



U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY TRAINING HANDBOOK – BOAT CREW

“Safe, Proficient, Professional”



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AUXILIARY TRAINING HANDBOOK 16794.51C

Subj: AUXILIARY TRAINING HANDBOOK – BOAT CREW

- Ref:
- a. *Auxiliary Manual*, COMDTINST M16790.1 (series)
 - b. *Auxiliary Operations Process Guide: Volume I*, AOPG 16798.31 (series)
 - c. *Auxiliary Boat Crew Qualification Handbook*, ABQH 16794.52 (series)
 - d. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume I*, COMDTINST M16114.32 (series)
 - e. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume II*, COMDTINST M16114.33 (series)
 - f. *Coast Guard Deck Watch Officer Examination Program*, COMDTINST 16672.5 (series)
 - g. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
 - h. *Risk Management (RM)*, COMDTINST 3500.3 (series)
 - i. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
 - j. *Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)*, COMDTINST M16130.2 (series)

1. PURPOSE.

- a. This Handbook provides standardized performance objectives and guidance for the purpose of training, qualifying, and certifying auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.
- b. In accordance with (IAW) references (a) through (j), every effort has been made to make this Handbook useful and applicable to all aspects of Auxiliary procedures for boat crew qualifications and training. In situations where this Handbook does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from Commandant (CG-BSX) through their chain of leadership to clarify the provision in question.

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

3. AUTHORIZED RELEASE. Internet Release is Authorized.

4. DIRECTIVES AFFECTED. Auxiliary Training Handbook – Boat Crew, ATH16794.51B, 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, and also serves as a policy reference to those members already certified in the above positions.
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 Auxiliary
7. MAJOR CHANGES.
 - a. Updated Chapter 3.B.2. "Mentor Assignment Policy" Added NOTE.
 - b. Updated Chapter 3.C.4. "Waiver and Deferred Task".
 - c. Renamed Chapter 3.C.5. "Coxswain Command and Control of Helm and Throttle(s)".
 - d. Added Chapter 4.A.2. "Nighttime Certification Requirement"
 - e. Updated Chapter 4.A.3. "Certification Process".
 - f. Updated/Renamed Chapter 4.A.7. "District Transfers".
 - g. Updated/Renamed Chapter 4.A.8. "District Transfers".
 - h. Chapter 4.B.1. "B.1. Honorably Discharged and/or Retired Members". Updated requirements for retired CG members getting Auxiliary boat crew certified.
 - i. Chapter 4, Section C "Recertification" moved to its own Chapter. Now Chapter 6.
 - j. Updated Chapter 5.A.1. "General"
 - k. Updated/Renamed Chapter 5.A.2. "Annual Currency Maintenance Cycle".
 - l. Added Chapter 5.A.3. "Three Year Evaluation Checkride".
 - m. Updated Chapter 5.A.4. "Crewmember". Removed "If the member is certified as both crewmember and PWC operator, the member needs to complete 6 hours underway as crewmember plus 12 additional hours as PWC operator for 18 hours total". Updated Annual Currency requirements.
 - n. Updated Chapter 5.A.5. "Coxswain". Updated hours requirements. Removed "Lead Coxswain". Removed "If the member is certified as both a coxswain and PWC operator, the member will need to perform 12 hours underway as coxswain plus an additional 6 hours as PWC operator, for 18 hours total". Updated Annual Currency requirements.
 - o. Updated Chapter 5.A.6. "PWC Operator". Updated PWC operator required annual hours. Updated Annual Currency requirements.
 - p. Updated Chapter 5.A.9. "TCT/RM Training".
 - q. New Chapter 6 renamed "Recertification". Moved "Qualification Examiner" to Chapter 7.
 - r. New Chapter 6 A.1. "General".
 - s. New Chapter 6 A.2. "Required Yearly Requirement (REYR) Status".
 - t. New Chapter 6 A.3. "Medical Situations".
 - u. Updated Chapter 6 A.4. "Downgrading of Certification".
 - v. Updated Chapter 7.A.1. "Qualification Examiner's Role"
 - w. Updated Chapter 7.A.2. "Active Duty/Reserve QE" paragraph (5).

- x. Chapter 7, Section A. Moved “ General QE Requirements” to 7.B.4. “Qualification Examiner (QE)”.
- y. Updated Chapter 7.B.2. “The Chief QE Coordinator (CQEC)”. Updated Appointment requirements. Updated Responsibilities. Removed “for a term not to exceed three years”.
- z. Updated Chapter 7.B.3. “Area QE Coordinator (AQEC)”. Updated Appointment requirements. Updated Responsibilities. Removed “for a term not to exceed three years”.
- aa. Updated Chapter 7.B.4. “Qualification Examiner (QE)”. Updated Appointment requirements. Added QE Maintenance Requirements. Updated Responsibilities. Removed “for a term not to exceed three years”.
- bb. Chapter 7, Section C. Updated “Introduction”.
- cc. Updated Chapter 7.C.1. “General”. Removed “The appointment term for a QE will be for a period not to exceed three years, with the option of reappointment. The reappointment time period can be for one to three years.”
- dd. Updated Chapter 7.C.5. “Initial Training”.
- ee. Updated Chapter 7.C.6. “Final Qualification”.
- ff. Chapter 7, Section D. Updated “Introduction”.
- gg. Updated Chapter 7.D.1. “Qualification Examiner Request Procedures”. Renamed paragraph. Updated QE request procedures.
- hh. Updated Chapter 7.D.2. “Initial Qualification Process”.
- ii. Updated Chapter 7.D.3. “Three Year Evaluation/Recertification Sessions”. Changed name from Three Year certification checkride to Three Year Evaluation/Recertification checkride. Updated requirements.
- jj. Added new Chapter 7.E.2. “Evaluation/Checkride Requirements”.
- kk. Added new Chapter 7.E.3. “Standardized Drills”.
- ll. Updated Chapter 7.E.4. “Session Planning”. Removed “Walkin candidates.”
- mm. Updated Chapter 7.E.5. “Session Kickoff” paragraph (3).
- nn. Added new Chapter 7.E.6. “Failures” and Additional Checkrides for Failures.
- oo. Updated Chapter 7.D.7. “Session Wrap Up and Documentation”. Standardized documentation requirements submitted to OTO.
- pp. Updated Chapter 7.F.1. “General”. Updated complaints or disputes process.
- qq. Deleted Chapter 7.F.2. Moved to Chapter 7.E.6.
- rr. Moved “Auxiliary Surface Operations Standardization Team” to Chapter 8.
- ss. Enclosure (1). Renamed Enclosure. Updated (Note 1). Completely updated all “Performance Criteria’s” requirements.
- tt. Enclosure (2). Renamed Enclosure. Updated (Note 1). Completely updated all “Performance Criteria’s” requirements.
- uu. Enclosure (3). Renamed Enclosure. Completely updated all “Performance Criteria’s” requirements.
- vv. Enclosure (4) Annual Currency Maintenance Task Tracker, Crewmember. Updated “Note” and Annual Task requirements.
- ww. Enclosure (5) Annual Currency Maintenance Task Tracker, Coxswain. Updated “Note” and Annual Task requirements.

- xx. Enclosure (6) Annual Currency Maintenance Task Tracker, PWC Operator. Updated Annual Task requirements.
 - yy. Restructured order of all Appendix's.
 - zz. Appendix A "Initial Checkride and Third Year Evaluation/Recertification Checklist". Replace old "Third Year Currency Maintenance". New prerequisites for requesting a QE.
 - aaa. Appendix B "QE Request Form". Updated Request Form.
 - bbb. Appendix C "U. S. Coast Guard Auxiliary Boat Crew Program Qualification Letter". Updated Request Form.
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 reference (a).
12. FORMS. The Coast Guard forms called for in this Handbook are available on the internet at <https://play.apps.appsplatform.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 <https://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. 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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CHAPTER 1

Introduction

Introduction

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

In this Chapter

This chapter contains the following sections:

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



Section A. Purpose of this Instruction

Introduction

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

In this Section

This section contains the following information:

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

A.1. Procedures

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

A.2. Updates and Changes to this Instruction

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



Section B. How to Use this Instruction

Introduction

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

In this Section

This section contains the following information:

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

B.1. Chapter Layout

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

B.2. Warnings, Cautions, and Notes

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

WARNING

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

CAUTION !

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

NOTE

An operating procedure or technique that is essential to emphasize.



Section C. Program Overview

Introduction

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

In this Section

This section contains the following information:

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

C.1. Definitions

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

C.2. Mission

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

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



C.3. Concept of Operations

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

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



Section D. Safety

Introduction

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

WARNING

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

In this Section

This section contains the following information:

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

D.1. Safety Responsibilities

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

- **Facility Operator (Coxswain) or PWC Operator:** Responsible for ensuring that required safety equipment is on board, in good condition, and properly utilized; that all on board are wearing appropriate PPE; that a pre-underway briefing is conducted; and that patrol orders have been issued. Further, the coxswain or PWC operator is responsible for terminating the mission when the limits of the facility or crew may be exceeded.
 - **Coast Guard Order Issuing Authority:** Responsible for being aware of the capabilities and limitations of Auxiliary facilities under their control, and for ensuring that patrol orders (reimbursable or non-reimbursable) are issued for all Auxiliary patrols.
-



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- **Auxiliary Operations Officers and Unit Elected Leaders:** Responsible for ensuring that members are properly trained, qualified, and certified and that facilities are properly inspected and equipped. Further, they have the authority and responsibility to abort any ordered mission if they become aware of any situation pertaining to the mission or crew that may adversely affect the safety of the mission.

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

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

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

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

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

D.3. Mishap Reporting Policy

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



Section E. The Training Process

Introduction

The Commandant is required by law to train, examine, and qualify Auxiliary members before assigning them to duty (14 U.S.C. 3912). This is necessary to ensure the safety of Auxiliary members, as well as the safety of people who may be assisted by the Auxiliary.

