



**U.S. Department of  
Homeland Security**

**United States  
Coast Guard**



# **Auxiliary Boat Crew Qualification Handbook**

*“Safe, Proficient, Professional”*



**ABQH 16794.52C**

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## AUXILIARY BOAT CREW QUALIFICATION HANDBOOK–16794.52C

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

1. PURPOSE. This Handbook provides standardized performance objectives and guidance for the purpose of training, qualifying and certifying auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet Release is Authorized.
4. DIRECTIVES AFFECTED. Auxiliary Boat Crew Qualification Handbook, 16794.52B is hereby cancelled.
5. DISCUSSION. This Handbook is to provide guidance to train and qualify members of the Coast Guard Auxiliary as Coxswain, Boat Crewmember, Personal Watercraft Operators.
6. DISCLAIMER. This Handbook is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard Auxiliary personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. Major changes to the Auxiliary Boat Crew Qualification Handbook can be found in [Appendix B](#).
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Handbook.
9. 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).

10. DISTRIBUTION. No paper distribution will be made of this Handbook. An electronic version will be posted on the Chief Director of Auxiliary and Coast Guard Auxiliary web sites: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP> and <http://www.cgaux.org/>, respectively. All web sites in this Handbook are the most current available. If the cited web site link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Handbook, regardless of format or media, must be managed in accordance with records retention guidance in the Auxiliary Manual, COMDTINST M16790.1 (series) .
12. FORMS. The Coast Guard forms called for in this Handbook are available on the internet at <https://play.apps.platform.us/play/e/default-369ba0d5-02cb-4d2f-94fd-9212cc24b78c/a/449d74ad-9685-44e3-934b-46c72a05e1a2?tenantId=369ba0d5-02cb-4d2f-94fd-9212cc24b78c&source=portal/>  
Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/>
13. REQUESTS FOR CHANGES. Questions or proposed changes to this Handbook should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division COMDT (CG-BSX-12) at [CGAUX@uscg.mil](mailto:CGAUX@uscg.mil). Coast Guard units and individuals may recommend changes via their chain of command to the same address. Auxiliary units and individuals may similarly recommend changes via the cognizant Auxiliary chain of leadership and management.

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



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# PART 1

## Introduction to Auxiliary Boat Crew Qualification System

**In this Part**

This Part contains the following Chapters:

Chapter	Title	See Page
1	How to Use this Handbook	1-3
2	Boat Crew Qualifications	1-5
3	Qualification System Structure	1-7
4	Task Designations	1-9
5	Overview of Qualification Tasks	1-11
6	Mentor Guidance	1-15
7	Trainee Guidance	1-17

**Mentors**

Mentors have several key responsibilities. They must:

- (01) Instruct in a way which maintains a high level of professionalism yet encourages each trainee toward challenges that the mentor understands to be within the trainee’s grasp.
- (02) Completely execute the training qualification process described in Part 1 of this Handbook.



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## CHAPTER 1

### How to Use this Handbook

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


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**Part Layout**      The first page of each *Part* includes an *In this Part*, which lists each Chapter title. In the left column of most pages are block titles, which provide descriptive words for the corresponding blocks of text to their right.

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


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

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

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**NOTE**       An operating procedure or technique that is essential to emphasize.

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## CHAPTER 2

### Boat Crew Qualifications

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#### A.1. Qualification List

The *qualification Parts* are:

Qualification	Part
<a href="#">Boat Crew Qualifications</a>	<a href="#">PART 2</a>
<a href="#">Coxswain Qualifications</a>	<a href="#">PART 3</a>
<a href="#">Personnel Watercraft (PWC) Operator</a>	<a href="#">PART 4</a>

**Table 1-1**  
**Boat Crew Qualification Parts**

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## CHAPTER 3

### Qualification System Structure

#### A.1. Organization

Each *qualification part* is structured as follows:

Chapter	Title	Provides:
1	<i>Task Accomplishment Record</i>	The mentor’s task-level record of trainee’s qualification progress. Contains <u>mentor’s initials</u> and <u>task completion date</u> signifying the trainee successfully performed the task in accordance with the prescribed standards.
2	<i>Qualification Tasks</i>  This Chapter is sub-divided into lettered <i>sections</i> representing training <i>divisions</i> . (e.g. Section B. Physical Fitness, First Aid and Survival.)	The mentor’s criterion-level record of trainee’s qualification progress. Contains:  (01) <u>mentor’s initials</u> and <u>completion date</u> . signifying the trainee successfully performed each criterion in accordance with the prescribed standards.  (02) <u>Comments</u> . Circumstances or conditions which may affect task completion (including if task was attempted/ completed under more arduous conditions than those required) and failure to complete any performance criterion.
3	<i>Trainee Study Guide</i>  This Chapter's sections match those found in Chapter 2.	Reading assignments and questions.  Chapter 3 is to be removed from the perspective qualification PART and retained by the trainee.  <b>There is no study guide for PWC Operator.</b>

**Table 1-2**  
**Qualification Part Structure**

**NOTE**

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



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## CHAPTER 4

### Task Designations

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#### A.1. General

The tasks in each part of the Qualification Guide represent a uniform, national standard for qualification and certification. National standard tasks may be altered with CHDIRAUX approval. A member who successfully completes the national standard tasks is entitled to be certified by the Director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

#### A.2. Task Designation Components

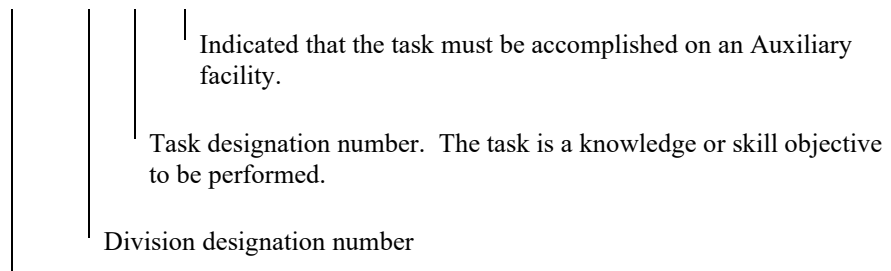
A task designation is comprised of three elements followed by the word “AUX”. The three elements of a task designation are:

- (01) Qualification
- (02) Division Designation Number
- (03) Task Designation Number

#### A.3. Task Structure

Below is an example:

BCM-07-05-AUX



Qualification designation (e.g., BCM = Boat Crewmember; COXN = Coxswain; PWC = Personal Watercraft).

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#### **A.4. Task Completion Requirement**

All tasks shall be completed unless specifically waived. The DIRAUX, having the final approving authority, may waive any task or part of a task, except for BCM-08-02-AUX (Perform as a Crewmember During a Navigation and Piloting Exercise (Day and Night)), COXN-05-08-AUX (Perform a Navigation and Piloting Exercise (Day and Night)), and TASK COXN-04-01-AUX: (Successfully Complete the Navigation Rules Of The Road Exam), after consultation with the members Order Issuing Authority on a case-by-case basis given the mission requirements, the nature of the waters, or if the task is not operationally required for the geographical area. Waiving of any task shall not be taken lightly and must be done with operations, risk management and safety being priority. The waiver must be in memorandum and include the following:

1. Name and rank of who granted the waiver.
2. Details capturing what operations may be restricted.
3. Mitigating actions taken to reduce risk.

---

#### **A.5. Deferred Tasks**

Deferred Tasks applies to a member's inability to complete a task due to equipment and/or facility constraints. i.e., no GPS installed. When situations exist that preclude a member from completing qualification tasks outside of a task that has been waived by the DIRAUX or Not Applicable (N/A), the mentor may defer those tasks. The decision to defer a task should not be taken lightly. Deferred Tasks require appropriate comments in the "Comments" section for that specific "TASK"

#### **NOTE**

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




---

## CHAPTER 5

### Overview of Qualification Tasks

---

#### A.1. Organization

Each task is organized into four components:

- (01) Reference(s)
- (02) Conditions
- (03) Standards
- (04) Performance Criteria

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

#### A.2. Sample Task

**TASK COXN-01-AUX**

**Complete The Incident Command System (ICS) Courses**

**Reference**

- a. *Federal Emergency Management Agency (FEMA) on-line courses or Coast Guard Correspondence courses.*

**Conditions**

Task is conducted on-line or through Correspondence Courses

**Standards**

The Trainee must show proof of completion.

Performance Criteria	Completed (Initials)
ISC-100 Course.	<u>IMU</u>
ISC-200 Course	<u>IMU</u>
ISC-700 Course.	<u>IMU</u>

**Mentor**

I. M. UNDERWAY

**Date**

10DEC13

**Comments**

#### A.3. References

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



#### A.4. Conditions

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

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

**Table 1-3**  
**Wind and Sea Conditions Definitions**



**A.5. Standards**

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

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

**Table 1-4**  
**Task Performance Standards**

**A.6. Standardized Evaluation Drill Sheets**

Below is a list of standardized evaluation drill sheets for certain applicable Tasks that the trainee will be required to complete in order to complete the qualification process. These standardized evaluation drill sheets are intended to assist each boat crew member and the overall boat crew team with meeting a national standard. These standardized evaluation evaluation drill sheets are found at <https://www.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets>:

- (01) Navigation
- (02) Man Overboard (MOB)
- (03) Towing
- (04) Search Patterns (Precision)
- (05) Search Patterns (Drift)
- (06) Onboard Fire
- (07) Grounding

These standardized evaluation drill sheets will be used by the QE as part of the trainees initial checkride.



---

### **A.7. Additional Standards**

No additional qualification tasks or modification of task therein may be required to achieve either qualification or certification.

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

---

### **A.8. Criteria**

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

---






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## CHAPTER 6

### Mentor Guidance

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#### A.1. General Process

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

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

**Table 1-5**  
**General Task Process**

---

#### A.2. Provide Chapter 3

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

---

#### A.3. Assign Task

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

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

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

---

#### A.4. Assign Reading

Provide the trainee the applicable reading assignments .

---



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**A.5. Confirm Knowledge**

Review study guide questions for completeness and accuracy. Clarify any misunderstandings the trainee might have about the material.

Mentors should identify consistent problem areas for trainees, and forward recommendations for improvements via the Chain of Leadership and Management (COLM). In example, QEs, FSO, SO, DSO-OP.

---

**A.6. Demonstrate Task**

Demonstrate the steps required to complete the task. During the demonstration, the mentor should narrate the procedures, including problem solving (also known as “thinking out loud”).

---

**A.7. Walk-Through Task**

Walking a trainee through a procedure can take several forms and sessions. Walk-throughs typically begin with the trainee observing the mentor, while describing to the mentor the mentor’s actions and any problem solving. Next, the trainee performs the procedure for the mentor, including describing any problem solving. There is no limit to the number of times the mentor performs the walk-through, however, trainee understanding must be ensured before continuing.

Successive walk-throughs should be used to allow the trainee to master basic skills before attempting more complex skills.

---

**A.8. Monitor Progress**

Qualification does not end the first time a task is successfully completed; it ends when successful task completion can be met consistently, during operations and training.

---

**A.9. Evaluate**

Verify that the trainee’s performance meets the standard. This includes two parts:

- (01) The trainee must perform the task to established standards and conditions.
- (02) The trainee must perform the task with no assistance.

The trainee is expected to perform each task on a consistent basis in accordance with the established standards and conditions.

---

**A.10. Sign-Off**

The mentor signs the task at the bottom of the page when he/she is confident that the trainee can perform the task consistently, while unsupervised.

---

**A.11. Records**

Maintain records as follows:

Paper documentation: *It is the responsibility of the **member** to retain the original completed qualification tasks in his/her personal records.*

Electronic documentation: Director makes appropriate AUXDATA II entries.

---

**A.12. Dockside Oral Examination and Underway Checkride**

The mentor should follow the requirements in Chapter 7.D. of the Auxiliary Training Handbook – Boat Crew, ATH 16794.51 (series) to schedule a QE when all qualification tasks are completed.

---

**A.13. Recommend Certification**

When the QE is satisfied with the trainee’s performance and abilities, the trainee is then qualified. The QE submits a recommendation for certification, in accordance with Chapter 7.E.7. of the Auxiliary Training Handbook – Boat Crew, ATH 16794.51 (series).

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## CHAPTER 7

### Trainee Guidance

---

#### **A.1. Introduction**

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

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

---

#### **A.2. Qualification Learning Tips**

The following tips will help you in your qualification process:

- (01) You will have many reading assignments. Always make sure that you are using up-to-date material. Office of Boating Safety and Auxiliary, Commandant (CG-BSX) directives or Commandant directives may be superseded.
  - (02) Always complete the written questions in Chapter 3 of perspective qualification **PART**, and if an answer is found to be in error, correct work with your mentor and Chain of Leadership and Management (COLM) to resolve any issues, and when needed, report recommendations.
  - (03) If information must be recited from memory, practice reciting information out loud.
  - (04) Help improve training materials. Often trainees are in a position to spot inconsistencies in publications, procedures, etc. When this happens, work with your mentor and Chain of Leadership and Management (COLM) to resolve any issues, and when needed, report recommendations.
-



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# PART 2

## Boat Crewmember Qualification

**Introduction**

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

**NOTE** *~*

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

**In this Part**

This Part contains the following chapters:

Chapter	Title	See Page
1	<a href="#">Task Accomplishment Record for Boat Crewmember</a>	2-3
2	<a href="#">Boat Crewmember Qualification Tasks</a>	2-7
3	<a href="#">Boat Crewmember Trainee Study Guide</a>	2-89



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# CHAPTER 1

## Task Accomplishment Record for Boat Crewmember

TRAINEE'S NAME: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

Mentor/QE/FSO-OP or FSO-MT Name (Printed)	Mentor/QE/FSO-OP or FSO-MT Name (Signature)	Initials	Date



**NOTE** *~*

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

TRAINEE'S NAME: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

**NOTE** *~*

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

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



Part 2 – Boat Crew Member Qualification  
 Chapter 1 – Task Accomplishment Record



TRAINEE'S NAME: _____		MEMBER'S # _____	
Task	Date Started	Date Completed	Mentor's Initials
BCM-02-20-AUX			
BCM-03-01-AUX			
BCM-03-02-AUX			
BCM-03-03-AUX			
BCM-03-04-AUX			
BCM-03-05-AUX			
BCM-03-06-AUX			
BCM-03-07-AUX			
BCM-03-08-AUX			
BCM-03-09-AUX			
BCM-04-01-AUX			
BCM-04-02-AUX			
BCM-04-03-AUX			
BCM-04-04-AUX			
BCM-04-05-AUX			
BCM-04-06-AUX			
BCM-04-07-AUX			
BCM-04-08-AUX			
BCM-04-09-AUX			
BCM-04-10-AUX			
BCM-05-01-AUX			
BCM-05-02-AUX			
BCM-05-03-AUX			
BCM-06-01-AUX			
BCM-06-02-AUX			
BCM-06-03-AUX			
BCM-06-04-AUX			
BCM-06-05-AUX			
BCM-06-06-AUX			



Part 2 – Boat Crew Member Qualification  
 Chapter 1 – Task Accomplishment Record

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



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## CHAPTER 2

### Boat Crewmember Qualification Tasks

---

#### Introduction

The following are the instructions for this chapter:

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

---

#### In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Crew Efficiency Factors, Risk Factors and Team Coordination	2-8
B	Physical Fitness, First-Aid and Survival	2-11
C	Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability	2-33
D	Boat Handling	2-42
E	Communications	2-52
F	Navigation	2-56
G	Mission-Oriented Operations	2-68
H	Auxiliary Specific Tasks	2-79



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

**Introduction**

The following are objectives of this Section A:

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

**In this Section**

This Section contains the following tasks:

Task Number	Task	See Page
BCM-01-01-AUX	Crew Fatigue Standards	2-8
BCM-01-02-AUX	Motion Sickness	2-9
BCM-01-03-AUX	Risk Management/Team Coordination Training	2-9
BCM-01-04-AUX	Completed ICS and Required Workshops and Courses	2-10

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

**Reference**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section L*
- b. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*

**Conditions**

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

**Standards**

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK BCM-01-02-AUX: Motion Sickness**

**References** *Boat Crew Handbook – First Aid, BCH16114.5 (series)*

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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

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

**References**

- a. *Risk Management, COMDTINST 3500.3 (series)*
- b. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section L*
- c. *CG-BSX Policy Letter 19-01(B)*

**Conditions** Task should be performed at any time, at a location suitable for that purpose.

**Standards** Trainee must attend the training as prescribed in reference (b). Trainee must demonstrate knowledge or performance for Task #3 and #4,

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_



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

**References**

- a. *Federal Emergency Management Agency (FEMA) on-line courses or*
- b. *Coast Guard Auxiliary Training Directorate website.*

**Conditions**

Task should be performed at any time, at a location suitable for that purpose.

**Standards**

Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

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

**Mentor**

**Date**

**Comments**

---



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## Section B. Physical Fitness, Survival and First Aid

### Introduction

The following are objectives of Section B:

- (01) **Achieve** and **maintain** the level of physical conditioning necessary to safely and properly carry out the duties of a Boat Crewmember aboard a Coast Guard Auxiliary facility.
- (02) **Identify** and **become** proficient in those skills necessary for coping with open water survival situations.
- (03) **Effectively** use all standard boat crew signaling and survival equipment.

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
BCM-02-01-AUX	Personal Physical Requirements and Policy	2-13
BCM-02-02-AUX	Personal Physical Fitness and Vision	2-14
BCM-02-03-AUX	Don the Type III PFD	2-18
BCM-02-04-AUX	Don the Automatic Inflatable PFD, (if applicable)	2-19
BCM-02-05-AUX	Don Anti-Exposure Coveralls (as applicable)	2-21
BCM-02-06-AUX	Don the Boat Crew Dry Suit (as applicable)	2-22
BCM-02-07-AUX	Identify Boat Crew Survival Equipment	2-23
BCM-02-08-AUX	Use the Emergency Signaling Mirror	2-24
BCM-02-09-AUX	Describe the Use of Hand-Held Distress Flares	2-25
BCM-02-10-AUX	Describe the Use of Aerial Flares	2-26
BCM-02-11-AUX	Operate the Personal Marker Light (PML) or Strobe Light	2-27
BCM-02-12-AUX	Operate the Personal Locator Beacon	2-28
BCM-02-13-AUX	State Survival Procedures in Event the Boat Capsizes or Swamps	2-28
BCM-02-14-AUX	Perform Water Survival Exercise	2-29
BCM-02-15-AUX	Crew First-Aid Responsibility	2-30
BCM-02-16-AUX	Sun and Heat Related Factors	2-30
BCM-02-17-AUX	State the Symptoms of Shock	2-31
BCM-02-18-AUX	State the Symptoms of Anaphylactic Shock (Allergic Reaction)	2-31
BCM-02-19-AUX	State the Signs for Burns	2-32



BCM-02-20-AUX	State the Symptoms of Hypothermia	2-32
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**TASK BCM-02-01-AUX: Personal Physical Requirements and Policy**

**References**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
- b. *Auxiliary Manual, COMDTINST M16790.1 (series)*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must state the physical requirements to be demonstrated and policies required to be practiced to participate as an Auxiliary crewmember, in the Auxiliary Boat Crew program.

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

**Mentor**

**Date**

**Comments**

---



---



---



**TASK BCM-02-02-AUX: Personal Physical Fitness and Vision**

**References**

a. *Merchant Mariner Medical Manual, COMDTINST M16721.48 (series)*

**Conditions**

Tasks may be performed at any time; ashore, at the dock, or underway. The candidate must accomplish the tasks without prompting or use of any other reference not part of this task. **Mentor shall have trainee complete this TASK during the PQS process ONLY to ensure trainee can complete the qualification process.**

**QE shall have trainee complete “physical fitness requirements” #1 of this TASK before and during any underway checkride or evaluations.**

**QE shall complete or verify doctor’s eye exam certificate timeline requirements in “vision requirements” #2 of this TASK prior to any underway checkride or evaluations.**

**Standards**

The candidate must demonstrate the ability to perform the requirements set forth below.

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



Performance Criteria			Completed (Initials)
2. Accomplish all vision requirements as stated in table below:			
Distinguish objects or shapes at a distance.  See Note 1 below.	<b>A doctor's eye exam certificate (issued within the last 2 years of today's checkride date) may be used in lieu of this test. The certificate must state the candidate has been tested and their vision in each eye is 20/40 or greater. If needed, with corrective lenses. (Certificate may not be retained by the QE).</b>	For each eye, independently, using the associated PDF vision chart, at approximately 10.5 feet from the chart, the candidate must read line 3. If needed, corrective lenses may be worn.	_____
Distinguish colored navigational aids.  See Note 2 below.	<b>A doctor's eye exam certificate (issued within the last 2 years of today's checkride date) may be used in lieu of this test. The certificate must state the candidate has been tested and has normal color vision. (Certificate may not be retained by the QE).</b>	Candidate can distinguish red, yellow, white, and green colors using the associated color recognition chart.	_____

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

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

I certify the above information to be true and accurate.

<b>Mentor:</b>		<b>Date:</b>	
<b>QE:</b>		<b>Date:</b>	
<b>Comments</b>			



## VISION CHART

Holding the chart approximately 10.5 feet away from the candidate, for each eye, independently, the QE will have the candidate read the **third** line from top. If needed, corrective lenses may be worn. If the candidate is unable to complete, see Note 1 in Performance Criteria #2.

**\*A doctor's eye exam certificate (issued within the last 2 years of today's checkride date) may be used in lieu of this test. The certificate must state the candidate has been tested and their vision in each eye is 20/40 or greater.**














## COLOR RECOGNITION CHART

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

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

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

**\*A doctor's eye exam certificate (issued within the last 2 years of today's checkride date) may be used in lieu of this test. The certificate must state the candidate has been tested and has normal vision.**

 <p>Block 1</p>	 <p>Block 2</p>	 <p>Block 3</p>
 <p>Block 4</p>	 <p>Block 5</p>	 <p>Block 6</p>
 <p>Block 7</p>	 <p>Block 8</p>	 <p>Block 9</p>



**TASK BCM-02-03-AUX: Don the Type III PFD**

**Reference**

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

**Conditions**

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

**Standards**

In response to the mentor, the trainee shall, without error, don the Type III PFD.

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

**Mentor**

**Date**

**Comments**



**TASK BCM-02-04-AUX: Don the Automatic Inflatable PFD, (if applicable)**

**NOTE** 

Task **MAY BE DEFFERED**.

**WARNING** 

Do not wear under other equipment (I.e. Boat Crew Survival Vest) or place anything over the PFD. Equipment worn over the PFD can restrict the outward inflating action and may prevent breathing or cause crushing injuries to the upper torso.

**Reference**

- a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
- b. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section I*
- c. *Inflatable PFD Manufacturer's Operating Instructions Manual*
- d. *Applicable Maintenance Procedure Card (MPC)*
- e. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*

**Conditions**

Task should be performed at any time ashore.

**Standards**

The TASK shall be instructed by an Active Duty or Auxiliary R&S manager only. This vest uses the Hammar MA1 Hydrostatic Inflator. Inadvertent inflations can cause a user to become temporarily disoriented. Training shall include donning the vest and Manual inflating ONLY. DO NOT automatic inflate.

Performance Criteria	Completed (Initials)
1. Stated the only approved and authorized Inflatable PFD for Auxiliary usage onboard Auxiliary boats operating under Patrol Orders.	_____
2. State the policy associated with wearing of an inflatable PFD over other types of PFD's (AEC's, float coats).	_____
3. State the requirements and proper methods for maintenance and stowage of the inflatable PFD.	_____
4. Identify key components of the inflatable PFD. (pull cord, automatic inflation device, automatic inflation device status indicators/meanings, manual inflation tube, bladder, etc.).	_____
5. Explain the 3 modes of inflation.	_____
6. Describe how the 'automatic inflation' device works.	_____
7. State the restrictions on wearing inflatable PFDs.	_____
8. State when an inflatable PFD is required to be worn.	_____
9. Conduct a pre-wear inspection of the PFD.	_____
10. Demonstrate proper donning of the Automatic Inflating PFD.	_____
11. Locate the following equipment and ensure each piece is stored IAW the MPC: <ol style="list-style-type: none"> <li>a. Strobe Light or PML</li> <li>b. Whistle</li> <li>c. Signal mirror</li> <li>d. Knife</li> <li>e. PLB</li> </ol>	_____
12. Respond to an automatic inflation failure. <ol style="list-style-type: none"> <li>a. Attempt manual inflation via pull cord. (DO NOT PULL CORD. SIMULATED)</li> <li>b. Identify inflation failure. (PFD fails to inflate using pull cord)</li> <li>c. Manually inflate PFD using inflation tube.</li> </ol>	_____



Part 2 – Boat Crew Member Qualification  
Chapter 2 – Task Accomplishment Record

Performance Criteria	Completed (Initials)
13. While wearing, deflate PFD.	_____
14. Inspect PFD per MPC and document.	_____

**R&S** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Manager**

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_





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

**Reference**

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

**Conditions**

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

**Standards**

In response to the mentor, the trainee shall, without error, don the Anti-Exposure Coveralls.

**NOTE** *GS*

Task MAY BE DEFERRED for members exempt from issuance of hyperthermia gear based on geographic area IAW reference (a) or local District DIRAUX policy.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**Reference**

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

**Conditions**

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

**Standards**

In response to the mentor, the trainee shall, without error, don a boat crew dry suit.

**NOTE**

Task MAY BE DEFERRED for members exempt from issuance of hyperthermia gear based on geographic area IAW reference (a) or local District DIRAUX policy.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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

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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**References**

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

**Conditions**

This task shall be performed ashore. Trainee should be wearing survival gear they typically wear while on patrol. Sunlight or any light source may be used to reflect onto a predetermined target (i.e., boat, location on a wall, etc.). Trainee must accomplish the task without prompting or use of a reference.

