



# PART 3

## Coxswain Qualification

**Introduction**

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

**NOTE**

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

**In this Part**

This Part contains the following chapters:

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



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**CHAPTER 1**  
**Task Accomplishment Record for Coxswain**

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

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



**NOTE** *GS*

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

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

**NOTE** *GS*

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

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

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 Chapter 1 – Task Accomplishment Record



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



Part 3 – Coxswain Qualification  
 Chapter 1 – Task Accomplishment Record

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



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## CHAPTER 2

### Coxswain Qualification Tasks

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#### Introduction

The following are the instructions for this Chapter:

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

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#### Prerequisite

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

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#### In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	<a href="#">Crew Efficiency Factors</a>	3-8
B	<a href="#">Boat Characteristics and Stability</a>	3-11
C	<a href="#">Boat Handling</a>	3-15
D	<a href="#">Rules of the Road</a>	3-29
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## Section A. Crew Efficiency Factors

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### Introduction

The following are objectives of Division One:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-01-01-AUX	Perform Twenty-Eight Hours Underway As Crewmember	3-9
COXN-01-02-AUX	Crew Fatigue Standards	3-9
COXN-01-03-AUX	Incident Command System	3-10





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

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

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

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

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

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

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

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

**References**

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

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

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

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

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

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



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

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

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

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

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



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## Section B. Boat Characteristics and Stability

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### Introduction

The following are objectives of Division Two:

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

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### In this Section

This Section contains the following tasks:

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



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

- Reference** a. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*  
b. *Facility's Capacity Plate, (if applicable)*
- Conditions** Task should be performed at any time, ashore, at the dock, or underway. Trainee must accomplish task without prompting. Use of a reference is allowed.
- Standards** In response to the mentor, the trainee must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

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

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

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



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

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

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

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

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

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

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



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

<b>Reference</b>	a. <i>Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)</i>
<b>Conditions</b>	Task should be performed underway observing other vessels in various situations (i.e., towing, trawling, etc.) and weather conditions.
<b>Standards</b>	The observer must note: <ul style="list-style-type: none"> <li>(01) Listing</li> <li>(02) Sitting high or low in the water</li> <li>(03) Trimming bow up or down.</li> <li>(04) Wind/sea conditions</li> <li>(05) Your boat’s reaction to the sea compared with that of the distressed boat</li> </ul>

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

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

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




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## Section C. Boat Handling

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### Introduction

The following are objectives of Division Three:

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

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-03-01-AUX	State the Forces that Affect Boat Handling	3-16
COXN-03-02-AUX	State the Basic Principles of Boat Handling	3-17
COXN-03-03-AUX	Complete A Pre-Underway Check-Off For The Facility	3-18
COXN-03-04-AUX	Get the Boat Away from a Pier	3-20
COXN-03-05-AUX	Trim Tabs (If equipped)	3-21
COXN-03-06-AUX	Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas	3-22
COXN-03-07-AUX	Maneuver in Narrow Channel or in a River	3-23
COXN-03-08-AUX	Determine The Approach To An Object And Station Keep	3-24
COXN-03-09-AUX	Maneuver The Boat Alongside Another Boat With No Way On	3-25
COXN-03-10-AUX	Moor the Boat	3-26
COXN-03-11-AUX	Anchor the Boat	3-27
COXN-03-12-AUX	Weigh the Boat's Anchor	3-28



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

**References**

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*
- c. *Knight's Modern Seamanship*

**Conditions**

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

**Standards**

In response to the mentor, the trainee must, without error, state the basic forces that affect boat handling as outlined in the steps listed below.

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

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

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

**Comments**

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





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

**References**

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

**Conditions**

Task should be performed at any time. Steps 1 through 5 are for single screw boats and steps 6 through 8 are for twin screw boats. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must, without error, state the basic principles of boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the reaction of the boat with sternway on and the rudder amidships.	_____
2. State the reaction of the boat with sternway on and the rudder left.	_____
3. State the reaction of the boat with headway on and the rudder left.	_____
4. State the reaction of the boat with the headway on and the rudder right.	_____
5. State the reaction of the boat when commencing forward motion from no way-on.	_____
6. State the reaction of a twin-screw boat when the port screw is placed ahead and the starboard screw in reverse.	_____
7. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the right.	_____
8. State the reaction of a twin-screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the left.	_____

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

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

Performance Criteria	Completed (Initials)
1. Verified appropriate Coast Guard patrol orders have been issued	_____
2. Located and checked the proper condition, operation, and stowage of the following equipment. <ul style="list-style-type: none"> <li>a. Personal Floatation Devices (PFDs).</li> <li>b. Fire extinguishers.</li> <li>c. Visual distress signals.</li> <li>d. Anchors and anchor lines.</li> <li>e. Dewatering device.</li> <li>f. Watch or clock.</li> <li>g. Boarding ladder (or other means of boarding).</li> <li>h. Kicker/skiff hook (if required).</li> <li>i. Binoculars.</li> <li>j. Blanket.</li> <li>k. Fenders.</li> <li>l. Towline.</li> <li>m. Bridle.</li> <li>n. Heaving lines.</li> <li>o. Mooring lines.</li> <li>p. Searchlight.</li> <li>q. Spare navigation light bulbs.</li> <li>r. Boat hook.</li> <li>s. Navigation lights.</li> <li>t. Depth sounder or sounding pole.</li> <li>u. Charts (if available), navigation plotting instruments.</li> <li>v. Tools and spare parts.</li> <li>w. First aid kit.</li> <li>x. Sound producing device(secondary manual sound device other than the vessel horn).</li> <li>y. Current Navigation Rules and Regulations Handbook.</li> </ul>	_____



<p>4. Completed the required mechanical, electrical, and engine checks listed below:</p> <ul style="list-style-type: none"> <li>a. Oil level (if applicable).</li> <li>b. Water level (if applicable).</li> <li>c. Reduction gear oil level (if applicable).</li> <li>d. Fuel system, especially fuel shut off valves.</li> <li>e. Ventilation system (if applicable).</li> </ul>	<p>_____</p>
<p>5. Conducted crew briefing:</p> <ul style="list-style-type: none"> <li>a. Purpose of mission.</li> <li>b. Any special circumstances concerning the mission.</li> <li>c. Working radio frequency to be used for the mission.</li> <li>d. Expected weather and sea conditions.</li> <li>e. Crewmembers in proper uniform and PPE.</li> <li>f. Confirmed monthly PLB testing IAW MPC has been completed. (Only required to be completed ONCE every 30 days).</li> <li>g. Confirmed crewmembers are physically capable to perform mission.</li> <li>h. Discussed and conduct a risk assessment. Incorporated risk elements into pre-underway crew briefing.</li> <li>i. Discussed the policy on wearing jewelry. Crew is in compliance.</li> </ul>	<p>_____</p>
<p>6. Performed the following to prepare facility for getting underway:</p> <ul style="list-style-type: none"> <li>a. Secured all openings.</li> <li>b. Secured boat for sea (no loose gear).</li> <li>c. Displayed proper flags and signboards.</li> <li>d. Opened sea suction (if applicable).</li> <li>e. Ventilated the engine compartment before starting engine(s) (if applicable).</li> <li>f. Started the engine(s).</li> <li>g. Engine/marine gear oil pressure satisfactory (if equipped).</li> <li>h. Checked cooling water overboard discharge.</li> <li>i. Energized the electrical and electronic systems (bilge pump, etc.).</li> <li>j. Disconnected shore tie(s) (if equipped).</li> </ul>	<p>_____</p>
<p>7. Tested the following electronic equipment (if equipped):</p> <ul style="list-style-type: none"> <li>a. VHF - FM radio(s).</li> <li>b. Loud hailer.</li> <li>c. Depth sounder</li> <li>d. GPS.</li> <li>e. Chart Plotter</li> <li>f. RADAR</li> </ul>	<p>_____</p>
<p>8. Conduct steering and propulsion test prior to getting underway.</p>	<p>_____</p>
<p>9. Provide Controlling Unit with Number of POB, Risk Assessment, and <b>establish</b> radio guard.</p>	<p>_____</p>