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

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

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

In this Section

This section contains the following information:

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



E.1. Boat Crew Positions

Auxiliary members may qualify in the following boat crew positions:

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

E.2. Steps in the Training Process

The training process consists of three parts:

1. **Qualification:** The process of initial entry into the program, in which the member learns and demonstrates the knowledge and skills required to perform missions that may be assigned.
2. **Certification:** Formal command verification that an individual has met all qualification requirements and is authorized to perform the boat crew duties at a specific level aboard an Auxiliary Facility.
3. **Currency Maintenance:** Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.

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



E.3. Training Process Overview

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

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

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



CHAPTER 2

System Components

Introduction

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

In this Chapter

This chapter contains the following sections:

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



Section A. Headquarters and Districts

Introduction

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

In this Section

This section contains the following information:

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

A.1. Commandant

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

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

A.2. Auxiliary National Staff

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

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



**A.3.
Coast Guard
District Director of
Auxiliary**

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

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

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

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

**A.4.
Auxiliary District
Commodores**

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

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

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



Section B. Unit Commanders

Introduction

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

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

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

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

In this Section

This section contains the following information:

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

B.1. Coast Guard Sector/Unit Commanders

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



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

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

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

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



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CHAPTER 3

Qualification

Introduction

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

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

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Trainee Eligibility and Preparation	3-2
B	Mentors	3-4
C	Completion of the Qualification Guide	3-9



Section A. Trainee Eligibility and Preparation

Introduction

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

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

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

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

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



In this Section

This section contains the following information:

Title	Page
Eligibility	3-3
Physical Requirements	3-3

A.1. Eligibility

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

A.2. Physical Requirements

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

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

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

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



Section B. Mentors

Introduction

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

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

Renew their enthusiasm as they assume the role of expert:

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

As a result of this relationship, the trainee may:

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

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

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



In this Section

This section contains the following information:

Title	Page
Mentors	3-5
Mentor Assignment Policy	3-6
Mastering a Task	3-6
Mentor Training	3-8
Other Mentors	3-8
Assignment to Duty	3-8

B.1. Mentors

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

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

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

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

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



B.2. Mentor Assignment Policy

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

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

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

NOTE

A member previously certified within the previous 2 years as a crewmember, coxswain or PWC operator can also serve as a mentor as described above with the recommendation from the member's FSO-OP and endorsement by the FC.

B.3. Mastering a Task

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

- Give the trainee the reading assignments.
- Confirm completion of reading assignment and clarify any issues that the trainee might have about the material.
- Demonstrate the steps required to complete the task. During the demonstration, the mentor should narrate the procedures. If the task is one that does not require demonstration, proceed to the next step.
- Walk the trainee through the task. In order to ensure that the trainee understands, the mentor may want to walk the trainee through the steps more than once. There is no limit to the number of times the mentor performs the walk-through, however, trainee understanding must be ensured before continuing.



-
- Practice the skill. The trainee must practice the skill for consistent success at the task. The mentor should not sign off any task as complete until the trainee can consistently and correctly complete the task without assistance.
 - Monitor the trainee's performance. Trainee performance should be monitored during both training and operations. Qualification does not end with the first successful completion of the task. It is an ongoing process that ends only when successful task completion can be met consistently.
 - Verify that the trainee's performance meets the standards set in reference (c).
 - The trainee must be able to perform the task subject to established conditions and standards delineated for the task. This standard is provided at the beginning of each task.
 - The trainee must be able to perform the task without assistance.
 - The trainee is expected to perform each task on a consistent basis in accordance with the established standards and conditions.
 - Sign off the task at the bottom of the task qualification page of the Appropriate PART in reference (c) when the mentor is confident that the trainee can perform the task consistently and unassisted. It is suggested that the mentor record the start and completion dates on each task. This would indicate the period over which the candidate repeatedly demonstrates the ability to perform the assigned task.
 - Once the trainee has mastered all of the tasks, the mentor should assess the candidate's readiness for the position of coxswain, crewman or PWC operator. Schedule the trainee for the dockside oral exam and underway check-ride using local procedures.

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



B.4. Mentor Training

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

B.5. Other Mentors

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

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

B.6. Assignment to Duty

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



Section C. Completion of the Qualification Guide

Introduction

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

In this Section

This section contains the following information:

Title	Page
Auxiliary Boat Crew Qualification Handbook	3-9
Completion of Tasks	3-10
Additional Standards	3-10
Waiver and Deferred Task	3-10
Coxswain Command and Control of Helm and Throttle(s)	3-11
Qualification Timeline	3-11
Patrol Orders	3-11
Coast Guard Unit Support	3-11

C.1. Auxiliary Boat Crew Qualification Handbook

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

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



C.2. Completion of Tasks

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

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

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

C.3. Additional Standards

In accordance with reference (c).

C.4. Waiver and Deferred Task

In accordance with reference (c).



**C.5. Coxswain
Command and
Control of Helm and
Throttle(s)**

The coxswain is the facility operator while on patrol, meaning that the coxswain has physical control of the helm and throttles. The coxswain may choose to have a certified crewmember or break-in serve as helmsman and throttle operator, but the coxswain will still exercise overall supervision of the crew and mission. The coxswain must always be in a position to adequately supervise the crew and take control of the facility. Coxswains are required to be physically next to the helm of a facility when training or supervising any break-in or certified member serving as helmsman and throttle operator.

**C.6.
Qualification
Timeline**

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

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

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

C.7. Patrol Orders

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

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

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



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CHAPTER 4 Certification

Introduction

This chapter explains the certification of Auxiliarists in the boat crew program and for Auxiliarists who are also members of the Coast Guard and Coast Guard Reserve and retired Coast Guard members.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Certification	4-2
B	Dual Membership	4-6



Section A. Certification

Introduction

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

In this Section

This section contains the following information:

Title	Page
Command Responsibility	4-2
Nighttime Certification Requirement	4-3
Certification Process	4-3
Final Certification	4-3
Insignia and Awards	4-4
Removal of Certification	4-4
District Transfers	4-4
Multiple District Residences	4-5

A.1. Command Responsibility

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

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

In the Auxiliary, the District Director approves certification at the recommendation of the OTO. In most cases, the Director will have no personal knowledge of the individual being recommended for certification. Certification is primarily an administrative action by the Director. However, it is still an important action and Director's must rely on their OTO and QEs to maintain the integrity of the certification process. (See [Chapter 7](#) for detailed information about QEs.)



A.2. Nighttime Certification Requirement

Crewmembers who are not nighttime certified are not authorized to be part of the minimum certified crewing requirements for Patrol Order conducting night operations. OIA's shall verify members certifications prior to approving Patrol Orders that will or may take place at night. Uncertified members (Trainees) are authorized to be onboard but cannot perform the duties and responsibilities of a certified coxswain or crewmember. In order for a member to nighttime certified, member must complete all night task requirements in accordance with reference (c) and complete an initial checkride with a QE at night.

NOTE

The definition of Night is defined in Appendix C of reference (b).
--

A.3. Certification Process

Below is the process for documentation of certification by the Director:

- (01) QE submits a recommendation for certification to the OTO via the AQEC (or CEQC) in accordance with Chapter 7, Section E, paragraph E.7.
- (02) The OTO verifies that all prerequisites and eligibility criteria have been met.
- (03) The OTO makes appropriate AUXDATA II entries.
- (04) The final package must be uploaded to the member's AUXDATA II "Members Competency" record under files section.
- (05) Director signs the applicable certification certificate.
- (06) Certificate sent to the member.

Once the certification is approved in AUXDATA II, the member is authorized to perform patrol duties under Coast Guard orders

A.4. Final Certification

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

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



A.5. Insignia and Awards

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

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

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

A.6. Removal of Certification

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

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

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

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

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

A.7. District Transfers

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

The receiving OTO shall arrange for an underway checkride with a QE. The member shall complete the appropriate requirement and enclosure for certification.:

- Task COX-05-02-AUX, sketch a chart of the local operating area in reference (c).
 - Boat Crewmember, [Enclosure \(1\)](#)
 - Coxswain, [Enclosure \(2\)](#)
 - Personal Watercraft Operator, [Enclosure \(3\)](#)
-



A.8. Multiple District Residences

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

The receiving OTO shall arrange for an underway check ride with a QE. The member shall complete the appropriate requirement and enclosure for certification:

- Task COX-05-02-AUX, sketch a chart of the local operating area.
- Boat Crewmember, [Enclosure \(1\)](#)
- Coxswain, [Enclosure \(2\)](#)
- Personal Watercraft Operator, [Enclosure \(3\)](#)

NOTE

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



Section B. Dual Membership

Introduction

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

In this Section

This section contains the following information:

Title	Page
Honorably Discharged and/or Retired Members	4-6
Active/Reserve Members Currently Certified	4-7

B.1. Honorably Discharged and/or Retired Members

All USCG honorably discharged and retirees enrolling in the USCGAUX within 3 years of honorable discharge and/or retirement be credited with qualifications and certifications that were attained while on Active Duty and were current at the time of discharge and/or retirement. Credit applies to any three-year period between an active duty or reserve person's last currency and their Auxiliary enrollment after they have separated from their service.

For example, an active duty Boatswain Mate whose coxswain currency effectively ended when they permanently transferred from a small boat station to a district office two years prior to their separation from service would have one year after their separation from service to enroll in the Auxiliary and be credited for their coxswain qualification.

The requirement for successful completion of an approved boating safety course may be waived by the DIRAUX for any conveyance of qualification listed in the table below. If waived, the DIRAUX shall place the Auxiliarist in Basically Qualified (BQ) status, mark the boating safety course complete, and make an appropriate note of waiver in AUXDATA II.



The table below provides an initial list of conveyances of Coast Guard qualifications and Auxiliary qualifications and member status that may be authorized by the cognizant District Director of Auxiliary (DIRAUX).