**Standards**

The light rays from the sun must be reflected onto the predetermined object within one minute of trainee receiving a signal from the mentor.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

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

**NOTE**

Task MAY BE DEFERRED if member will be operating on a facility that is legally exempt from flare carriage requirements based on geographic area.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

<b>References</b>	<ul style="list-style-type: none"> <li>a. <i>Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)</i></li> <li>b. <i>Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)</i></li> <li>c. <i>Manufacturer's Operating Instructions</i></li> </ul>
<b>Conditions</b>	Task should be performed at any time ashore, at the dock, or underway. Trainee must accomplish task using the manufacture guidelines and safety precautions.
<b>Standards</b>	In response to the mentor, the trainee must identify the CG approved aerial flare (used on the Auxiliary Facility) and describe the sequence required safely to ignite the flare.

**NOTE**

Task MAY BE DEFERRED if member will be operating on a facility that is legally exempt from flare carriage requirements based on geographic area.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



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

**References**

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

**Conditions**

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

**Standards**

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

**NOTE** *GR*

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**References**

- a. *Personal Locator Beacon Operator’s Manual*
- b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
- c. *KB0040.0 406 Personal Locator Beacon (PLB) INSP-ACCPT*
- d. *KB0040.0 PLB Monthly Tracking Record*

**Conditions**

Task should be performed at any time, at facilities available to the member. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee shall, without error, simulate the activation of the Personal Locator Beacon and perform a monthly test of the PLB

**NOTE** *GS*

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

Performance Criteria	Completed (Initials)
1. Locate and remove PLB.	_____
2. Simulate Activation of PLB.	_____
3. Perform monthly test of PLB in accordance with PLB maintenance card “KB0040.0 406 Personal Locator Beacon (PLB) INSP-ACCPT” located in the AUXDATA II Rescue and Survival Library.	_____
4. Document monthly test in accordance with “KB0040.0 PLB Monthly Tracking Record” located in the AUXDATA II Rescue and Survival Library.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

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

**Reference**

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

**Conditions**

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

**Standards**

In response to the mentor, the trainee must state all steps in the procedure.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_





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

**References**

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

**Conditions**

This task is not intended to be performed at the dock, underway, or from the beach, unless specific permission to do so has been granted by DIRAUX. A swimming pool (heated if necessary and available) should be used. The trainee must enter the water wearing a PFD or dry suit (with PFD). Trainee should be wearing all other survival gear consistent with the weather and water temperature or the local operating area. Trainee must accomplish task without prompting, hesitation, or use of a reference.

**Standards**

In response to the mentor, the trainee shall, without error, complete all steps of the water survival exercise.

**NOTE** *GS*

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

Performance Criteria	Completed (Initials)
1. Don appropriate PPE and survival equipment and adjust for proper fit.	_____
2. Execute the following steps: a. Check surrounding water for debris and depth. b. Minimize initial immersion upon entry entering water..	_____
3. Adjust flotation, hypothermia protective garments (if used) and survival equipment to reduce water intrusion, heat loss, and to improve mobility and buoyancy.	_____
4. Demonstrate swimming using an energy conserving stroke or movement.	_____
5. Demonstrate the Heat Escape Lessening Position (HELP) for a single person in the water.	_____
6. Demonstrate or describe the HELP for multiple survivors.	_____
7. Access and demonstrate the use of the following equipment: a. Strobe light or PML b. Whistle c. Signal mirror f. Knife (if carried) g. PLB	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-02-15-AUX: Crew First-Aid Responsibility**

**Reference** a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 8, Section G*

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

**Standards** Trainee must demonstrate knowledge of key elements of crew responsibilities for rendering first aid.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_

**TASK BCM-02-16-AUX: Sun and Heat Related Factors**

**References** a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*

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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TASK BCM-02-17-AUX: State the Symptoms of Shock**

**References** a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*

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

**Standards** In response to the mentor, the trainee must, without error, state the common symptoms for shock.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_

**TASK BCM-02-18-AUX: State the Symptoms of Anaphylactic Shock (Allergic Reaction)**

**References** a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*

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

**Standards** In response to the mentor, the trainee must, without error, state the common symptoms for anaphylactic shock.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-02-19-AUX: State the Signs for Burns**

**References**

a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, state the signs for burns.

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

**Mentor**

**Date**

**Comments**

**TASK BCM-02-20-AUX: State the Symptoms of Hypothermia**

**Reference**

a. *Boat Crew Handbook – First Aid, BCH 16114.5 (series)*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, state the symptoms of hypothermia.

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

**Mentor**

**Date**

**Comments**




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

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### Introduction

The following are objectives of Section C:

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

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
BCM-03-01-AUX	State Common Boat Nomenclature and Terminology	2-34
BCM-03-02-AUX	Locate and Identify the Purpose of the Equipment Aboard the Boat; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings	2-35
BCM-03-03-AUX	Boat Construction	2-36
BCM-03-04-AUX	Watertight Integrity	2-37
BCM-03-05-AUX	Stability	2-37
BCM-03-06-AUX	Identify the Different Parts of a Line and the Hitches Used in Line Handling	2-38
BCM-03-07-AUX	Tie Various Knots, Hitches, and Bends	2-39
BCM-03-08-AUX	Secure Lines to Cleats, Bitts, and Posts	2-40
BCM-03-09-AUX	State the Types of Breaking Seas, Characteristics, and Causes	2-41



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

**Reference**

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed onboard an Auxiliary facility. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, identify different locations and positions aboard the boat.

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

**Mentor**

**Date**

\_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_



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

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions** Task should be performed using a simple line diagram of an OPFAC and the OPFAC pre-underway Check Off list. Trainee should list the location of each piece of equipment on the diagram. Trainee must accomplish the task without prompting or use of a reference.

**Standards** Trainee must locate and state the use of installed equipment.

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard orders have been issued.	_____
2. Under the observation of the coxswain, located and verified the proper operation/usage, condition, and stowage of the following equipment: <ul style="list-style-type: none"> <li>a. Personal Floatation Device (PFD) and required equipment.</li> <li>b. Fire extinguishers</li> <li>c. Visual distress signals</li> <li>d. Anchor(s) and anchor line(s)</li> <li>e. Dewatering device</li> <li>f. Watch or clock.</li> <li>g. Boarding ladder (or other means of boarding)</li> <li>h. Kicker/skiff hook (if required)</li> <li>i. Binoculars</li> <li>j. Fenders</li> <li>k. Towline</li> <li>l. Bridle</li> <li>m. Heaving lines</li> <li>n. Mooring lines</li> <li>o. Searchlight</li> <li>p. Spare navigation light bulbs</li> <li>q. Boat hook</li> <li>r. Navigation lights</li> <li>s. Depth sounder or sounding pole.</li> <li>t. Charts (if available to operating area) and navigation plotting instruments.</li> <li>u. Tools and spare parts</li> <li>v. First aid kit</li> <li>w. Sound producing device.</li> <li>x. Current Rules of the Road publication</li> </ul>	_____
3. Completed required mechanical, electrical, and engine checks listed below: <ul style="list-style-type: none"> <li>a. Oil level</li> <li>b. Water level</li> <li>c. Reduction gear oil level (if applicable)</li> <li>d. Fuel system and fuel shut off valves.</li> <li>e. Ventilation system</li> </ul>	_____
4. Participated in crew briefing, including: <ul style="list-style-type: none"> <li>a. Purpose of the mission</li> <li>b. Any special circumstances concerning the mission.</li> </ul>	_____



Performance Criteria	Completed (Initials)
c. Working radio frequency to be used for the mission. d. Expected weather and sea conditions. e. Crewmembers in proper uniform and PPE (PFDs, etc.). f. Confirmed monthly PLB testing IAW MPC has been completed. (Only required to be completed ONCE every 30 days). g. Confirmed crewmembers are physically capable to perform the mission. h. Discussed Risk Management and encouraged team coordination. i. Discussed the policy on the wearing of jewelry. Crew is in compliance	

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_

**TASK BCM-03-03-AUX: Boat Construction**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions** Task should be performed at any time, ashore or underway, without prompting or use of a reference.

**Standards** Trainee must demonstrate knowledge of each task from memory, without references.

Performance Criteria	Completed (Initials)
1. Describe common hull types.	_____
2. Define common keel types.	_____
3. Explain the significance of the following: a. Length b. Beam c. Draft (keel and lowest appendage)	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_





**TASK BCM-03-04-AUX: Watertight Integrity**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

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

**Standards** Trainee must either demonstrate knowledge of or perform each task.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TASK BCM-03-05-AUX: Stability**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions** Task should be performed at any time, ashore or underway, without prompting or use of a reference.

**Standards** Trainee must either demonstrate knowledge of or perform each task.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

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

**Reference**

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed at any time, ashore or underway, without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, identify the different parts of a line and basic knots.

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

**Mentor**

**Date**

**Comments**



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

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

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

**Standards** In response to the mentor, the trainee must tie an assortment of knots, hitches, and bends quickly and confidently. The bitter ends must be of sufficient length to preclude the knot from working loose. All knots, bends and hitches must hold fast under a strain.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



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

**References** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4*

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

**Standards** Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State differences between deep-water waves and near shore breaking waves.	_____
2. State the effects of wind on sea conditions.	_____
3. State the effects of current and tidal conditions on breaking seas.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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## Section D. Boat Handling

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### Introduction

The following are objectives of Section D:

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

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### In this Section

This Section contains the following tasks:

<b>Task Number</b>	<b>Task</b>	<b>See Page</b>
BCM-04-01-AUX	Rig Fenders to Side of the Boat	2-43
BCM-04-02-AUX	Assist in Anchoring the Boat	2-43
BCM-04-03-AUX	Assist in Weighing the Boat's Anchor	2-44
BCM-04-04-AUX	Identify the Common Navigation Lights Displayed by Ships and Boats	2-45
BCM-04-05-AUX	Identify Common Sound Signals Used by Ships and Boats	2-46
BCM-04-06-AUX	Identify Maritime Distress Signals	2-47
BCM-04-07-AUX	Stand a Lookout Watch	2-48
BCM-04-08-AUX	(Boat Handling) Act as a Helmsman and Steer a Compass Course	2-49
BCM-04-09-AUX	Get the Boat Away from a Pier/Dock and Secure the Deck	2-50
BCM-04-10-AUX	Prepare for, Moor and Secure the Boat to a Pier/Dock	2-51



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

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

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

**Standards** In response to the mentor, the trainee must correctly rig fenders to the side of the boat. Fenders should be the proper height to avoid damage.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

**TASK BCM-04-02-AUX: Assist in Anchoring the Boat**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

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

**Standards** In response to the mentor, trainee must demonstrate, in proper sequence, the correct procedure for anchoring the boat.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_



**TASK BCM-04-03-AUX: Assist in Weighing the Boat’s Anchor**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions** Task should be performed at any time onboard an Auxiliary facility while weighing the boat’s anchor. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must demonstrate, in proper sequence, the method for handling the boat’s ground tackle to weigh the boat’s anchor.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_





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

**References**

- a. Promulgation of the Navigation Rules and Regulations Handbook
- b. *Chapman Piloting*

**Conditions**

Task should be performed at any time ashore, at the dock or underway Trainee must identify the lights, day shapes, aspect and type of vessel when presented with pictures or actual lights or day shapes by the mentor. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to being presented with a picture or actual light/day shape by the mentor, the trainee must, without error, identify verbally.

Performance Criteria	Completed (Initials)
1. State the location, color, and arc of visibility of the following navigation lights: <ul style="list-style-type: none"> <li>a. Mastheads</li> <li>b. Side lights</li> <li>c. Stern light</li> <li>d. Towing light(s)</li> <li>e. All around light</li> <li>f. Flashing light</li> <li>g. Special flashing light</li> <li>h. Combination lantern/lights (sailing vessel/boats)</li> <li>i. Forward and aft anchor lights</li> </ul>	_____
2. Identify the lights and day shapes (as applicable) for the following vessels: <ul style="list-style-type: none"> <li>a. Power driven vessel over 50 meters in length</li> <li>b. Power driven vessel under 50 meters in length</li> <li>c. Not under command</li> <li>d. Restricted in ability to maneuver</li> <li>e. Constrained by draft</li> <li>f. Fishing</li> <li>g. Sailing</li> <li>h. Towing</li> <li>i. Pilot boat</li> </ul>	_____
3. State when boats are required to display navigational lights and day shapes.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-04-05-AUX: Identify Common Sound Signals Used by Ships and Boats**

**References**

- a. Promulgation of the Navigation Rules and Regulations Handbook
- b. *Chapman Piloting*

**Conditions**

Task should be performed at any time ashore, at the dock or underway, naming the signals listed when presented with an imitated or actual sound signal by the mentor. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, identify verbally the sound signals listed below.

Performance Criteria	Completed (Initials)
1. State the characteristics of a short blast.	_____
2. State the characteristics of a prolonged blast.	_____
3. Identify common boat sound signal equipment.	_____
4. Identify sound signals for vessels in sight of one another (inland & international) <ul style="list-style-type: none"> <li>a. Alteration of course to STBD</li> <li>b. Alteration of course to PORT</li> <li>c. Overtaking and agreement signal</li> <li>d. Operating astern propulsion</li> </ul>	_____
5. Identify the danger signal (inland & international).	_____
6. Identify sound signals for vessels during periods of restricted visibility (inland & international). <ul style="list-style-type: none"> <li>a. Underway, making way</li> <li>b. Underway, not making way</li> <li>c. Towing</li> <li>d. Vessel being towed and manned.</li> <li>e. At anchor</li> <li>f. Pilot boat</li> </ul>	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-04-06-AUX: Identify Maritime Distress Signals**

**References**

- a. Promulgation of the Navigation Rules and Regulations Handbook
- b. *47 CFR 80.317 - Radiotelegraph and radiotelephone alarm signals.*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, identify and describe at least six of the seventeen accepted maritime distress signals.

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

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK BCM-04-07-AUX: Stand a Lookout Watch**

**References**

- a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
- b. *Promulgation of the Navigation Rules and Regulations Handbook*

**Conditions**

Task should be performed while underway, by pointing and verbal identification of the range and relative bearing to objects. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the coxswain, the trainee must, without error, identify objects, state relative bearing and range. All reports must be repeated until the coxswain acknowledges the report. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. State importance of a lookout.	_____
2. State lookout assignment policies.	_____
3. State boat characteristics and operations that may limit lookout visibility, and how these risks are mitigated.	_____
4. State the effects of dark adaptation on a lookout's vision.	_____
5. State off-center vision and how it may be used to see objects at night.	_____
6. Identify relative bearings.	_____
7. State lookout responsibilities during man overboard.	_____
8. Recognize and report the following situations: <ul style="list-style-type: none"> <li>a. Meeting (head on) [Rule 14],</li> <li>b. Crossing [Rule 15],</li> <li>c. Overtaking [Rule 13].</li> </ul>	_____
9. Identify and report the range and relative bearing of different type vessels, common to local area.	_____
10. Identify and report the relative bearing and position angle of aircraft.	_____
11. Identify buoys, fixed structures, and other navigational aids.	_____
12. Identify sound encountered (such as, whistles, bells, gongs, audio aids to navigation).	_____
13. Demonstrate the use of binoculars and scanning techniques.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TASK BCM-04-08-AUX: (Boat Handling) Act as a Helmsman and Steer a Compass Course**

**Reference** a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*  
 b. *Coast Guard Navigation Standards Manual, Enclosure 6, COMDTINST 3520.2 (series)*

**Conditions** Task should be performed underway in calm conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the coxswain’s command, the trainee must repeat and perform various helm, throttle, and shift commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain. All courses must be maintained to within 5° of ordered course. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Checked with coxswain for any special instructions and course to steer.	_____
2. State meaning of standard helm commands, including rudder, throttle, joystick and/or tiller commands as appropriate for boat type.	_____
3. Emergency Cutoff Switch (ECOS) worn at all times by helmsman, if installed	_____
4. Steer course and maintain speed or RPMs ordered by the Coxswain.	_____
5. Maintain course to within $\pm 5^\circ$ for at least 3 min of a coxswain’s ordered course.	_____
6. Alter course (at least $20^\circ$ ) to new course on Coxswain’s command.	_____
7. Steady-up on new course, reported, and hold to within $\pm 5^\circ$ of ordered course.	_____
8. Repeated all commands in a loud voice to the coxswain until acknowledged.	_____
9. Monitor and report engine(s) gauge(s), depth sounder, and other electronic gear as available.	_____
10. Keep careful watch of the surrounding area.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_



**TASK BCM-04-09-AUX: Get the Boat Away from a Pier/Dock and Secure the Deck**

**References**

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed while getting underway in calm to moderate conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the coxswain’s command, the trainee must repeat and perform various line-handling commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain. After boat clears the dock, stow all lines and fenders. The coxswain along with the mentor should supervise the trainee.

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

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK BCM-04-10-AUX: Prepare for, Moor and Secure the Boat to a Pier/Dock**

**References** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*  
 b. *Chapman Piloting*

**Conditions** Task should be performed at any time on board an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference. The coxswain who will be maneuvering the boat should supervise trainee.

**Standards** In response to the mentor, the trainee must, under the direction of the coxswain of the boat, demonstrate the correct method for securing the boat to a dock or pier using its mooring lines. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Fenders properly spaced for height of dock or boat or pilings.	_____
2. Did not use hands or feet to fend off the dock.	_____
3. At the direction of the coxswain, properly placed mooring lines on dock cleat, post, or ring and tend them on the boat.	_____
4. On coxswain’s command, adjusted all lines and made fast all lines to cleats (posts or rings).	_____
5. Demonstrated how to dip a mooring line	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
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## Section E. Communications

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### Introduction

The following are objectives of Section E:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
BCM-05-01-AUX	<a href="#">Operate a VHF-FM Radiotelephone</a>	<a href="#">2-53</a>
BCM-05-02-AUX	<a href="#">Use the VHF-FM Radiotelephone to Give an Operations and Position Report</a>	<a href="#">2-54</a>
BCM-05-03-AUX	<a href="#">State General Communications Policy and Doctrine</a>	<a href="#">2-55</a>





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

**References**

- a. *Communications Manual, COMDTINST M2000.3 (series)*
- b. *Radiotelephone Handbook CGTTP 6-01.1*
- c. *Manufacturer's Operators Manual*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, identify the different operating parts of the radio and operate the radio.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_



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

**References**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
- b. *Communications Manual, COMDTINST M2000.3 (series)*
- c. *Radiotelephone Handbook CGTTP 6-01.1*

**Conditions**

Task should be performed at any time underway or at the dock. Message to be sent should be composed by the trainee and the mentor prior to the beginning of the task. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must transmit message traffic using proper radiotelephone procedures, including pro-words, and phonetic alphabet.

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

**Mentor**

**Date**

**Comments**

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

- References**
- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
  - b. *Communications Manual, COMDTINST M2000.3 (series)*
  - c. *Radiotelephone Handbook CGTTP 6-01.1*
  - d. *Radiotelephone Handbook CGTTP 6-01.2*
  - e. *Manufacturers Operating Instructions.*

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

**Standards** In response to the mentor, the trainee must describe, without error, the following criteria in accordance with the above reference.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
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## Section F. Navigation

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### Introduction

The following are objectives of Section F:

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

### In this Section

This Section contain the following tasks:

Task Number	Task	See Page
BCM-06-01-AUX	Identify the Symbols, Abbreviations and Basic Parts of a Nautical Chart	2-57
BCM-06-02-AUX	Identify Common Aids to Navigation Used for Inland and Coastal Piloting	2-58
BCM-06-03-AUX	Identify Local Landmarks on a Nautical Chart	2-59
BCM-06-04-AUX	Plot a Position Using Latitude and Longitude	2-60
BCM-06-05-AUX	Plot a Magnetic Course on a Nautical Chart	2-61
BCM-06-06-AUX	Measure Distance on a Nautical Chart	2-62
BCM-06-07-AUX	Compute Time, Speed, and Distance	2-63
BCM-06-08-AUX	Determine the Depth of Water Using a Depth Sounder (if equipped)	2-64
BCM-06-09-AUX	Operate RADAR (If equipped)	2-65
BCM-06-10-AUX	Operate and obtain a Fix Using GPS (If Equipped)	2-66
BCM-06-11-AUX	Operate Electronic Charting System (If Equipped)	2-67



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

**Reference**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
- b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*

**Conditions**

Task should be performed at any time ashore, at the dock or underway, using any paper chart. A local paper chart of the operating area should be used if available. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must identify the basic parts, symbols, and abbreviations found on a chart of the local operating area.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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

**References**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
- b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No.*

**Conditions**

Task should be performed at any time ashore, at the dock or underway, using any paper chart. A local paper chart of the operating area should be used if available. Trainee must accomplish task without prompting or use of a reference.

**Standards**

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

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

**References**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
- b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*

**Conditions**

Task should be performed at any time ashore, at the dock or underway, using a local paper chart of the operating area if available. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must point out prominent landmarks. Trainee must correctly identify on the chart those objects pointed out.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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 \_\_\_\_\_  
 \_\_\_\_\_



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

**References**

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*

**Conditions**

Trainee shall be given a paper chart (scale 1:80,000 or larger), plotting gear, and five LAT/LONG positions. Plot and label the five positions on a paper chart without prompting or use of a reference.

**Note to mentor: If applicable to operational area, give positions that will be used in later tasks to form a navigation tracklike.**

**Standards**

Positions must be accurate within 100 yards.

Performance Criteria		Completed (Initials)
Position	Given Coordinates	
A	<u>LAT</u>	_____
	<u>LONG</u>	
B	<u>LAT</u>	_____
	<u>LONG</u>	
C	<u>LAT</u>	_____
	<u>LONG</u>	
D	<u>LAT</u>	_____
	<u>LONG</u>	
E	<u>LAT</u>	_____
	<u>LONG</u>	

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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

**References** a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*

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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

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

**References**

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*

**Conditions**

Trainee shall be given plotting gear, the paper chart used in TASK BCM-06-04-AUX with the five waypoint positions and magnetic courses plotted (and verified correct). Distances shall be consistently labeled using nautical miles or yards, as appropriate for the scale of chart in use. Trainee must accomplish task without prompting or use of a reference.

**Standards**

Trainee must, without error, measure and label the distances indicated in the below criteria. Distance must be accurate to within 200 yards (.1NM).

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

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

**References**

a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*

**Conditions**

Trainee shall be given a paper chart, nautical slide rule, and the positions and distance calculated in TASK BCM-06-06-AUX (verified correct). All answers should be given to the nearest tenth of an hour, knot, or nautical mile as indicated in the criteria. Trainee must accomplish task without prompting or use of a reference.

**Standards**

The trainee must, without error, calculate the answer indicated for all criteria.

**NOTE**

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-06-08-AUX: Determine the Depth of Water Using a Depth Sounder (if equipped)**

**NOTE** *☞*

Task **MAY BE DEFERRED** if no installed Depth Sounder.

**References**

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

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, identify different parts of the depth sounder, operate various functions, report sounding and determine if sounding agrees with charted depth. .

Performance Criteria	Completed (Initials)
1. Energize depth sounder, and related equipment as required.	_____
2. Identify location of depth sounder depth readout(s).	_____
3. Adjust illumination, backlighting, and contrast as appropriate.	_____
4. Using depth sounder depth readout, report the depth and whether sounding agrees with charted depth (allowing for state of tide). Mentor will provide fix position and verify sounding.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_



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

**NOTE**



Task **MAY BE DEFFERED** if no installed radar.

- References**
- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
  - b. *Nautical Chart Symbols, Abbreviations, and Terms, Chart No. 1*
  - c. *RADAR Operator’s Manual*

**Conditions** Task should be performed at any time, while underway. All of the steps must be accomplished using the installed radar. Trainee must accomplish task without prompting or use of a reference.

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

Performance Criteria	Completed (Initials)
1. Energize radar and related equipment and allow unit to warm up.	_____
2. Identify the following RADAR display graphics: <ul style="list-style-type: none"> <li>a. Heading (indicator for True and Magnetic)</li> <li>b. Cursor, Cursor readout</li> </ul>	_____
3. Demonstrate the use of all presentation modes available, including description of when each mode would be used. <ul style="list-style-type: none"> <li>a. Head Up</li> <li>b. Course Up</li> <li>c. North Up</li> </ul>	_____
4. Demonstrate adjusting range scale for long range scanning and close-in target detection.	_____
5. Report range and bearing to prominent charted landmarks.	_____
6. Report range and bearing to charted aids to navigation.	_____
7. Report range and bearing to another vessel.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_



**TASK BCM-06-10-AUX: Operate and obtain a Fix Using GPS (If Equipped)**

**NOTE** *~*

Task **MAY BE DEFFERED** if no installed GPS.

**References**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
- b. *Manufacturer’s Operator Manual*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must correctly demonstrate the use of the GPS receiver.

Performance Criteria	Completed (Initials)
1. Energize the GPS and associated equipment as needed.	_____
2. Adjust screen for daytime and nighttime viewing.	_____
3. Report boat’s navigation data (Position, COG/SOG, etc.).	_____
4. Plot latitude and longitude position on paper chart if chart available for area.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



**TASK BCM-06-11-AUX: Operate Electronic Charting System (If Equipped)**

**NOTE** *~*

Task **MAY BE DEFFERED** if no installed ECS.

**Reference**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3(series)*
- b. *Electronic Charting System Operation Manual*
- c. *Local Command Navigation Standards*

**Conditions**

Task should be performed at any time. except Task #7 must be performed underway. Some features may not be available in all charting systems.