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

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



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

**References**

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

**Conditions**

Performed at the dock in calm sea and wind conditions. All mooring lines must be attached before task begins. Adjust operation for any wind or current. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must safely get the facility underway from a mooring. Trainee must give verbal commands for all line handling procedures.

Performance Criteria	Completed (Initials)
1. State the expected effects of the wind and current on the movement of the boat.	_____
2. Brief crew on the procedure to be used and their duties.	_____
3. Gave commands for all line handling in a loud/clear voice and acknowledged the responses of the crewmember(s).	_____
4. Take in all mooring lines except the bow spring line (if needed).	_____
5. With the use of walking fenders, cleared stern of the boat by going ahead slowly and springing the stern out (if bow spring line used).	_____
6. Take in bow spring line when stern is well clear of the pier.	_____
7. Boat was eased out from the dock until clear of all obstacles with room to move ahead.	_____

**Mentor**

**Date**

**Comments**



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

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

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

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

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



**TASK COXN-03-06-AUX: Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas**

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

**Conditions** Performed during daylight in moderate sea conditions on a facility that is within its operational limitations for the conditions. If the above conditions are not available, seas may be created by another boat. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must operate the facility in following, head, and beam seas, accomplishing the steps below without endangering personnel or the facility.

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

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

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



**TASK COXN-03-07-AUX: Maneuver in Narrow Channel or in a River**

**NOTE** *~*

Task **MAY BE WAIVED** by DIRAUX.

**Reference**

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

**Conditions**

Performed underway on a facility, during daylight, in good weather and calm seas conditions. In response to the mentor, the trainee must use the facilities propeller(s)/outboard(s), rudder action, and handling characteristics in combination with the existing current velocity and direction to obtain the best advantage in controlling and maneuvering the facility and must station-keep and turn the facility 180 degrees within the confines of a narrow channel, harbor entrance, or inlet in accordance with the steps below. Trainee must perform the task without endangering personnel or the facility.

**Standards**

Trainee must perform the task to the minimum standards in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Briefed the crew on procedures to be used and their duties.	_____
2. Anticipated and explained the predicted effects of the wind on the maneuvering of the facility.	_____
3. Defined bank cushion and stated its effect on boat handling/maneuvering	_____
4. Defined bank suction and stated its effect on boat handling/maneuvering.	_____
5. Stated when “bank cushion” and “bank suction” would be the strongest and weakest when turning in a sharp bend in a narrow channel.	_____
6. Maintained position (station-keeping) in the center of the channel for at least three minutes.	_____
7. Brought the facility around in the channel from a “facing the current” (up current) position to a “with the current” (down current) position.	_____
8. Brought the facility around in the channel from a “with the current” (down current), position to a “facing the current” (up current) position.	_____
9. Maneuvered the facility in a narrow channel under the following conditions: a. straight channel b. passing another boat. c. turning in a bend, against the current (middle of channel) d. turning in a bend, going with the current e. hugging the point. f. staying in the bend. g. staying on bend side, middle of channel	_____

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK COXN-03-08-AUX: Determine The Approach To An Object And Station Keep**

**Reference**

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

**Conditions**

Performed underway in calm to moderate conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor the trainee while operating the boat must determine the approach on a stationary object (buoy, piling, anchored boat, etc.) or floating object (boat adrift, life ring, etc.) while using the predominant forces in boat handling. The trainee must then station-keep on the object, at a safe maneuvering distance for the conditions, in accordance with the steps below.

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

**Mentor**

**Date**

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**TASK COXN-03-09-AUX: Maneuver The Boat Alongside Another Boat With No Way On**

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

**Conditions** Performed while underway on a facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must maneuver the facility in accordance with the steps below.

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

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

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



**TASK COXN-03-10-AUX: Moor the Boat**

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

Performance Criteria	Completed (Initials)
1. State expected effects of the wind and current on the mooring of the boat.	_____
2. Brief crew on procedure to be used and their duties.	_____
3. Instruct one crewmember to stand by on the bow with a fender.	_____
4. Approach dock slowly.	_____
5. Directed crew to attach appropriate mooring lines, in order, as best determined by prevailing conditions.	_____
6. Directed crew to tend and secure all mooring lines.	_____
7. Ensured that all mooring lines were adjusted for expected tidal changes and wave/wake action.	_____

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

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



**TASK COXN-03-11-AUX: Anchor the Boat**

<b>Reference</b>	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)</i>
<b>Conditions</b>	Performed underway on a facility in calm wind and sea conditions during daylight. Trainee must be at the helm as the Coxswain, Mentor should provide the trainee with a general location for anchorage. Trainee should select the specific spot for placing the anchor. Trainee must accomplish the task without prompting or use of a reference.
<b>Standards</b>	<p>Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Boat must be anchored with room to swing. Scope of anchor line should be based upon the following guidelines:</p> <p style="padding-left: 40px;">Calm to moderate seas:    5 to 7 times the water depth</p> <p style="padding-left: 40px;">Heavy Weather:                10 times the water depth</p>

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

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

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



**TASK COXN-03-12-AUX: Weigh the Boat’s Anchor**

**References**

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

**Conditions**

Task should be performed at any time, on a facility in calm wind and sea conditions during daylight upon completion of TASK COXN-03-11-AUX. Trainee must accomplish task without prompting or use of a reference.

**Standards**

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Brief crew on procedure to be used and establish communications.	_____
2. Move boat ahead slowly, using the engines and following hand signals by crewman.	_____
3. Directed crew to take up slack in the anchor line and fakes it on deck out of the way or feeds anchor line into anchor locker/forepeak/reel.	_____
4. Attempted to retrieve anchor when anchor line was tending up and down (vertical).	_____
5. Ensure crew breaks loose the anchor.	_____
6. If the anchor failed to break free: a. Directed crewmember to make the anchor line fast around the forward bitt/cleat. b. Maneuvered boat ahead a few feet after anchor line made fast. c. If anchor not freed, placed engine(s) ahead slow and maneuvered in a wide circle until anchor freed.	_____
7. Ensure the anchor line does not approach the boat’s screw(s)/propellers.	_____
8. Ensure crew brings anchor onboard, tending line at all times.	_____
9. Ensure crew secured all gear.	_____

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

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

**Comments**

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



## Section D. Rules of the Road

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

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

**In this Section** This Section contains the following task:

Task Number	Task	See Page
COXN-04-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	3-29

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

**NOTE**

**TASK NOT WAIVERABLE**

- References**
- a. *Promulgation of the Navigation Rules and Regulations Handbook, COMDTINST 16672.2 (series)*
  - b. *Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)*

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

**Standards** Trainee must receive a passing score (90%) on the Auxiliary Navigation Rules Examination (NAV-70)—Initial Qualification (closed book), **or** pass a commercial course approved by the National Maritime Center (NMC).