If Possessing This Coast Guard Qualification...	Then May Be Granted This Auxiliary Qualification / Status
Coxswain (any CG Standard small boat, excluding cutter Standard small boats)	Coxswain; Personal Watercraft Operator; AUXOP
Coxswain (any CG cutter Standard small boat)	Coxswain, Personal Watercraft Operator (NavRules exam must be passed prior to granting either of these qualifications if the Coxswain does not have a current Deck Watch Officer exam completion on record)
Crewmember (any CG Standard small boat, including cutter small boats)	Crewmember

**B.2.
 Active/Reserve
 Members Currently
 Certified**

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



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CHAPTER 5 Currency Maintenance

Introduction

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

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Currency Maintenance	5-2



Section A. Currency Maintenance

Introduction

This section discusses the minimum currency requirements for maintaining certifications.

In this Section

This section contains the following information:

Title	Page
General	5-2
Annual Currency Maintenance Cycle	5-2
Three Year Evaluation Checkride	5-3
Crewmember	5-3
Coxswain	5-4
PWC Operator	5-5
Currency Maintenance Documentation Requirement	5-5
Nighttime Hours Definition	5-6
TCT/RM Training	5-6
Navigation Rules Exam	5-6
Operational Workshops	5-7

A.1. General

Currency maintenance requirements consist of the following:

- (01) Annual underway tasks
 - (02) Annual underway hours
 - (03) Three Years Evaluation by a QE
 - (04) TCT/RM in accordance with paragraph [A.9](#)
 - (05) Navigations Rules exam in accordance with [A.10](#).
-

A.2. Annual Currency Maintenance Cycle

The annual currency cycle is from 01 January to 31 December of each year.

Annual currency maintenance requirements (tasks and hours) must be met during the first full calendar year after initial certification. Credit will not be given to hours or tasks completed in the partial year of initial certification.

For example, if a member is initially certified as a coxswain on 15 July 2020, that member's first currency year begins on 01 January 2021, and the member must meet all annual currency requirements (tasks and hours) by 31 December 2021.



Failure to meet annual currency maintenance requirements (tasks and hours) will cause a member's certification to be placed in REYR in AUXDATA II. See Chapter 6, [Section A](#) for procedures to recertify.

A.3. Three Year Evaluation Checkride

Every three years certified members will be evaluated by a QE to ensure that the certified member is maintaining a standard of proficiency and may retain certification. The three year evaluation checkride must be conducted by 31 December three years from the previously completed checkride.

For example, if a member most recent evaluation/checkride was conducted on 15 May 2020, the members next three year evaluation checkride must be completed no later than 31 December 2023.

A.4. Crewmember

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

If the member is a nighttime certified crewmember, then at least 2 hours of the total 12 hours required underway, must be performed during nighttime hours.

Additionally, the currency maintenance tasks listed below for crewmember are required to be performed annually and documented in accordance with Chapter 5, Section A, Paragraph [A.7](#). **Any associated TASK requirements can be found in reference (c).**

- Assist the Coxswain with a Pre-Check off of an Auxiliary Facility / Task BCM-03-02-AUX.
- Boat Handling / TASK BCM-04-08-AUX
- Man Overboard (**Note 1 & Note 2**)
- Navigation and Piloting Exercise / IAW Task BCM-08-02-AUX (**Note 2**)
- Perform a stern and alongside Tow. (**Note 1**)
- Onboard fire BECCE. (**Note 1**)
- Grounding BECCE (**Note 1**)

(Note 1): The required evaluation drill sheets are found at <https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets>.

(Note 2): Crewmembers who are nighttime certified shall perform this TASK for both day and night for annual currency maintenance.



A.5. Coxswain

To maintain currency, a certified coxswain must log a total of 12 hours underway as crew member or coxswain, on orders, each calendar year.

Time spent serving as a QE-Boat counts towards the currency maintenance hours requirement for coxswain.

If the member is a nighttime certified coxswain, then at least 2 hours of the total 12 hours required underway, must be performed during nighttime hours.

Additionally, the currency maintenance tasks listed below for coxswain are required to be performed annually and documented in accordance with Chapter 5, Section A, Paragraph A.7. **Any associated TASK requirements can be found in reference (c).**

- Navigation and Piloting Exercise (**Note 1 & Note 2**)
- Man Overboard (**Note 1 & Note 2**)
- Perform a Tow in accordance with Towing Evaluation Drill Sheet. (**Note 1**)
- Correctly execute one of the precision search patterns in accordance with Search Pattern (Precision) Evaluation Drill Sheet **OR:** Correctly execute one of the drifting search patterns in accordance with Search Pattern (Drifting) Evaluation Drill Sheet: *Search Pattern shall be based on appropriateness of the patterns for the type of facility and the needs of the operating area.* (**Note 1**)
- Conduct a Pre-Underway Check-off of the facility. / Task COXN-03-03-AUX.
- Onboard fire BECCE. (**Note 1**)
- Grounding BECCE (**Note 1**)

(Note 1): The required evaluation drill sheets are found at <https://www.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets>

(Note 2): Coxswains who are nighttime certified shall perform this TASK for both day and night for annual currency maintenance.



A.6. PWC Operator To maintain currency, a certified PWC operator must log a total of 12 hours underway, on orders, each calendar year.

Time spent serving as a QE-PWC counts toward currency maintenance hours requirement for PWC operator.

PWC operators are not authorized to operate during nighttime hours.

Additionally, the currency maintenance tasks listed below for PWC operator are required to be performed annually and documented in accordance with Chapter 5, Section A, Paragraph [A.7](#). **Any associated TASK requirements can be found in reference (c).**

- TASK PWC-03-02-AUX: Locate and Identify the Purpose of the Equipment Aboard the Boat; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings
- TASK PWC-04-01-AUX: Dismount and Remount PWC in Deep Water
- TASK PWC-04-03-AUX: Maneuver Through A Buoyed Slalom Course
- TASK PWC-07-01-AUX: Pick Up A Conscious Person And Transport To Shore
- TASK PWC-07-02-AUX: Take Another PWC or Vessel in Stern Tow
- Efficiently and safely handled the PWC and communicated effectively with the tandem facility

A.7. Currency Maintenance Documentation Requirement

Member shall use the appropriate enclosure to document completion of annual currency maintenance hours and task requirements. Upon completion of ALL required annual currency maintenance hours and task, members must submit, in accordance with enclosure instructions or local district policy, for documentation entry into AUXDATA II.

The deadline for completion and submission of annual currency maintenance hours and task requirements is **December 31st** of each calendar year in order to maintain certification and not be placed into REYR status.

Currency maintenance allows the coxswain to “self-certify” completed tasks on the appropriate enclosure listed below for themselves and sign off tasks completed by their crew.

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



**A.8. Nighttime
Hours Definition**

Nighttime hours begin ½ hour after sunset and ends no later than ½ an hour before sunrise.

**A.9. TCT/RM
Training**

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

TCT/RM Refresher Training: Must complete Refresher training no later than the end of the 15th month, following TCT/RM Initial or subsequent TCT/RM Refresher training.

Members failing to meet TCT/RM Refresher training by the end of their 15th month will be placed in REYR and must completed TCT/RM Refresher training for recertification.

TCT/RM training will be delivered by a facilitator designated by the OTO.

**A.10. Navigation
Rules Exam**

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

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

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

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

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



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

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

A.11. Operational Workshops

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

Documentation of attendance for Operational Workshops, when required, is entered into AUXDATA II. Accordingly, if the member fails to attend a Required Workshop (REWK) by the designated deadline specified (usually 30 June), that member will become unable to receive patrol orders and listed as REWK until the training has been documented as received. Specific waivers are possible via Directors on a case-by-case basis.



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CHAPTER 6 Recertification

Introduction

This chapter explains the reasons for recertification and requirements to recertify.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Recertification	6-2



Section A. Recertification

Introduction

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

In this Section

This section contains the following information:

Title	Page
General	6-2
Required Yearly Requirement (REYR) Status	6-2
Medical Situations	6-3
Downgrading of Certification	6-4

A.1. General

When a member fails to meet any of the currency maintenance requirements in accordance with Chapter 5, Section A, Paragraph [A.1.](#), their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status.

A.2. Required Yearly Requirement (REYR) Status

Annual Currency Maintenance (Tasks and Hours):

A member who fails to meet annual currency maintenance requirements day and/or night (task and hours) for a calendar year shall make up the missing hours and/or tasks as a trainee the following calendar year. Missing task and hours can be under the supervision of a certified coxswain. (Ex #1. If the member only completes 4 hours the previous year, they must complete 8 hours as a trainee to regain certification) (Ex #2. If a member fails to complete Man Overboard task, member must complete the task and any other annual currency maintenance tasks required).

Once the missing hours and/or tasks are completed, the member is no longer a trainee. Members in REYR status do not automatically revert to certified status in AUXDATA II upon completion of the missing tasks or hours. A formal letter must be submitted to the OTO from the FSO-OP, MT (at any level), or FC stating (1) that the member has completed the missing requirement and (2) request that the member be re-instated. Completion of the Annual Currency Maintenance Task Tracker “Fails to meet annual currency requirements” section will meet the formal letter requirements. The member will be required to then complete all annual currency maintenance tasks and hours for the current calendar year to maintain certification for that calendar year.

Members who fail to complete all of the required annual currency maintenance hours from one to four years must complete twelve hours as a trainee and complete a recertification checkride in accordance with Chapter 7, Section D, Paragraph [D.3.](#) in order to recertify. The member



will be required to then complete all annual currency maintenance tasks and hours for the current calendar year to maintain certification for that calendar year.

Members who have been in REYR status for a period of five years or more must requalify by completing all required tasks for the desired boat crew position and complete an initial checkride in accordance with Chapter 7, Section D, Paragraph [D.2](#).

Three-Year evaluation checkride:

Members who fail to complete the Three-Year evaluation checkride within their required timeline will be placed in REYR. Member must complete the Three-Year evaluation checkride and any missing annual currency requirements from the previous calendar year in order to recertify.

TCT/RM and Navigation Rules Exam:

Members who are placed in REYR for TCT/RM or Navigation Rules Exam must follow Chapter 5, Section A, Paragraph [A.9](#) or [A.10](#) for recertification requirements.