**Standards**

Trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. Energize the chart plotter and associated equipment as needed.	_____
2. Adjust screen for daytime and nighttime viewing.	_____
3. Display electronic chart.	_____
4. Compare electronic chart symbols (ATON, etc.) to paper chart symbols.	_____
5. Identify boat's position symbol, to include heading, course/speed vector.	_____
6. Identify boat's navigation data (Position, COG/SOG, etc.)	_____
7. Provide navigation recommendations from an active route. (Course to steer, time to next waypoint, etc.).	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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## Section G. Mission-Oriented Operations

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### Introduction

The following are objectives of Section G:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
BCM-07-01-AUX	Participate in a Man Overboard Evolution (Direct Pickup)	2-69
BCM-07-02-AUX	Participate in a Man Overboard Evolution (Indirect Pickup)	2-70
BCM-07-03-AUX	Stand a Tow Watch	2-71
BCM-07-04-AUX	Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat	2-72
BCM-07-05-AUX	Pass a Towline to Another Boat	2-73
BCM-07-06-AUX	Connect a Towline to a Trailer Eyebolt Using a Skiff Hook	2-74
BCM-07-07-AUX	Execute an Alongside Tow and Moor a Towed Vessel	2-75
BCM-07-08-AUX	Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each	2-76
BCM-07-09-AUX	Locate and Identify the Firefighting Equipment Carried Onboard the Boat (as applicable)	2-76
BCM-07-10-AUX	Operate a Dry Chemical Fire Extinguisher (Simulate)	2-77
BCM-07-11-AUX	Locate and Operate the Boat's Bilge Pump	2-77
BCM-07-12-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	2-78





**TASK BCM-07-01-AUX: Participate in a Man Overboard Evolution (Direct Pickup)**

**WARNING** 

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

**Reference**

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

**Conditions**

Task should be performed underway in calm sea conditions only for the recovery of an unconscious person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water. Trainee must accomplish the task without prompting or use of a reference. **In addition to daytime completion of this task, member’s that will be nighttime certified and performing nighttime operations, completion of this task or TASK BCM-07-02-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**Standards**

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

**NOTE** 

**Mentor shall add “Comments” as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.**

Performance Criteria	Completed (Initials)
1. Seeing a person fall overboard, keep PIW continuously in sight and sound the alarm (“MAN OVERBOARD PORT/STARBOARD SIDE”).	Day: _____ Night: _____
2. Upon command from Coxswain, crew member will deploy a floatable device (Datum).	Day: _____ Night: _____
3. Proceed immediately to assigned position keeping PIW continuously in sight.	Day: _____ Night: _____
4. Keep Coxswain informed of PIW position both vocally and by pointing (open handed).	Day: _____ Night: _____
5. Crewmember receives briefing from Coxswain on recovery procedures including which side of boat the recovery will occur	Day: _____ Night: _____
6. On command from Coxswain, proceed immediately to assigned position (should be lowest point of freeboard away from propellers) to assist with the recovery of PIW.	Day: _____ Night: _____
7. Once facility is alongside PIW, crew member must obtain positive control of PIW and communicate to Coxswain positive control	Day: _____ Night: _____
8. Pull the PIW aboard using two persons (if available).	Day: _____ Night: _____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK BCM-07-02-AUX: Participate in a Man Overboard Evolution (Indirect Pickup)**

**WARNING** 

UNDER NO CIRCUMSTANCES SHOULD A PERSON BE PLACED IN THE WATER

**Reference**

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

**Conditions**

Task should be performed underway in calm sea conditions only for the recovery of a conscious person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water. Trainee must accomplish the task without prompting or use of a reference. **In addition to daytime completion of this task, member's that will be nighttime certified and performing nighttime operations, completion of this task or TASK BCM-07-01-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**Standards**

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

**NOTE** 

**Mentor shall add "Comments" as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.**

Performance Criteria	Completed (Initials)
1. Seeing a person fall overboard, keep PIW continuously in sight and sound the alarm ("MAN OVERBOARD PORT/STARBOARD SIDE").	Day: _____ Night: _____
2. Upon command from Coxswain, crew member will deploy a floatable device (Datum).	Day: _____ Night: _____
3. Proceed immediately to assigned position keeping PIW continuously in sight.	Day: _____ Night: _____
4. Keep Coxswain informed of PIW position both vocally and by pointing (open handed).	Day: _____ Night: _____
5. Crewmember receives briefing from Coxswain on recovery procedure including which side of boat the recovery will occur	Day: _____ Night: _____
6. On command from Coxswain, proceed immediately to assigned position (should be lowest point of free board away from propellers).	Day: _____ Night: _____
7. Prepare a rescue heaving line.	Day: _____ Night: _____
8. On command, throw a rescue heaving line to PIW.	Day: _____ Night: _____
9. Pull PIW alongside the boat. Pull PIW alongside the boat (Talk how this process would work while training without actual PIW).	Day: _____ Night: _____
10. Pull the PIW aboard using two persons (if available).	Day: _____ Night: _____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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

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

**Conditions** Task should be performed at any time underway on an Auxiliary facility while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must state and demonstrate how to stand a towing watch in accordance with the guidelines listed below. The coxswain along with the mentor should supervise the trainee.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-07-04-AUX: Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat**

<b>Reference</b>	a. <i>Boat Crew Handbook – Boat Operations, BCH16114.1 (series)</i>
<b>Conditions</b>	Task should be performed at any time, onboard an Auxiliary facility. Heaving line used should be at least 75 FT long. The target boat must be at least 20 FT away from the boat at the time of the toss. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the trainee must pass the line to the target boat, in accordance with the steps listed below, on two out of three throws. The heaving line should pass over the target boat. The coxswain along with the mentor should supervise the trainee.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK BCM-07-05-AUX: Pass a Towline to Another Boat**

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

**Conditions** Task should be performed at any time, onboard an Auxiliary facility, while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must, in accordance with the procedures listed below, perform all line handling related to passing a tow line. The coxswain along with the mentor should supervise the trainee.

Performance Criteria	Completed (Initials)
1. Using heaving lines, pass towline to the boat to be towed. Use the appropriate knot to tie the heaving line to the towline.	_____
2. On command, pass heaving line to the boat to be towed.	_____
3. Tend towline while people on other boat make attachment.	_____
4. Once towline is secure to towed vessel, on command, place a proper working turn around the towing bitt or cleat and pay out the line, as directed.	_____
5. Keep coxswain informed how the towline is tending and keep excess slack out of the water	_____
6. On command, make up the bitt or cleat.	_____
7. On command, break towing bitt down to a working turn, pay towline out.	_____
8. On command, make up the bitt or cleat.	_____
9. Rig chafing gear where needed and at the command of the coxswain.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-07-06-AUX    Connect a Towline to a Trailer Eyebolt Using a Skiff Hook (If Applicable)**

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_



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

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

**Conditions** Task should be performed underway on an Auxiliary facility in calm sea conditions while transferring a boat from a stern tow to an alongside tow or free approach.  
 Trainee must accomplish task without prompting or use of a reference. This task should be done only in areas where alongside tows are safe and practical.

**Standards** In response to the Coxswain, the trainee must, without prompting, correctly tend and secure the towline and sidelines in accordance with the procedures listed below. The eye end of the alongside tows should be passed to the boat being towed and direction given for its placement to persons on board the disabled boat. The coxswain along with the mentor should supervise the trainee.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK BCM-07-08-AUX: Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each**

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

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

**Standards** In response to the mentor, the trainee must, without error, state the answers called for in the steps below.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_

**TASK BCM-07-09-AUX: Locate and Identify the Firefighting Equipment Carried Onboard the Boat (as applicable)**

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

**Conditions** Task should be performed at any time, onboard an Auxiliary facility. Only those items carried on the boat need to be identified. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must identify all of the firefighting equipment carried on the boat and state the purpose of each piece.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
\_\_\_\_\_





**TASK BCM-07-10-AUX: Operate a Dry Chemical Fire Extinguisher (Simulate)**

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

**Conditions** Task should be performed at any time, ashore or underway. Trainee must accomplish task without prompting or use of a reference. Actual discharge is to be simulated.

**Standards** In response to the mentor, the trainee must demonstrate the use of a dry chemical fire extinguisher in accordance with the guidelines listed below.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

**TASK BCM-07-11-AUX: Locate and Operate the Boat’s Bilge Pump**

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

**Conditions** Task should be performed onboard an Auxiliary facility. Trainee must accomplish task without prompting. A pre-underway check-off sheet may be used. A line diagram of the equipment location on the facility may be used.

**Standards** In response to the mentor, the trainee must demonstrate the use of a boat’s bilge pumps following the steps listed below.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_



**TASK BCM-07-12-AUX: Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)**

<b>Reference</b>	a. <i>Boat Crew Handbook – Boat Operations, BCH16114.1 (series)</i>
<b>Conditions</b>	Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the trainee must, without error, demonstrate the steps taken for each of the BECCEs listed.

BECCE	Completed (Initials)
<p>1. <b>Onboard fire:</b></p> <ul style="list-style-type: none"> <li>a. Sound an alarm. Any crewmember who discovers a fire or any indication of fire must sound an alarm and give a location (e.g., “FIRE, FIRE, FIRE IN THE BILGES”)</li> <li>b. Crew member will assess the situation and report to Coxswain.</li> <li>c. If engine fire, secure fuel source if safe to do so.</li> <li>d. If boat is equipped with an automatic extinguishing system, ensure it is discharging. If the system is manually operated, energize it, and check to ensure it is discharging. <b>CAUTION: Never enter a compartment after a fire until you are sure it has been properly ventilated.</b></li> <li>e. If no installed extinguishing system and if safe to do so, on coxswain command, crew member combat fire using portable fire extinguisher.</li> <li>f. Stand a fire watch, with portable fire extinguisher (if fire is extinguished).</li> <li>g. If unable to extinguish fire, prepare life raft or dingy, if available, put it over the side and inflate it, if necessary.</li> <li>h. Prepare to abandon boat. Ensure all crewmembers are accounted for and have PPE/survival gear. Discuss operation of Personal Locator Beacon (PLB).</li> <li>i. Continue to re-evaluate Risk Management.</li> </ul>	_____
<p>2. <b>Grounding:</b></p> <ul style="list-style-type: none"> <li>a. Notified Coxswain of any injuries to other crewmember or self.</li> <li>b. Inspect bilge spaces for obvious flooding or damage.</li> <li>c. If able, take soundings around boat as directed by Coxswain.</li> <li>d. Rig anchor as directed by Coxswain.</li> <li>e. Continue to re-evaluate Risk Management.</li> </ul>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



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## Section H. Auxiliary Specific Tasks

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### Introduction

The following objective of Section H is:

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

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### In this Section

This Section contains the following tasks:

<b>Task Number</b>	<b>Task</b>	<b>See Page</b>
BCM-08-01-AUX	<a href="#">Basic Knowledge of Boating Skills</a>	2-80
BCM-08-02-AUX	<a href="#">Perform as a Crewmember During a Navigation and Piloting Exercise</a>	2-81
BCM-08-03-AUX	<a href="#">Dockside Oral Examination</a>	2-82
BCM-08-04-AUX	<a href="#">Underway Check Ride</a>	2-83



**TASK BCM-08-01-AUX: Basic Knowledge of Boating Skills**

**Reference** a. *Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1*

**Conditions** Auxiliary member must complete the requirement prior to requesting a Qualification Examiner check ride.

**Standards** Auxiliary members must show proof of being a Basically Qualified member by having satisfactorily completed one of the following prerequisites for basic knowledge of boating skills.

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

**FSO-OP or FSO-MT:** \_\_\_\_\_ **Date** \_\_\_\_\_



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

**Reference**

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
- b. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
- c. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed at the dock and underway in calm conditions (and on a clear night for night exercise). The trainee must perform crewmember duties and assist the coxswain, using available equipment to integrate information and safely navigate the facility. All chart work (manual or electronic), including courses, distances, time to run, and electronics set up shall be completed prior start of the navigation exercise. Trainee must accomplish task without prompting or use of a reference.

**Standards**

The trainee shall assist the coxswain as required in safely executing a Navigation evaluation drill in accordance with the Navigation evaluation drill sheet found in <https://www.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets>. **In addition to daytime completion of this task, member’s that will be nighttime certified and performing nighttime operations, completion of this task must be completed at night prior to completion of the PQS process and requesting a QE checkride.** The coxswain along with the mentor should supervise the trainee.

**NOTE**

**Mentor shall add “Comments” as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.**

Performance Criteria	Completed (Initials)
1. While conducting a Navigation evaluation drill in accordance with the Navigation evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> perform the following duties as a crewmember: <ul style="list-style-type: none"> <li>a. Lookout.</li> <li>b. Helm watch, if capable.</li> <li>c. Assist the coxswain with safe navigation, identify aids to navigation and local landmarks encountered on a chart (if applicable) or the electronic navigation equipment.</li> <li>d. Assist the coxswain to determine facility’s position using manual or electronic navigation.</li> <li>e. Radio communications.</li> <li>f. Other duties as directed.</li> </ul>	Day: _____ Night: _____
2. Effectively used Risk Management and Team Coordination with Boat Crew.	Day: _____ Night: _____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

**Reference**

- a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series)
- c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- f. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)
- g. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
- h. District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions**

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

**Standards**

The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A- G) of the Qualification Guide, plus at least three tasks of the QE’s choice, as outlined by performance criteria #8, #9, and #10 below. The QE may ask additional questions based on tasks to ensure that the trainee is fully ready to be qualified.

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

**Accomplished:**

**Qualification Examiner’s**

**Signature:**

**Date:**

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

- Reference**
- a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
  - b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series)
  - c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
  - d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
  - e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
  - f. Standardized Drill Sheets
  - g. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)
  - h. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
  - i. District Standard Operating Procedures, Policy Manuals, and other local Instructions

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

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

**(Note 1)** For candidates wanting to be “Night Certified” Performance Criteria #11, and #12 must be part of the QE checkride conducted at night.

Will member be nighttime certified? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
1. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision has been completed and/or updated every three years.		_____	
2. Assist coxswain with a pre-underway check-off.		_____	
3. Participate in a pre-underway brief, including use of TCT/RM.		_____	
4. Correctly don a PFD and demonstrate an understanding of the use of personnel survival equipment. (Ensure PLB monthly testing has been completed).		_____	
5. Demonstrate proficiency in knot tying.		_____	
a. Bowline			
b. Clove Hitch			
c. Double becket bend			
d. Round Turn and Half Hitch			
6. Demonstrate proficiency and safety in line handling. To include:		_____	
a. Getting underway.			
b. Mooring (to include proper usage and placement of fenders).			
c. Anchoring			
d. Towing			
7. Demonstrated properly securing the facility for sea.		_____	
8. Stand an alert helm watch, with the correct responses to the coxswain’s commands.		_____	



NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
9. Stand an alert lookout watch, correctly report distance and relative bearings of objects and sounds encountered.		_____	
10. Demonstrate proficiency in anchoring and weighing anchor.		_____	
11. <b>(Note 1)</b> Correctly responded to a Man-Overboard drill, and safely recovered a simulated PIW in accordance with the Man Overboard (MOB) evaluation drill sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		Day: _____ Night: _____	
12. <b>(Note 1)</b> Perform as a Crewmember during a Navigation and Piloting Exercise in accordance with TASK BCM-08-02-AUX and the Navigation evaluation drill sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		Day: _____ Night: _____	
13. Demonstrate proficiency and safety while performing duties during a stern tow and an alongside tow in accordance with the TOWING evaluation drill sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____	
14. Correctly and safely respond to an onboard fire in accordance with the Onboard Fire evaluation drill sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____	
15. Correctly and safely respond to a facility grounding in accordance with the Grounding evaluation drill sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____	
16. Correctly make a scheduled OPS and Position report, on the facility’s VHF-FM radiotelephone.		_____	
17. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed.		_____	
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**

**NOTE**

Comments should be made in detail. Tasks that were not performed to standards (S) require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next checkride. The QE shall 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.  
For **successful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.7. for required documentation to submit to the Operation Training Officer (OTO).  
For **unsuccessful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.6.

**Comments:**

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## CHAPTER 3

### Boat Crewmember Trainee Study Guide

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#### Introduction

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

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

#### NOTE

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

#### In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Crew Efficiency Factors, Risk Factors and Team Coordination	2-90
B	Reading Assignments – Physical Fitness, First Aid, and Survival	2-91
C	Reading Assignments – Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability	2-94
D	Reading Assignments – Boat Handling	2-97
E	Reading Assignments – Communications	2-100
F	Reading Assignments – Navigation	2-101
G	Reading Assignments – Mission Oriented Operations	2-104
H	Reading Assignments – Auxiliary Specific Tasks	2-107



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

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

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**In this Section**                      This Section contains the following reading assignments:

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

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

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

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### TASK BCM-01-02-AUX:                      Motion Sickness

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1. Motion sickness occurs when there is an imbalance between \_\_\_\_\_ images and the portion of the \_\_\_\_\_ which senses motion.
  2. Reading chart work, or other tasks that require close attention, will \_\_\_\_\_ motion sickness.
-



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

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

**In this Section**                      This Section contains the following reading assignments:

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
BCM-02-01-AUX	Personal Physical Requirements and Policy	None Assigned	
BCM-02-02-AUX	Personal Physical Fitness and Vision	None Assigned	
BCM-02-03-AUX	<a href="#">Don the Type III PFD</a>	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-04-AUX	Don the Automatic Inflatable PFD, (if applicable)	None Assigned	
BCM-02-05-AUX	<a href="#">Don Anti-Exposure Coveralls (as applicable)</a>	Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-06-AUX	<a href="#">Don the Boat Crew Dry Suit (as applicable)</a>	Rescue and Survival Systems Manual, COMDTINST M10470.10 (series) Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-07-AUX	<a href="#">Identify Boat Crew Survival Equipment</a>	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93
BCM-02-08-AUX	Use the Emergency Signaling Mirror	None Assigned	
BCM-02-09-AUX	Describe the Use of Hand-Held Distress Flares	None Assigned	
BCM-02-10-AUX	Describe the Use of Aerial Flares	None Assigned	
BCM-02-11-AUX	Operate the Personal Marker Light (PML) or Strobe Light	None Assigned	
BCM-02-12-AUX	Operate the Personal Locator Beacon	None Assigned	
BCM-02-13-AUX	<a href="#">State Survival Procedures in Event the Boat Capsizes or Swamps</a>	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	2-93



<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
BCM-02-14-AUX	<a href="#">Perform Water Survival Exercise</a>	Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)	<a href="#">2-93</a>
BCM-02-15-AUX	Crew First-Aid Responsibility	None Assigned	
BCM-02-16-AUX	Sun and Heat related Exercise	None Assigned	
BCM-02-17-AUX	State the Symptoms of Shock	None Assigned	
BCM-02-18-AUX	State the Symptoms of Anaphylactic Shock (Allergic Reaction)	None Assigned	
BCM-02-19-AUX	State the Signs for Burn	None Assigned	
BCM-02-20-AUX	State the Symptoms of Hypothermia	None Assigned	



**TASK BCM-02-03-AUX: Don the Type III PFD**

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

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

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

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

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

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

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

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

1. While capsizing, personnel should \_\_\_\_\_ something sturdy.
2. Before attempting to escape, an inventory should be made of all \_\_\_\_\_ that might be taken along.
3. Because air will eventually leak or run out, every effort should be made to \_\_\_\_\_.
4. Sometimes it is necessary to \_\_\_\_\_ your PFD in order to exit.

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

1. A signal whistle's audible sound may be heard up to \_\_\_\_\_ yards.
2. Define the acronym HELP in regard to water survival.
3. True or False. Swimming in cold water will warm you up and increase your chances for survival



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

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

**In this Section**                      This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-03-01-AUX	State Common Boat Nomenclature and Terminology	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-95
BCM-03-02-AUX	Locate and Identify the Purpose of the Equipment Aboard the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-95
BCM-03-03-AUX	Boat Characteristics – Boat Construction	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-95
BCM-03-04-AUX	Boat Characteristics – Watertight Integrity	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-95
BCM-03-05-AUX	Stability	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-06-AUX	Identify the Different Parts of a Line and Hitches Used in Line Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-07-AUX	Tie Various Knots, Hitches, and Bends	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-08-AUX	Secure Lines to Cleats, Bitts, and Posts	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96
BCM-03-09-AUX	Identify the Types of Breaking Seas, Characteristics, and Causes	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-96



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

---

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

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

---

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

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

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

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

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1. The interior of a boat is compartmentalized into bulkheads, decks, and hatches. The hatches are actually “doors” though the bulkheads. With the hatches closed, the space between them becomes watertight and is called a \_\_\_\_\_.
-



**TASK BCM-03-05-AUX: Stability**

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

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

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

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

---

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

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

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

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

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





## Section D. Reading Assignments – Boat Handling

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

**In this Section**                      This section contains the following reading assignments:

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
BCM-04-01-AUX	Rig Fenders to Side of the Boat	Boat Crew Handbook – Boat Operations, BCH16114.1 (series) Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-98
BCM-04-02-AUX	Assist in Anchoring the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-98
BCM-04-03-AUX	Assist in Weighing the Boat's Anchor	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	2-98
BCM-04-04-AUX	Identify the Common Navigation Lights Displayed by Ships and Boats	Promulgation of the Navigation Rules and Regulations Handbook	2-98
BCM-04-05-AUX	Identify the Common Sound Signals Used by Ships and Boats	Promulgation of the Navigation Rules and Regulations Handbook	2-98
BCM-04-06-AUX	Identify and State Accepted Maritime Distress Signals	Promulgation of the Navigation Rules and Regulations Handbook	2-98
BCM-04-07-AUX	Stand a Lookout Watch	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-99
BCM-04-08-AUX	(Boat Handling) Act as a Helmsman and Steer a Compass Course	Boat Crew Handbook – Boat Operations, BCH16114.1 (series) Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-99
BCM-04-09-AUX	Get the Boat Away from a Pier/Dock and Secure the Deck	None Assigned	
BCM-04-10-AUX	Prepare for, Moor and Secure the Boat to a Pier/Dock	None Assigned	



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

1. When docking or taking another boat alongside, you should always rig fenders to prevent \_\_\_\_\_ damage.
2. Fenders should be adjusted to cushion points of \_\_\_\_\_.
3. Fenders should be secured using a \_\_\_\_\_ or \_\_\_\_\_ hitch.

**TASK BCM-04-02-AUX: Assist in Anchoring the Boat**

4. The \_\_\_\_\_ of the anchor are the parts that dig into the bottom to provide holding power.
5. The anchor line, or chafing chain, is secured to the \_\_\_\_\_.
6. A \_\_\_\_\_ is used to attach the chain so that the anchor line can spin freely.
7. Never stand in the \_\_\_\_\_ of an anchor line.
8. The anchor line should always form an angle of \_\_\_\_\_ or less with the bottom.

**TASK BCM-04-03-AUX: Assist in Weighing the Boat's Anchor**

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

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

1. The purpose of navigational lights is to \_\_\_\_\_ vessels of the presence or approach of another boat.
2. Lights must be used from \_\_\_\_\_ to \_\_\_\_\_ and in times of restricted visibility.
3. A green sidelight means you are looking at a boat's \_\_\_\_\_ side.
4. A red sidelight means you are looking at a boat's \_\_\_\_\_ side.
5. A power-driven boat less than 50 meters in length must display red and \_\_\_\_\_ sidelights, a masthead light, and a \_\_\_\_\_ light.
6. Sailing vessels less than 20 meters (international/inland) in length must display sidelights and stern light. Optionally, these lights may be displayed using a \_\_\_\_\_ light.

**TASK BCM-04-05-AUX: Identify the Common Sound Signals Used by Ships and Boats**

1. A short blast is a blast of about \_\_\_\_\_ second(s) duration.
2. A prolonged blast is from \_\_\_\_\_ to \_\_\_\_\_ seconds in duration.
3. If you hear a rapid striking of the gong for at least 5 seconds, you know the vessel is at least \_\_\_\_\_ meters long.
4. A power-driven vessel underway, making way, in conditions of reduced visibility sounds \_\_\_\_\_.
5. When a power-driven vessel making way in reduced visibility stops to evaluate the situation (not making way) the whistle signal is shifted to \_\_\_\_\_.
6. Sailing vessels during periods of reduced visibility sound \_\_\_\_\_.

**TASK BCM-04-06-AUX: Identify and State Accepted Maritime Distress Signals**

1. A gun fired at intervals of about \_\_\_\_\_ minute(s) may be used as an emergency signal.
2. Rockets, shells, or flares should be of a \_\_\_\_\_ color to indicate an emergency.
3. A square flag above a \_\_\_\_\_ also can be a distress signal.
4. Slowly \_\_\_\_\_ and \_\_\_\_\_ outstretched arms indicates an emergency.
5. The signal ... - - - ... means \_\_\_\_\_.



**TASK BCM-04-07-AUX: Stand a Lookout Watch**

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1. Lookout(s) shall be \_\_\_\_\_ and \_\_\_\_\_ by the Coxswain.
  2. When coming onto a plane, the rise of the \_\_\_\_\_ may limit visibility forward.
  3. It is the lookout's job to report everything \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ to the boat Coxswain.
  4. When making reports, the lookout first names the object, then provides \_\_\_\_\_, bearing and \_\_\_\_\_ or \_\_\_\_\_ to the object.
  5. Lookouts should always remain at their Station until \_\_\_\_\_.
  6. If a report to the Coxswain is not acknowledged, it is \_\_\_\_\_.
- 

**TASK BCM-04-08-AUX: (Boat Handling) Act as a Helmsman and Steer a Compass Course**

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



## Section E. Reading Assignments – Communications

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

**In this Section**                      This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-05-01-AUX	Operate a VHF-FM Radiotelephone	None Assigned	
BCM-05-02-AUX	<a href="#">Use the VHF-FM Radiotelephone to Give a Position or Operations Report</a>	Radiotelephone Handbook, TTP 06-01.1	<a href="#">2-100</a>
BCM-05-03-AUX	<a href="#">State Radio Communications Policy and Doctrine</a>	Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)	<a href="#">2-100</a>

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

1. \_\_\_\_\_ is used to end a transmission when a response is required.
2. \_\_\_\_\_ is used to end a transmission when no reply is required or expected.
3. Unofficial conversations between operators are \_\_\_\_\_.
4. Only \_\_\_\_\_ prowords or abbreviations should be used.
5. The \_\_\_\_\_ alphabet is used to identify letters or spell a word or group of letters.