Performance Criteria	Date Passed Exam	(Initials)
1. Passed the Auxiliary Navigation Rules Examination (NAV-70) - Initial Qualification, <b>or</b>		_____
2. Passed a commercial course approved by the National Maritime Center (NMC).		_____

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

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



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## Section E. Boat Piloting and Navigation

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### Introduction

The following are objectives of Division Five:

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

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-05-01-AUX	Identify Navigational Publications	3-31
COXN-05-02-AUX	Sketch A Chart Of The Local Operating Area	3-32
COXN-05-03-AUX	Convert True Course to Compass Course	3-33
COXN-05-04-AUX	Operate the GPS	3-34
COXN-05-05-AUX	Configure and Operate Electronic Charting System (ECS) (If Equipped)	3-35
COXN-05-06-AUX	Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)	3-36
COXN-05-07-AUX	Use RADAR to Determine if Risk of Collision Exists (If Equipped)	3-37
COXN-05-08-AUX	Adjust Facility for Set And Drift	3-38
COXN-05-09-AUX	Perform a Navigation and Piloting Exercise	3-39
COXN-05-10-AUX	River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock	3-40



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

**References**

- a. *Promulgation of the Navigation Rules and Regulations Handbook*
- b. *Coast Pilot*
- c. *Light List*
- d. *Notice to Mariners/Local Notice to Mariners*
- e. *Tide Tables/Tidal Current Tables*
- f. *Nautical Charts of Local Area*
- g. *Nautical Chart Symbols, Abbreviations and Terms, Chart No. 1*
- h. *The American Practical Navigator*

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Identify the Promulgation of the Navigation Rules and Regulations Handbook.	_____
2. State the use of the Coast Pilot and the appropriate entries for local area.	_____
3. State the use of the <i>Light List</i> and the appropriate entries for local area.	_____
4. State the purpose, scope, and originator of the following Notice to Mariners (NTM): a. Safety Broadcast NTM, b. Summary of Active Safety BNTM. c. Weekly NTM (District) d. Weekly NTM (Global)	_____
5. State how to find or access Tide data for the local area.	_____
6. State how to find or access Tidal Current data for the local area.	_____
7. State how to find or access water height and data for the local area. (i.e.: rivers/inland/Great lakes)	_____
8. Identify all Nautical Charts for Local Area.	_____
9. State the use of Chart No. 1.	_____

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

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

**Comments**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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

**References**

*a. Local charts and personal knowledge of the local area*

**Conditions**

Performed at any time ashore, at the dock, or underway. Sketch on a plain sheet of paper. Trainee must accomplish task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must sketch and label from memory a chart of the local operating area. The sketch does not have to be to scale but should approximate relative distances and shapes. The mentor shall approve the area to be sketched.

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

**Mentor**

**Date**

**Comments**





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

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

**Conditions** Task should be performed at any time, given a chart of the local area and a deviation table (if available) from Auxiliary facilities. Trainee must accomplish the task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must, without error, convert three given TRUE courses into COMPASS courses and plot on a chart.

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

Leg	TRUE	VAR	MAG	DEV	COMPASS
A					
B					
C					
D					

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

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



**TASK COXN-05-04-AUX: Operate the GPS**

**NOTE**

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

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. State the use of all unit display controls.	_____
2. Energize GPS unit.	_____
3. Adjust screen for daytime and nighttime viewing.	_____
4. Determine signal status, using satellite monitor display.	_____
5. Demonstrate the following functions as equipped: <ul style="list-style-type: none"> <li>a. Entering a Waypoint</li> <li>b. Entering a Route</li> <li>c. Position Start, edit, and delete tracks.</li> <li>d. Cross Track Error Alarm</li> <li>e. Waypoint Arrival Alarm</li> <li>f. MOB</li> </ul>	_____
6. Enter setup menu and ensure the following are correct: <ul style="list-style-type: none"> <li>a. Date/Time.</li> <li>b. Units of measurement</li> </ul>	_____

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

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

**Comments**

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**TASK COXN-05-05-AUX: Configure and Operate Electronic Charting System (ECS) (If Equipped)**

**NOTE** 

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

**References**

- a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *Electronics Operator Manual's*

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Energize ECS unit.	_____
2. Adjust screen for daytime and nighttime viewing.	_____
3. Enter setup menu and ensure the following are correct: <ol style="list-style-type: none"> <li>a. Date/time</li> <li>b. Units of measurement</li> </ol>	_____
4. Enter the main menu and demonstrate the following functions: <ol style="list-style-type: none"> <li>a. Entering a Waypoint</li> <li>b. Entering a Route</li> <li>c. Position Start, edit, and delete tracks.</li> <li>d. Cross Track Error Alarm</li> <li>e. Waypoint Arrival Alarm</li> <li>f. MOB</li> <li>g. Depth Sounder offset.</li> <li>h. Depth sounder alarm</li> </ol>	_____
5. Demonstrate entering the following setup options as equipped: <ol style="list-style-type: none"> <li>a. Chart Setup</li> <li>b. Chart Details</li> </ol>	_____
6. Verify chart data update. Update system chart, as needed.	_____
7. Set chart display filters, day/night modes.	_____
8. Verify displayed position, depth, heading and radar overlay (if radar installed to system).	_____
9. Demonstrate the display function, cycle between Radar/Chart Plotter left or right split screen and Chart Overlay option if equipped.	_____

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

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

**Comments**

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\_\_\_\_\_

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\_\_\_\_\_



**TASK COXN-05-06-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings (If Equipped)**

**NOTE**

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

**References**

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

**Conditions**

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

**Standards**

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

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

**Mentor**

**i. Date**

\_\_\_\_\_

**Comments**

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



**TASK COX-05-07-AUX: Use RADAR to Determine if Risk of Collision Exists (If Equipped)**

**References**

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

**Conditions**

Task may be performed at any time, while underway. Weather should be calm to moderate. Trainee will use radar target bearings and ranges to aid in establishing risk of collision on vessels in sight of one another, and, during simulated (.1NM) restricted visibility, use RADAR to determine if risk of collision exists and recommend action to avoid collision. All of the steps must be accomplished manually using the installed RADAR without active ARPA functions. Collision avoidance determinations shall be verified by sight by the mentor. Trainee must accomplish task without prompting or use of a reference.

**Standards**

Trainee must be able to determine the relative motion of the target within a “reasonable” amount of time and recommend an adjustment to the boat’s course to a risk of collision.

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

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

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



**TASK COXN-05-08-AUX: Adjust Facility for Set And Drift**

**References**

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

**Conditions**

Performed both ashore and while underway. The underway portion will be performed in daylight in fair weather conditions, in calm or moderate seas.

**Standards**

In response to the mentor, the trainee must correctly define set and drift. Trainee must adjust course to steer and speed in order to maintain the facility on the intended course and speed.