A.3. Medical Situations

Medical situations of a temporary nature are defined as conditions that preclude a certified member from boat operations for a period of not more than one year. One year is defined as 365 days from the date member is placed in ADMIN status in AUXDATA II.

Members with a medical situation that will affect their ability from being able to maintain annual currency requirements (tasks or hours), must notify the OTO, as soon as possible, through their COLM. The OTO will determine best course of action for member to be able to meet annual currency requirements. If member will not be able to meet annual currency requirements, the OTO may place the members certification in ADMIN status in AUXDATA II.

If member is placed in ADMIN status, once the member is fit to return to boat operations and the member lapsed on their annual currency requirements (hours and task and/or three year evaluation checkride), the member must complete the requirements in Chapter 7, Section D, paragraph [D.3](#). in order to recertify as crewmember, coxswain, or PWO.

Members completing the requirements in Chapter 7, Section D, paragraph [D.3](#). will not be required to make up any missing annual currency requirements (tasks or hours) from the previous calendar year cycle period. Members will be required to meet all annual currency requirements during the current calendar year they recertify.



**A.4.
Downgrading of
Certification**

A member who is unable to or does not wish to maintain certification as a coxswain may downgrade to the crewmember level by meeting all currency requirements for crewmember. The member shall notify DIRAUX in writing, through their flotilla leadership of their desire to downgrade. The member may continue to wear the Auxiliary coxswain insignia, in accordance with Chapter 4, Section A, paragraph [A.5.](#), even though no longer certified at the coxswain level.

Members certified as coxswain, but placed in REYR, do not automatically downgrade to crewmember. The decision to downgrade to crewmember and be part of the minimum qualified boat crew is up to the Directors office.



CHAPTER 7 Qualification Examiner

Introduction

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

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	What is a Qualification Examiner	7-2
B	Qualification Examiner Positions	7-3
C	Application Process and Training	7-7
D	Qualification Examiner Request Process	7-10
E	Boat Crew Qualification Sessions	7-12
F	Complaints and Disputes	7-18



Section A. What is a Qualification Examiner

Introduction

This section will discuss the role and requirements of a Qualification Examiner.

In this Section

This section contains the following information:

Title	Page
Qualification Examiner’s Role	7-2
Active Duty/Reserve QE	7-2

A.1. Qualification Examiner’s Role

The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform as specified in this Handbook as well as in reference (c) and all applicable Boat Crew references by evaluating members through Dockside Oral Examinations and Underway Check Rides. QEs also perform the Three-Year evaluation/recertification checkride and other tasks such as verifying performance criteria for the Award of Operational Excellence.

A.2. Active Duty/Reserve QE

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

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

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



Section B. Qualification Examiner Positions

Introduction

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

In this Section

This section contains the following information:

Title	Page
Operations Training Officer (OTO)	7-3
Chief QE Coordinator (CQEC)	7-3
Area QE Coordinator (AQEC)	7-4
Qualification Examiner (QE)	7-5
Boat Crew Advisory Board	7-6

B.1. Operations Training Officer (OTO)

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

B.2. Chief QE Coordinator (CQEC)

Appointment. - The CQEC is nominated by the District Commodore (DCO) in consultation with the OTO and appointed by DIRAUX and is the Executive Auxiliary Coordinator of the QE Program responsible to the OTO. Dismissal of this position is at DIRAUX discretion and in consultation with the DCO and OTO.

Responsibilities

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



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- (09) Inform the OTO when the need for additional training is identified during any initial checkride or Three-Year evaluation.
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B.3. Area QE Coordinator (AQEC)

Appointment. - The CQEC will review the performance records and submit nominations for each AQEC to the OTO for approval. Approved members are appointed by DIRAUX. For regions with a limited number of QEs, the CQEC may also be the AQEC. Dismissal of members in the position of AQEC is at DIRAUX discretion and in consultation with the OTO.

Responsibilities.

- (01) Act as the CQECs direct representative for an assigned area of responsibility. Areas of responsibility may differ in requirements based on the number of QEs needed to support Boat Crew and Personal Watercraft qualification missions.
 - (02) Evaluate the number of QEs required to adequately administer the QE Program within their area of responsibility. Requests for additional QEs will be submitted to the CQEC for action.
 - (03) Assign QEs for all requested check rides, exams, or other QE missions. These assignments should be made equally among QEs within an area to ensure a uniform workload and the amount of travel involved. QEs may be assigned to do flotilla signoffs per district policy as established by the OTO.
 - (04) AQECs are also responsible for assigning active-duty QE missions.
 - (05) Active-duty QEs should not be used as a means of selecting a desired QE or as a means of bypassing this assignment process.
 - (06) AQECs may be used to review QE paperwork before being sent to the OTO.
 - (07) Forward to the CQEC any request for travel orders for a QE mission.
 - (08) With the CQEC organize and conduct QE workshops annually or more often as necessary for their area.
 - (09) Conduct Training programs for new QEs and assign a mentor QE to QEs In-Training (QE-IT) within their area.
 - (10) Act as the liaison for Division and Flotilla Member Training Officers, scheduling QE missions and, if necessary, assign a QE-In-Charge (QEIC) to head each mission.
 - (11) Maintain accurate records for each mission as performed by QEs in their area, including the number of hours and missions and the number of members qualified by each QE.
 - (12) Copy these records to the CQEC. Keep the CQEC appraised of any problems and how the Boat Crew Program is working in their area.
-



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- (13) AQECs should arrange for Boat Crew Training classes in their AOR. This training may be developed in-house or imported from another area or district.
 - (14) AQECs and QE should actively support and/or arrange for formal training classes in their areas. Provide support and training to the Boat Crew Program mentors throughout his/her Area of Responsibility (AOR).
 - (15) Provide a list to the CQEC and the OTO for upcoming check-rides within their AOR.
 - (16) Communicate to a member's leader (FC or FSO-MT) any additional training requirements identified during a QE Session. The AQEC should also inform the OTO, via the CQEC when the need for additional training is identified during any checkride or three-year evaluations.
-

B.4. Qualification Examiner (QE)

Appointment. - A diverse and robust QE population is highly encouraged and should be sought after as much as possible. Elected leaders may recommend Auxiliarists for appointment as a QE. AQEC working with elected leaders may recruit Auxiliarists who meet the requirements to become a QE.

QEs are recommended by the OTO and appointed by DIRAUX. Dismissal of members in the position of QE is at DIRAUX discretion and in consultation with the OTO.

QEs assigned to areas bordering other region(s) may be appointed to more than one region with approval from the DIRAUX/OTOs of each region.

QE Maintenance Requirements:

- (01) Complete the TCT/RM course annually (15 months).
- (02) Maintain coxswain currency and the expected levels of QE activity, as defined by the OTO, to remain qualified as a QE.
- (03) QE's failing to meet any of the QE maintenance requirements will be placed in REYR in AUXDATA II. Reappointment as a QE will be at the discretion of the DIRAUX and OTO.

Responsibilities.

- (01) Evaluate Boat Crew and/or Personal Watercraft programs candidates for compliance with the standards established this Handbook and the Auxiliary Qualification Handbook – Boat Crew.
 - (02) Verify that Patrol Orders have been issued for all operational facilities being used in a QE session. In areas where access to additional operational facilities or crewing requirements may not be achievable, "other boats" (e.g., other government
-



agencies (OGA's), CG asset's, non-operational Auxiliary boat) may be used as the towed boat. Permission to use "other boats", not under patrol orders for QE sessions, may be approved by the OIA, through the OTO. (DIRAUX's/OTO's should establish local district policy on use of "other boats" for two boat training.)

- (03) Submit required paperwork in accordance with Chapter 7, Section E, Paragraph E.7 to the OTO with a copy to the AQEC within 5 business days of the mission.
- (04) Report to the AQEC any unsatisfactory performance observed on the part of any certified Boat Crew member(s) and assist the AQEC in determining the course of action that should be taken.
- (05) Notify the OTO in writing, through the QE chain of communication, when a certified crewmember or coxswain demonstrates unsatisfactory performance for reasons of incompetence, questionable qualification, or physical inability to perform mission requirements.
- (06) Act as a mission safety officer.
- (07) Evaluate Boat Crews for the "Operational Excellence Award" or for any other similar CG programs (Selecting Boat Crew Teams for ISAR Competition, etc.).

B.5. Boat Crew Advisory Board

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

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

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

Responsibilities:

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



Section C. Application Process and Training

Introduction

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

In this Section

This section contains the following information:

Title	Page
General	7-7
Boat Crew Program QE	7-7
Personal Watercraft Program QE	7-7
QE Applicant Application Review	7-8
Initial Training	7-9
Final Qualification	7-9

C.1. General

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

C.2. Boat Crew Program QE

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

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

C.3. Personal Watercraft Program QE

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

- (01) Be a currently certified PWC Operator for at least one year.
 - (02) Have completed the TCT/RM training requirements and be current in AUXDATA II.
 - (03) Complete the QE application form (see [Appendix D](#)) and submit it to the CQEC via the AQEC with endorsements as specified by the BCAB.
-



(04) Complete any additional courses/tasks as specified by the BCAB. (e.g., IT, AUXOP)

C.4. QE Applicant Application Review

All applications are reviewed by the BCAB.