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

1. How often are position reports required every \_\_\_\_\_ minutes. The \_\_\_\_\_ may impose a more stringent reporting requirement.



## Section F. Reading Assignments – Navigation

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

**In this Section**                      This Section contains the following reading assignments:

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
BCM-06-01-AUX	Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-02-AUX	Identify Common Aids to Navigation Used in Small Boat Piloting	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-03-AUX	Identify Local Landmarks Used in Small Boat Piloting	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-04-AUX	Plot a Position Using Latitude and Longitude	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-05-AUX	Plot a Magnetic Course on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-06-AUX	Measure Distance on a Nautical Chart	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-102
BCM-06-07-AUX	Compute Time, Speed, and Distance	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-103
BCM-06-08-AUX	Determine the Depth of Water Using a Depth Sounder (if equipped)	None assigned	
BCM-06-09-AUX	Operate RADAR (If Equipped)	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-103
BCM-06-10-AUX	Operate and obtain a Fix Using GPS (If Equipped)	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	2-103
BCM-06-11-AUX	Operate Electronic Charting System – if equipped	None assigned	



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

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1. One degree is equal to \_\_\_\_\_ minutes.
  2. One minute of \_\_\_\_\_ is equal to 1 NM.
  3. \_\_\_\_\_ of latitude are normally indicated by lines running from side to side.
  4. Latitude scales are normally indicated along the \_\_\_\_\_ margins.
  5. The meridian that passes through Greenwich, England is designated as \_\_\_\_\_°λ (degrees longitude).
  6. All meridians intersect at the \_\_\_\_\_.
  7. Most charts are oriented with \_\_\_\_\_ at the top.
  8. True direction is printed around the \_\_\_\_\_ of the compass rose.
  9. The sounding numbers show the water level at \_\_\_\_\_ tide.
  10. In regard to tidal datum's, the term "mean" is another way of saying \_\_\_\_\_.
  11. A memory aid to remember chart scale is "Small Scale-\_\_\_\_\_ Area."
- 

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

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1. The IALA Maritime Buoyage Region B area consists of \_\_\_\_\_.
  2. When steering on a range, if the top is left of the bottom mark, then you are \_\_\_\_\_ of the center of the channel.
  3. A cylindrical buoy that tapers to a blunt point at the top is called a \_\_\_\_\_ buoy.
  4. Channel buoys that are painted green should be taken on the \_\_\_\_\_ side of the boat when entering a harbor.
  5. If the top stripe of an obstruction or junction buoy were red, it would indicate that it should be taken on the \_\_\_\_\_ side when leaving the harbor.
- 

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

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

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

---

1. They (lines) are parallel to the Equator and known as \_\_\_\_\_.
  2. To measure latitude, put one point of a pair of dividers on the \_\_\_\_\_ line nearest the object.
  3. To measure longitude, put one point of a pair of dividers on the \_\_\_\_\_ line nearest the object..
- 

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

---

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

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

---

1. In piloting distance is measured in \_\_\_\_\_ miles or \_\_\_\_\_.
  2. The \_\_\_\_\_ mile is used for measurement on most navigable waters.
  3. One nautical mile is approximately \_\_\_\_\_ yards.
  4. Distance should be measured using the \_\_\_\_\_ scale or graphic scales found on the top or bottom of the chart.
  5. When the distance to be measured is greater than the span of the dividers, the dividers should be set at a line \_\_\_\_\_ the position and drop the other point \_\_\_\_\_.
-



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

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1. In working time, distance, and speed problems when piloting a boat, the distance is always measured in \_\_\_\_\_ miles, the speed in \_\_\_\_\_, and the time in hours and minutes.
  2. Distance should be expressed to the nearest \_\_\_\_\_ of a nautical mile, speed to the nearest \_\_\_\_\_ of a knot, and time to the nearest \_\_\_\_\_.
  3. The nautical \_\_\_\_\_ was designed to solve time, distance, and speed problems.
- 

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

---

1. The advantages of radar are:
    - a. Can be used at night or periods of \_\_\_\_\_ visibility.
    - b. Fixes can be obtained \_\_\_\_\_.
  2. The disadvantages of radar:
    - a. Charts do not always give information necessary for the \_\_\_\_\_ of radar echoes.
  3. The center of the screen represents the position of your \_\_\_\_\_.
  4. Buoys with radar reflectors will appear \_\_\_\_\_ to their actual size.
  5. Radar bearings are measured \_\_\_\_\_ or \_\_\_\_\_ the same as you would visual bearings.
- 

**TASK BCM-06-10-AUX: Operate and obtain a Fix Using GPS (If Equipped)**

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1. GPS is a radio navigation system of \_\_\_\_\_ satellites operated by the \_\_\_\_\_.
  2. In a process called “\_\_\_\_\_”, a GPS receiver on the boat uses the signal to determine the distance between it and the satellite.
  3. Once the receiver has computed the range for at least \_\_\_\_\_ satellites, it processes a three-dimensional position that is accurate, at best, to about \_\_\_\_\_ meters for GPS SPS.
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## Section G. Reading Assignments – Mission-Oriented Operations

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

**In this Section** This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
BCM-07-01-AUX	Participate in a Man Overboard (Direct Pickup)	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-02-AUX	<a href="#">Participate in a Man Overboard Evolution (Indirect Pickup)</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-03-AUX	Stand a Towing Watch	None assigned	
BCM-07-04-AUX	<a href="#">Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-05-AUX	<a href="#">Pass a Towline to Another Boat</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-06-AUX	<a href="#">Connect a Towline to a Trailer Eyebolt Using a Skiff Hook</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-07-AUX	<a href="#">Secure an Alongside Tow</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-105
BCM-07-08-AUX	<a href="#">Identify the Different Classes of Fires and State the Fuel and Primary Extinguishing Agents Associated with Each</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-106
BCM-07-09-AUX	Locate and Identify the Firefighting Equipment Carried Onboard the Boat	None assigned	
BCM-07-10-AUX	<a href="#">Operate a Dry Chemical Fire Extinguisher (Simulate)</a>	Boat Crew Handbook – Boat Operations, BCH16114.1 (series)	2-106
BCM-07-11-AUX	Locate and Operate the Boat’s Bilge Pump	None assigned	
BCM-07-12-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	None assigned	





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**TASK BCM-07-01-AUX: Participate in a Man Overboard (Direct Pickup)**

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1. The first crewmember to observe a person overboard should give the alarm by yelling “man \_\_\_\_\_” followed by either “\_\_\_\_\_ side” or “\_\_\_\_\_ side”.
  2. The pointer will keep the victim in \_\_\_\_\_ and continuously \_\_\_\_\_ to the victim’s position.
- 

**TASK BCM-07-02-AUX: Participate in a Man Overboard Evolution (Indirect Pickup)**

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

**TASK BCM-07-04-AUX: Bend a Heaving Line to a Bridle and Pass the Heaving Line to Another Boat**

---

1. You cannot tow beyond the design characteristics of any towing boat simply by \_\_\_\_\_ the line size.
  2. The towline should be inspected frequently for damage resulting from cutting, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
  3. A towing bridle should be used in cases where a \_\_\_\_\_ attachment point is not available on the boat to be towed.
  4. The messenger line is simply a length of light line, which can be \_\_\_\_\_, propelled, or floated further than the tow line.
  5. The heaving line should be \_\_\_\_\_ to make it more flexible and less susceptible to becoming tangled.
- 

**TASK BCM-07-05-AUX: Pass a Towline to Another Boat**

---

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

**TASK BCM-07-06-AUX: Connect a Towline to a Trailer Eyebolt Using a Skiff Hook**

---

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

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

---

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



**TASK BCM-07-08-AUX: Identify the Different Classes of Fires and State the Fuel and Primary Extinguishing Agents Associated with Each**

---

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

**TASK BCM-07-10-AUX: Operate a Dry Chemical Fire Extinguisher (Simulate)**

---

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



---

## Section H. Reading Assignments – Auxiliary Specific Tasks

---

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

---

**In this Section** This Section contains the following reading assignments:

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



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# PART 3 Coxswain Qualification

**Introduction**

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

**NOTE** *GR*

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

**In this Part**

This Part contains the following chapters:

Chapter	Title	See Page
1	<a href="#">Task Accomplishment Record for Coxswain</a>	3-3
2	<a href="#">Coxswain Qualification Tasks</a>	3-7
3	<a href="#">Coxswain Trainee Study Guide</a>	3-65



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**NOTE** *GS*

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

TRAINEE'S NAME: \_\_\_\_\_ MEMBER'S #: \_\_\_\_\_

**NOTE** *GS*

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

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



Part 3 – Coxswain Qualification  
 Chapter 1 – Task Accomplishment Record



TRAINEE'S NAME: _____		MEMBER'S # _____	
Task	Date Started	Date Completed	Mentor's Initials
COXN-04-01-AUX			
COXN-05-01-AUX			
COXN-05-02-AUX			
COXN-05-03-AUX			
COXN-05-04-AUX			
COXN-05-05-AUX			
COXN-05-06-AUX			
COXN-05-07-AUX			
COXN-05-08-AUX			
COXN-05-09-AUX(Day)			
COXN-05-09-AUX(Night)			
COXN-05-10-AUX			
COXN-06-01-AUX			
COXN-06-02-AUX			
COXN-06-03-AUX			
COXN-06-04-AUX			
COXN-06-05-AUX			
COXN-06-06-AUX			
BCM-07-01-AUX(Day)			
BCM-07-01-AUX(Night)			
BCM-07-02-AUX(Day)			
BCM-07-02-AUX(Night)			



Part 3 – Coxswain Qualification  
 Chapter 1 – Task Accomplishment Record

TRAINEE'S NAME: _____		MEMBER'S # _____	
<b>Task</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Mentor's Initials</b>
COXN-07-03-AUX			
COXN-07-04-AUX			
COXN-08-01-AUX			
COXN-08-02-AUX			
COXN-08-03-AUX			
COXN-08-04-AUX			
COXN-08-05-AUX			
COXN-08-06-AUX			
COXN-09-01-AUX			
COXN-09-02-AUX			
COXN-09-03-AUX			
COXN-09-04-AUX			
COXN-09-05-AUX			



---

## CHAPTER 2

### Coxswain Qualification Tasks

---

#### Introduction

The following are the instructions for this Chapter:

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

---

#### Prerequisite

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

---

#### In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	<a href="#">Crew Efficiency Factors</a>	3-8
B	<a href="#">Boat Characteristics and Stability</a>	3-11
C	<a href="#">Boat Handling</a>	3-15
D	<a href="#">Rules of the Road</a>	3-29
E	<a href="#">Boat Piloting and Navigation</a>	3-30
F	<a href="#">Search and Rescue (SAR)</a>	3-41
G	<a href="#">Rescue and Assistance</a>	3-47
H	<a href="#">Towing and Salvage</a>	3-52
I	<a href="#">Auxiliary Specific Tasks</a>	3-57



---

## Section A. Crew Efficiency Factors

---

### Introduction

The following are objectives of Division One:

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

---

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-01-01-AUX	<a href="#">Perform Twenty-Eight Hours Underway As Crewmember</a>	<a href="#">3-9</a>
COXN-01-02-AUX	<a href="#">Crew Fatigue Standards</a>	<a href="#">3-9</a>
COXN-01-03-AUX	<a href="#">Incident Command System</a>	<a href="#">3-10</a>



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

**References** a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*

**Conditions** Performed while underway as a certified crewmember on ordered patrols on an Auxiliary facility or Coast Guard boat.

**Standards** Certified crewmembers must show proof of completing at least 28 hours underway on patrols.

Performance Criteria	Completed (Initials)
1. Member completed 28 hours underway on ordered patrols as certified Auxiliary or Coast Guard boat crewmember.	_____

**FSO-OP or FSO-MT** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

**References**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section L*
- b. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
- c. *U. S. Coast Guard Boat Operations and Training (BOAT) Manual Vol I, COMDTINST M16114.32 (series)*

**Conditions** Task should be performed at any time.

**Standards** Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State the crew fatigue guidelines as listed in reference (a).	_____
2. State what Crew Endurance Management (CEM) is based on.	_____
3. State the requirements for Underway Time Computation.	_____
4. State the requirements for Crew Fatigue Time Computation.	_____
5. Describe requirements for requesting a fatigue waiver from the OIA in accordance with reference (a).	_____
6. State any additional underway limits set for vessels by the District, Sector or Station.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

<b>Reference</b>	<ul style="list-style-type: none"> <li>a. <i>Incident Command System (ICS) Mandated Training Requirements, COMDTINST 3120.22 (series)</i></li> <li>b. <i>Federal Emergency Management Agency (FEMA) on-line courses or</i></li> <li>c. <i>Coast Guard Auxiliary courses.</i></li> </ul>
<b>Conditions</b>	Task should be performed at any time, at facilities available to the member.
<b>Standards</b>	Trainee must attend the training as prescribed in the reference above and provide documentation of completion to the Mentor.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



---

## Section B. Boat Characteristics and Stability

---

### Introduction

The following are objectives of Division Two:

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

---

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-02-01-AUX	State the Operational Characteristics and Limitations of Auxiliary Facility	3-12
COXN-02-02-AUX	State the Geographical Causes of Local Heavy Weather Conditions	3-13
COXN-02-03-AUX	Recognize Warning Signs of An Unstable Vessel	3-14



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

**Reference** a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*  
b. *Facility's Capacity Plate, (if applicable)*

**Conditions** Task should be performed at any time, ashore, at the dock, or underway. Trainee must accomplish task without prompting. Use of a reference is allowed.

**Standards** In response to the mentor, the trainee must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

Performance Criteria	Completed (Initials)	Boat AUX
1. Stated the policy requirements for the Director and Order Issuing Authority to establish facility operational limitation standards.	_____	_____
2. Stated the policy requirements and responsibility of the coxswain concerning the facility's published operational limitations.	_____	_____
3. Stated the operational limitations for the facility established by the Director and/or Order Issuing Authority. They must include the following: a. Minimum crew size for the facility. b. Maximum sea and wind state the facility can operate in. c. Maximum size and weight of a vessel that can be towed. (Should not exceed 150% the facilities own displacement in weight). d. Maximum sea conditions a vessel can be towed in. e. Distance offshore allowed during operations (if applicable).	_____	_____
4. State the facility's specific limitations including: a. Minimum crew size. b. Maximum number of personnel that can be carried on the facility. c. Maximum load capacity. d. Maximum speed of the facility.	_____	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_





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

**References** a. *Boat Crew Handbook – Seamanship Fundamentals, (BCH16114.4)*

**Conditions** Task to be performed at any time, or place with the use of visual references and accomplished without prompting

**Standards** The trainee must state without error the local surf/wave conditions, causes, areas to be avoided.

Performance Criteria	Completed (Initials)
1. State effects of local contour, jetties, islands, and obstructions.	_____
2. State effects of winds.	_____
3. State effects of local tides and currents.	_____
4. State local surf/breaking wave areas to be avoided.	_____
5. State effects of local weather systems and patterns.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**Reference**

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed underway observing other vessels in various situations (i.e., towing, trawling, etc.) and weather conditions.

**Standards**

The observer must note:

- (01) Listing
- (02) Sitting high or low in the water
- (03) Trimming bow up or down.
- (04) Wind/sea conditions
- (05) Your boat’s reaction to the sea compared with that of the distressed boat

Performance Criteria	Completed (Initials)
1. Determine if other boat is listing.	_____
2. Determine if other boat is riding high or low in the water.	_____
3. Determine if other boat is down by the bow or the stern.	_____
4. Determine wind and sea conditions.	_____
5. Compare own boat’s righting moment with other vessels in the area.	_____
6. Determine if other boat is damaged.	_____
7. State the causes and effects of the following: <ul style="list-style-type: none"> <li>a. Free surface effect</li> <li>b. Down flooding</li> </ul>	_____

**Mentor**

**Date**

**Comments**



---

## Section C. Boat Handling

---

### Introduction

The following are objectives of Division Three:

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

---

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-03-01-AUX	State the Forces that Affect Boat Handling	3-16
COXN-03-02-AUX	State the Basic Principles of Boat Handling	3-17
COXN-03-03-AUX	Complete A Pre-Underway Check-Off For The Facility	3-18
COXN-03-04-AUX	Get the Boat Away from a Pier	3-20
COXN-03-05-AUX	Trim Tabs (If equipped)	3-21
COXN-03-06-AUX	Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas	3-22
COXN-03-07-AUX	Maneuver in Narrow Channel or in a River	3-23
COXN-03-08-AUX	Determine The Approach To An Object And Station Keep	3-24
COXN-03-09-AUX	Maneuver The Boat Alongside Another Boat With No Way On	3-25
COXN-03-10-AUX	Moor the Boat	3-26
COXN-03-11-AUX	Anchor the Boat	3-27
COXN-03-12-AUX	Weigh the Boat's Anchor	3-28



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

**References**

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*
- c. *Knight's Modern Seamanship*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, state the basic forces that affect boat handling as outlined in the steps listed below.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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

**References**

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*

**Conditions**

Task should be performed at any time. Steps 1 through 5 are for single screw boats and steps 6 through 8 are for twin screw boats. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, state the basic principles of boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the reaction of the boat with sternway on and the rudder amidships.	_____
2. State the reaction of the boat with sternway on and the rudder left.	_____
3. State the reaction of the boat with headway on and the rudder left.	_____
4. State the reaction of the boat with the headway on and the rudder right.	_____
5. State the reaction of the boat when commencing forward motion from no way-on.	_____
6. State the reaction of a twin-screw boat when the port screw is placed ahead and the starboard screw in reverse.	_____
7. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the right.	_____
8. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the left.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

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

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard patrol orders have been issued	_____
2. Located and checked the proper condition, operation, and stowage of the following equipment. <ul style="list-style-type: none"> <li>a. Personal Floatation Devices (PFDs).</li> <li>b. Fire extinguishers.</li> <li>c. Visual distress signals.</li> <li>d. Anchors and anchor lines.</li> <li>e. Dewatering device.</li> <li>f. Watch or clock.</li> <li>g. Boarding ladder (or other means of boarding).</li> <li>h. Kicker/skiff hook (if required).</li> <li>i. Binoculars.</li> <li>j. Blanket.</li> <li>k. Fenders.</li> <li>l. Towline.</li> <li>m. Bridle.</li> <li>n. Heaving lines.</li> <li>o. Mooring lines.</li> <li>p. Searchlight.</li> <li>q. Spare navigation light bulbs.</li> <li>r. Boat hook.</li> <li>s. Navigation lights.</li> <li>t. Depth sounder or sounding pole.</li> <li>u. Charts (if available), navigation plotting instruments.</li> <li>v. Tools and spare parts.</li> <li>w. First aid kit.</li> <li>x. Sound producing device(secondary manual sound device other than the vessel horn).</li> <li>y. Current Navigation Rules and Regulations Handbook.</li> </ul>	_____



<p>4. Completed the required mechanical, electrical, and engine checks listed below:</p> <ul style="list-style-type: none"> <li>a. Oil level (if applicable).</li> <li>b. Water level (if applicable).</li> <li>c. Reduction gear oil level (if applicable).</li> <li>d. Fuel system, especially fuel shut off valves.</li> <li>e. Ventilation system (if applicable).</li> </ul>	<p>_____</p>
<p>5. Conducted crew briefing:</p> <ul style="list-style-type: none"> <li>a. Purpose of mission.</li> <li>b. Any special circumstances concerning the mission.</li> <li>c. Working radio frequency to be used for the mission.</li> <li>d. Expected weather and sea conditions.</li> <li>e. Crewmembers in proper uniform and PPE.</li> <li>f. Confirmed monthly PLB testing IAW MPC has been completed. (Only required to be completed ONCE every 30 days).</li> <li>g. Confirmed crewmembers are physically capable to perform mission.</li> <li>h. Discussed and conduct a risk assessment. Incorporated risk elements into pre-underway crew briefing.</li> <li>i. Discussed the policy on wearing jewelry. Crew is in compliance.</li> </ul>	<p>_____</p>
<p>6. Performed the following to prepare facility for getting underway:</p> <ul style="list-style-type: none"> <li>a. Secured all openings.</li> <li>b. Secured boat for sea (no loose gear).</li> <li>c. Displayed proper flags and signboards.</li> <li>d. Opened sea suction (if applicable).</li> <li>e. Ventilated the engine compartment before starting engine(s) (if applicable).</li> <li>f. Started the engine(s).</li> <li>g. Engine/marine gear oil pressure satisfactory (if equipped).</li> <li>h. Checked cooling water overboard discharge.</li> <li>i. Energized the electrical and electronic systems (bilge pump, etc.).</li> <li>j. Disconnected shore tie(s) (if equipped).</li> </ul>	<p>_____</p>
<p>7. Tested the following electronic equipment (if equipped):</p> <ul style="list-style-type: none"> <li>a. VHF - FM radio(s).</li> <li>b. Loud hailer.</li> <li>c. Depth sounder</li> <li>d. GPS.</li> <li>e. Chart Plotter</li> <li>f. RADAR</li> </ul>	<p>_____</p>
<p>8. Conduct steering and propulsion test prior to getting underway.</p>	<p>_____</p>
<p>9. Provide Controlling Unit with Number of POB, Risk Assessment, and <b>establish</b> radio guard.</p>	<p>_____</p>

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**References**

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*

**Conditions**

Performed at the dock in calm sea and wind conditions. All mooring lines must be attached before task begins. Adjust operation for any wind or current. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must safely get the facility underway from a mooring. Trainee must give verbal commands for all line handling procedures.

Performance Criteria	Completed (Initials)
1. State the expected effects of the wind and current on the movement of the boat.	_____
2. Brief crew on the procedure to be used and their duties.	_____
3. Gave commands for all line handling in a loud/clear voice and acknowledged the responses of the crewmember(s).	_____
4. Take in all mooring lines except the bow spring line (if needed).	_____
5. With the use of walking fenders, cleared stern of the boat by going ahead slowly and springing the stern out (if bow spring line used).	_____
6. Take in bow spring line when stern is well clear of the pier.	_____
7. Boat was eased out from the dock until clear of all obstacles with room to move ahead.	_____

**Mentor**

**Date**

**Comments**





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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-03-06-AUX: Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas**

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



**TASK COXN-03-07-AUX: Maneuver in Narrow Channel or in a River**

**NOTE** *~*

Task **MAY BE WAIVED** by DIRAUX.

**Reference**

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Performed underway on a facility, during daylight, in good weather and calm seas conditions. In response to the mentor, the trainee must use the facilities propeller(s)/outboard(s), rudder action, and handling characteristics in combination with the existing current velocity and direction to obtain the best advantage in controlling and maneuvering the facility and must station-keep and turn the facility 180 degrees within the confines of a narrow channel, harbor entrance, or inlet in accordance with the steps below. Trainee must perform the task without endangering personnel or the facility.

**Standards**

Trainee must perform the task to the minimum standards in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Briefed the crew on procedures to be used and their duties.	_____
2. Anticipated and explained the predicted effects of the wind on the maneuvering of the facility.	_____
3. Defined bank cushion and stated its effect on boat handling/maneuvering	_____
4. Defined bank suction and stated its effect on boat handling/maneuvering.	_____
5. Stated when “bank cushion” and “bank suction” would be the strongest and weakest when turning in a sharp bend in a narrow channel.	_____
6. Maintained position (station-keeping) in the center of the channel for at least three minutes.	_____
7. Brought the facility around in the channel from a “facing the current” (up current) position to a “with the current” (down current) position.	_____
8. Brought the facility around in the channel from a “with the current” (down current), position to a “facing the current” (up current) position.	_____
9. Maneuvered the facility in a narrow channel under the following conditions: a. straight channel b. passing another boat. c. turning in a bend, against the current (middle of channel) d. turning in a bend, going with the current e. hugging the point. f. staying in the bend. g. staying on bend side, middle of channel	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-03-08-AUX: Determine The Approach To An Object And Station Keep**

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



**TASK COXN-03-09-AUX: Maneuver The Boat Alongside Another Boat With No Way On**

**Reference** a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions** Performed while underway on a facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must maneuver the facility in accordance with the steps below.

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-03-10-AUX: Moor the Boat**

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

Performance Criteria	Completed (Initials)
1. State expected effects of the wind and current on the mooring of the boat.	_____
2. Brief crew on procedure to be used and their duties.	_____
3. Instruct one crewmember to stand by on the bow with a fender.	_____
4. Approach dock slowly.	_____
5. Directed crew to attach appropriate mooring lines, in order, as best determined by prevailing conditions.	_____
6. Directed crew to tend and secure all mooring lines.	_____
7. Ensured that all mooring lines were adjusted for expected tidal changes and wave/wake action.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-03-11-AUX: Anchor the Boat**

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-03-12-AUX: Weigh the Boat’s Anchor**

**References**

a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*

**Conditions**

Task should be performed at any time, on a facility in calm wind and sea conditions during daylight upon completion of TASK COXN-03-11-AUX. Trainee must accomplish task without prompting or use of a reference.