Performance Criteria	Completed (Initials)
1. Defined the terms set and drift associated with current.	_____
2. Stated the causes of set and drift.	_____
3. Explain the effects of set and drift on the facilities ability to maintain a desired course and speed	_____
4. Demonstrate adjusting course and/or speed to correct for set and drift.	_____

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

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

**Comments**

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



**TASK COXN-05-09-AUX: Perform a Navigation and Piloting Exercise**

<b>Reference</b>	a. <i>Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)</i> b. <i>Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)</i>
<b>Conditions</b>	Performed at the dock and underway in calm conditions (and on a clear night for night exercise). The trainee must use crewmembers and available equipment to integrate information and safely navigate the facility. All chart work (paper or electronic), including courses, distances, and time to run shall be completed prior to getting underway.
<b>Standards</b>	In response to the mentor, the trainee must perform a navigation and piloting exercise. <b>For member's that will be nighttime certified and performing nighttime operations, completion of this task must in addition be completed at night prior to completion of the PQS process and requesting a QE checkride.</b> Mentor will provide trainee with navigation route requirements as stated in the "Requirements" section of the Navigation Evaluation drill sheet.

**NOTE** *✍*

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

Performance Criteria	Completed (Initials)
1. Satisfactory complete the Navigation Evaluation drill sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

**Mentor**

**Date**

**Comments**

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**TASK COXN-05-10-AUX: River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock**

**NOTE**

Task **MAY BE WAIVED** by DIRAUX.

**References**

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

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Stated understanding of locks and dams construction and operation.	_____
2. Stated understanding of locking procedures and signals. <ul style="list-style-type: none"> <li>a. Stated Lock Master’s authority.</li> <li>b. Stated lock priority for pleasure craft.</li> <li>c. Identified and used proper radio frequency guarded by the Lock Master.</li> <li>d. Followed sound and light signals at the locks.</li> </ul>	_____
3. Directed crew to rig fenders, break out mooring lines, and tend while passing through the lock.	_____
4. Stated understanding of safety considerations navigating around dams.	_____
5. Stated understanding of flood warnings.	_____

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

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

**Comments**

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## Section F. Search and Rescue (SAR)

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### Introduction

The following are objectives of Division Six:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-06-01-AUX	Legal Aspects and USCG Policy	3-42
COXN-06-02-AUX	State The Basic Concepts Related To Search Planning	3-43
COXN-06-03-AUX	Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	3-44
COXN-06-04-AUX	Execute a Search Pattern(Precision)	3-45
COXN-06-05-AUX	Execute a Search Pattern(Drifting)	3-45
COXN-06-06-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	3-46



**TASK COXN-06-01-AUX: Legal Aspects and USCG Policy**

<b>References</b>	<ul style="list-style-type: none"> <li>a. <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)</i></li> <li>b. <i>Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)</i></li> <li>c. <i>District SOP</i></li> </ul>
<b>Conditions</b>	Performed at any time ashore, at the dock, or underway. Trainee must accomplish the task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the trainee must, without error, state the basic concepts related to legal aspects and USCG policy as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State an understanding of the statutory authority for the SAR program.	_____
2. State an understanding of “SAR agreements”.	_____
3. Defined the Distress emergency phase of a SAR case. <ul style="list-style-type: none"> <li>a. Uncertainty</li> <li>b. Alert</li> <li>c. Distress</li> </ul>	_____
4. Stated actions Auxiliarists can take in cases determined to be in the Distress emergency phase.	_____
5. Defined a non-distress case.	_____
6. Stated actions Auxiliarists can take in cases determined to be non-distress.	_____
7. State the response policy for flare incidents.	_____
8. State the Auxiliary assistance policy for “Happen Upon Cases” and what actions coxswain would perform with a disabled boat, not in contact with the Coast Guard, is found.	_____
9. State an understanding of the CG Maritime SAR Assistance policy and described how it relates to Auxiliary SAR operations.	_____
10. State an understanding of the CG General Salvage policy other than towing and when Auxiliary facility could engage.	_____
11. State an understanding of CG firefighting activities.	_____
12. State an understanding of the policy for persons trapped in capsized vessels.	_____
13. State an understanding of the District SAR policy on the above topics.	_____

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

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



**TASK COXN-06-02-AUX: State The Basic Concepts Related To Search Planning**

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

Performance Criteria	Completed (Initials)
1. Defined datum.	_____
2. Defined commence search point (CSP).	_____
3. Defined corner point search area description.	_____
4. Defined center point search area description.	_____
5. Defined boundary method search area description.	_____
6. Defined track spacing (TS).	_____
7. Stated items included on a pre-search check list.	_____
8. Described the following search patterns, both single unit (S) and multi-unit (M), and described the conditions in which they are most likely to be used. <ul style="list-style-type: none"> <li>a. Initial Response Search area</li> <li>b. Expanding Square (SS)</li> <li>c. Sector Search (VS)</li> <li>d. Parallel Search (PS)</li> <li>e. Creeping Line Search (CS)</li> <li>f. Trackline Single-Unit Return (TSR)</li> <li>g. Trackline Single-Unit Non-Return (TSN)</li> <li>h. Barrier Search (XSB)</li> </ul>	_____

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

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



**TASK COXN-06-03-AUX: Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)**

**NOTE**

**Chart work should be conducted on a paper chart for the facility's operating area for use with TASK-COXN-06-04 and/or TASK-COXN-06-05. If no paper charts are available for the facility's operating area, then any paper chart can be used to complete this TASK.**

**References**

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

**Conditions**

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

**Standards**

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

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

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

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

**Comments**

\_\_\_\_\_

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**TASK COXN-06-04-AUX: Execute a Search Pattern(Precision)**

<b>References</b>	a. <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)</i>
<b>Conditions</b>	Mentor will provide the trainee with a Search Action Plan for ONE of the required Precision Search Patterns, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.
<b>Standards</b>	Search Pattern shall be completed within the standards of the “Search Pattern (Precision) Evaluation drill” sheet.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Search Pattern (Precision) Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

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

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

\_\_\_\_\_

**TASK COXN-06-05-AUX: Execute a Search Pattern(Drifting)**

<b>References</b>	b. <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)</i>
<b>Conditions</b>	Mentor will provide the trainee with a Search Action Plan for ONE of the required Drifting Search Patterns, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.
<b>Standards</b>	Search Pattern shall be completed within the standards of the “Search Pattern (Drifting) Evaluation drill” sheet.

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Search Pattern (Drifting) Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

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

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

\_\_\_\_\_



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

- References**
- a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
  - b. *Communications Manual, COMDTINST M2000.3 (series)*
  - c. *Radiotelephone Handbook CGTTP 6-01.1*
  - d. *Radiotelephone Handbook CGTTP 6-01.2*

**Conditions** Performed underway, dock side or ashore. The Mentor will simulate a call from a vessel in distress. The trainee will obtain necessary information from the distressed boat.

