underway Hours _____	FSO-IS Signature _____
Enclosure (2) of Ref (a) _____ Month / Year	Q.E. Print Name _____ Q.E. Signature _____

PWC OPERATOR

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	FSO-IS Signature _____
Enclosure (1) of Ref (a) _____ Month / Year	Q.E. Print Name _____	Q.E. Signature _____

Reviewed / Approved _____ **AUXDATA II** _____
OTO Signature Date Entered



APPENDIX F QE Request Form

From: _____
(FC/FSO-MT)

To: _____
(Area/Chief QE Coordinator)

AQEC Phone No.: _____

Area: _____ Date: _____

I am requesting a QE for the following purpose:

Nav Rules Testing: _____	Operational Excellence: _____
Crew Oral: _____	Coxswain Oral: _____
PWC Oral: _____	Crew Underway: _____
Coxswain Underway: _____	PWC Underway: _____
Third Year Crew: _____	Third Year Coxswain: _____
Third Year PWC: _____	

The requested time and date is: _____

Alternate time and date: _____

Requesting Division/flotilla: _____ Number of candidates: _____

Please list candidate names, Auxiliary Member Number, and Division/Flotilla below:

NAME	MEMBER #	DIV / FLTA	E-MAIL	PHONE #

The Record of completed tasks displays mentor signatures and dates for each task. The candidate has completed all reading assignments and exercises. Candidate’s name and mentor signature and date appear on each task as required. Candidate possesses proof of completion of special tasks (Nav-Rules, RM/TCT, etc.) Candidate has been trained to the standards set forth in the appropriate publication. FSO-IS has verified that member is not in REYR for Underway Hours.

(NAME OF PERSON REQUEST)

(DATE)



APPENDIX G QE Application Form

NAME	
ADDRESS	
Member Number:	
Home PH:	
Work.PH:	
Cell. PH:	
e-mail	

District.:		Division.:		Flotilla.:	
-------------------	--	-------------------	--	-------------------	--

EXPERIENCE(YEARS)					
MBR	CRW	COX	PWC	IT	Watch Stander

OPERATIONAL HOURS						
	Last Year	2 Years Ago	3 Years Ago	4 Years Ago	5 Years Ago	YEAR OF LAST TCT
COX						
CREW						
PWC						
IT						
W/S						



YEAR QUALIFIED						
AUXOP	AUXCOM	AUXPAT	AUXSAR	AUXSEA	AUXNAV	AUXWEA

AUX. OFFICES HELD	
--------------------------	--

OTHER JOBS & SKILLS	
--------------------------------	--

By signing below the applicant acknowledges the time commitment required to be a QE

APPLICANT'S SIGNATURE	DATE

	REVIEWING SIGNATURES	DATE	APPROVED
DCO			YES/NO
ACQE			YES/NO
BCAB/CQE			YES/NO

Please attach a page explaining why you want to be a Boat Crew Program Qualification Examiner (QE).



APPENDIX H Qualification Examiner In Training (QE-IT)

(QE-IT NAME)

(QE-IT AUX MEMBER NO.)

1. You must contact your AQEC for instructions; they will instruct you on how you will be notified to participate on QE sessions, assignments of your mentors, and what will be expected of you while you are assigned on each QE-IT training session.

2. Initially you will participate in two evaluation sessions, one Dockside Oral Exam and an Underway Check Ride. An assigned QE Mentor will evaluate you on your seamanship knowledge and people skills. You must receive a favorable evaluation of these initial sessions in order to continue with the QE-IT Program.

Dockside session: _____
DATE

QE MENTOR SIGNATURE

Underway session: _____
DATE

QE MENTOR SIGNATURE

3. You must participate in two (2) Dockside signoff sessions with a QE:

Session #1 (Crew): _____
DATE

QE SIGNATURE

Session #2 (Cox): _____
DATE

QE SIGNATURE

4. You must participate in two (2) underway check ride sessions with a QE:

Session #1 (Crew): _____
DATE

QE SIGNATURE

Session #2 (Cox): _____
DATE

QE SIGNATURE

5. You must plan and coordinate one of the above underway QE sessions. You will establish initial contact with the qualifying member, schedule the sign-off session, and you will evaluate each performed task and provide your recommendation to your QE Mentor.

DATE

QE SIGNATURE



6. You must participate in one (1) sign-off session.

DATE

QE SIGNATURE

7. You must successfully complete and submit a complete set of all forms.

DATE

QE SIGNATURE

8. You must successfully complete and submit a candidate completion letter.

DATE

QE SIGNATURE



APPENDIX I

Glossary

Introduction

This appendix contains a list of terms that may be useful when reading this Manual.

In this Section

This section contains the following information:

Title	Page
Glossary	I-2



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 on board 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.



TERM	DEFINITION
Facility	A boat, aircraft, or radio station owned by an Auxiliary member or unit and Appendix A of reference (b). 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.
Operational Commander	For the purpose of this Handbook, Operational Commanders are defined as those who exercise <i>direct</i> 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 watercraft (PWC) is a vessel less than 16 feet in length which is designed to be operated by a person or persons sitting, standing, or



TERM	DEFINITION
	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 can 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 reference (b) for guidance on corporate ownership.)