**Standards**

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Brief crew on procedure to be used and establish communications.	_____
2. Move boat ahead slowly, using the engines and following hand signals by crewman.	_____
3. Directed crew to take up slack in the anchor line and fakes it on deck out of the way or feeds anchor line into anchor locker/forepeak/reel.	_____
4. Attempted to retrieve anchor when anchor line was tending up and down (vertical).	_____
5. Ensure crew breaks loose the anchor.	_____
6. If the anchor failed to break free: a. Directed crewmember to make the anchor line fast around the forward bitt/cleat. b. Maneuvered boat ahead a few feet after anchor line made fast. c. If anchor not freed, placed engine(s) ahead slow and maneuvered in a wide circle until anchor freed.	_____
7. Ensure the anchor line does not approach the boat’s screw(s)/propellers.	_____
8. Ensure crew brings anchor onboard, tending line at all times.	_____
9. Ensure crew secured all gear.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_





## Section D. Rules of the Road

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

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

**In this Section** This Section contains the following task:

Task Number	Task	See Page
COXN-04-01-AUX	<a href="#">Successfully Complete the Navigation Rules of The Road Exam</a>	3-29

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

**NOTE**

**TASK NOT WAIVERABLE**

- References**
- a. *Promulgation of the Navigation Rules and Regulations Handbook, COMDTINST 16672.2 (series)*
  - b. *Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)*

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

**Standards** Trainee must receive a passing score (90%) on the Auxiliary Navigation Rules Examination (NAV-70)—Initial Qualification (closed book), **or** pass a commercial course approved by the National Maritime Center (NMC).

Performance Criteria	Date Passed Exam	(Initials)
1. Passed the Auxiliary Navigation Rules Examination (NAV-70) - Initial Qualification, <b>or</b>		_____
2. Passed a commercial course approved by the National Maritime Center (NMC).		_____

**FSO-OP or FSO-MT** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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## Section E. Boat Piloting and Navigation

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### Introduction

The following are objectives of Division Five:

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

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-05-01-AUX	Identify Navigational Publications	3-31
COXN-05-02-AUX	Sketch A Chart Of The Local Operating Area	3-32
COXN-05-03-AUX	Convert True Course to Compass Course	3-33
COXN-05-04-AUX	Operate the GPS	3-34
COXN-05-05-AUX	Configure and Operate Electronic Charting System (ECS) (If Equipped)	3-35
COXN-05-06-AUX	Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)	3-36
COXN-05-07-AUX	Use RADAR to Determine if Risk of Collision Exists (If Equipped)	3-37
COXN-05-08-AUX	Adjust Facility for Set And Drift	3-38
COXN-05-09-AUX	Perform a Navigation and Piloting Exercise	3-39
COXN-05-10-AUX	River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock	3-40



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

**References**

- a. *Promulgation of the Navigation Rules and Regulations Handbook*
- b. *Coast Pilot*
- c. *Light List*
- d. *Notice to Mariners/Local Notice to Mariners*
- e. *Tide Tables/Tidal Current Tables*
- f. *Nautical Charts of Local Area*
- g. *Nautical Chart Symbols, Abbreviations and Terms, Chart No. 1*
- h. *The American Practical Navigator*

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Identify the Promulgation of the Navigation Rules and Regulations Handbook.	_____
2. State the use of the Coast Pilot and the appropriate entries for local area.	_____
3. State the use of the <i>Light List</i> and the appropriate entries for local area.	_____
4. State the purpose, scope, and originator of the following Notice to Mariners (NTM): a. Safety Broadcast NTM, b. Summary of Active Safety BNTM. c. Weekly NTM (District) d. Weekly NTM (Global)	_____
5. State how to find or access Tide data for the local area.	_____
6. State how to find or access Tidal Current data for the local area.	_____
7. State how to find or access water height and data for the local area. (i.e.: rivers/inland/Great lakes)	_____
8. Identify all Nautical Charts for Local Area.	_____
9. State the use of Chart No. 1.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**References**

*a. Local charts and personal knowledge of the local area*

**Conditions**

Performed at any time ashore, at the dock, or underway. Sketch on a plain sheet of paper. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must sketch and label from memory a chart of the local operating area. The sketch does not have to be to scale but should approximate relative distances and shapes. The mentor shall approve the area to be sketched.

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

**Mentor**

**Date**

**Comments**



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

**References**

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

**Conditions**

Task should be performed at any time, given a chart of the local area and a deviation table (if available) from Auxiliary facilities. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, convert three given TRUE courses into COMPASS courses and plot on a chart.

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

Leg	TRUE	VAR	MAG	DEV	COMPASS
A					
B					
C					
D					

**Mentor**

**Date**

**Comments**



**TASK COXN-05-04-AUX: Operate the GPS**

**NOTE** *~*

Task **MAY BE DEFFERED** if no installed GPS.

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. State the use of all unit display controls.	_____
2. Energize GPS unit.	_____
3. Adjust screen for daytime and nighttime viewing.	_____
4. Determine signal status, using satellite monitor display.	_____
5. Demonstrate the following functions as equipped: <ul style="list-style-type: none"> <li>a. Entering a Waypoint</li> <li>b. Entering a Route</li> <li>c. Position Start, edit, and delete tracks.</li> <li>d. Cross Track Error Alarm</li> <li>e. Waypoint Arrival Alarm</li> <li>f. MOB</li> </ul>	_____
6. Enter setup menu and ensure the following are correct: <ul style="list-style-type: none"> <li>a. Date/Time.</li> <li>b. Units of measurement</li> </ul>	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_



**TASK COXN-05-05-AUX: Configure and Operate Electronic Charting System (ECS) (If Equipped)**

**NOTE**

Task **MAY BE DEFFERED** if no installed ECS.

**References**

- a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *Electronics Operator Manual's*

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Energize ECS unit.	_____
2. Adjust screen for daytime and nighttime viewing.	_____
3. Enter setup menu and ensure the following are correct: <ol style="list-style-type: none"> <li>a. Date/time</li> <li>b. Units of measurement</li> </ol>	_____
4. Enter the main menu and demonstrate the following functions: <ol style="list-style-type: none"> <li>a. Entering a Waypoint</li> <li>b. Entering a Route</li> <li>c. Position Start, edit, and delete tracks.</li> <li>d. Cross Track Error Alarm</li> <li>e. Waypoint Arrival Alarm</li> <li>f. MOB</li> <li>g. Depth Sounder offset.</li> <li>h. Depth sounder alarm</li> </ol>	_____
5. Demonstrate entering the following setup options as equipped: <ol style="list-style-type: none"> <li>a. Chart Setup</li> <li>b. Chart Details</li> </ol>	_____
6. Verify chart data update. Update system chart, as needed.	_____
7. Set chart display filters, day/night modes.	_____
8. Verify displayed position, depth, heading and radar overlay (if radar installed to system).	_____
9. Demonstrate the display function, cycle between Radar/Chart Plotter left or right split screen and Chart Overlay option if equipped.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK COXN-05-06-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)**

**NOTE** *☞*

Task **MAY BE DEFFERED** if no installed radar.

**References**

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

**Conditions**

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

**Standards**

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

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

**Mentor**

**i. Date**

**Comments**





**TASK COX-05-07-AUX: Use RADAR to Determine if Risk of Collision Exists (If Equipped)**

**References**

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

**Conditions**

Task may be performed at any time, while underway. Weather should be calm to moderate. Trainee will use radar target bearings and ranges to aid in establishing risk of collision on vessels in sight of one another, and, during simulated (.1NM) restricted visibility, use RADAR to determine if risk of collision exists and recommend action to avoid collision. All of the steps must be accomplished manually using the installed RADAR without active ARPA functions. Collision avoidance determinations shall be verified by sight by the mentor. Trainee must accomplish task without prompting or use of a reference.

**Standards**

Trainee must be able to determine the relative motion of the target within a “reasonable” amount of time and recommend an adjustment to the boat’s course to a risk of collision.

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-05-08-AUX: Adjust Facility for Set And Drift**

**References**

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

**Conditions**

Performed both ashore and while underway. The underway portion will be performed in daylight in fair weather conditions, in calm or moderate seas.

**Standards**

In response to the mentor, the trainee must correctly define set and drift. Trainee must adjust course to steer and speed in order to maintain the facility on the intended course and speed.

Performance Criteria	Completed (Initials)
1. Defined the terms set and drift associated with current.	_____
2. Stated the causes of set and drift.	_____
3. Explain the effects of set and drift on the facilities ability to maintain a desired course and speed	_____
4. Demonstrate adjusting course and/or speed to correct for set and drift.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-05-09-AUX: Perform a Navigation and Piloting Exercise**

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

**Conditions**  
 Performed at the dock and underway in calm conditions (and on a clear night for night exercise). The trainee must use crewmembers and available equipment to integrate information and safely navigate the facility. All chart work (paper or electronic), including courses, distances, and time to run shall be completed prior to getting underway.

**Standards**  
 In response to the mentor, the trainee must perform a navigation and piloting exercise. **For member’s that will be nighttime certified and performing nighttime operations, completion of this task must in addition be completed at night prior to completion of the PQS process and requesting a QE checkride.** Mentor will provide trainee with navigation route requirements as stated in the “Requirements” section of the Navigation Evaluation drill sheet.

**NOTE** *✍*

Mentor shall add “Comments” as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the Navigation Evaluation drill sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

**Mentor**

**Date**

**Comments**

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**TASK COXN-05-10-AUX: River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock**

**NOTE** 

Task **MAY BE WAIVED** by DIRAUX.

**References**

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

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Stated understanding of locks and dams construction and operation.	_____
2. Stated understanding of locking procedures and signals. <ul style="list-style-type: none"> <li>a. Stated Lock Master’s authority.</li> <li>b. Stated lock priority for pleasure craft.</li> <li>c. Identified and used proper radio frequency guarded by the Lock Master.</li> <li>d. Followed sound and light signals at the locks.</li> </ul>	_____
3. Directed crew to rig fenders, break out mooring lines, and tend while passing through the lock.	_____
4. Stated understanding of safety considerations navigating around dams.	_____
5. Stated understanding of flood warnings.	_____

**Mentor**

**Date**

**Comments**



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## Section F. Search and Rescue (SAR)

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### Introduction

The following are objectives of Division Six:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-06-01-AUX	Legal Aspects and USCG Policy	3-42
COXN-06-02-AUX	State The Basic Concepts Related To Search Planning	3-43
COXN-06-03-AUX	Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	3-44
COXN-06-04-AUX	Execute a Search Pattern(Precision)	3-45
COXN-06-05-AUX	Execute a Search Pattern(Drifting)	3-45
COXN-06-06-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	3-46



**TASK COXN-06-01-AUX: Legal Aspects and USCG Policy**

- References**
- a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
  - b. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
  - c. *District SOP*

**Conditions** Performed at any time ashore, at the dock, or underway. Trainee must accomplish the task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must, without error, state the basic concepts related to legal aspects and USCG policy as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State an understanding of the statutory authority for the SAR program.	_____
2. State an understanding of “SAR agreements”.	_____
3. Defined the Distress emergency phase of a SAR case. <ol style="list-style-type: none"> <li>a. Uncertainty</li> <li>b. Alert</li> <li>c. Distress</li> </ol>	_____
4. Stated actions Auxiliarists can take in cases determined to be in the Distress emergency phase.	_____
5. Defined a non-distress case.	_____
6. Stated actions Auxiliarists can take in cases determined to be non-distress.	_____
7. State the response policy for flare incidents.	_____
8. State the Auxiliary assistance policy for “Happen Upon Cases” and what actions coxswain would perform with a disabled boat, not in contact with the Coast Guard, is found.	_____
9. State an understanding of the CG Maritime SAR Assistance policy and described how it relates to Auxiliary SAR operations.	_____
10. State an understanding of the CG General Salvage policy other than towing and when Auxiliary facility could engage.	_____
11. State an understanding of CG firefighting activities.	_____
12. State an understanding of the policy for persons trapped in capsized vessels.	_____
13. State an understanding of the District SAR policy on the above topics.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



**TASK COXN-06-02-AUX: State The Basic Concepts Related To Search Planning**

<b>References</b>	a. <i>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 (LAMSAR), COMDTINST M16130.2 (series)</i>
<b>Conditions</b>	Performed at any time ashore, at the dock, or underway. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the trainee must state the basic concepts related to searching as outlined in the steps below.

Performance Criteria	Completed (Initials)
1. Defined datum.	_____
2. Defined commence search point (CSP).	_____
3. Defined corner point search area description.	_____
4. Defined center point search area description.	_____
5. Defined boundary method search area description.	_____
6. Defined track spacing (TS).	_____
7. Stated items included on a pre-search check list.	_____
8. Described the following search patterns, both single unit (S) and multi-unit (M), and described the conditions in which they are most likely to be used. <ul style="list-style-type: none"> <li>a. Initial Response Search area</li> <li>b. Expanding Square (SS)</li> <li>c. Sector Search (VS)</li> <li>d. Parallel Search (PS)</li> <li>e. Creeping Line Search (CS)</li> <li>f. Trackline Single-Unit Return (TSR)</li> <li>g. Trackline Single-Unit Non-Return (TSN)</li> <li>h. Barrier Search (XSB)</li> </ul>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK COXN-06-03-AUX: Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)**

**NOTE** *~*

Chart work should be conducted on a paper chart for the facility's operating area for use with TASK-COXN-06-04 and/or TASK-COXN-06-05. If no paper charts are available for the facility's operating area, then any paper chart can be used to complete this TASK.

**References**

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

**Conditions**

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

**Standards**

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

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**TASK COXN-06-04-AUX: Execute a Search Pattern(Precision)**

<b>References</b>	a. <i>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)</i>
<b>Conditions</b>	Mentor will provide the trainee with a Search Action Plan for ONE of the required Precision Search Patterns, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.
<b>Standards</b>	Search Pattern shall be completed within the standards of the “Search Pattern (Precision) Evaluation drill” sheet.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Search Pattern (Precision) Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_

**TASK COXN-06-05-AUX: Execute a Search Pattern(Drifting)**

<b>References</b>	b. <i>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)</i>
<b>Conditions</b>	Mentor will provide the trainee with a Search Action Plan for ONE of the required Drifting Search Patterns, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.
<b>Standards</b>	Search Pattern shall be completed within the standards of the “Search Pattern (Drifting) Evaluation drill” sheet.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Search Pattern (Drifting) Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_

\_\_\_\_\_



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

- References**
- a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (LAMSAR), COMDTINST M16130.2 (series)*
  - b. *Communications Manual, COMDTINST M2000.3 (series)*
  - c. *Radiotelephone Handbook CGTTP 6-01.1*
  - d. *Radiotelephone Handbook CGTTP 6-01.2*

**Conditions** Performed underway, dock side or ashore. The Mentor will simulate a call from a vessel in distress. The trainee will obtain necessary information from the distressed boat.

**Standards** In response to the mentor, the trainee must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.

Performance Criteria	Completed (Initials)
1. Identified the voice distress/safety call signals and their broadcast frequency: <ul style="list-style-type: none"> <li>a. MAYDAY, MAYDAY, MAYDAY – Channel 16 (156.8MHZ) or 2182KHZ</li> <li>b. PAN PAN, PAN PAN, PAN PAN – Channel 16 or 2182 KHZ</li> <li>c. SECURITE, SECURITE, SECURITE – Channel 16 or 2182 KHZ with brief message, then shift to Channel 22A (157.1MHZ) or 2670 KHZ to transmit full message.</li> </ul>	_____
2. Made initial contact with the distressed boat on Channel 16 VHF if not responded to by any CG unit.	_____
3. Did not change frequency unless it was necessary.	_____
4. Acknowledged/replied the following radio traffic to the distressed boat broadcasting a MAYDAY: <ul style="list-style-type: none"> <li>a. Name/Number of distressed vessel’s name.</li> <li>b. “This is Coast Guard Auxiliary Vessel (vessel ID)”</li> <li>c. Received MAYDAY.</li> <li>d. Allowed short period of time after acknowledging MAYDAY for other stations to acknowledge receipt.</li> </ul>	_____
5. Requested additional information that may not have been passed during initial MAYDAY transmission: <ul style="list-style-type: none"> <li>a. Name of distressed boat.</li> <li>b. Disabled boat's position.</li> <li>c. Nature of emergency.</li> <li>d. Assistance required.</li> <li>e. Number of people on board (POB) and their medical condition.</li> <li>f. Boat's description and amount of time boat can stay afloat if sinking.</li> <li>g. Emergency equipment onboard.</li> <li>h. On scene weather and sea conditions.</li> </ul>	_____
6. Advised distressed boat to have all persons onboard put on life jackets (PFDs), and to confirm this has been accomplished.	_____
7. Relayed information to the controlling shore unit as soon as possible.	_____
8. Passed your position and estimated time of arrival (ETA) on scene to distressed boat, if responding.	_____
9. Kept distressed boat informed of search and rescue effort and set a continuous radio guard(until relieved).	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments** \_\_\_\_\_



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## Section G. Rescue and Assistance

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### Introduction

The following are objectives of Division Seven:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-07-01-AUX	Man Overboard Evolution (Direct Pickup)	3-48
COXN-07-02-AUX	Man Overboard Evolution (Indirect Pickup)	3-49
COXN-07-03-AUX	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	3-50
COXN-07-04-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	3-51



**TASK COXN-07-01-AUX: Man Overboard Evolution (Direct Pickup)**

**WARNING** 

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

**Reference**

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

**Conditions**

Task shall be performed underway, in calm sea conditions only for the recovery of an **UNCONSCIOUS** person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water.

**Standards**

In response to the mentor, after alarm is sounded, the trainee must recover the simulated PIW. **Boat's engine(s) must be in neutral when the PIW is alongside.** The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Trainee should be able to do the task on the first attempt without extensive maneuvering. **In addition to daytime completion of this task, member's that will be nighttime certified and performing nighttime operations, completion of this task or TASK COXN-07-02-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**NOTE** 

Mentor shall add "Comments" as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the "Man Overboard Evaluation drill" sheet utilizing the "Direct Method". The evaluation drill sheet can be found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

**Mentor**

**Date**

**Comments**

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**TASK COXN-07-02-AUX: Man Overboard Evolution (Indirect Pickup)**

**WARNING** 

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

**Reference**

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

**Conditions**

Task shall be performed underway, in calm sea conditions only for the recovery of a **CONSCIOUS** person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water.

**Standards**

In response to the mentor, after alarm is sounded, the trainee must recover the simulated PIW. **Boat's engine(s) must be in neutral when the PIW is alongside.** The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Trainee should be able to do the task on the first attempt without extensive maneuvering. **In addition to daytime completion of this task, member's that will be nighttime certified and performing nighttime operations, completion of this task or TASK COXN-07-01-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**NOTE** 

Mentor shall add "Comments" as to whether or not the member will be requesting Nighttime certification as part of their QE checkride.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the "Man Overboard Evaluation drill" sheet utilizing the "Indirect Method". The evaluation drill sheet can be found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

**Mentor**

**Date**

**Comments**

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**TASK COXN-07-03-AUX: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel**

**References**

- a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
- b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

**Conditions**

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

**WARNING**

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

**NOTE**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Approach distressed boat from upwind if conditions permit.	_____
2. Established communications with disabled boat and determined: <ol style="list-style-type: none"> <li>a. Number of persons on board.</li> <li>b. Any persons already in the water.</li> <li>c. Any injuries or other medical conditions.</li> <li>d. Instructed persons on board to don life jackets.</li> </ol>	_____
3. Based on current conditions and risks, determine recovery methods.	_____
4. Brief crew and assign duties.	_____
5. Brief distressed boats crew on intentions, recovery methods.	_____
6. Prepare MOB recovery equipment as needed.	_____
7. Make approach on distressed boat, if direct transfer method is used, keeping enough contact between boats to safely transfer personnel but minimizing exposure to heat or smoke, ensure a crewmember is in place to receive passengers and direct them to safety when onboard.	_____
8. If an in-water recovery is the safest method, direct distressed vessels crew where and when to enter water insuring PFD'S are worn or floatation material "ring buoy, fenders, spare life jackets are made available.	_____
9. Rescue any persons in extremis and address medical needs.	_____
10. Keep Operational Command advised of status, including injuries and location and condition of distressed boat.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments** \_\_\_\_\_



**TASK COXN-07-04-AUX: Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)**

<b>Reference</b>	a. <i>Boat Crew Handbook – Boat Operations, BCH16114.1 (series)</i> b. <i>Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series).</i>
<b>Conditions</b>	Task should be performed at any time, onboard an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the trainee must, without error, demonstrate the steps taken for each of the BECCEs listed.

BECCE	Completed (Initials)
1. Onboard Fire: a. Satisfactory complete the “Onboard Fire Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> b. Describe the MISHAP reporting requirements for a fire onboard an Auxiliary facility.	_____
2. Grounding: a. Satisfactory complete the “Grounding Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> b. Described the pros and cons of refloating using the following methods: <ul style="list-style-type: none"> <li>• Backing straight off.</li> <li>• Redistribution of weight.</li> <li>• Kedging.</li> </ul> c. Describe the MISHAP reporting requirements for a grounding of an Auxiliary facility.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**

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## Section H. Towing and Salvage

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### Introduction

The following are objectives of Division Eight:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-08-01-AUX	<a href="#">State General Towing Safety Precautions</a>	<a href="#">3-53</a>
COXN-08-02-AUX	<a href="#">State the Principal Forces that Affect Boat Towing</a>	<a href="#">3-54</a>
COXN-08-03-AUX	<a href="#">Inspect the Towline and Associated Hardware</a>	<a href="#">3-55</a>
COXN-08-04-AUX	<a href="#">Make Preparations and Take a Boat in Stern Tow</a>	<a href="#">3-55</a>
COXN-08-05-AUX	<a href="#">Take a Boat in Alongside Tow from a Stern Tow</a>	<a href="#">3-56</a>
COXN-08-06-AUX	<a href="#">Moor a Disabled Boat in Alongside Tow to a Float mooring or Pier</a>	<a href="#">3-56</a>





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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

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

Performance Criteria	Completed (Initials)
1. Stated causes and effects of static forces and how to overcome the effect of static force when starting a tow and when changing the towing vessel's heading.	_____
2. State the types, causes and effects of dynamic forces.	_____
3. State the cause of towline strain.	_____
4. Stated cause and effect of shock load and techniques to prevent, counteract, or reduce its effects.	_____
5. Stated effect that the following have on shock load: <ul style="list-style-type: none"> <li>a. Reducing towing speed.</li> <li>b. Getting the vessels in step.</li> <li>c. Lengthening the towline.</li> <li>d. Setting a course to lessen the effect of the seas.</li> <li>e. Deploying a drogue from the towed vessel.</li> <li>f. Constantly adjusting the towing vessel's speed to match that of the towed vessel.</li> </ul>	_____
6. Stated the effect different hull types have on dynamic forces: <ul style="list-style-type: none"> <li>a. Displacement</li> <li>b. Planing</li> <li>c. Semi-displacement</li> <li>d. Multi-hull</li> </ul>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



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

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

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

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_

**TASK COXN-08-04-AUX: Make Preparations and Take a Boat in Stern Tow**

<b>Reference</b>	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
<b>Conditions</b>	Task will be performed while underway in calm to moderate weather conditions. Two boats are required. The towed vessel must be within the towing vessel’s maximum towing capabilities.
<b>Standards</b>	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed in the “Towing Evaluation Drill Sheet”. Proper radio procedure and prowords should be used during all radio communications. The trainee must be at the helm and operating the facility. A heaving line must be used to pass the towline (if not using shackle or skiff hook).

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Preparations” and “Stern Tow” Sections of the “Towing Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



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

**NOTE** *☞*

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

**Reference**

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

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Satisfactory complete the "Alongside Tow" Section of the "Towing Evaluation drill" sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TASK COXN-08-06-AUX: Moor a Disabled Boat in Alongside Tow to a Float mooring or Pier**

**Reference**

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

**Conditions**

Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must safely moor a boat that is in an alongside tow. All line handling commands must be given and received in a loud/clear voice using proper commands. Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed in the "Towing Evaluation Drill Sheet".

**CAUTION!**

Coxswain should place larger vessels to the moorings. For small vessels, the Auxiliary facility can be moored to the moorings.

Performance Criteria	Completed (Initials)
a. Satisfactory complete the "Moor Disabled Vessel" Section of the "Towing Evaluation drill" sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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## Section I. Auxiliary Specific Tasks

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### Introduction

The following are objectives:

- (01) **Demonstrate** the ability to perform various Auxiliary administrative and “command” duties.
- (02) **Demonstrate** competency to perform as an Auxiliary Coxswain on an operational facility.

---

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-09-01-AUX	Discuss Auxiliary Patrol Commander’s Duties (Waiverable by DIRAUX)	3-58
COXN-09-02-AUX	Discuss and Demonstrate knowledge of Policy	3-59
COXN-09-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	3-60
COXN-09-04-AUX	Dockside Oral Examination	3-61
COXN-09-05-AUX	Underway Checkride	3-62



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

**NOTE** 

Task **MAY BE WAIVED** by DIRAUX.

**Reference**

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

**Conditions**

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

**Standards**

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

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

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments** \_\_\_\_\_



**TASK COXN-09-02-AUX: Discuss and Demonstrate knowledge of Policy**

**Reference**

- a. *Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)*
- b. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
- c. *BSX Policy Letter 24-01*

**Conditions**

Performed at any time ashore, at the dock, or underway.