**Standards** In response to the mentor, the trainee must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.

Performance Criteria	Completed (Initials)
1. Identified the voice distress/safety call signals and their broadcast frequency: <ul style="list-style-type: none"> <li>a. MAYDAY, MAYDAY, MAYDAY – Channel 16 (156.8MHZ) or 2182KHZ</li> <li>b. PAN PAN, PAN PAN, PAN PAN – Channel 16 or 2182 KHZ</li> <li>c. SECURITE, SECURITE, SECURITE – Channel 16 or 2182 KHZ with brief message, then shift to Channel 22A (157.1MHZ) or 2670 KHZ to transmit full message.</li> </ul>	_____
2. Made initial contact with the distressed boat on Channel 16 VHF if not responded to by any CG unit.	_____
3. Did not change frequency unless it was necessary.	_____
4. Acknowledged/replied the following radio traffic to the distressed boat broadcasting a MAYDAY: <ul style="list-style-type: none"> <li>a. Name/Number of distressed vessel’s name.</li> <li>b. “This is Coast Guard Auxiliary Vessel (vessel ID)”</li> <li>c. Received MAYDAY.</li> <li>d. Allowed short period of time after acknowledging MAYDAY for other stations to acknowledge receipt.</li> </ul>	_____
5. Requested additional information that may not have been passed during initial MAYDAY transmission: <ul style="list-style-type: none"> <li>a. Name of distressed boat.</li> <li>b. Disabled boat's position.</li> <li>c. Nature of emergency.</li> <li>d. Assistance required.</li> <li>e. Number of people on board (POB) and their medical condition.</li> <li>f. Boat's description and amount of time boat can stay afloat if sinking.</li> <li>g. Emergency equipment onboard.</li> <li>h. On scene weather and sea conditions.</li> </ul>	_____
6. Advised distressed boat to have all persons onboard put on life jackets (PFDs), and to confirm this has been accomplished.	_____
7. Relayed information to the controlling shore unit as soon as possible.	_____
8. Passed your position and estimated time of arrival (ETA) on scene to distressed boat, if responding.	_____
9. Kept distressed boat informed of search and rescue effort and set a continuous radio guard(until relieved).	_____

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

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



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## Section G. Rescue and Assistance

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### Introduction

The following are objectives of Division Seven:

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

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### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-07-01-AUX	Man Overboard Evolution (Direct Pickup)	3-48
COXN-07-02-AUX	Man Overboard Evolution (Indirect Pickup)	3-49
COXN-07-03-AUX	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	3-50
COXN-07-04-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	3-51



**TASK COXN-07-01-AUX: Man Overboard Evolution (Direct Pickup)**

**WARNING**

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

**Reference**

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

**Conditions**

Task shall be performed underway, in calm sea conditions only for the recovery of an **UNCONSCIOUS** person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water.

**Standards**

In response to the mentor, after alarm is sounded, the trainee must recover the simulated PIW. **Boat's engine(s) must be in neutral when the PIW is alongside.** The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Trainee should be able to do the task on the first attempt without extensive maneuvering. **In addition to daytime completion of this task, member's that will be nighttime certified and performing nighttime operations, completion of this task or TASK COXN-07-02-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**NOTE**

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

Performance Criteria	Completed (Initials)
1. Satisfactory complete the "Man Overboard Evaluation drill" sheet utilizing the "Direct Method". The evaluation drill sheet can be found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

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

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

**Comments**

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**TASK COXN-07-02-AUX: Man Overboard Evolution (Indirect Pickup)**

**WARNING** 

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

**Reference**

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

**Conditions**

Task shall be performed underway, in calm sea conditions only for the recovery of a **CONSCIOUS** person. Given an Auxiliary facility and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar), fender, or some other floating object from the water.

**Standards**

In response to the mentor, after alarm is sounded, the trainee must recover the simulated PIW. **Boat's engine(s) must be in neutral when the PIW is alongside.** The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Trainee should be able to do the task on the first attempt without extensive maneuvering. **In addition to daytime completion of this task, member's that will be nighttime certified and performing nighttime operations, completion of this task or TASK COXN-07-01-AUX must be completed at night prior to completion of the PQS process and requesting a QE checkride.**

**NOTE** 

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

Performance Criteria	Completed (Initials)
1. Satisfactory complete the "Man Overboard Evaluation drill" sheet utilizing the "Indirect Method". The evaluation drill sheet can be found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	Day: _____ Night: _____

**Mentor**

**Date**

**Comments**

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**TASK COXN-07-03-AUX: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel**

**References**

- a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
- b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

**Conditions**

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

**WARNING**

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

**NOTE**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Approach distressed boat from upwind if conditions permit.	_____
2. Established communications with disabled boat and determined: <ol style="list-style-type: none"> <li>a. Number of persons on board.</li> <li>b. Any persons already in the water.</li> <li>c. Any injuries or other medical conditions.</li> <li>d. Instructed persons on board to don life jackets.</li> </ol>	_____
3. Based on current conditions and risks, determine recovery methods.	_____
4. Brief crew and assign duties.	_____
5. Brief distressed boats crew on intentions, recovery methods.	_____
6. Prepare MOB recovery equipment as needed.	_____
7. Make approach on distressed boat, if direct transfer method is used, keeping enough contact between boats to safely transfer personnel but minimizing exposure to heat or smoke, ensure a crewmember is in place to receive passengers and direct them to safety when onboard.	_____
8. If an in-water recovery is the safest method, direct distressed vessels crew where and when to enter water insuring PFD'S are worn or floatation material "ring buoy, fenders, spare life jackets are made available.	_____
9. Rescue any persons in extremis and address medical needs.	_____
10. Keep Operational Command advised of status, including injuries and location and condition of distressed boat.	_____

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

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

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



**TASK COXN-07-04-AUX: Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)**

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

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

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

BECCE	Completed (Initials)
1. Onboard Fire: a. Satisfactory complete the “Onboard Fire Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> b. Describe the MISHAP reporting requirements for a fire onboard an Auxiliary facility.	_____
2. Grounding: a. Satisfactory complete the “Grounding Evaluation drill” sheet found at <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> b. Described the pros and cons of refloating using the following methods: <ul style="list-style-type: none"> <li>• Backing straight off.</li> <li>• Redistribution of weight.</li> <li>• Kedging.</li> </ul> c. Describe the MISHAP reporting requirements for a grounding of an Auxiliary facility.	_____

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

**Comments**  
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## Section H. Towing and Salvage

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### Introduction

The following are objectives of Division Eight:

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

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-08-01-AUX	<a href="#">State General Towing Safety Precautions</a>	<a href="#">3-53</a>
COXN-08-02-AUX	<a href="#">State the Principal Forces that Affect Boat Towing</a>	<a href="#">3-54</a>
COXN-08-03-AUX	<a href="#">Inspect the Towline and Associated Hardware</a>	<a href="#">3-55</a>
COXN-08-04-AUX	<a href="#">Make Preparations and Take a Boat in Stern Tow</a>	<a href="#">3-55</a>
COXN-08-05-AUX	<a href="#">Take a Boat in Alongside Tow from a Stern Tow</a>	<a href="#">3-56</a>
COXN-08-06-AUX	<a href="#">Moor a Disabled Boat in Alongside Tow to a Float mooring or Pier</a>	<a href="#">3-56</a>



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

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

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

**Standards** In response to the mentor, the trainee must, without error, state the basic policy precautions taken during towing evolutions as outlined in the steps listed below.