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

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

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

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

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

- Auxiliary Operations Process Guide: Volume I -General/Surface, AOPG 16798.31 (series)
 - Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)
 - Boat Crew Handbook: Rescue and Survival Procedures, BCH16114.2 (series)
 - Boat Crew Handbook: Navigation and Piloting, BCH16114.3(series)
 - Boat Crew Handbook: Seamanship Fundamentals, BCH16114.4(series)
 - Boat Crew Handbook: First Aid, BCH16114.5(series)
 - Chapter 4 of the U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
 - Any other relevant District policies.
 - On completion of the interview, the BCAB shall discuss each applicant and decide on the member's acceptance or rejection. A successful applicant will be designated a QE-in-Training (QE-IT) [Appendix E](#).
-



C.5. Initial Training The QE-IT will have two years to complete the training program during which he/she will demonstrate before a QE Mentor (QE Mentor is another active QE selected by the AQEC) the following skills:

- (01) Knowledge and understanding of all publications listed in paragraph C.4 above.
- (02) Set up, under the guidance of a QE Mentor, a dockside oral exam of both a crew and coxswain candidate.
- (03) Set up, under the guidance of a QE Mentor, an underway check ride of both a crew and coxswain candidate.
- (04) Demonstrate to the QE Mentor the following qualities expected of QEs: integrity, diplomacy, experience, and expertise while assisting at qualification sessions.
- (05) Demonstrate the ability to fill out all appropriate and required paperwork.

C.6. Final Qualification

Upon successful completion of [Appendix E](#) QE Training Program:

- (01) The QE Mentor will notify the AQEC or CQEC in writing of the QE-IT's successful completion.
 - (02) The AQEC (if applicable) will then recommend to the CQEC that the QE-IT be appointed a QE. The CQEC will forward this recommendation along with his/her endorsement to the OTO.
 - (03) The OTO will evaluate the QE-IT during a QE session and make the final decision. If travel in a timely manner is prohibitive then this evaluation may be delegated.
 - (04) DIRAUX will certify QE in AUXDATA II using the appropriate QE competency code. i.e., QE-Boat (Coxswain/Crewmember) or QE-PWC (PWO).
 - (05) Once certified as a QE, an Auxiliarist is authorized to wear the "E" on the operations program ribbon.
-



Section D. Qualification Examiner Request Process

Introduction

This section will discuss how to request a QE for an initial checkride, three-year evaluation/recertification checkride, or other programs.

In this Section

This section contains the following information:

Title	Page
Qualification Examiner Request Procedures	7-10
Initial Qualification Process	7-11
Three Year Evaluation/Recertification Sessions	7-11
Other Programs	7-11

D.1. Qualification Examiner Request Procedures

The FC, FSO-OP or FSO-MT and Mentor are responsible for guiding the candidate through the learning process. The FC, FSO-OP or FSO-MT shall complete the appropriate sections on the Initial Checkride and Third Year Evaluation/Recertification checklist form in Appendix A and provide it to the member for review and member's signature. Once the Initial Checkride and Third Year Evaluation/Recertification checklist form has been reviewed and signed by the member, the FC, FSO-OP or FSO-MT may submit a request for a QE using the QE Request Form in [Appendix B](#) to the AQEC or CQEC (as applicable) who will then assign a QE.

[Appendix A](#) and [Appendix B](#) must be sent to the AQEC or CQEC (as applicable) when requesting a QE.

Member must acknowledge if nighttime will be part of the QE session.



D.2. Initial Qualification Process

A QE is required for dockside oral examinations and initial checkrides for Crewman, Coxswains, and PWC Operators. The initial checkride is for the sole purpose of certifying candidates.

During initial checkrides, the QE shall evaluate the candidate (Crewmember, Coxswain, or PWO) using the appropriate TASK numbers listed below found in reference (c) and completion of TASK BCM-02-02-AUX: Personal Physical Fitness and Vision. These enclosures may also be found on the Auxiliary Website at <https://wow.uscgaux.info/content.php?unit=R-DEPT&category=boat-crew-and-qe-resources>:

- (01) TASK BCM-08-03-AUX: Dockside Oral Examination
- (02) TASK BCM-08-04-AUX: Underway Check Ride
- (03) TASK COXN-09-04-AUX: Dockside Oral Examination
- (04) TASK COXN-09-05-AUX: Underway Checkride
- (05) TASK PWC-08-04-AUX: Dockside Oral Examination
- (06) TASK PWC-08-05-AUX: Underway Check Ride

See Chapter 7, Section E, paragraph E.7. for certification documentation.

D.3. Three Year Evaluation/Recertification Sessions

A QE is required for the Three Year evaluation checkride. A QE is also required to perform recertification checkrides when needed.

During Three-Year Evaluation/Recertification checkrides, the QE shall evaluate the candidate (Crewmember, Coxswain, or PWO) using the appropriate enclosure listed below and completion of TASK BCM-02-02-AUX: Personal Physical Fitness and Vision. These enclosures may also be found on the Auxiliary Website at <https://wow.uscgaux.info/content.php?unit=R-DEPT&category=boat-crew-and-qe-resources>:

- (01) Crewmember: [Enclosure \(1\)](#)
- (02) Coxswain: [Enclosure \(2\)](#)
- (03) PWC Operator: [Enclosure \(3\)](#)

See Chapter 7, Section E, paragraph E.7. for certification documentation.

D.4. Other Programs

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



Section E. Boat Crew Qualification Sessions

Introduction

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

In this Section

This section contains the following information:

Title	Page
General	7-12
Evaluation/Checkride Requirements	7-12
Standardized Drills	7-13
Session Planning	7-13
Session Kickoff	7-15
Failures	7-16
Session Wrap Up and Documentation	7-17

E.1. General

Underway check rides will only be performed under orders.

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

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

E.2. Evaluation/ Checkride Requirements

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

In cases where a candidate cannot perform a task because of extenuating circumstances beyond their control (Ex. no locks in the area), the candidate should be able to explain how to perform the task to the QE.

The QE is to use good judgment on whether the candidate has demonstrated the desired level of expertise for each Performance Criteria and meet all required standards (**S**) in the applicable evaluation drill sheet listed in paragraph E.3. below, considering that safety is paramount.



E.3. Standardized Drills

Below is a list of standardized evaluation drill sheets for certain underway task. These drill sheets are intended to assist each boat crew member and the overall boat crew team with meeting a national standard. The evaluation drill sheets are found at <https://wow.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

Qualification Examiners (QE's) shall only use the Evaluation Drill sheets for the applicable Performance Criteria during initial checkrides, and Three-year evaluation/recertification checkrides. No other modifications or use of any other evaluation criteria by the QE is authorized without authorization from CG-BSX-12 through the COLM. Failure to abide by this requirement may result in suspension or revocation as Qualification Examiner Certification.

These drills sheets may also be used by boat crew members during QE sessions.

E.4. Session Planning

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

The QE shall:

- (01) Manage all tasks, facilities, and members involved in a specific mission.
 - (02) Determine the number of assigned candidates, the number of facilities and equipment available. Work with the Flotilla/division personnel to solve any problems encountered.
 - (03) Ensure that only QEs and candidates are present in the testing area, whether a classroom or dockside.
 - (04) Arrange for lodging when needed. All QE missions requiring an overnight stay must have approval from DIRAUX. Under **NO** circumstances will a QE accept offers of lodging or meals at a candidate's private home during a QE mission.
-



The QEIC (if required) shall:

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

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

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

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



E.5. Session Kickoff

- (01) Introduce yourself as the QE (or QEIC) and explain how the session will proceed.
 - (02) Meet the member(s). Put the candidate at ease. Spend a few minutes to become acquainted before starting the session.
 - (03) Review the candidates Task Accomplishment Record; verify that all required tasks in the Qualification Guide have been signed. The QE shall review and sign the applicable tasks below based on the qualification member is requesting:
 - a. TASK BCM-02-02-AUX: Personal Physical Fitness and Vision. (All Candidates).

The QE reserves the right to examine the candidates Qualification Guidebook to ensure all tasks have been completed and signed with the name and member number of the mentor(s) for each task.
 - (04) Determine and examine a candidate’s knowledge and skills as they relate to the Auxiliary Boat Crew Program with a dockside oral exam. It is important to emphasize the positive.
 - (05) A pre-underway check of the facility and personal safety equipment must be done with the QE present before starting the checkride. If a facility does not have the required equipment on board (includes personal safety equipment for the crew) at the time of the checkride, the QE will cancel the checkride and another date will have to be scheduled.
 - (06) Stress Safety! Appropriate PPE must be worn properly while onboard a facility. QEs must always act as a Safety Officer and be on guard to prevent an accident. A major safety violation will immediately end the session. Many times, coxswains will fail to act thinking the QE is in charge. Before the check ride starts, the QE should review TCT with the crew and re-enforce his responsibility towards the safety of the facility and the personnel on them.
 - (07) Make sure all radios work before leaving the dock and establish a working channel on which participants are to communicate. The controlling land station shall be informed of the channel that will be used during the evolution.
 - (08) QEs working together on paired vessels should discuss coordination before getting underway (i.e., which vessel will do the task first).
-



-
- (09) Explain that the QE, Coxswain, or Facility Owner can abort any evolution at any time. (At the option of the QE (or QEIC), they may explain the error(s) and provide the opportunity to re-perform the task.)
 - (10) Stress mutual communication on board.
 - (11) No see, No hear, No sign. Unless a QE sees a task accomplished or hears the correct answer, he/she may not sign off the task. Competence, dedication, diplomacy, and integrity are the QEs watchwords.
-

E.6. Failures

Members that fail to perform the required tasks and standards at the prescribed level shall be informed after completion of the drill exercise being evaluated. The QE may continue with completion of any of the remaining checkride performance criteria(s). 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. Detailed comments shall be made in the “Comments” section on the applicable Underway Checkride Task or Enclosure and any applicable Standardized Drill Sheet and submitted to the AQEC. The member’s leader (FC or FSO-OP or FSO-MT) shall also be informed via the AQEC so that they may help the member get additional training for any failed performance criteria(s) This same information should also be given to the mentor. The AQEC shall also inform the OTO via the CQEC.

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

Member failing a Three-Year Evaluation/Recertification session shall be placed in REYR by the OTO.