**Standards**

In response to the mentor, the trainee must discuss the duties and responsibilities as the Coxswain for the following Performance Criteria

Performance Criteria	Completed (Initials)
1. State the minimum crewing certification requirements as a facility operator if operating a facility underway during nighttime operations.	_____
2. Stated the policy and waiver requirements needed to operate a facility underway at night without a fully certified crew. (Facility is not already underway)	_____
3. Stated the requirements and policy the operator must follow if the facility is already underway and will be required to operate at night, without a fully certified crew.	_____
4. State the policy and requirements for MISHAP reporting for the following: <ul style="list-style-type: none"> <li>a. Man Overboard</li> <li>b. Fire</li> <li>c. Grounding</li> <li>d. Injury</li> <li>e. Collision</li> <li>f. Allision</li> </ul>	_____

**Mentor**

**Date**

**Comments**



**TASK COXN-09-03-AUX: Complete Administrative Tasks (Reports, Orders, Etc.)**

**Reference**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series).*
- b. *District Director's procedures for submitting forms.*
- c. *Various Forms Instructions*

**Conditions**

Task performed anytime. Trainee may use instructions for filling out the forms and must follow the most current district/area procedures for submitting forms.

**Standards**

In response to the mentor, the trainee must demonstrate the ability to prepare and submit forms associated with Auxiliary patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Performance Criteria	Completed (Initials)
1. Demonstrate knowledge of REQUESTING patrol orders in AUXDATA II.	_____
2. Demonstrate knowledge of COMPLETING patrol orders in AUXDATA II.	_____
3. Demonstrate knowledge of completing an Activity Record in AUXDATA II using the appropriate Mission Code(s).	_____
4. Prepared ANSC-7034/CG-4612, Auxiliary SAR Incident Report and explain routing procedures.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments** \_\_\_\_\_





**TASK COXN-09-04-AUX: Dockside Oral Examination**

<b>Reference</b>	a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series) b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series) c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) e. Boat Crew Handbook – First Aid, BCH 16114.5 (series) f. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series) g. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series) h. District Standard Operating Procedures, Policy Manuals, and other local Instructions
<b>Conditions</b>	Task performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A – I) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

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

**Accomplished:**

**Qualification Examiner’s**

**Signature:**

**Date:**

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK COXN-09-05 -AUX: Underway Checkride**

**Reference**

- a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series)
- c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- f. Standardized Drill Sheets
- g. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)
- h. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
- i. District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions**

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

**Standards**

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

**(Note 1)**

**For candidates wanting to be “Night Certified” Performance Criteria #08, and #09 must be part of the QE checkride conducted at night. QE must verify that member has completed the night portions of TASK COXN-05-09 -AUX and TASK COXN-07-01 -AUX or COXN-07-02 -AUX prior to conducting any nighttime QE checkride.**

Will member be nighttime certified? YES \_\_\_\_\_ NO \_\_\_\_\_

NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
1. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision has been completed and/or updated every three years.		_____	
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: a. Wearing of jewelry. b. Risk Management/TCT. c. Effective Communication.		_____	
4. Ensured use of proper PPE and proper uniform. (Ensure PLB monthly testing has been completed).		_____	
5. Ensured proper usage and wearing of the Engine Cutoff Switch (ECOS), if installed		_____	
6. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.		_____	
7. Assigned lookout watch(es) and verified the safety of the facility based on the reports made by lookout.		_____	
8. <b>(Note 1)</b> Perform a Navigation and Piloting Exercise in accordance with Navigation Evaluation Drill Sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		Day: _____ Night: _____	



NAME: _____		Member Number: _____
Sea/Wx Conditions: _____		Facility size/type: _____
Performance Criteria		Completed (Initials)
9. <b>(Note 1)</b> Correctly responded to a Man-Overboard drill, and safely recovered a simulated PIW in accordance with the Man Overboard (MOB) evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> .		Day: _____ Night: _____
10. Perform a TOW in accordance with TOWING Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> .		_____
11. Demonstrated proficiency while anchoring and weighing anchor.		_____
12. Correctly execute <b>ONE</b> of the following precision search patterns in accordance with Search Pattern (Precision) Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> . <ol style="list-style-type: none"> <li>Parallel (PS), Three legs (minimum)</li> <li>Creeping Line (CS), Three legs (minimum)</li> <li>Track Line Non-Return (TSN), In its entirety</li> <li>Track Line Return (TSR), In its entirety</li> </ol> <p style="text-align: center;"><b>OR</b></p> Correctly execute <b>ONE</b> of the following drifting search patterns in accordance with Search Pattern (Drifting) Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> . <ol style="list-style-type: none"> <li>Sector Search (VS). In its entirety</li> <li>Expanding Square (SS). Five legs (minimum)</li> </ol> <p><b>One of the Search Patterns above shall be performed by the coxswain, based on appropriateness of the patterns for the type of facility and the needs of the operating area.</b></p>		_____
13. Correctly and safely respond to an onboard fire in accordance with the Onboard Fire evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____
14. Correctly and safely respond to a facility grounding in accordance with the Grounding evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____
15. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.		_____
16. Operated boat IAW Navigation Rules and Regulations.		_____
17. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed.		_____
18. Efficiently and safely moored the facility.		_____
19. 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).		_____
20. Discussed and demonstrated knowledge of filling out and processing required reports.		_____



NAME: \_\_\_\_\_ Member Number: \_\_\_\_\_

**Accomplished:**

**Qualification Examiner's  
Signature:**

**Date:** \_\_\_\_\_

**NOTE** 

Comments should be made in detail. Tasks that were not performed to standards (S) 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. The QE shall 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.  
For **successful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.7. for required documentation to submit to the Operation Training Officer (OTO).  
For **unsuccessful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.6.

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_




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## CHAPTER 3

### Coxswain Trainee Study Guide

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#### Introduction

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

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

#### NOTE *~*

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

#### In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Crew Efficiency Factor	3-66
B	Reading Assignments – Boat Characteristics and Stability	3-67
C	Reading Assignments – Boat Handling	3-68
D	Reading Assignments – Rules of the Road	3-71
E	Reading Assignments – Boat Piloting and Navigation	3-72
F	Reading Assignments – Search and Rescue (SAR)	3-73
G	Reading Assignments – Rescue and Assistance	3-75
H	Reading Assignments – Towing and Salvage	3-76
I	Reading Assignments – Auxiliary Specific Tasks	3-78



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## Section A. Reading Assignments – Crew Efficiency Factors

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

---

**In this Section**                      This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-01-01-AUX	Perform Twenty-Eight Hours Underway As Crewmember	None assigned	
COXN-01-02-AUX	<a href="#">Crew Fatigue Standards</a>	Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section L	
COXN-01-03-AUX	Incident Command System	None assigned	

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

---

1. Crew fatigue \_\_\_\_\_ begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the \_\_\_\_\_ is complete.
  2. The maximum Crew Fatigue Time Computation time is \_\_\_\_\_ hours.
  3. Crews are recommended to have a minimum of \_\_\_\_\_ continuous hours of crew rest before assuming alert duty.
-



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## Section B. Reading Assignments – Boat Characteristics and Stability

---

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

---

**In this Section** This Section contains the following reading assignments:

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



## Section C. Reading Assignments – Boat Handling

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

**In this Section** This Section contains the following reading assignments:

Task Number	Task	Reading Assignment	See Page
COXN-03-01- AUX	State the Forces that Affect Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-69
COXN-03-02- AUX	State the Basic Principles of Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	
COXN-03-03-AUX	Complete A Pre-Underway Check-Off For The Facility	None Assigned	
COXN-03-04-AUX	Get the Boat Away from a Pier	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-69
COXN-03-05-AUX	Trim Tabs (If equipped)	None Assigned	
COXN-03-06-AUX	State the Forces that Affect Boat Handling	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	
COXN-03-07-AUX	Maneuver in Narrow Channel or in a River	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series))	3-69
COXN-03-08-AUX	Determine The Approach To An Object And Station Keep	None Assigned	
COXN-03-09-AUX	Maneuver the Boat Alongside Another Boat, with No Way-On	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-69
COXN-03-10-AUX	Moor the Boat	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-69
COXN-03-11-AUX	Anchor the Boat	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-70
COXN-03-12-AUX	Weigh the Boat’s Anchor	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-70





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

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1. A boat has two principal types of stability, \_\_\_\_\_ and \_\_\_\_\_.
  2. The center of gravity is fixed for stability and does not shift unless weight is \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_.
  3. The force that causes a vessel to return to an even keel, or upright position, is called the vessel's \_\_\_\_\_.
  4. Environmental forces that affect the motion of a vessel are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
  5. The \_\_\_\_\_ acts upon any portion of the vessel that is above the waterline.
  6. \_\_\_\_\_ are a product of the wind acting on the surface of the water.
  7. Seas affect boat handling in various ways, depending on their \_\_\_\_\_ and \_\_\_\_\_ and the particular vessel's characteristics.
  8. \_\_\_\_\_ acts on a vessel's underwater hull in the same manner as wind pushes on a vessel's superstructure.
  9. A one-knot current may affect a vessel to the same degree as a \_\_\_\_\_ wind.
  10. The amount of \_\_\_\_\_ a vessel has will determine how much affect current will have.
  11. The coxswain should know how the vessel responds to combinations of \_\_\_\_\_ and \_\_\_\_\_ and should determine which one has the greatest effect on the vessel.
- 

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

---

1. If it becomes necessary to hold position alongside a dock but swing the bow or stern out in order to clear another vessel or obstacle, using a \_\_\_\_\_ can help to accomplish this.
  2. The \_\_\_\_\_ should be used to "spring out" or move the bow away from the dock.
  3. The \_\_\_\_\_ should be used to "spring out" or move the stern away from the dock
- 

**TASK COXN-03-07-AUX: Maneuver in Narrow Channel or in a River**

---

1. \_\_\_\_\_ tends to push the bow away from the edge of the channel.
  2. The force that has the effect of moving the stern into the bank is called bank \_\_\_\_\_.
  3. The combined effect of bank cushion and bank suction may cause a boat to veer off toward the \_\_\_\_\_ bank.
  4. Bank cushion and bank suction are strongest when the bank of a channel is \_\_\_\_\_.
  5. \_\_\_\_\_ is the horizontal flow or movement of water in a river.
  6. Restricted or narrow channels tend to have a \_\_\_\_\_, in that rushing water squeezes into a passage and accelerates.
  7. In extremely narrow channels where bank cushion and bank suction are expected, proceed at a very \_\_\_\_\_.
  8. Bank \_\_\_\_\_, bank \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ area are factors that affect a boat's turn in a sharp bend or narrow channel.
- 

**TASK COXN-03-09-AUX: Maneuver the Boat Alongside Another Boat, with No Way-On**

---

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

**TASK COXN-03-10-AUX: Moor the Boat**

---

1. Spring lines are very useful when mooring with an \_\_\_\_\_ set.
  2. The coxswain should never attempt to fend a boat off a pier, float, etc., by \_\_\_\_\_ or by \_\_\_\_\_ but should always use a \_\_\_\_\_.
  3. When mooring with an off-dock wind, the approach should be made at a sharp angle \_\_\_\_\_ or more.
  4. When mooring with an on-dock wind, the approach should be made \_\_\_\_\_ with the intended berth and the \_\_\_\_\_ should be rigged in appropriate positions.
-



**TASK COXN-03-11-AUX: Anchor the Boat**

---

1. When approaching the anchorage, if possible, head \_\_\_\_\_ the wind or current.
  2. The \_\_\_\_\_ is a ratio of the length of rode paid out to the depth of the water.
  3. Scope of the anchor rode should have a ratio range between \_\_\_\_\_ and \_\_\_\_\_ the depth of the water to be anchored in calm water.
  4. An anchor must be set properly if it is to yield its full \_\_\_\_\_.
  5. While anchored, keep an \_\_\_\_\_ posted at all times.
- 

**TASK COXN-03-12-AUX: Weigh the Boat's Anchor**

---

1. When approaching the anchor, go forward \_\_\_\_\_ and take in the anchor rode to prevent fouling the propellers.
  2. When the boat approaches the spot directly over the anchor, and the rode is tending straight \_\_\_\_\_ and \_\_\_\_\_, the anchor will usually free itself from the bottom.
  3. If the anchor refuses to break free, \_\_\_\_\_ the line around the forward bitt and go forward a few feet.
  4. If the anchor still won't break free, move slowly in a wide circle to change the \_\_\_\_\_ of pull
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## Section D. Reading Assignments – Rules of the Road

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

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**In this Section**                      This Section contains the following reading assignments:

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
COXN-04-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	None assigned	



## Section E. Reading Assignments – Boat Piloting and Navigation

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

**In this Section** This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-05-01-AUX	Identify Navigational Publications	None assigned	
COXN-05-02-AUX	Sketch A Chart Of The Local Operating Area	None assigned	
COXN-05-03-AUX	<a href="#">Convert True Course to Compass Course</a>	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-72
COXN-05-04-AUX	Operate the GPS	None assigned	
COXN-05-05-AUX	Configure and Operate Electronic Charting System (ECS) (If Equipped)	None assigned	
COXN-05-06-AUX	<a href="#">Determine the Location of a Boat Using Radar Ranges and Bearings</a>	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-72
COXN-05-07-AUX	Use RADAR to Determine if Risk of Collision Exists (If Equipped)	None assigned	
COXN-05-08-AUX	Adjust Facility for Set And Drift	None assigned	
COXN-05-09-AUX	Perform a Navigation and Piloting Exercise	None assigned	
COXN-05-10-AUX	River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock	None assigned	

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

1. The compass reading must be corrected for \_\_\_\_\_ and \_\_\_\_\_.
2. Variation is the angular difference, measured in degrees, between \_\_\_\_\_ and magnetic north.
3. The amount the compass is deflected by magnetic influences of the boat itself is called \_\_\_\_\_.
4. Deviation varies according to boat \_\_\_\_\_ being steered.
5. When correcting you must add \_\_\_\_\_ errors and subtract \_\_\_\_\_ errors. .

**TASK COXN-05-06-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings**

1. Fixing a boat's position by radar is known as a \_\_\_\_\_ fix as it measure the bearing (direction) and/or range (distance) from three landmarks.
2. The intersection of radar range lines of position, determined using the radar's Variable Range Marker (VRM) function, from three or more prominent points of land or charted fixed objects with a separation of at least \_\_\_\_\_ degrees, confirmed by a depth sounding.
3. The intersection of radar bearing lines of position, determined using the radar's Electronic Bearing Line (EBL) function, from charted, \_\_\_\_\_ objects, confirmed by a depth sounding.
4. The primary consideration in selecting charted objects to obtain a radar fix is the \_\_\_\_\_ between the objects.
5. An ideal fix has three or more LOPs intersecting at a single point and the LOPs have a separation of at least \_\_\_\_\_°, but not more than \_\_\_\_\_°.
6. When obtaining radar bearings or ranges, the proper procedure is to shoot the object closest to the boat's \_\_\_\_\_ first because it has the greatest angular velocity relative to the boat and is changing most rapidly.
7. Objects toward the bow or stern should be shot \_\_\_\_\_ because their angle changes more slowly.



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

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

**In this Section** This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-06-01-AUX	<a href="#">Legal Aspects and USCG Policy</a>	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-73
COXN-06-02-AUX	<a href="#">State The Basic Concepts Related To Search Planning</a>	U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-74
COXN-06-03-AUX	Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	None Assigned	
COXN-06-04-AUX and COXN-06-05-AUX	<a href="#">Execute A Search Pattern</a>	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-74
COXN-06-06-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	None Assigned	

**TASK COXN-06-01-AUX: Legal Aspects and USCG Policy**

1. The CFR states that the CG shall develop, establish, maintain, and operate rescue facilities for the promotion of \_\_\_\_\_ on, under, and over the high seas and \_\_\_\_\_ subject to the jurisdiction of the U.S.
2. \_\_\_\_\_ are one of the most important tools available to SAR authorities.
3. The Coast Guard's primary concern in a search and rescue situation is to provide \_\_\_\_\_ and \_\_\_\_\_ assistance.
4. MARB will be made to solicit the \_\_\_\_\_ of anyone who can assist the mariner, and the MARB will include a general location of the vessel. If no intent to respond to the MARB is heard within a \_\_\_\_\_ period of time, Coast Guard resources or Auxiliary vessels may be directed to respond. A guideline of \_\_\_\_\_ minutes is recommended for the SMC to await an answer to a MARB before the SMC directs Coast Guard or Auxiliary resources to respond.
5. To minimize conflict, if an Auxiliary facility under orders or a Coast Guard resource arrives on scene nearly \_\_\_\_\_ with a commercial provider, it shall report to the SMC, remain on scene until it is confirmed the provider is capable of providing the required assistance and safely completing the case, then clear the area, and take no further part in the incident.
6. When an Auxiliary vessel on routine safety patrol or otherwise on orders discovers a vessel requesting assistance, but not in radio contact with the Coast Guard, the Auxiliarist will relay the request for assistance to the Coast Guard operational commander and \_\_\_\_\_ undertake to provide assistance, if capable.
7. If a tow is undertaken, the Auxiliary vessel is \_\_\_\_\_ to notify the operational commander of the identity of the vessel,



- the location of the vessel, and the destination to which the vessel is being towed.
8. If the Auxiliary vessel cannot \_\_\_\_\_ a disabled vessel that is standing into danger, it may endeavor to remove the persons from the threatened vessel and stand by until a more capable resource arrives on scene.
  9. In cases involving towing by the Coast Guard or Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest \_\_\_\_\_ that has an available means of \_\_\_\_\_, normally a telephone.
  10. Coast Guard or Auxiliary resources should not tow the vessel beyond the nearest safe haven when there are \_\_\_\_\_ resources that could perform this function.

---

**TASK COXN-06-02-AUX: State The Basic Concepts Related To Search Planning**

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1. The three emergency phases are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. The \_\_\_\_\_ phase is assigned anytime apprehension exists for the safety of a boat or the people aboard the boat.
3. The ultimate goal of \_\_\_\_\_ is to find the survivors of a distress incident as quickly as possible.
4. \_\_\_\_\_ is the width of a swath centered on the SRU's track where the probability of detecting the search object if it is outside of that swath is equal to the probability of missing the search object if it is inside that swath, assuming the distribution of search objects is uniform.
5. Track spacing is the \_\_\_\_\_ between adjacent search tracks.
6. For initial response coastal surface PIW searches when the probable error of the PIW's position at CST is estimated to be 0.5 NM or less, a track spacing of \_\_\_\_\_ NM or is recommended in the absence of a formal search plan from the cognizant Sector, District, or Area SMC.
7. \_\_\_\_\_ is the location in the search pattern where the SRU begins searching.

---

**TASK COXN-06-04&05-AUX: Execute A Search Pattern**

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1. \_\_\_\_\_ patterns are used when the intended route of the search object is known. .
  2. \_\_\_\_\_ patterns are normally used for large, fairly level search areas, where only approximate initial position is known, and when uniform coverage is desired.
  3. \_\_\_\_\_ pattern to cover one end of an area first, or to change direction of the search legs where sun glare or swell direction makes this necessary.
  4. \_\_\_\_\_ patterns are used to search a small area when some doubt exists about the distress position. They provide more uniform coverage than a sector search and may be expanded.
  5. \_\_\_\_\_ patterns may be used when datum is established within close limits, a very high coverage is desired in the immediate vicinity of datum, and the area to be searched is not extensive
-



## Section G. Reading Assignments – Rescue and Assistance

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

**In this Section**                      This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-07-01-AUX	<a href="#">Man Overboard Evolution (Direct Pickup)</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-75
COXN-07-02-AUX	Man Overboard Evolution (Indirect Pickup)	None Assigned	
COXN-07-03-AUX	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	None Assigned	
COXN-07-04-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	None Assigned	

**TASK COXN-07-01-AUX: Man Overboard Evolution (Direct Pickup)**

1. The first person to realize someone has fallen overboard should spread the \_\_\_\_\_.
2. The Coxswain should normally turn the boat in the \_\_\_\_\_ direction the person fell overboard.
3. After “Man Overboard” is called, the Coxswain should depress the MOB button on the \_\_\_\_\_ receiver.
4. A \_\_\_\_\_ with a strobe light should be dropped over the side.
5. The two most common methods for recovering a PIW a \_\_\_\_\_ approach and an \_\_\_\_\_ approach.
6. There are two basic approaches: a \_\_\_\_\_ approach and a \_\_\_\_\_ approach.
7. When circumstances and time permit, the coxswain must notify the \_\_\_\_\_ of the person-in-the-water situation.



## Section H. Reading Assignments – Towing and Salvage

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

**In this Section**                      This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-08-01-AUX	State General Towing Safety Precautions	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-76
COXN-08-02-AUX	State the Principal Forces that Affect Boat Towing	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-76
COXN-08-03-AUX	Inspect the Towline and Associated Hardware	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-77
COXN-08-04-AUX	State the Forces that Affect Boat Handling	None Assigned	
COXN-08-05-AUX	Take a Boat in Alongside Tow from a Stern Tow	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-77
COXN-08-06-AUX	Moor a Disabled Boat in Alongside Tow to a Float or Pier	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-77

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

1. The safety of the crew and the crew of the towed vessel is more important than \_\_\_\_\_, and the primary responsibility in any towing situation is to maintain \_\_\_\_\_.
2. Towing \_\_\_\_\_ can be prevented by honestly evaluating risks involved in every step of any towing evolution.
3. Realistic towing training based on \_\_\_\_\_ techniques, \_\_\_\_\_ analysis, and mission briefing and debriefing will contribute to risk management and the development of a towing risk management plan.
4. When throwing heaving lines they should be targeted above the \_\_\_\_\_ of the vessel so the thrown line crosses over the deck and avoids breaking glass or injuring people.
5. The Coxswain should ensure that all people onboard the boat to be towed have donned their \_\_\_\_\_.
6. Do not put a \_\_\_\_\_ on the bitt until the rig is securely fastened to a tow and POBs are clear of the bow.
7. The maximum safe towing speed formula  $S = 1.34 \times Lw$  minus \_\_\_\_\_ is used to help determine the maximum safe towing speed.

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

1. \_\_\_\_\_ forces cause a towed vessel to resist motion.
2. \_\_\_\_\_ and the \_\_\_\_\_ are two different properties of static forces that cause resistance in towing vessels. .
3. Overcome the effects of static forces by starting a tow \_\_\_\_\_, both on the initial heading or when changing the towed vessel's heading.
4. \_\_\_\_\_ forces occur once the towed vessel is moving.





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

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1. Safe and efficient towing requires an undamaged, \_\_\_\_\_.
  2. Inspect towlines, pendants, and bridles after each \_\_\_\_\_ and whenever \_\_\_\_\_ has occurred.
  3. Deck and towing vessel fittings should be inspected on a regular basis to detect \_\_\_\_\_, \_\_\_\_\_, rust, corrosion, wood rot, fiberglass core softening, or \_\_\_\_\_.
  4. Do not over-stress a \_\_\_\_\_. Never use one for any operation that exceeds the stress load of towing small, trailerable boats.
- 

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

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1. If disconnecting the tow, determine \_\_\_\_\_ whether any other part of the rig will stay aboard the towed vessel.
  2. The towed vessel should be turned into the \_\_\_\_\_ for better control, making towline recovery easier and safer because there is less towline for the crew to recover and less towline in the water to foul propellers.
  3. When set up properly, an alongside tow allows \_\_\_\_\_ vessels to be maneuvered as one.
  4. If the alongside tow occurs at the completion of a stern tow, the coxswain should decide if the towline will be disconnected from the stern tow (the \_\_\_\_\_ Tow method); or hauled in while still connected and used as a bow line for the alongside rig (the \_\_\_\_\_ method).
  5. \_\_\_\_\_ match is determined by assessing how the two hulls will align alongside.
  6. The Drop Tow approach is made as if mooring to a pier, but the first line over will be the \_\_\_\_\_ line.
  7. Once alongside, with the bow line connected, the tow should be positioned so that the towing vessel's propeller(s) and rudder(s) or waterjets are well aft of the towed vessel's \_\_\_\_\_.
- 

**TASK COXN-08-06-AUX: Moor a Disabled Boat in Alongside Tow to a Float or Pier**

---

1. When docking, the Coxswain should Anticipate well ahead of time and decrease speed \_\_\_\_\_.
  2. Place the \_\_\_\_\_ vessel against the dock or mooring.
  3. Making an approach into the \_\_\_\_\_ and \_\_\_\_\_ if possible.
  4. The disabled vessel may use \_\_\_\_\_ control to assist in mooring, if practical.
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## Section I. Reading Assignments –Auxiliary Specific Tasks

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

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**In this Section** This Section contains the following reading assignments:

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
COXN-09-01-AUX	Discuss Auxiliary Patrol Commander's Duties ( <b>Waiverable by DIRAUX</b> )	None Assigned	
COXN-09-02-AUX	Discuss and Demonstrate knowledge of Policy	None Assigned	
COXN-09-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	None Assigned	
COXN-09-04-AUX	Dockside Oral Exam	None Assigned	
COXN-09-05-AUX	Underway Check Ride	None Assigned	



# PART 4

## Personal Watercraft (PWC) Operator Policies and Qualification

**Introduction**

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

**NOTE** *℘*

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

**In this Part**

This Part contains the following chapters:

Chapter	Title	See Page
1	<a href="#">Task Accomplishment Record for PWC Operator</a>	4-7
2	<a href="#">PWC Operator Qualification Tasks</a>	4-7
3	<a href="#">Auxiliary PWC Pre-Underway Checklist</a>	4-31



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**NOTE** *~*

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

TRAINEE'S NAME: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

**NOTE** *~*

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

**NOTE** *~*

Certified Coxswains and/or Boat Crewmembers that have completed tasks noted by (\*) do not need to do them again to qualify as a PWC operator. Auxiliary members that are not certified Coxswain and/or Boat Crewmember shall complete those task as noted in the appropriate Qualification PART.