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

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

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



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

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

Performance Criteria	Completed (Initials)
1. Stated causes and effects of static forces and how to overcome the effect of static force when starting a tow and when changing the towing vessel's heading.	_____
2. State the types, causes and effects of dynamic forces.	_____
3. State the cause of towline strain.	_____
4. Stated cause and effect of shock load and techniques to prevent, counteract, or reduce its effects.	_____
5. Stated effect that the following have on shock load: <ul style="list-style-type: none"> <li>a. Reducing towing speed.</li> <li>b. Getting the vessels in step.</li> <li>c. Lengthening the towline.</li> <li>d. Setting a course to lessen the effect of the seas.</li> <li>e. Deploying a drogue from the towed vessel.</li> <li>f. Constantly adjusting the towing vessel's speed to match that of the towed vessel.</li> </ul>	_____
6. Stated the effect different hull types have on dynamic forces: <ul style="list-style-type: none"> <li>a. Displacement</li> <li>b. Planing</li> <li>c. Semi-displacement</li> <li>d. Multi-hull</li> </ul>	_____

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

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



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

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

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

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

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

**TASK COXN-08-04-AUX: Make Preparations and Take a Boat in Stern Tow**

<b>Reference</b>	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
<b>Conditions</b>	Task will be performed while underway in calm to moderate weather conditions. Two boats are required. The towed vessel must be within the towing vessel’s maximum towing capabilities.
<b>Standards</b>	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed in the “Towing Evaluation Drill Sheet”. Proper radio procedure and prowords should be used during all radio communications. The trainee must be at the helm and operating the facility. A heaving line must be used to pass the towline (if not using shackle or skiff hook).

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Preparations” and “Stern Tow” Sections of the “Towing Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

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

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



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

**NOTE** ⚡

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

**Reference**

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

**Conditions**

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

**Standards**

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

Performance Criteria	Completed (Initials)
1. Satisfactory complete the “Alongside Tow” Section of the “Towing Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

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

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

**Comments**

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\_\_\_\_\_

**TASK COXN-08-06-AUX: Moor a Disabled Boat in Alongside Tow to a Float mooring or Pier**

**Reference**

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

**Conditions**

Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. Trainee must accomplish the task without prompting or use of a reference.

**Standards**

In response to the mentor, the trainee must safely moor a boat that is in an alongside tow. All line handling commands must be given and received in a loud/clear voice using proper commands. Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed in the “Towing Evaluation Drill Sheet”.

**CAUTION!**

Coxswain should place larger vessels to the moorings. For small vessels, the Auxiliary facility can be moored to the moorings.

Performance Criteria	Completed (Initials)
a. Satisfactory complete the “Moor Disabled Vessel” Section of the “Towing Evaluation drill” sheet found at <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>	_____

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

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

**Comments**

\_\_\_\_\_

\_\_\_\_\_





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## Section I. Auxiliary Specific Tasks

---

### Introduction

The following are objectives:

- (01) **Demonstrate** the ability to perform various Auxiliary administrative and “command” duties.
- (02) **Demonstrate** competency to perform as an Auxiliary Coxswain on an operational facility.

---

### In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-09-01-AUX	<a href="#">Discuss Auxiliary Patrol Commander’s Duties (Waiverable by DIRAUX)</a>	3-58
COXN-09-02-AUX	Discuss and Demonstrate knowledge of Policy	3-59
COXN-09-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	3-60
COXN-09-04-AUX	Dockside Oral Examination	3-61
COXN-09-05-AUX	Underway Checkride	3-62



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

**NOTE**

Task **MAY BE WAIVED** by DIRAUX.

**Reference**

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

**Conditions**

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

**Standards**

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

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

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

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

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



**TASK COXN-09-02-AUX: Discuss and Demonstrate knowledge of Policy**

**Reference**

- a. *Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series)*
- b. *Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series)*
- c. *BSX Policy Letter 24-01*

**Conditions**

Performed at any time ashore, at the dock, or underway.

**Standards**

In response to the mentor, the trainee must discuss the duties and responsibilities as the Coxswain for the following Performance Criteria

Performance Criteria	Completed (Initials)
1. State the minimum crewing certification requirements as a facility operator if operating a facility underway during nighttime operations.	_____
2. Stated the policy and waiver requirements needed to operate a facility underway at night without a fully certified crew. (Facility is not already underway)	_____
3. Stated the requirements and policy the operator must follow if the facility is already underway and will be required to operate at night, without a fully certified crew.	_____
4. State the policy and requirements for MISHAP reporting for the following: <ul style="list-style-type: none"> <li>a. Man Overboard</li> <li>b. Fire</li> <li>c. Grounding</li> <li>d. Injury</li> <li>e. Collision</li> <li>f. Allision</li> </ul>	_____

**Mentor**

**Date**

**Comments**



**TASK COXN-09-03-AUX: Complete Administrative Tasks (Reports, Orders, Etc.)**

<b>Reference</b>	a. <i>Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series).</i> b. <i>District Director's procedures for submitting forms.</i> c. <i>Various Forms Instructions</i>
<b>Conditions</b>	Task performed anytime. Trainee may use instructions for filling out the forms and must follow the most current district/area procedures for submitting forms.
<b>Standards</b>	In response to the mentor, the trainee must demonstrate the ability to prepare and submit forms associated with Auxiliary patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Performance Criteria	Completed (Initials)
1. Demonstrate knowledge of REQUESTING patrol orders in AUXDATA II.	_____
2. Demonstrate knowledge of COMPLETING patrol orders in AUXDATA II.	_____
3. Demonstrate knowledge of completing an Activity Record in AUXDATA II using the appropriate Mission Code(s).	_____
4. Prepared ANSC-7034/CG-4612, Auxiliary SAR Incident Report and explain routing procedures.	_____

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

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



**TASK COXN-09-04-AUX: Dockside Oral Examination**

<b>Reference</b>	a. Boat Crew Handbook – Boat Operations, BCH16114.1 (series) b. Boat Crew Handbook – Rescue and Survival Procedures, BCH 16114.2 (series) c. Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series) d. Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series) e. Boat Crew Handbook – First Aid, BCH 16114.5 (series) f. Auxiliary Training Handbook – Boat Crew, ATH16794.51 (series) g. Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series) h. District Standard Operating Procedures, Policy Manuals, and other local Instructions
<b>Conditions</b>	Task performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A – I) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

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

**Accomplished:**

**Qualification Examiner’s**

**Signature:**

**Date:**

**Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TASK COXN-09-05 -AUX: Underway Checkride**

**Reference**

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

**Conditions**

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

**Standards**

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

**(Note 1)**

**For candidates wanting to be “Night Certified” Performance Criteria #08, and #09 must be part of the QE checkride conducted at night. QE must verify that member has completed the night portions of TASK COXN-05-09 -AUX and TASK COXN-07-01 -AUX or COXN-07-02 -AUX prior to conducting any nighttime QE checkride.**

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

NAME: _____		Member Number: _____
Sea/Wx Conditions: _____		Facility size/type: _____
Performance Criteria		Completed (Initials)
1. Ensure TASK BCM-02-02-AUX: Personal Physical Fitness and Vision has been completed and/or updated every three years.		_____
2. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.		_____
3. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: a. Wearing of jewelry. b. Risk Management/TCT. c. Effective Communication.		_____
4. Ensured use of proper PPE and proper uniform. (Ensure PLB monthly testing has been completed).		_____
5. Ensured proper usage and wearing of the Engine Cutoff Switch (ECOS), if installed		_____
6. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.		_____
7. Assigned lookout watch(es) and verified the safety of the facility based on the reports made by lookout.		_____
8. <b>(Note 1)</b> Perform a Navigation and Piloting Exercise in accordance with Navigation Evaluation Drill Sheet found in <a href="https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://wow.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		Day: _____ Night: _____