E.6.a. Additional Checkrides for Failures

In the event a member fails to meet the minimum performance criteria(s) during a checkride, an additional checkride should be rescheduled as soon as possible and should not exceed three months from previous checkride; only the Task(s) that were unsuccessful need to be repeated (e.g., Member fails the MOB drill and passes all other requirements, the next checkride will only require a successful MOB drill for completion of the checkride)



E.7. Session Wrap Up and Documentation

The QE that signs off the last task for a candidate at a given qualification level (Crewmember, Coxswain, PWC Operator) must then submit the following documentation:

Initial Certification:

- (01) [Appendix A](#) (Initial Checkride and Third Year Evaluation/Recertification Checklist)
- (02) [Appendix C](#) (Auxiliary Boat Crew Program Qualification Letter)
- (03) (Crew, Coxswain, or PWO): Task Accomplishment Record (Copy)
- (04) (Crew, Coxswain, or PWO): Dockside Oral Examination
- (05) (Crew, Coxswain, or PWO): Underway Check Ride
- (06) Standardization Drill Sheets

Three Year Evaluation/Recertification Sessions:

- (01) [Appendix A](#) (Initial Checkride and Third Year Evaluation/Recertification Checklist)
- (02) [Enclosure \(1\)](#) - Crewmember
- (03) [Enclosure \(2\)](#) – Coxswain
- (04) [Enclosure \(3\)](#) – PWC Operator
- (05) Standardization Drill Sheets

Within five working days, the QE submits a recommendation for certification providing all required documents listed above to the OTO via the AQEC (or CEQC). The AQEC (or CEQC) shall verify that all forms are properly and completely filled out. Copies may be kept at each level before forwarding. The member keeps the Qualification Guide with the signed tasks. A copy of the Task Accomplishment Record shall be provided to the QE.

Submit to DIRAUX travel orders associated with the mission.



Section F. Complaints and Disputes

Introduction

This section describes the responsibilities of Auxiliary Staff officers.

In this Section

This section contains the following information:

Title	Page
General	7-18

F.1. General

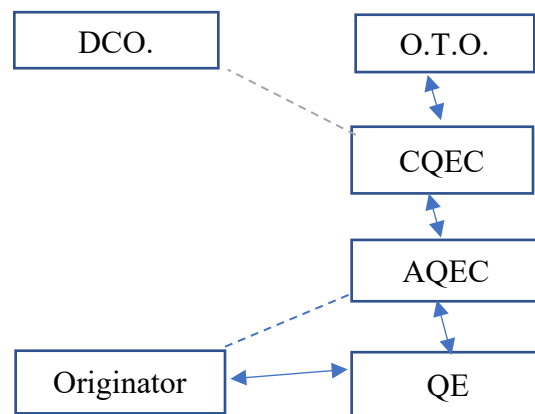
All complaints or disputes concerning the QE process, mission, or a CQEC, AQEC or a QE must be submitted in writing to the OTO. The DCO shall be informed of any complaints or disputes.

The *originator* documents the necessary information and passes it up to the QE. If the QE is the issue, then pass it up to the AQEC.

The *QE* will forward the documentation to the AQEC. Additional documentation may be added, but the original document must remain unaltered.

The *AQEC* will forward the documentation to the CQEC. Additional documentation may be added, but the original document must remain unaltered.

The *CQEC* will forward the documentation to the District OTO and copy the District Commodore. Additional documentation may be added, but the original document must remain unaltered.





CHAPTER 8

Auxiliary Surface Operations Standardization Team

Introduction

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

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Auxiliary Surface Operations Standardization Team	8-2



Section A. Auxiliary Surface Operations Standardization Team

Introduction This section describes the responsibilities of Auxiliary Staff officers.

In this Section This section contains the following information:

Title	Page
Overview	8-2
Mission	8-2
Objectives	8-2
Team Members	8-3

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

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

A.3. Objectives

- Periodically review the Auxiliary Boat Crew Training Program including proposed changes received from the field.
- Review Auxiliary Surface mishap reports and determine system wide interventions to reduce risk as appropriate.
- Suggest content for the Annual Operations Workshop when required.
- Identify the need for program enhancements (i.e., Qualification Examiner Guide, Mentoring Template, etc.) and make recommendations as appropriate.
- Review the Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series) and the Coast Guard Auxiliary Operations Excellence Program Handbook, 16794.4 (series) as needed and make recommendations for policy changes.
- Identify “Best Practices” from the field and promulgate to the surface community as appropriate.
- Recommend additional training for the surface operations program as needed.
- Review new procedures and mandates of the Coast Guard Boat Crew Program and determine if and how these apply to Auxiliary Operations.



-
- Other assignments as needed.
-

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

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



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ENCLOSURE (1)

Underway Three-Year Evaluation/Recertification Checkride: CREWMEMBER

Reference	<ul style="list-style-type: none"> a. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series) b. Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series) c. Standardization Evaluation Drill Sheets d. Boat Crew Handbook – Boat Operations, BCH16114.1 (series) e. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series) f. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) g. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) h. Boat Crew Handbook – First Aid, BCH 16114.5 (series) i. District Standard Operating Procedures, Policy Manuals, and other local Instructions
Conditions	Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.
Standards	In response to the QE and as directed by the coxswain, trainee must answer questions on, and perform the below listed evolutions as the crewmember.
(Note 1)	The nighttime portion of the Three-Year Evaluation is optional for members that are certified for night operations. If the QE elects to evaluate night certified members at night, Performance Criteria #09, and #10 must be part of the QE checkride.

NAME: _____	Member Number: _____
Sea/Wx Conditions: _____	Facility size/type: _____
Performance Criteria	Completed (Initials)
1. Ensure TASK BCM-02-02-AUX in reference (a): 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 and safety in line handling. To include: <ul style="list-style-type: none"> a. Getting underway. b. Mooring (to include proper usage and placement of fenders). c. Towing 	_____
6. Demonstrated properly securing the facility for sea.	_____
7. Stand an alert helm watch, with the correct responses to the coxswain’s commands.	_____
8. Stand an alert lookout watch, correctly report distance and relative bearings of objects and sounds encountered.	_____
9. (Note 1) 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 https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets .	Day: _____ O R Night: _____



NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
10. (Note 1) 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 https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		Day: _____ O R Night: _____	
11. 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 https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets .		_____	
12. Correctly and safely respond to an onboard fire in accordance with the Onboard Fire evaluation drill sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		_____	
13. Correctly and safely respond to a facility grounding in accordance with the Grounding evaluation drill sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		_____	
14. Correctly make a scheduled OPS and Position report, on the facility’s VHF-FM radiotelephone.		_____	
15. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed.		_____	
16. Satisfactorily answer QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.		_____	

Accomplished:

Qualification Examiner’s

Signature:

NOTE

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:



ENCLOSURE (2)

Underway Three-Year Evaluation/Recertification Checkride: COXSWAIN

- Reference**
- a. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series)
 - b. Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series)
 - c. Standardization Evaluation Drill Sheets
 - d. Boat Crew Handbook – Boat Operations, BCH16114.1 (series)
 - e. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)
 - f. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)
 - g. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)
 - h. Boat Crew Handbook – First Aid, BCH 16114.5 (series)
 - i. District Standard Operating Procedures, Policy Manuals, and other local Instructions

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

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

(Note 1) **The nighttime portion of the Three-Year Evaluation is optional for members that are certified for night operations. If the QE elects to evaluate night certified members at night, Performance Criteria #08, and #09 must be part of the QE checkride.**

NAME: _____	Member Number: _____
Sea/Wx Conditions: _____	Facility size/type: _____
Performance Criteria	Completed (Initials)
1. Ensure TASK BCM-02-02-AUX in reference (a): 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. (Note 1) Perform a Navigation and Piloting Exercise in accordance with Navigation Evaluation Drill Sheet sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets	Day: _____ OR Night: _____



NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
9. (Note 1) 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 https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		Day: _____ O R Night: _____	
10. Perform a TOW in accordance with TOWING Evaluation Drill Sheet sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets .		_____	
11. Correctly execute ONE of the following precision search patterns in accordance with Search Pattern (Precision) Evaluation Drill Sheet sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets . a. Parallel (PS), Three legs (minimum) b. Creeping Line (CS), Three legs (minimum) c. Track Line Non-Return (TSN), In its entirety d. Track Line Return (TSR), In its entirety OR Correctly execute ONE of the following drifting search patterns in accordance with Search Pattern (Drifting) Evaluation Drill Sheet sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets a. Sector Search (VS). In its entirety b. Expanding Square (SS). Five legs (minimum) 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.		_____	
12. Correctly and safely respond to an onboard fire in accordance with the Onboard Fire evaluation drill sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		_____	
13. Correctly and safely respond to a facility grounding in accordance with the Grounding evaluation drill sheet found in https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets		_____	
14. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.		_____	
15. Operated boat IAW Navigation Rules and Regulations.		_____	
16. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed.		_____	
17. Efficiently and safely moored the facility.		_____	
18. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, patrol commander's duties).		_____	



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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ENCLOSURE (3)

Underway Three-Year Evaluation/Recertification Checkride: PWC OPERATOR

Reference	<ul style="list-style-type: none"> a. Auxiliary Boat Crew Qualification Handbook – ABQH 16794.52 (series) b. Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series) c. Boat Crew Handbook – Boat Operations, BCH16114.1 (series) d. Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series) e. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) f. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) g. Boat Crew Handbook – First Aid, BCH 16114.5 (series) h. District Standard Operating Procedures, Policy Manuals, and other local Instructions
Conditions	Performed triennially while underway on an Auxiliary PWC Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.
Standards	In response to the QE, the trainee must answer questions on, and perform the below listed evolutions, for the PWC Operator position.

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: <ul style="list-style-type: none"> 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) IAW reference (a) .	_____
9. Responded to and safely recovered a Person In the Water (PIW).	_____
10. Demonstrated proficiency and safety during a stern tow, including: <ul style="list-style-type: none"> 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.	_____



NAME: _____		Member Number: _____	
Sea/Wx Conditions: _____		Facility size/type: _____	
Performance Criteria		Completed (Initials)	
12. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed		_____	
13. Operated PWC IAW Navigation Rules and Regulations.		_____	
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).		_____	

Accomplished:

**Qualification Examiner's
Signature:**

Date

NOTE *GS*

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:



ENCLOSURE (4) Annual Currency Maintenance Task Tracker, Crewmember

Task Currency Calendar Year:	
Member Unit Number:	
Member Name:	
Member ID:	

For each Task completed, record the following information in the corresponding Task section below:

- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

NOTE: Crewmembers who choose to maintain nighttime certification shall complete all requirements listed in Task Sections 2 and 3 below.