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

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 Chapter 1 – Task Accomplishment Record



TRAINEE'S NAME: _____		MEMBER'S # _____	
Task	Date Started	Date Completed	Mentor's Initials
PWC-02-17-AUX			
PWC-02-18-AUX			
PWC-03-01-AUX			
PWC-03-02-AUX			
PWC-03-03-AUX			
PWC-03-04-AUX			
PWC-03-05-AUX			
PWC-03-06-AUX			
PWC-03-07-AUX			
PWC-03-08-AUX			
PWC-03-09-AUX			
PWC-03-10-AUX			
PWC-04-01-AUX			
PWC-04-02-AUX			
PWC-04-03-AUX			
PWC-04-04-AUX			
PWC-04-05-AUX			
PWC-04-06-AUX			
PWC-05-01-AUX			
PWC-05-02-AUX			
PWC-05-03-AUX			
PWC-05-04-AUX			
PWC-06-01-AUX			
PWC-06-02-AUX			
PWC-07-01-AUX			
PWC-07-02-AUX			
PWC-07-03-AUX			
PWC-07-04-AUX			
PWC-07-05-AUX			



Part 4 – Personal Watercraft Operator  
Chapter 1 – Task Accomplishment Record

TRAINEE'S NAME: _____		MEMBER'S # _____	
<b>Task</b>	<b>Date Started</b>	<b>Date Completed</b>	<b>Mentor's Initials</b>
PWC-08-01-AUX			
PWC-08-02-AUX			
PWC-08-03-AUX			
PWC-08-04-AUX			
PWC-08-05-AUX			






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## CHAPTER 2

### PWC Operator Qualification Tasks

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**Introduction**

The following are the instructions for this Chapter:

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

**Qualified Boat Crewmembers And Coxswains**

Auxiliary members who are currently qualified as Boat Crewmember’s and/or Coxswain’s only need to complete those qualification tasks specific to operating a PWC.

**Note: Qualified Boat Crewmember’s and/or Coxswain’s do not have to complete qualification tasks noted with a (\*)**

In addition to being exempt from the requirement to complete these tasks, currently certified Coxswain’s do not have to complete Section F.

**Unqualified Boat Crewmembers And Coxswains**

Unqualified Boat Crewmember’s and/or Coxswain’s must complete ALL tasked (AS NOTED IN EACH SECTION), as well as those required TASK for PWC Operators.

**In this Chapter**

This Chapter contains the following sections:

Section	Title	See Page
A	<a href="#">Crew Efficiency Factors, Risk Factors and Team Coordination</a>	4-8
B	<a href="#">Physical Fitness, First-Aid and Survival</a>	4-9
C	<a href="#">Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, and Basic Stability</a>	4-11
D	<a href="#">PWC Handling</a>	4-15
E	<a href="#">Communications</a>	4-21
F	<a href="#">Navigation</a>	4-22
G	<a href="#">Mission-Oriented Operations</a>	4-23
H	<a href="#">Auxiliary Specific Tasks</a>	4-26




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

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**Introduction**

The following are objectives of this Section A:

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

**In this Section**

This Section contains the following tasks:

**NOTE** ☞☐

(\* ) Qualified Coxswain's DO NOT need to complete this section. Qualified BCM DO NOT need to complete this section with the exception of Task PWC-01-04-AUX.

Task Number	Task	Note: (Unqualified complete, as below)	See Page
(* ) PWC-01-01-AUX	Crew Fatigue	Complete the Task IAW BCM-01-01-AUX in PART 2	2-8
(* ) PWC-01-02-AUX	Motion Sickness	Complete the Task IAW BCM-01-02-AUX in PART 2	2-9
(* ) PWC-01-03-AUX	Risk Management/Team Coordination Training	Complete the Task IAW BCM-01-03-AUX in PART 2	2-9
(* ) PWC-01-04-AUX	Completed ICS and Required Workshops and Courses	Complete the Task IAW BCM-01-04-AUX in PART 2 & COXN-01-03-AUX in PART 3	2-10 & 3-10



## Section B. Physical Fitness, Survival and First-Aid

### Introduction

The following are objectives of Section B:

- (01) **Achieve** and **maintain** the level of physical conditioning necessary to safely and properly carry out the duties of a Boat Crewmember aboard a Coast Guard boat.
- (02) **Identify** and **become** proficient in those skills necessary for coping with open water survival situations.
- (03) **Effectively** use all standard boat crew signaling and survival equipment.

### In this Section

This Section contains the following tasks:

### NOTE

(\*). Qualified coxswain's and crewmember's having completed the tasks already do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*). PWC-02-01-AUX	Personal Physical Requirements and Policy	Complete the Task IAW BCM-02-01-AUX in PART 2	2-13
(*). PWC-02-02-AUX	Personal Physical Fitness and Vision	Complete the Task IAW BCM-02-02-AUX in PART 2	2-14
(*). PWC-02-03-AUX	Don the Type III PFD	Complete the Task IAW BCM-02-03-AUX in PART 2	2-18
(*). PWC-02-04-AUX	Don Anti-Exposure Coveralls (as applicable)	Complete the Task IAW BCM-02-05-AUX in PART 2	2-21
(*). PWC-02-05-AUX	Don the Boat Crew Dry Suit (as applicable)	Complete the Task IAW BCM-02-06-AUX in PART 2	2-22
(*). PWC-02-06-AUX	Identify Boat Crew Survival Equipment	Complete the Task IAW BCM-02-07-AUX in PART 2	2-23
(*). PWC-02-07-AUX	Use the Emergency Signaling Mirror	Complete the Task IAW BCM-02-08-AUX in PART 2	2-24
(*). PWC-02-08-AUX	Describe the Use of Hand-Held Distress Flares	Complete the Task IAW BCM-02-09-AUX in PART 2	2-25
(*). PWC-02-09-AUX	Describe the Use of Aerial Flares	Complete the Task IAW BCM-02-10-AUX in PART 2	2-26
(*). PWC-02-10-AUX	Operate the Personal Marker Light (PML) or Strobe Light	Complete the Task IAW BCM-02-11-AUX in PART 2	2-27
(*). PWC-02-11-AUX	Operate the Personal Locator Beacon	Complete the Task IAW BCM-02-12-AUX in PART 2	2-28
(*). PWC-02-12-AUX	Perform Water Survival Exercise	Complete the Task IAW BCM-02-14-AUX in PART 2	2-29
(*). PWC-02-13-AUX	Crew First-Aid Responsibility	Complete the Task IAW BCM-02-15-AUX in PART 2	2-30
(*). PWC-02-14-AUX	Sun and Heat Related Factors	Complete the Task IAW BCM-02-16-AUX in PART 2	2-30
(*). PWC-02-15-AUX	State the Symptoms of Shock	Complete the Task IAW BCM-02-17-AUX in PART 2	2-31



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(*) PWC-02-16-AUX	State the Symptoms of Anaphylactic Shock (Allergic Reaction)	Complete the Task IAW BCM-02-18-AUX in PART 2	2-31
(*) PWC-02-17-AUX	State the Signs for Burns	Complete the Task IAW BCM-02-19-AUX in PART 2	2-32
(*) PWC-02-18-AUX	State the Symptoms of Hypothermia	Complete the Task IAW BCM-02-20-AUX in PART 2	2-32



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

**Introduction**

The following are objectives of Section C:

- (01) **Identify, State** the use of, and be able to consistently tie the basic knots and hitches used aboard Auxiliary facilities.
- (02) **Demonstrate** the ability to secure lines of various sizes to several types of deck and dock fittings.
- (03) **Locate** and **identify** equipment carried aboard Auxiliary PWC facilities.

**In this Section**

This Section contains the following tasks:

**NOTE** ☞ □

(\* ) Qualified coxswain’s and crewmember’s having completed the tasks already do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
PWC-03-01-AUX	State the Operational Limitations and Characteristics of the PWC		4-12
PWC-03-02-AUX	Locate and Identify the Purpose of the Equipment Aboard the PWC; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings		4-13
(* ) PWC-03-03-AUX	State Common Boat Nomenclature and Terminology	Complete the Task IAW BCM-03-01-AUX in PART 2	2-34
(* ) PWC-03-04-AUX	Boat Construction	Complete the Task IAW BCM-03-03-AUX in PART 2	2-36
(* ) PWC-03-05-AUX	Watertight Integrity	Complete the Task IAW BCM-03-04-AUX in PART 2	2-37
(* ) PWC-03-06-AUX	Stability	Complete the Task IAW BCM-03-05-AUX in PART 2	2-37
(* ) PWC-03-07-AUX	Identify the Different Parts of a Line and the Hitches Used in Line Handling	Complete the Task IAW BCM-03-06-AUX in PART 2	2-38
(* ) PWC-03-08-AUX	Tie Various Knots, Hitches, and Bends	Complete the Task IAW BCM-03-07-AUX in PART 2	2-39
(* ) PWC-03-09-AUX	Secure Lines to Cleats, Bitts, and Posts	Complete the Task IAW BCM-03-08-AUX in PART 2	2-40
(* ) PWC-03-10-AUX	State the Types of Breaking Seas, Characteristics, and Causes	Complete the Task IAW BCM-03-09-AUX in PART 2	2-41



**TASK PWC-03-01-AUX: State The Operational Limitations And Characteristics Of The PWC**

**Reference**

- a. *Auxiliary Operations Process Guide: Volume I - General/Surface*, AOPG 16798.31 (series), Chapter 10, Section M
- b. *PWC Owners/Operators Manual*
- c. *PWC Capacity Plate*

**Conditions**

Performed at any time ashore or at the dock. Candidate must accomplish task without prompting. Use of a reference is allowed.

**Standards**

In response to the mentor, the candidate must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

Performance Criteria	Completed (Initials)
1. Stated the maximum speed of the PWC in knots.	_____
2. Stated the most economical cruising speed of the PWC in knots.	_____
3. Stated the maximum range, in nautical miles, of the PWC at cruising speed.	_____
4. Stated the maximum number of personnel that can be carried on the PWC.	_____
5. Stated the District's operational limits for PWC's.	_____
6. Stated the state and/or local PWC operating regulations (if applicable).	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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

<b>Reference</b>	a. <i>Auxiliary Operations Process Guide: Volume I - General/Surface</i> , AOPG 16798.31 (series), Chapter 10, Section M b. Chapter 3 Auxiliary PWC Pre-Underway Checklist
<b>Conditions</b>	Performed ashore on an operational Auxiliary PWC facility. Candidate must accomplish task without prompting. A pre-underway check-off sheet may be used.
<b>Standards</b>	In response to the mentor, the candidate must conduct a pre-underway check-off for the PWC to locate and check for proper operation, condition, and stowage of required equipment. Routine mechanical, electrical, and engine checks shall also be done. Check-off should be performed using checklist in <a href="#">Chapter 3</a> of PART 4 or an up-to-date prepared checklist for the PWC that covers the specific performance criteria listed below.

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard orders have been issued.	_____
2. Conducted a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.	_____
3. Discussed proper boat ramp etiquette.	_____
4. Under the observation of the mentor, located and verified the proper operation/usage, condition, and stowage of the following equipment: <ul style="list-style-type: none"> <li>a. Personal Floatation Device (PFD) and required equipment.</li> <li>b. Hat/helmet; gloves with non-slip palms and foot protection.</li> <li>c. Goggles or sunglasses and sunscreen.</li> <li>d. Drinking Water</li> <li>e. Fire extinguishers</li> <li>f. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio.</li> <li>g. Visual distress signals (if carried)</li> <li>h. PWC safety lanyard key (kill switch) and spare.</li> <li>i. Whistle or sound producing device. (Attached to PFD)</li> <li>j. Watch</li> <li>k. Tow line (minimum 30' of 3/8" nylon line)</li> <li>l. Rescue throw bag or rescue heaving line (minimum 50' reach).</li> <li>m. Mooring lines (2)</li> <li>n. Flashlight</li> <li>o. Sponges (2).</li> <li>p. Knife (3" blade minimum).</li> <li>q. Spare set of spark plugs (properly gapped) (if applicable) .</li> <li>r. PWC Oil (as specified by the engine manufacturer)</li> <li>s. First aid kit and emergency survival blanket</li> <li>t. USCG AUX patrol ensign on a staff or whip antenna (Optional).</li> </ul>	_____



Performance Criteria	Completed (Initials)
u. PWC tool kit including, but not limited to: <ol style="list-style-type: none"> <li>1. Multiple allen wrenches.</li> <li>2. Screw drivers</li> <li>3. Spark plug wrench.</li> <li>4. Zip ties and hose clamps (various sizes)</li> <li>5. WD40</li> </ol>	
3. Completed required mechanical, electrical, and engine checks listed below: <ol style="list-style-type: none"> <li>a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities.</li> <li>b. Steering nozzle for proper operation (side to side movement with no binding).</li> <li>c. Fuel line leaks, cracks, or loose connections.</li> <li>d. Water lines for tight connections, cracks, or leaks.</li> <li>e. Battery water level, proper connections and secured.</li> <li>f. Gas and oil tanks for leaks and properly secured.</li> <li>g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.</li> </ol>	_____
4. Check hull for cracks or loose parts, particularly the pump area, the ride plate, and scoop grate.	_____
5. Ensure drain plugs are in place and secure.	_____
6. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.	_____
7. Conduct PWC team briefing, including: <ol style="list-style-type: none"> <li>a. Purpose of the mission</li> <li>b. Any special circumstances concerning the mission.</li> <li>c. Working radio frequency to be used for the mission.</li> <li>d. Expected weather and sea conditions.</li> <li>e. Crewmember in proper uniform and (PPE).</li> <li>f. Confirmed monthly PLB testing IAW MPC has been completed. (Only required to be completed ONCE every 30 days).</li> <li>g. Confirmed crewmembers are physically capable to perform the mission.</li> <li>h. Discussed Risk Management and encouraged team coordination.</li> <li>i. Discussed the policy on the wearing of jewelry. Crew is in compliance</li> </ol>	_____

**Mentor**

**Date**

**Comments**

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## Section D. PWC Handling

**Introduction**

The following are objectives of Section D:

- (01) **Demonstrate** ability to handle a PWC proficiently during various common maneuvers.
- (02) **Demonstrate** ability to recognize various maritime distress signals

**In this Section**

This Section contains the following tasks:

**NOTE** ☞ □

(\* ) Qualified coxswains and crewmembers having completed the tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water		4-16
PWC-04-02-AUX	Explain How to Re-right And Remount A Capsized PWC		4-17
PWC-04-03-AUX	Maneuver Through a Buoyed Slalom Course		4-18
PWC-04-04-AUX	Shallow Water Operations		4-20
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters		4-20
(* ) PWC-04-06-AUX	Identify Maritime Distress Signals	Complete the Task IAW BCM-04-06-AUX in PART 2	2-47



**TASK PWC-04-01-AUX: Dismount and Remount PWC in Deep Water**

**Reference**

a. *PWC Owner's Manual*

**Conditions**

Task performed underway in water deeper than the candidate is tall. Candidate must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the candidate shall disconnect the lanyard key and enter deep water, then reboard the PWC without assistance, connect the lanyard key and start the PWC.

**WARNING** 

**Ensure that the Operator is in a PFD and PFD is properly adjusted before entering the water.**

**NOTE** 

**Inability to perform this task shall preclude further participation in the PWC Operator program.**

Performance Criteria	Completed (Initials)
1. Properly disconnected the lanyard key and safely entered deep water.	_____
2. Able to quickly get bearings after entering the water.	_____
3. Remounted PWC without assistance.	_____
4. Able to restart PWC and get underway.	_____
5. Remained calm and in control during task.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TASK PWC-04-02-AUX: Explain How To Re-Right And Remount A Capsized PWC**

<b>References</b>	a. <i>PWC Owner's Manual</i>
<b>Conditions</b>	Performed ashore. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate shall <u>state</u> the procedures for re-righting and remounting a capsized PWC without assistance (ensure the operator does not overturn the PWC).

Performance Criteria	Completed (Initials)
1. Determine which direction PWC must be re-righted in accordance with the owner's manual.	_____
2. <b><u>From the stern:</u></b> a. Swim to side or stern of PWC. b. Place hands on opposite corners of foot deck (one over and one under). c. In one quick motion, push one side up and the other down while kicking feet for thrust/leverage. d. Remount PWC. e. Check compartments for water. f. Restart PWC.	_____
3. <b><u>Using the side rails:</u></b> a. Swim to preferred side in accordance with owner's manual (generally the "pipe side"). b. Pull body onto bottom of hull. c. Place feet on side rail. d. Grab opposite side rail with hands. e. Use body weight as leverage to re-right PWC. f. As PWC rolls, push self clear of PWC hull. g. Remount PWC and checked compartments for water and damage. h. Restart PWC.	_____
4. <b><u>Using side rail and scoop grate:</u></b> a. Swim to preferred side in accordance with owner's manual (generally "pipe side"). b. Grab scoop grate with palm facing out. c. Place feet on lower side rail. d. Use body weight as leverage to re-right PWC. e. Release grip on scoop grate and pushed away from PWC as it re-rights. f. Remount PWC and check compartments for water and damage. g. Restart PWC.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
 \_\_\_\_\_  
 \_\_\_\_\_



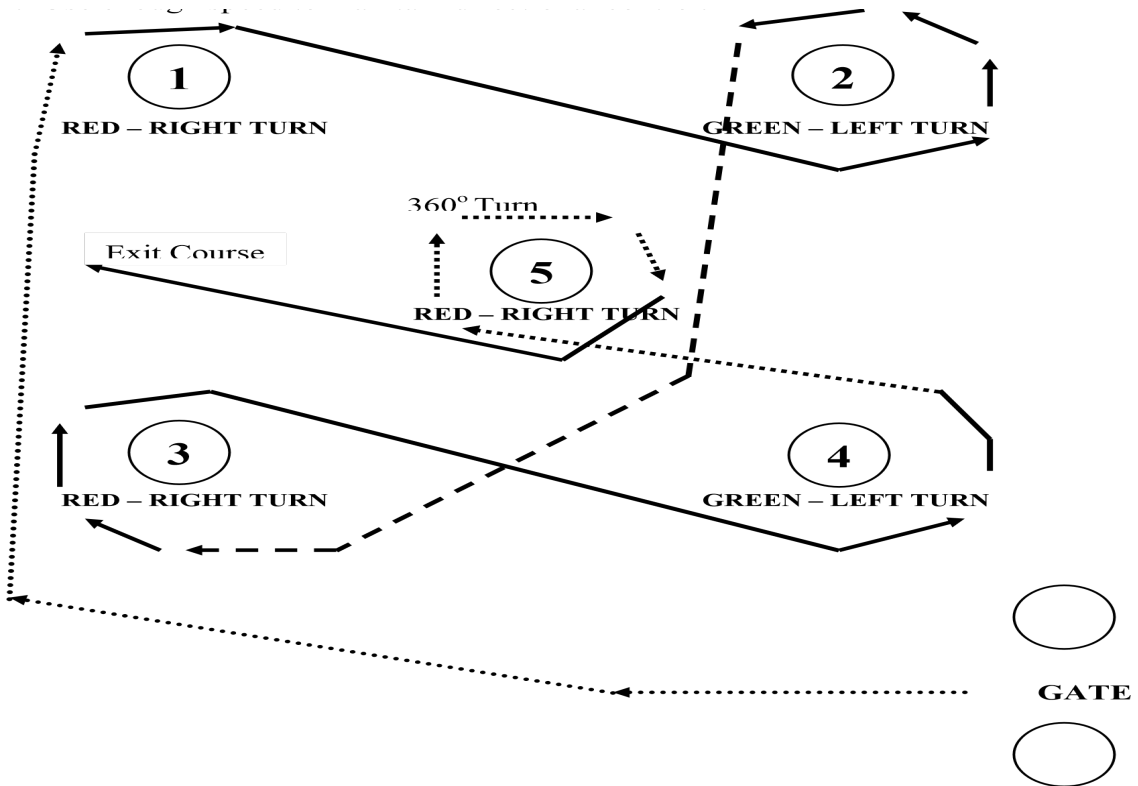
**TASK PWC-04-03-AUX: Maneuver Through A Buoyed Slalom Course**

<b>Reference</b>	a. <i>Five Buoy Slalom Course, (Page 4-21)</i>
<b>Conditions</b>	Performed underway on the course specified in the above reference on a PWC. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate shall get underway on a PWC and maneuver through the course in the sitting position. Course shall be run twice as a <b>Walk</b> “Slow” and <b>Run</b> “Faster” speeds. “Faster” speeds shall be greater than walk speed yet allow operator to maintain positive control over the PWC.

Performance Criteria	Completed (Initials)
1. Successfully completed Slalom Course at a <b>Walk</b> speed.	_____
2. Successfully completed Slalom Course at a <b>Run</b> speed.	_____
3. Successfully avoided a buoy while approaching it swiftly.	_____
4. Demonstrated “habitual scanning techniques” while underway.	_____
5. Demonstrated station keeping ability near a buoy compensating for set and drift.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_



**FIVE BUOY SLALOM COURSE**



COURSE

1. Pass through the gate.
2. Circle the buoys close aboard in numerical order and according to color, as indicated below.
3. At buoy #5 execute a 360-degree turn, then proceed to buoy # 1 to begin the second run.
4. After circling buoy #5 on the second run, exit through the gate.

CONDITIONS

1. Circle all buoys within two vessel lengths.
2. The course is not timed.
3. Avoid excessive spacing, buoy contact or skipping buoys.
4. Use enough speed to maintain directional control.



**TASK PWC-04-04-AUX: Shallow Water Operations**

<b>Reference</b>	a. <i>PWC Owner's Manual</i>
<b>Conditions</b>	Performed at any time ashore. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate shall demonstrate ability to clear the pump and cooling lines of debris.

Performance Criteria	Completed (Initials)
1. Stated how/where debris and bottom material are picked up by the pump.	_____
2. Stated the consequences of ingesting debris and bottom material.	_____
3. Identified cavitation's from debris.	_____
4. Demonstrated clearing pump and cooling lines.	_____
5. Demonstrated checking water by-pass.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_

**TASK PWC-04-05-AUX: Maneuver a PWC in Tight Quarters**

<b>References</b>	<i>None</i>
<b>Conditions</b>	Performed at any time underway. Task must be done within the confines of a slip or other area where maneuvering ability is limited. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate shall demonstrate the following maneuvers within the confines of a slip at idle speed.

Performance Criteria	Completed (Initials)
1. Demonstrate mooring the PWC starboard side to and the bow pointed out.	_____
2. Demonstrate getting safely away from dock, turning a 360-degree turn within the confines of the slip.	_____
3. Demonstrate mooring the PWC port side to and the bow pointed out.	_____

**Mentor** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**  
\_\_\_\_\_  
\_\_\_\_\_




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## Section E. Communications

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**Introduction**

The following are objectives of Section E:

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

**In this Section**

This Section contains the following tasks:

**NOTE**

\*Qualified coxswains that have already completed these tasks do not need to do them again to qualify as a PWC operator. Qualified crewmembers must complete only task PWC-05-04-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-05-01-AUX	<a href="#">Operate a VHF-FM Radiotelephone</a>	Complete the Task IAW BCM-05-01-AUX in PART 2	<a href="#">2-53</a>
(*) PWC-05-02-AUX	<a href="#">Use the VHF-FM Radiotelephone to Give an Operations and Position Report</a>	Complete the Task IAW BCM-05-02-AUX in PART 2	<a href="#">2-54</a>
(*) PWC-05-03-AUX	<a href="#">State General Communications Policy and Doctrine</a>	Complete the Task IAW BCM-05-03-AUX in PART 2	<a href="#">2-55</a>
(*) PWC-05-04-AUX	<a href="#">Obtain Distress Information And Pass To The Controlling Shore Unit</a>	Complete the Task IAW COXN-06-06-AUX in PART 3	<a href="#">3-46</a>



## Section F. Navigation

**Introduction**

The following are objectives of Section F:

- (01) **Demonstrate** knowledge of the local operations area.
- (02) **Demonstrate** knowledge of various sound signals used while underway.
- (03) **Demonstrate** knowledge of various light configurations used while underway.

**In this Section**

This Section contain the following tasks:

**NOTE** ☞ □

(\* ) Qualified coxswains that have already completed these tasks do not need to do them again to qualify as a PWC operator.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-06-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	Complete the Task IAW COXN-04-01-AUX in PART 3	3-29
(*) PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area	Complete the Task IAW COXN-05-02-AUX in PART 3	3-32





## Section G. Mission-Oriented Operations

**Introduction**

The following are objectives of Section G:

- (01) **Demonstrate** ability to recover and safely transport a person in the water.
- (02) **Demonstrate** ability to take another PWC in tow.
- (03) **Demonstrate** knowledge of basic firefighting and use of a Dry Chemical fire extinguisher.

**In this Section**

This Section contains the following tasks:

**NOTE** ☞☐

(\*). Qualified coxswains must complete only tasks PWC-07-01-AUX and PWC-07-02-AUX. Qualified Crewmembers must complete only tasks PWC-07-01-AUX through PWC-07-03-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-07-01-AUX	Pick Up a Conscious Person And Transport To Shore		4-24
(*) PWC-07-02-AUX	Take Another PWC In Stern Tow		4-25
(*) PWC-07-03-AUX	Legal Aspects and USCG Policy	Complete the Task IAW COXN-06-01-AUX in PART 3	3-42
(*) PWC-07-04-AUX	Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each	Complete the Task IAW BCM-07-08-AUX in PART 2	2-76
(*) PWC-07-05-AUX	Operate a Dry Chemical Fire Extinguisher (Simulate)	Complete the Task IAW BCM-07-10-AUX in PART 2	2-77



**TASK PWC-07-01-AUX: Pick Up A Conscious Person And Transport To Shore**

**NOTE**

**Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.**

**Reference**

a. *PWC Owner's Manual*

**Conditions**

Performed at any time underway on a PWC and with a conscious person in the water. The person in the water SHALL wear a PFD and safety helmet. Candidate must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the candidate must demonstrate the proper procedures for picking up a conscious person from the water and returning to a safe mooring.