NAME: _____		Member Number: _____
Sea/Wx Conditions: _____		Facility size/type: _____
Performance Criteria		Completed (Initials)
9. <b>(Note 1)</b> Correctly responded to a Man-Overboard drill, and safely recovered a simulated PIW in accordance with the Man Overboard (MOB) evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> .		Day: _____ Night: _____
10. Perform a TOW in accordance with TOWING Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> .		_____
11. Demonstrated proficiency while anchoring and weighing anchor.		_____
12. Correctly execute <b>ONE</b> of the following precision search patterns in accordance with Search Pattern (Precision) Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> . <ol style="list-style-type: none"> <li>Parallel (PS), Three legs (minimum)</li> <li>Creeping Line (CS), Three legs (minimum)</li> <li>Track Line Non-Return (TSN), In its entirety</li> <li>Track Line Return (TSR), In its entirety</li> </ol> <p style="text-align: center;"><b>OR</b></p> Correctly execute <b>ONE</b> of the following drifting search patterns in accordance with Search Pattern (Drifting) Evaluation Drill Sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a> . <ol style="list-style-type: none"> <li>Sector Search (VS). In its entirety</li> <li>Expanding Square (SS). Five legs (minimum)</li> </ol> <p><b>One of the Search Patterns above shall be performed by the coxswain, based on appropriateness of the patterns for the type of facility and the needs of the operating area.</b></p>		_____
13. Correctly and safely respond to an onboard fire in accordance with the Onboard Fire evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____
14. Correctly and safely respond to a facility grounding in accordance with the Grounding evaluation drill sheet found in <a href="https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets">https://www.uscgaux.info/content.php?unit=R-DEPT&amp;category=standardized-drill-sheets</a>		_____
15. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.		_____
16. Operated boat IAW Navigation Rules and Regulations.		_____
17. Satisfactorily evaluated/re-evaluated TCT/RM throughout each Performance Criteria, as needed.		_____
18. Efficiently and safely moored the facility.		_____
19. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, patrol commander's duties).		_____
20. Discussed and demonstrated knowledge of filling out and processing required reports.		_____



NAME: \_\_\_\_\_ Member Number: \_\_\_\_\_

**Accomplished:**

**Qualification Examiner's  
Signature:**

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

**NOTE** 

Comments should be made in detail. Tasks that were not performed to standards (S) require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. The QE shall initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Signature" and "Date" line.  
For **successful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.7. for required documentation to submit to the Operation Training Officer (OTO).  
For **unsuccessful checkrides**, refer to the Auxiliary Training Handbook-Boat Crew, ATH 16794.51 (series), Chapter 7, Section E, Paragraph E.6.

**Comments:**

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





## CHAPTER 3

### Coxswain Trainee Study Guide

#### Introduction

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

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

#### NOTE

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

#### In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Crew Efficiency Factor	3-66
B	Reading Assignments – Boat Characteristics and Stability	3-67
C	Reading Assignments – Boat Handling	3-68
D	Reading Assignments – Rules of the Road	3-71
E	Reading Assignments – Boat Piloting and Navigation	3-72
F	Reading Assignments – Search and Rescue (SAR)	3-73
G	Reading Assignments – Rescue and Assistance	3-75
H	Reading Assignments – Towing and Salvage	3-76
I	Reading Assignments – Auxiliary Specific Tasks	3-78



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## Section A. Reading Assignments – Crew Efficiency Factors

---

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

---

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

Task Number	Task Title	Reading Assignment	See Page
COXN-01-01-AUX	Perform Twenty-Eight Hours Underway As Crewmember	None assigned	
COXN-01-02-AUX	<a href="#">Crew Fatigue Standards</a>	Auxiliary Operations Process Guide: Volume I - General/Surface, AOPG 16798.31 (series), Chapter 10, Section L	
COXN-01-03-AUX	Incident Command System	None assigned	

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

---

1. Crew fatigue \_\_\_\_\_ begins when the crew member reports to the designated place to prepare for a specific mission. Computation of such time ends when the \_\_\_\_\_ is complete.
  2. The maximum Crew Fatigue Time Computation time is \_\_\_\_\_ hours.
  3. Crews are recommended to have a minimum of \_\_\_\_\_ continuous hours of crew rest before assuming alert duty.
-



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## Section B. Reading Assignments – Boat Characteristics and Stability

---

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

---

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

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



## Section C. Reading Assignments – Boat Handling

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

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

Task Number	Task	Reading Assignment	See Page
COXN-03-01- AUX	<a href="#">State the Forces that Affect Boat Handling</a>	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-69
COXN-03-02- AUX	State the Basic Principles of Boat Handling	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	
COXN-03-03-AUX	Complete A Pre-Underway Check-Off For The Facility	None Assigned	
COXN-03-04-AUX	<a href="#">Get the Boat Away from a Pier</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-69
COXN-03-05-AUX	Trim Tabs (If equipped)	None Assigned	
COXN-03-06-AUX	State the Forces that Affect Boat Handling	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	
COXN-03-07-AUX	<a href="#">Maneuver in Narrow Channel or in a River</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series))	3-69
COXN-03-08-AUX	Determine The Approach To An Object And Station Keep	None Assigned	
COXN-03-09-AUX	<a href="#">Maneuver the Boat Alongside Another Boat, with No Way-On</a>	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-69
COXN-03-10-AUX	<a href="#">Moor the Boat</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-69
COXN-03-11-AUX	<a href="#">Anchor the Boat</a>	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-70
COXN-03-12-AUX	<a href="#">Weigh the Boat’s Anchor</a>	Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)	3-70



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

---

1. A boat has two principal types of stability, \_\_\_\_\_ and \_\_\_\_\_.
  2. The center of gravity is fixed for stability and does not shift unless weight is \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_.
  3. The force that causes a vessel to return to an even keel, or upright position, is called the vessel's \_\_\_\_\_.
  4. Environmental forces that affect the motion of a vessel are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
  5. The \_\_\_\_\_ acts upon any portion of the vessel that is above the waterline.
  6. \_\_\_\_\_ are a product of the wind acting on the surface of the water.
  7. Seas affect boat handling in various ways, depending on their \_\_\_\_\_ and \_\_\_\_\_ and the particular vessel's characteristics.
  8. \_\_\_\_\_ acts on a vessel's underwater hull in the same manner as wind pushes on a vessel's superstructure.
  9. A one-knot current may affect a vessel to the same degree as a \_\_\_\_\_ wind.
  10. The amount of \_\_\_\_\_ a vessel has will determine how much affect current will have.
  11. The coxswain should know how the vessel responds to combinations of \_\_\_\_\_ and \_\_\_\_\_ and should determine which one has the greatest effect on the vessel.
- 