Task Section 1: (BMC) ANNUAL DAY TASKS					
<ul style="list-style-type: none"> • The required drill sheet can be found at https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets 					
Task: Perform each of the following below:	Patrol #	Date	Sign Off Initials		
Assist the Coxswain with a Pre-Check off of an Auxiliary Facility IAW TASK BCM-03-02-AUX					
Boat Handling IAW TASK BCM-04-08-AUX					
Navigation and Piloting Exercise IAW TASK BCM-08-02-AUX					
• Man Overboard IAW the MOB Evaluation drill sheet					
• Tow IAW the Towing Evaluation drill sheet					
• Onboard Fire BECCE IAW the Onboard Fire Evaluation drill sheet					
• Grounding BECCE IAW the Grounding Evaluation drill sheet					
Task Section 2: (BCM) ANNUAL NIGHT TASKS					
Task Perform each of the following below:	Patrol #	Date	Sign Off Initials		
Navigation and Piloting Exercise / TASK BCM-08-02-AUX					
• Man Overboard IAW the MOB Evaluation drill sheet					
Task Section 3: (BCM) ANNUAL NIGHT U/W HOURS					
Note 1: This cumulative time may be split across multiple patrols. Record each patrol until you reach 2 hours.					
Note 2: Nighttime hours do not start until 30 minutes after sunset and ends 30 minutes before sunrise.					
Sunset Start Time	Sunrise Start Time	Time U/W at night in HH:MM	Patrol #	Date	Sign Off Initials

When all Task Sections are completed, as necessary, members shall submit this form to the FSO-IS to be recorded.



.Member ID:		Task Currency Calendar Year:	
--------------------	--	-------------------------------------	--

Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials

ROLLUP TASK NAMES IN AUXDATA II

The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (BCM) ANNUAL DAY TASKS
- (BCM) ANNUAL NIGHT TASKS
- (BCM) ANNUAL NIGHT U/W HOURS

ROLLUP TASK DATES IN AUXDATA II

When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2024
- One or more Tasks are completed during Calendar Year 2024, but the final Task for a requirement section is completed on 5/25/2025.
- The completion date to be recorded for the rollup Task = 12/31/2024

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 6, Section A.2.)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in any of the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the applicable Task Section(s) on Page 1. Upon completion of the missing task or hours, *this may serve as the formal letter from the FC to the OTO documenting completion.*

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
Coxswain:			
FC			
OTO:			

Members should keep a copy of the form for their records.



ENCLOSURE (5) Annual Currency Maintenance Task Tracker, Coxswain

Task Currency Calendar Year:	
Member Unit Number:	
Member Name:	
Member ID:	

For each Task completed, record the following information in the corresponding Task section below:

- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

NOTE: Crewmembers who choose to maintain nighttime certification shall complete all requirements listed in Task Sections 2 and 3 below.

Task Section 1: (COX) ANNUAL DAY TASKS					
<ul style="list-style-type: none"> • The required drill sheet can be found at https://wow.uscgaux.info/content.php?unit=R-DEPT&category=standardized-drill-sheets 					
Task: Perform each of the following below:	Patrol #	Date	Sign Off Initials		
• Conduct a Pre-Underway Check-off of the Boat IAW Task COXN-03-03-AUX.					
• Navigation Exercise IAW the Navigation Evaluation drill sheet					
• Man Overboard IAW the MOB Evaluation drill sheet					
• Tow IAW the Towing Evaluation drill sheet					
• Onboard Fire BECCE IAW the Onboard Fire Evaluation drill sheet					
• Grounding BECCE IAW the Grounding Evaluation drill sheet					
• Correctly execute one of the precision search patterns IAW the Search pattern (Precision) Evaluation Drill Sheet OR Correctly execute one of the drifting search patterns IAW the Search Pattern (Drifting) Evaluation Drill Sheet. <i>Search Pattern shall be based on appropriateness of the patterns for the type of facility and the needs of the operating area.</i>					
Task Section 2: (COX) ANNUAL NIGHT TASKS					
Task Perform each of the following below:	Patrol #	Date	Sign Off Initials		
• Navigation Exercise IAW the Navigation Evaluation drill sheet					
• Man Overboard IAW the MOB Evaluation drill sheet					
Task Section 3: (COX) ANNUAL NIGHT U/W HOURS					
Note 1: This cumulative time may be split across multiple patrols. Record each patrol until you reach 2 hours.					
Note 2: Nighttime hours do not start until 30 minutes after sunset and ends 30 minutes before sunrise.					
Sunset Start Time	Sunrise Start Time	Time U/W at night in HH:MM	Patrol #	Date	Sign Off Initials

When all Task Sections are completed as necessary, members shall submit this form to the FSO-IS to be recorded.



Member ID:		Task Currency Calendar Year:	
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Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials

ROLLUP TASK NAMES IN AUXDATA II

The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (COX) ANNUAL DAY TASKS
- (COX) ANNUAL NIGHT TASKS
- (COX) ANNUAL NIGHT U/W HOURS

ROLLUP TASK DATES IN AUXDATA II

When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2024
- One or more Tasks are completed during Calendar Year 2024, but the final Task for a requirement section is completed on 5/25/2025.
- The completion date to be recorded for the rollup Task = 12/31/2024

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 6, Section A.2.)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in any of the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the applicable Task Section(s) on Page 1. Upon completion of the missing task or hours, *this may serve as the formal letter from the FC to the OTO documenting completion.*

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
Coxswain:			
FC			
OTO:			

Members should keep a copy of the form for their records.



ENCLOSURE (6) Annual Currency Maintenance Task Tracker, PWC Operator

Task Currency Calendar Year:	
Member Unit Number:	
Member Name:	
Member ID:	

For each Task completed, record the following information in the corresponding Task section below:

- The AUXDATA II Patrol # during which the Task was completed (example: PO-123456).
- The date of the Patrol during which the Task was completed.
- The initials of the person authorized to sign off on the Task.

Task Section 1: (PWC) ANNUAL TASKS			
Task:	Patrol #	Date	Sign Off Initials
TASK PWC-03-02-AUX: Locate and Identify the Purpose of the Equipment Aboard the Boat; Perform Pre-Underway Testing; Conduct Pre-Underway Briefings			
TASK PWC-04-01-AUX: Dismount and Remount PWC in Deep Water			
TASK PWC-04-03-AUX: Maneuver Through a Buoyed Slalom Course			
TASK PWC-07-01-AUX: Pick Up a Conscious Person And Transport To Shore			
TASK PWC-07-02-AUX: Take Another PWC or Vessel in Stern Tow			
Efficiently and safely handled the PWC and communicated effectively with the tandem facility			

When all Task Sections are completed as necessary, members shall submit this form to the FSO-IS to be recorded.

Persons authorized to sign off on Tasks completed shall record their name, signature, and initials in the table below.

Sign Off Name	Sign Off Signature	Sign Off Initials



Member ID:		Task Currency Calendar Year:	
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ROLLUP TASK NAMES IN AUXDATA II

The Annual Currency Maintenance Tasks shall be recorded in AUXDATA II as the rollup Tasks listed below, acknowledging all Tasks within a requirement section are complete:

- (PWC) ANNUAL TASKS

ROLLUP TASK DATES IN AUXDATA II

When all Annual Currency Maintenance Tasks within a requirement section are completed within the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as the latest date listed in the corresponding requirement section.

If one or more Currency Maintenance Tasks are completed for a requirement section after the designated Task Currency Calendar Year, the Task completion date for the rollup Task shall be recorded in AUXDATA II as December 31st of the Task Currency Calendar Year listed on this form regardless of the latest date listed in the corresponding requirement section. Example:

- Task Currency Calendar Year = 2024
- One or more Tasks are completed during Calendar Year 2024, but the final Task for a requirement section is completed on 5/25/2025.
- The completion date to be recorded for the rollup Task = 12/31/2024

FAILS TO MEET ANNUAL CURRENCY REQUIREMENTS (ATH 16794.51 Ch. 6, Section A.2.)

When a member fails to meet annual currency requirements, their certification will lapse, and they will be placed in Required Yearly Requirement (REYR) status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol. A member who fails to meet annual currency requirements for the year shall make up the missing hours and/or currency maintenance tasks (listed in any of the Task Sections on Page 1) as a trainee, under the supervision of a certified coxswain the following calendar year.

Coxswain shall document completion of all missing hours and/or annual currency requirements utilizing the applicable Task Section(s) on Page 1. Upon completion of the missing task or hours, *this may serve as the formal letter from the FC to the OTO documenting completion.*

1. The member has completed the missing requirement and (2) request that the member be re-instated.

Position:	Name: (print)	Signature:	Date:
Trainee:			
PWC Operator:			
FC			
OTO:			

Members should keep a copy of the form for their records.



APPENDIX A

Initial Checkride and Third Year Evaluation/Recertification Checklist

Member Name: _____ **Member Number:** _____

Dist: _____ **Div:** _____ **Flotilla:** _____ **DATE:** _____

The FC, FSO-OP or FSO-MT shall complete the appropriate sections below and provide it to the member for review and member’s signature. Once this form has been reviewed and signed by the member, the FC, FSO-OP or FSO-MT may submit a request for a QE using the QE Request Form in [Appendix B](#) to the AQEC or CQEC (as applicable) who may assign a QE.

Please indicate most recent completed date (as applicable) for checkride being requested.