Performance Criteria	Completed (Initials)
1. Located the person in the water (PIW).	_____
2. Approached the PIW at a safe speed.	_____
3. Deployed extra PFD or other floatation device for PIW.	_____
4. Verbally evaluated the PIW's condition, gained their confidence, and explained intentions to recover PIW.	_____
5. PIW safely aboard PWC.	_____
6. PIW safely transported to shore.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_



**TASK PWC-07-02-AUX: Take Another PWC or Vessel In Stern Tow**

**NOTE**

**Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.**

**Reference**

a. *PWC Owner's Manual*

**Conditions**

Performed underway on a PWC. A second PWC is needed to act as a disabled PWC or another vessel that does not exceed the towing capabilities of the PWC. Candidate must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the candidate must, without error, come alongside the disabled PWC or Vessel, connect the towline and safely tow the disabled PWC or vessel to a safe mooring or another boat.

Performance Criteria	Completed (Initials)
1. Maneuvered alongside disabled PWC or Vessel.	_____
2. Verbally briefed operator of disabled PWC or Vessel on towing procedures. To include: <ul style="list-style-type: none"> <li>a. Ensured all passengers are in PFD's.</li> <li>b. Communications</li> <li>c. Hook up procedure / tow rig connection</li> <li>d. Breakaway procedure/signals</li> </ul>	_____
3. Ensure disabled PWC operator removes or secures safety lanyard key from disabled PWC's ignition switch (if towing PWC).	_____
4. Ensured towline is connected to towing PWC prior to connecting towline to disabled PWC or Vessel.	_____
5. Connected towline to disabled PWC or Vessel.	_____
6. Safely paid out towline.	_____
7. Notify Controlling Unit of towing status.	_____
8. Safely moored or transferred disabled PWC or Vessel.	_____

**Mentor** \_\_\_\_\_

**Date** \_\_\_\_\_

**Comments**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_




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## Section H. Auxiliary Specific Tasks

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**Introduction**

The following objective of Section H is:

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

**In this Section**

This Section contains the following tasks:

**NOTE** ☞ □

(\*). Qualified coxswains must complete only tasks PWC-08-04-AUX and PWC-08-05-AUX. Qualified Crewmembers must complete only tasks PWC-08-02-AUX through PWC-08-05-AUX.

Task Number	Task	Note (Unqualified complete, as below)	See Page
(*) PWC-08-01-AUX	Basic Knowledge of Boating Skills	Complete the Task IAW BCM-08-01-AUX in PART 2	2-80
(*) PWC-08-02-AUX	Discuss and Demonstrate knowledge of Policy	Complete the Task IAW COXN-09-02-AUX in PART 3	3-59
(*) PWC-08-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	Complete the Task IAW COXN-09-03-AUX in PART 3	3-60
PWC-08-04-AUX	Dockside Oral Examination		4-27
PWC-08-05-AUX	Underway Check Ride		4-28



**TASK PWC-08-04-AUX: Docksides Oral Examination**

**Reference**

- a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series)
- c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- f. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)
- g. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
- h. District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions**

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

**Standards**

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

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

**Accomplished:**

**Qualification Examiner’s**

**Signature:**

**Comments:**

**Date:**

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\_\_\_\_\_

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**TASK PWC-08-05-AUX: Underway Check Ride**

**Reference**

- a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
- b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series)
- c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
- d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
- e. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
- f. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)
- g. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
- h. District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions**

Performed underway on an Auxiliary Facility in calm sea conditions. Candidate must accomplish task without prompting or use of a reference. PWC-01-01-AUX through PWC-08-04-AUX **must** be satisfactorily completed prior to conducting this underway check ride.

**Standards**

In response to the QE, the trainee must answer questions on, and perform the below listed evolutions for the PWC Operator position

NAME: _____		Member Number: _____
Sea/Wx Conditions: _____		Facility size/type: _____
Performance Criteria		Completed (Initials)
1. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision has been completed and/or updated every three years.		_____
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: a. Wearing of jewelry. b. Risk Management/TCT. c. Effective Communication.		_____
4. Ensured use of proper PPE and proper uniform. (Ensure PLB monthly testing has been completed).		_____
5. Ensured proper usage and wearing of the Engine Cutoff Switch (ECOS)/Safety lanyard.		_____
6. Efficiently and safely handled the PWC and communicated effectively with the tandem facility while getting underway.		_____
7. Demonstrated ability to remount PWC in deep water.		_____
8. Demonstrated ability to complete five buoy slalom course (TASK PWC-04-03-AUX).		_____
9. Responded to and safely recovered a Person In the Water (PIW).		_____
10. Demonstrated proficiency and safety during a stern tow, including: a. Making preparations for taking another PWC or vessel(within PWC towing capabilities) in tow. b. Safety of and communications with personnel on towed PWC or Vessel.		_____
11. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.		_____
12. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed		_____
13. Operated PWC IAW Navigation Rules and Regulations.		_____



NAME: _____		Member Number: _____
Sea/Wx Conditions: _____		Facility size/type: _____
Performance Criteria		Completed (Initials)
14. Efficiently and safely moored the PWC.		_____
15. 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).		_____
16. Discussed and demonstrated knowledge of filling out and processing required reports.		_____

**Accomplished:**

**Qualification Examiner's**

**Signature:**

**NOTE** *GS*

**Date:** \_\_\_\_\_

Comments should be made in detail. Tasks that were not performed to standards (S) 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. The QE shall 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.  
 For **successful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.7. for required documentation to submit to the Operation Training Officer (OTO).  
 For **unsuccessful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.6.

**Comments:**

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## CHAPTER 3

### Auxiliary PWC Pre-Underway Checklist

#### A.1. Overview

Prior to launching or getting underway, conduct a pre-underway check-off of your Personal Watercraft (PWC). Check for proper condition, operation, and stowage of required equipment. Routine mechanical, electrical, and engine checks must also be done. Ensure all crewmembers are aware of emergency procedures and the location and use of emergency equipment. Inform the Operational Commander of the number of persons and PWC involved in your patrol and their names prior to getting underway. Prepare a pre-underway check-off sheet for your specific facility. Below is a sample pre-underway checklist.

Facility Number: _____	DATE: _____	Completed (Initials)
1. Verified appropriate Coast Guard orders have been issued.		_____
2. Conducted a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.		_____
3. Discussed proper boat ramp etiquette.		_____
4. Under the observation of the mentor, located and verified the proper operation/usage, condition, and stowage of the following equipment: <ul style="list-style-type: none"> <li>a. Personal Floatation Device (PFD) and required equipment.</li> <li>b. Hat/helmet; gloves with non-slip palms and foot protection.</li> <li>c. Goggles or sunglasses and sunscreen.</li> <li>d. Drinking Water.</li> <li>e. Fire extinguishers.</li> <li>f. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio.</li> <li>g. Visual distress signals (if carried).</li> <li>h. PWC safety lanyard key (kill switch) and spare.</li> <li>i. Whistle or sound producing device (Attached to PFD).</li> <li>j. Watch.</li> <li>k. Tow line (minimum 30' of 3/8" nylon line).</li> <li>l. Rescue throw bag or rescue heaving line (minimum 50' reach).</li> <li>m. Mooring lines (2).</li> <li>n. Flashlight.</li> <li>o. Sponges (2).</li> <li>p. Knife (3" blade minimum).</li> <li>q. Spare set of spark plugs (properly gapped), if applicable.</li> <li>r. PWC Oil (as specified by the engine manufacturer).</li> <li>s. First aid kit and emergency survival blanket.</li> <li>t. USCG AUX patrol ensign on a staff or whip antenna (Optional).</li> <li>u. PWC tool kit including, but not limited to:               <ul style="list-style-type: none"> <li>1. Multiple allen wrenches.</li> <li>2. Screw drivers</li> <li>3. Spark plug wrench.</li> </ul> </li> </ul>		_____



<p>4. Zip ties and hose clamps (various sizes)          5. WD40</p>	
<p>5. Completed required mechanical, electrical, and engine checks listed below:</p> <ul style="list-style-type: none"> <li>a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities.</li> <li>b. Steering nozzle for proper operation (side to side movement with no binding).</li> <li>c. Fuel line leaks, cracks, or loose connections.</li> <li>d. Water lines for tight connections, cracks, or leaks.</li> <li>e. Battery water level, proper connections and secured.</li> <li>f. Gas and oil tanks for leaks and properly secured.</li> <li>g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.</li> </ul>	<p>_____</p>
<p>6. Check hull for cracks or loose parts, particularly the pump area, the ride plate, and scoop grate.</p>	<p>_____</p>
<p>7. Ensure drain plugs are in place and secure.</p>	<p>_____</p>
<p>8. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.</p>	<p>_____</p>
<p>9. Conduct PWC team briefing, including:</p> <ul style="list-style-type: none"> <li>a. Purpose of the mission</li> <li>b. Any special circumstances concerning the mission.</li> <li>c. Working radio frequency to be used for the mission.</li> <li>d. Expected weather and sea conditions.</li> <li>e. Crewmember in proper uniform and equipment (PFDs, etc.)</li> <li>f. Confirmed crewmembers are physically capable to perform the mission.</li> <li>g. Discussed Risk Management and encouraged team coordination.</li> <li>h. Discussed the policy on the wearing of jewelry. Crew is in compliance</li> </ul>	<p>_____</p>



## APPENDIX A List of Acronyms

**Introduction** This appendix contains a list of acronyms used throughout the Handbook.

**In this Appendix** This appendix contains the following information:

Title	Page
List of Acronyms	<a href="#">A-1</a>

ACRONYM	DEFINITION
ANACO	Assistant National Commodore
AOR	Area of Responsibility
AQEC	Area Qualification Examine Coordinator
AUX	Auxiliary
AUXLO	Auxiliary Liaison
BCAB	Boat Crew Advisory Board
BCM	Boat Crewmember
BECCE	Basic Engineering Casualty Control Exercises
BM	Boatswain's Mate
CFR	Code of Federal Regulations
CHDIRAUX	Chief Director of Auxiliary
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COLM	Chain of Leadership and Management
COMDTINST	Commandant Instruction
COXN	Coxswain
CQEC	Chief Qualification Examine Coordinator
CS	Creeping Line Search
CSP	Commence Search Point
DCDR	Division Commanders
DCO	District Commodore
DGPS	Differential Global Positioning System
DIRAUX	Director of Auxiliary
DR	Dead Reckoning
DSO	District Staff Officer
DSO-OP	District Staff Officer, Operations
E-SAR	Electronic Search and Rescue Fundamentals Course



<b>ACRONYM</b>	<b>DEFINITION</b>
EBL	Electronic Bearing Line
EMT	Emergency Medical Technician
ENG	Engineer
ETA	Estimated Time of Arrival
FC	Flotilla Commander
FSO	Flotilla Staff Officers
FSO-OP	Flotilla Staff Officers for Operations
GAR	Green-Amber-Red
GPS	Global Positioning System
HELP	Heat Escape Lessening Position
ICW	Intracoastal Waterways
IMF	International Medium Frequency
IR	Infra-Red
KTS	Knots
LOP	Line of Position
MARB	Marine Assistance Request Broadcast
MOB	Man Overboard
NACO	National Commodore
NAVRULS	Navigation Rules
NM	Nautical Miles
NMEA	National Marine Electronics Association
OIA	Order Issuing Authority
OIC	Officer-in-Charge
OPAREA	Operational Area
OPFAC	Operating Facility
OTO	Operations Training Officer
ORM	Operational Risk Management
PFD	Personal Flotation Device
PIW	Person-in-the-Water
PLB	Personal Locator Beacon
POB	Person Onboard
PPE	Personal Protective Equipment
PPS	Precise Positioning Service
PQS	Personnel Qualification Standard
PS	Parallel Search
PWC	Personal Watercraft
QE	Qualification Examiner
RM	Risk Management



<b>ACRONYM</b>	<b>DEFINITION</b>
RPM	Revolutions per Minute
SAR	Search and Rescue
SMC	SAR Mission Coordinator
SO	Division Staff Officers
SO-OP	Division Staff Officers for Operations
SOG	Speed Over Ground
SOP	Standard Operating Procedures
SPE	Severity-Probability-Exposure
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SS	Square Search
SSB-HF	Single Side Band-High Frequency
TCT	Team Coordination Training
TD	Time Difference
TSN	Track Line Single-Unit Non-Return
TSR	Track Line Single-Unit Return
U/W	Underway
UHF	Ultra-High Frequency
VHF	Very High Frequency
VRM	Variable Range Marker
VS	Sector Search
WX	Weather
XTE	Cross Track Error



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## APPENDIX B Major Changes

### Introduction

This appendix contains a list of major changes made throughout the Handbook.

### In this Appendix

This appendix contains the following information:

Title	Page
<a href="#">Major Changes</a>	B-1

### Major Changes

- a. Removed all references of the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) and replaced with Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)
- b. Part 1, Chapter 4.A.1. Added “General” paragraph.
- c. Part 1, Chapter 4.A.4. Updated “Task Completion Requirement”.
- d. Part 1, Chapter 4.A.5. Updated “Deferred Task”.
- e. Part 1, Chapter 5.A.6. Added “Standardized Evaluation Drill Sheets” paragraph.
- f. Part 1, Chapter 5.A.7. Updated “Additional Standards”.
- g. Part 2, Chapter 1, “Task Accomplishment Record”. Updated NOTE requiring a copy of Record for QE. Added FSO-OP or FSO-MT. Added Night TASK sign offs.
- h. TASK BCM-01-01-AUX: Updated “Performance Criteria”.
- i. SECTION B: Physical Fitness, Survival and First Aid: restructured order of TASK.
- j. TASK BCM-02-02-AUX: Updated “Conditions” requirements. Added “Mentor signature and Date line.
- k. TASK BCM-02-04-AUX: New TASK. “Don the Automatic Inflatable PFD, (if applicable)”.
- l. TASK BCM-02-05-AUX: Updated “NOTE”.
- m. TASK BCM-02-06-AUX: Updated “NOTE”.
- n. TASK BCM-02-08-AUX: Updated “Standards” and “Conditions” requirements. Updated “Performance Criteria’s” requirements.
- o. TASK BCM-02-09-AUX: Added new “NOTE” to TASK.
- p. TASK BCM-02-10-AUX: Added new “NOTE” to TASK.
- q. TASK BCM-02-12-AUX: Updated “Standards” requirements. Added “Performance Criteria” numbers 3 and 4.



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- r. TASK BCM-02-14-AUX: Updated “Performance Criteria’s” requirements.
  - s. TASK BCM-03-03-AUX: Updated “Performance Criteria’s” requirements.
  - t. TASK BCM-03-05-AUX: Updated “Performance Criteria’s” requirements.
  - u. TASK BCM-03-07-AUX: Updated “Performance Criteria’s” requirements.
  - v. TASK BCM-03-08-AUX: Updated “Performance Criteria’s” requirements.
  - w. TASK BCM-03-09-AUX: Updated “Performance Criteria’s” requirements.
  - x. SECTION D: Boat Handling: restructured order of TASK.
  - y. TASK BCM-04-02-AUX: Deleted “Make Fast a boat to a Pier”. This task was combined with TASK BCM-04-10-AUX “Prepare for, Moor and Secure the Boat to a Pier/Dock”. Updated “Performance Criteria’s” requirements.
  - z. TASK BCM-04-02-AUX: Updated “Performance Criteria’s” requirements.
  - aa. TASK BCM-04-04-AUX: Updated “Conditions” requirements. Updated “Performance Criteria’s” requirements.
  - bb. TASK BCM-04-05-AUX: Updated “Performance Criteria’s” requirements.
  - cc. TASK BCM-04-07-AUX: Updated “Performance Criteria’s” requirements.
  - dd. TASK BCM-04-08-AUX: This task was combined with TASK BCM-04-12-AUX “Boat Handling” Updated “Performance Criteria’s” requirements.
  - ee. TASK BCM-04-12-AUX: Deleted TASK “Boat Handling”.
  - ff. TASK BCM-05-01 AUX thru BCM-05-03 AUX: Updated “References”.
  - gg. TASK BCM-06-01-AUX thru 06-03-AUX: Updated “Conditions” requirements.
  - hh. TASK BCM-06-04-AUX: Updated “Conditions” requirements and table in “Performance Criteria’s” requirements.
  - ii. TASK BCM-06-05-AUX thru TASK BCM-06-07-AUX: Updated “Standards” requirements.
  - jj. TASK BCM-06-08-AUX: Added “Note”. Updated “Standards” requirements. Updated “Performance Criteria’s” requirements.
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- kk. TASK BCM-06-09-AUX: This task was combined with TASK BCM-06-10-AUX “Report Range and Bearing of Charted RADAR Objects (If Equipped)” Updated “Conditions” requirements. Updated “Performance Criteria’s” requirements.
  - ll. TASK BCM-06-10-AUX: “Report Range and Bearing of Charted RADAR Objects (If Equipped)”. Deleted TASK
  - mm. TASK BCM-06-10-AUX: Renamed “Operate and obtain a Fix Using GPS/DGPS (If Equipped)”. Added “Note”. Updated “Performance Criteria’s” requirements.
  - nn. TASK BCM-06-11-AUX: Renamed “Operate Electronic Charting System (If Equipped)”. Added “Note”. Updated “Performance Criteria’s” requirements.
  - oo. TASK BCM-07-01-AUX: Renamed “Participate in a Man Overboard Evolution (Direct Pick up)”. Updated “Conditions”. Updated “Performance Criteria’s” requirements. Added NOTE.
  - pp. TASK BCM-07-02-AUX: Renamed “Participate in a Man Overboard (Indirect Pick Up)”. Updated “Conditions”. Updated “Performance Criteria’s” requirements. Added NOTE.
  - qq. TASK BCM-07-05-AUX: Updated “Performance Criteria’s” requirements.
  - rr. TASK BCM-07-06-AUX: Updated “Performance Criteria’s” requirements.
  - ss. TASK BCM-07-09-AUX: Updated “Performance Criteria’s” requirements.
  - tt. TASK BCM-07-07-AUX: This task was combined from old task BCM-07-04-AUX and BCM-07-08-AUX. Updated “Conditions”. Updated “Performance Criteria’s” requirements.
  - uu. TASK BCM-07-10-AUX: “Operate a CO2 Fire Extinguisher (Simulate), (If Equipped)”. Deleted TASK
  - vv. TASK BCM-07-10-AUX: Renamed “Operate a Dry Chemical Fire Extinguisher (Simulate)”.
  - ww. TASK BCM-07-11-AUX: Renamed “Locate and Operate the Boat’s Bilge Pump”. Updated “Performance Criteria’s” requirements.
  - xx. TASK BCM-07-12-AUX: Added new TASK “Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)”
  - yy. TASK BCM-08-01-AUX: Removed requirement for QE signature and replaced with FSO-OP or FSO-MT signature.
  - zz. TASK BCM-08-02-AUX: Updated “Conditions” requirements. Updated “Standards” requirements. Updated “Performance Criteria” requirements.
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- aaa. TASK BCM-08-04-AUX: Updated “Standards” requirements. Updated check ride “Performance Criteria” requirements.
  - bbb. Part 2 Chapter 3 “Boat Crewmember Training Study Guide” Updated TASK numbers, Reading Assignments, and questions throughout each Section.
  - ccc. Part 3, Chapter 1, “Task Accomplishment Record”. Updated NOTE requiring a copy of Record for QE. Added FSO-OP or FSO-MT. Added Night TASK sign offs.
  - ddd. TASK COX-01-01-AUX: Updated “Performance Criteria” requirements. Removed requirement for QE signature and replaced with FSO-OP or FSO-MT signature.
  - eee. TASK COX-01-02-AUX: Updated “Performance Criteria” requirements.
  - fff. TASK COX-01-03-AUX: Updated “Standards” requirements.
  - ggg. TASK COX-02-01-AUX: Updated “Performance Criteria” requirements.
  - hhh. TASK COX-02-01-AUX: Updated “Performance Criteria” requirements.
  - iii. TASK COX-02-01-AUX: Updated “Performance Criteria” requirements.
  - jjj. TASK COX-03-02-AUX: Updated “Standards” requirements. Updated “Performance Criteria’s” requirements. Removed numbers 8-13.
  - kkk. TASK COX-03-03-AUX: Updated “Conditions” requirements Updated “Performance Criteria” requirements.
  - lll. TASK COX-03-04-AUX: Updated “Standards” requirements. Updated “Performance Criteria” requirements.
  - mmm. TASK COX-03-06-AUX: Updated “Performance Criteria” requirements.
  - nnn. Old TASK COX-03-06-AUX: “Come About in a Narrow Channel” and old TASK COX-03-08-AUX: “Maneuver in Rivers” was combined into one TASK. New TASK COX-03-07-AUX: “Maneuver in Narrow Channel or in a River”
  - ooo. TASK COX-03-10-AUX: Updated “Standards” requirements. Updated “Performance Criteria” requirements.
  - ppp. TASK COX-03-11-AUX: Updated “Performance Criteria” requirements.
  - qqq. TASK COX-03-12-AUX: Updated “Performance Criteria” requirements.
  - rrr. TASK COX-04-01-AUX: Added “Date Passed Exam” Removed requirement for QE signature and replaced with FSO-OP or FSO-MT signature.
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- sss. TASK COX-04-02-AUX: Removed TASK. “Execute Commonly Used Sound Signals”.
  - ttt. TASK COX-04-03-AUX: Removed TASK. “Set The Proper Navigation Lights For Common Operational Boat Evolutions”
  - uuu. Old TASK COX-05-04-AUX: “Pilot the Boat Using Dead Reckoning (DR) Techniques”: Renamed “Operate the GPS”. Updated “Performance Criteria” requirements.
  - vvv. Old TASK COX-05-05-AUX: “Obtain a Visual Fix”: Renamed “Configure and Operate Electronic Charting System (ECS) (If Equipped)”. Updated “Performance Criteria” requirements.
  - www. Old TASK COX-05-06-AUX: “Pilot a Boat Using “Seaman’s Eye”: Renamed “Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)”. Updated “Performance Criteria” requirements.
  - xxx. Old TASK COX-05-07-AUX: “Operate the GPS/DGPS”: Renamed “Use RADAR to Determine if Risk of Collision Exists (If Equipped)”. New TASK
  - yyy. Old TASK COX-05-08-AUX: “Pilot a Boat Using GPS”: Renamed “Adjust Facility for Set and Drift”. Updated “Condition”, “Standards”, and “Performance Criteria” requirements.
  - zzz. Old TASK COX-05-09-AUX: “Pilot a Boat Using Electronic Charting System (Automated Navigation)”: Renamed “Perform a Navigation and Piloting Exercise (Day and Night)”. Updated “Condition”, “Standards”, and “Performance Criteria” requirements. Added NOTE.
  - aaaa. Old TASK COX-05-10-AUX: “Determine the Location of a Boat Using Radar Ranges and Bearings (If equipped)”: Renamed “River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock”.
  - bbbb. TASK COX-06-01-AUX: Removed TASK. “Organization and Responsibility”.
  - cccc. TASK COX-06-03-AUX: Updated “NOTE”, “Conditions”, and “Performance Criteria” requirements.
  - dddd. TASK COX-06-04-AUX: “Execute a Search Pattern (Precision) “. New TASK
  - eeee. TASK COX-06-05-AUX: “Execute a Search Pattern (Drifting)”. New TASK
  - ffff. TASK COX-07-01-AUX: “Man Overboard Evolution (Direct Pickup)” Renamed TASK. Updated “Conditions”, “Standards” and “Performance Criteria” requirements. Added NOTE.
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- gggg. TASK COX-07-02-AUX: “Man Overboard Evolution (Indirect Pickup) “. New TASK
  
  - hhhh. TASK COX-07-04-AUX: Updated “Performance Criteria” requirements.
  - iiii. TASK COX-08-04-AUX thru TASK COX-08-06-AUX were combined into one TASK: Renamed: “Make Preparations and Take a Boat in Stern Tow”.
  - jjjj. TASK COX-08-05-AUX: Updated to “Take a Boat in Alongside Tow from a Stern Tow”.
  - kkkk. TASK COX-08-06-AUX: Updated to “Moor a Disabled Boat in Alongside Tow to a Float mooring or Pier”.
  - llll. TASK COX-08-07-AUX and TASK COX-08-08-AUX: Deleted.
  - mmmm. Old TASK COX-09-04-AUX: “Perform a Navigation and Piloting Exercise (Day and Night)” moved to TASK COX-05-09.
  - nnnn. TASK COX-09-02-AUX: New Task
  - oooo. TASK COX-09-03-AUX: Updated “Performance Criteria” requirements.
  - pppp. Old TASK “Complete the Operations Policy Manual and National SAR Plan Open Book Exam”. Deleted
  - qqqq. TASK COX-09-05-AUX: Updated “Conditions”, “Standards”, and “Performance Criteria” requirements. Added NOTE.
  - rrrr. Part 3 Chapter 3 “Coxswain Training Study Guide” Updated TASK numbers, Reading Assignments, and questions throughout each Section.
  - ssss. Removed Part 4, Chapter 1: “PWC Facility Acceptance and Operating Policies”.
  - tttt. Part 4, Chapter 1, “Task Accomplishment Record”. Updated NOTE requiring a copy of Record for QE. Added FSO-OP or FSO-MT. Added Night TASK sign offs.
  - uuuu. TASK PWC-04-03-AUX: Updated “Standards”, and “Performance Criteria” requirements.
  - vvvv. TASK PWC-07-02-AUX: Updated “Conditions”, “Standards”, and “Performance Criteria” requirements.
  - wwww. TASK PWC-08-02-AUX: New Task
  - xxxx. TASK PWC-08-05-AUX: Updated “Standards”, and “Performance Criteria” requirements.
-