PREREQUISITES	CREW		COXSWAIN		PWO	
	<input type="checkbox"/> Initial [√] Ride	<input type="checkbox"/> 3YR or Recert	<input type="checkbox"/> Initial [√] Ride	<input type="checkbox"/> 3YR or Recert	<input type="checkbox"/> Initial [√] Ride	<input type="checkbox"/> 3YR or Recert
Completion of applicable PQS						
Personal Physical Fitness and Vision BCM-02-02						
Risk Mgt TCT Refresher (within 15 months)						
OPS Workshop (if mandatory in current year)						
Navigation Rules: Initial – NAV 70. Recert – NAV 95 (within 5 years)						
AUXCT – Core Training Current (Not in REYR)	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
Annual Underway Hours and Currency Task Current (Member not in REYR)		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO

Member Print Name:	Member Signature:	Date:
FC or FSO-OP or FSO-MT Print Name:	FC or FSO-OP or FSO-MT Signature:	Date:
AQEC Print Name:	AQEC Signature:	Date:



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APPENDIX B QE Request Form

From: _____
(FC/FSO-OP/FSO-MT)

Date: _____

To: _____
(Area/Chief QE Coordinator)

Requesters Phone No.: _____

Requestors Email: .: _____

Requesting Division/Flotilla: _____ Number of candidates: _____

I am requesting a QE for the following purposes (List corresponding TASK number(s) in candidate table)

TASK	TASK
1) Coxswain Oral Board	2) Coxswain Initial Checkride
3) Crew Oral Board	4) Crew Initial Checkride
5) PWC Oral Board	6) PWC Initial Checkride
7) Third Year Coxswain	8) Third Year Crewmember
9) Third Year PWO	10) Night Initial Checkride (COX or BCM)
11) Operational Excellence Program	

Please list candidate(s) required information below:

NAME	MEMBER #	UNIT	Phone #	TASK #(s)

Mission Information				
Candidate:	Mission Date:	Alt. Mission Date	Mission Start Time:	Number of Facilities needed



QE Request Form Additional Info

Enter other mission information here (i.e., location, directions, etc.)

This section to be filled out by QE coordinator:

QE(s) Assigned to Duty:	
1.	2.

QE After Action Report (Optional)

Filled out by QE					
AUXFAC ID #		Patrol #		Date:	
Patrol Area:					
After Action Report / Amplifying Information					



APPENDIX C
Auxiliary Boat Crew Program Qualification Letter

From: _____ Date: _____
(Print QE Name)

To: Operations Training Officer, District: _____

Via: _____ Area: _____
(Print AQEC)

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

Member completed Nighttime certification requirements (Check one): YES/ NO

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

(QE's Signature) (Date Completed)

FIRST ENDORSEMENT

Date: _____

(Print AQEC) Area: _____

To Operations Training Officer, _____

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

(AQEC's Signature)

SECOND ENDORSEMENT

Date: _____

From Operations Training Officer, _____

To: _____
(Member's Name)

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

Member certified night in AUXDATA II (Check one): YES/ NO

(OTO's Signature)

Copy: Member's AUXDATA file



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APPENDIX D QE Application Form

NAME:		Member #:	
ADDRESS:			
Home PH:			
Cell. PH:			
e-mail:			
District.:		Division.:	
		Flotilla.:	

EXPERIENCE(YEARS)					
MBR	CRW	COX	PWC	IT	WatchStander

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

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

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

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

APPLICANT'S SIGNATURE	DATE

REVIEWING SIGNATURES		DATE	APPROVED
ACQE			YES/NO
BCAB/CQEC			YES/NO

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



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APPENDIX E Qualification Examiner In Training (QE-IT)

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

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

Dockside session: _____
DATE QE MENTOR SIGNATURE

Underway session: _____
DATE QE MENTOR SIGNATURE

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

Session #1 (Crew): _____
DATE QE SIGNATURE

Session #2 (Cox): _____
DATE QE SIGNATURE

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

Session #1 (Crew): _____
DATE QE SIGNATURE

Session #2 (Cox): _____
DATE QE SIGNATURE

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

DATE QE SIGNATURE

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

DATE QE SIGNATURE



QE-IT Name:	Member Number:
-------------	----------------

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

DATE

QE SIGNATURE

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

DATE

QE SIGNATURE



APPENDIX F Qualification Examiner Appointment Letter

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
United States Coast Guard
Coast Guard District _____

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

16794.51 (series)
dd Mmm yyyy

MEMORANDUM

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

To: Name of Member

Subj: APPOINTMENT AS QUALIFICATION EXAMINER (QE-BOAT or QE-PWC)

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

1. Congratulations! Having completed all qualification requirements in accordance with reference (a), you are hereby appointed a Qualification Examiner (QE-BOAT or QE-PWC) in Coast Guard District _____.
2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. As a Qualification Examiner (QE) you are charged with the responsibility to professionally and accurately evaluate trainees based on their ability to safely complete the qualifying tasks required, in the manner prescribed in the appropriate qualification guide(s) without bias for any reason. If at any time you are unable to perform these duties or recommended by a physician not to perform these duties or the physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.
3. You will be scheduled for QE missions by _____. Prior to getting underway in any Auxiliary surface facility, you must verify that the Order Issuing Authority has issued appropriate orders.
4. Your appointment as a Qualification Examiner is effective as of the date of this letter and will remain in effect unless rescinded by this office or higher authority, or you have opted out of the program.

#

Copy: District _____ Commodore



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APPENDIX G

Auxiliary Surface Operations Program Concept of Operations (CONOP)

Introduction

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

In this Section

This section contains the following information:

Title	Page
General	G-1
Missions	G-2

A.1. General

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

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

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

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



A.2. Missions

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

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

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

Ice Reconnaissance – Observe and report ice conditions.

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

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

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

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

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



APPENDIX H Glossary

Introduction

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

In this Section

This section contains the following information:

Title	Page
DEFINITION	H-2



TERM	DEFINITION
AOR	Area of responsibility. Refers to a geographic area in which a Coast Guard commander is responsible for carrying out missions.
AUXDATA II	Auxiliary Data Information System. The national membership, qualification, and mission performance database.
Boat Crew	Includes the Coxswain, Boat Crewmembers, and all other personnel required on board a boat acting in an official capacity.
Boat Crew Program	A general term referring to the overall program of training, qualifying, and certifying members in any boat crew position: crewmember, coxswain, or PWC operator.
Certification	Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard an Auxiliary Facility.
COMDTINST	Commandant Instruction. A directive issued by the Commandant to establish policies and procedures.
Commander	A Coast Guard officer in command of a Coast Guard unit. As used in this handbook, refers to any Coast Guard Unit Commander, Commanding Officer, or Officer in Charge.
Concept of Operations	A fundamental or underlying procedural or philosophical statement of how a mission is accomplished or how an objective reached; how means are used to achieve ends. Also referred to as a CONOP.
Controlling Authority	A public safety agency that assumes the communications guard for a facility on patrol. This term is used in locations not covered by the active-duty command and control system.
Coxswain	The person in charge of a boat, responsible for the safety and conduct of the crew and passengers and the completion of the assigned mission.
Crewmember	A person embarked in a boat to assist with boat handling and carrying out the assigned tasks of the mission.
Currency Requirements	Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.
Director	Director of Auxiliary. An officer assigned to a district commander's staff, responsible for directing and managing Auxiliary programs in the Auxiliary district or region. Also referred to as DIRAUX.



TERM	DEFINITION
Facility	A boat, aircraft, or radio station owned by an Auxiliary member or Coast Guard unit offered for use in accordance with reference (b).
Mentor	An Auxiliary member who partners with a boat crew program trainee to assist and coach the development of the trainee's knowledge and skills.
Night	The period from ½ hour after sunset until ½ prior to sunrise.
Operational Commander	For the purpose of this Handbook, Operational Commanders are defined as those who exercise <i>direct</i> operational control of a Boat Force units and Coast Guard Auxiliary units within their geographic area of operations. Operational commanders can issue orders and maintain overall guidance of operational policy over assets in their area of operations.
Operational Control (OPCON)	Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, & the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.
Operations Training Officer (OTO)	A member assigned to the Director's staff to coordinate and support the boat crew training program in that district or region. Support includes serving as a trainer. Normally the rank of Chief Warrant Officer (W-2 through W-4).
Order Issuing Authority (OIA)	Active-duty unit commanders authorized to issue operational orders. Unit commanders and directors may designate certain civil service, active duty and District level Auxiliary officers to issue orders on their behalf.
Patrol	The movement of an Auxiliary operational vessel facility, on reimbursable or non-reimbursable orders, to carry out an assigned mission.
Proficiency	Status of a crew currency.
PWC	Personal watercraft (PWC) is a vessel less than 16 feet in length which is designed to be operated by a person or persons sitting, standing, or kneeling on, rather than within the confines of a hull, normally propelled and steered by a directional water jet apparatus.
Qualification	The satisfactory completion of the appropriate qualification tasks.



TERM	DEFINITION
Qualification Examiner (QE)	A certified Auxiliary, active duty, or reserve coxswain appointed by the Director to verify that trainees can perform qualification tasks to specified standards.
Risk Management	A continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
Station	A Station is a shore facility with a designated OPFAC, Command Cadre, permanently assigned duty-standards, unit boat allowance and equipment.
Task	A separate training step learned in order to perform a particular job skill.
Task Code	A four-element code used to identify the applicability of tasks listed in the Auxiliary Boat Crew Qualification Guide.
Team Coordination	A set of leadership, communication and decision-making skills intended to coordinate the actions of individuals making up a team, such as a boat crew, in order to more safely and effectively carry out a mission. Often referred to as team coordination training, or TCT.
Trainee	An Auxiliary member in the boat crew training program as a candidate for qualification.
Triennial	Taking place every three years.
Type	The type of boat for which a particular qualification task applies. All Auxiliary facilities are designated "AUX."
Vessel Facility	A boat owned by an Auxiliary member or Auxiliary unit and offered for use on patrols. It must meet certain equipment standards and be inspected annually. In some cases, boats owned by corporations may also be accepted as facilities. (See Section 1.D of reference (b) for guidance on corporate ownership.)