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

---

1. If it becomes necessary to hold position alongside a dock but swing the bow or stern out in order to clear another vessel or obstacle, using a \_\_\_\_\_ can help to accomplish this.
  2. The \_\_\_\_\_ should be used to "spring out" or move the bow away from the dock.
  3. The \_\_\_\_\_ should be used to "spring out" or move the stern away from the dock
- 

**TASK COXN-03-07-AUX: Maneuver in Narrow Channel or in a River**

---

1. \_\_\_\_\_ tends to push the bow away from the edge of the channel.
  2. The force that has the effect of moving the stern into the bank is called bank \_\_\_\_\_.
  3. The combined effect of bank cushion and bank suction may cause a boat to veer off toward the \_\_\_\_\_ bank.
  4. Bank cushion and bank suction are strongest when the bank of a channel is \_\_\_\_\_.
  5. \_\_\_\_\_ is the horizontal flow or movement of water in a river.
  6. Restricted or narrow channels tend to have a \_\_\_\_\_, in that rushing water squeezes into a passage and accelerates.
  7. In extremely narrow channels where bank cushion and bank suction are expected, proceed at a very \_\_\_\_\_.
  8. Bank \_\_\_\_\_, bank \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ area are factors that affect a boat's turn in a sharp bend or narrow channel.
- 

**TASK COXN-03-09-AUX: Maneuver the Boat Alongside Another Boat, with No Way-On**

---

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

**TASK COXN-03-10-AUX: Moor the Boat**

---

1. Spring lines are very useful when mooring with an \_\_\_\_\_ set.
  2. The coxswain should never attempt to fend a boat off a pier, float, etc., by \_\_\_\_\_ or by \_\_\_\_\_ but should always use a \_\_\_\_\_.
  3. When mooring with an off-dock wind, the approach should be made at a sharp angle \_\_\_\_\_ or more.
  4. When mooring with an on-dock wind, the approach should be made \_\_\_\_\_ with the intended berth and the \_\_\_\_\_ should be rigged in appropriate positions.
-



**TASK COXN-03-11-AUX: Anchor the Boat**

---

1. When approaching the anchorage, if possible, head \_\_\_\_\_ the wind or current.
  2. The \_\_\_\_\_ is a ratio of the length of rode paid out to the depth of the water.
  3. Scope of the anchor rode should have a ratio range between \_\_\_\_\_ and \_\_\_\_\_ the depth of the water to be anchored in calm water.
  4. An anchor must be set properly if it is to yield its full \_\_\_\_\_.
  5. While anchored, keep an \_\_\_\_\_ posted at all times.
- 

**TASK COXN-03-12-AUX: Weigh the Boat's Anchor**

---

1. When approaching the anchor, go forward \_\_\_\_\_ and take in the anchor rode to prevent fouling the propellers.
  2. When the boat approaches the spot directly over the anchor, and the rode is tending straight \_\_\_\_\_ and \_\_\_\_\_, the anchor will usually free itself from the bottom.
  3. If the anchor refuses to break free, \_\_\_\_\_ the line around the forward bitt and go forward a few feet.
  4. If the anchor still won't break free, move slowly in a wide circle to change the \_\_\_\_\_ of pull
-



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## Section D. Reading Assignments – Rules of the Road

---

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

---

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

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
COXN-04-01-AUX	Successfully Complete the Navigation Rules of The Road Exam	None assigned	



## Section E. Reading Assignments – Boat Piloting and Navigation

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

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

Task Number	Task Title	Reading Assignment	See Page
COXN-05-01-AUX	Identify Navigational Publications	None assigned	
COXN-05-02-AUX	Sketch A Chart Of The Local Operating Area	None assigned	
COXN-05-03-AUX	<a href="#">Convert True Course to Compass Course</a>	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	<a href="#">3-72</a>
COXN-05-04-AUX	Operate the GPS	None assigned	
COXN-05-05-AUX	Configure and Operate Electronic Charting System (ECS) (If Equipped)	None assigned	
COXN-05-06-AUX	<a href="#">Determine the Location of a Boat Using Radar Ranges and Bearings</a>	Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)	3-72
COXN-05-07-AUX	Use RADAR to Determine if Risk of Collision Exists (If Equipped)	None assigned	
COXN-05-08-AUX	Adjust Facility for Set And Drift	None assigned	
COXN-05-09-AUX	Perform a Navigation and Piloting Exercise	None assigned	
COXN-05-10-AUX	River Sailing, (Locks, Dams and Flood Warnings), And Pass Through A Lock	None assigned	

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

1. The compass reading must be corrected for \_\_\_\_\_ and \_\_\_\_\_.
2. Variation is the angular difference, measured in degrees, between \_\_\_\_\_ and magnetic north.
3. The amount the compass is deflected by magnetic influences of the boat itself is called \_\_\_\_\_.
4. Deviation varies according to boat \_\_\_\_\_ being steered.
5. When correcting you must add \_\_\_\_\_ errors and subtract \_\_\_\_\_ errors. .

**TASK COXN-05-06-AUX: Determine the Location of a Boat Using Radar Ranges and Bearings**

1. Fixing a boat's position by radar is known as a \_\_\_\_\_ fix as it measure the bearing (direction) and/or range (distance) from three landmarks.
2. The intersection of radar range lines of position, determined using the radar's Variable Range Marker (VRM) function, from three or more prominent points of land or charted fixed objects with a separation of at least \_\_\_\_\_ degrees, confirmed by a depth sounding.
3. The intersection of radar bearing lines of position, determined using the radar's Electronic Bearing Line (EBL) function, from charted, \_\_\_\_\_ objects, confirmed by a depth sounding.
4. The primary consideration in selecting charted objects to obtain a radar fix is the \_\_\_\_\_ between the objects.
5. An ideal fix has three or more LOPs intersecting at a single point and the LOPs have a separation of at least \_\_\_\_\_°, but not more than \_\_\_\_\_°.
6. When obtaining radar bearings or ranges, the proper procedure is to shoot the object closest to the boat's \_\_\_\_\_, first because it has the greatest angular velocity relative to the boat and is changing most rapidly.
7. Objects toward the bow or stern should be shot \_\_\_\_\_ because their angle changes more slowly.





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

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

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

Task Number	Task Title	Reading Assignment	See Page
COXN-06-01-AUX	<a href="#">Legal Aspects and USCG Policy</a>	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-73
COXN-06-02-AUX	<a href="#">State The Basic Concepts Related To Search Planning</a>	U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-74
COXN-06-03-AUX	Plot one the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	None Assigned	
COXN-06-04-AUX and COXN-06-05-AUX	<a href="#">Execute A Search Pattern</a>	Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)	3-74
COXN-06-06-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	None Assigned	

**TASK COXN-06-01-AUX: Legal Aspects and USCG Policy**

1. The CFR states that the CG shall develop, establish, maintain, and operate rescue facilities for the promotion of \_\_\_\_\_ on, under, and over the high seas and \_\_\_\_\_ subject to the jurisdiction of the U.S.
2. \_\_\_\_\_ are one of the most important tools available to SAR authorities.
3. The Coast Guard's primary concern in a search and rescue situation is to provide \_\_\_\_\_ and \_\_\_\_\_ assistance.
4. MARB will be made to solicit the \_\_\_\_\_ of anyone who can assist the mariner, and the MARB will include a general location of the vessel. If no intent to respond to the MARB is heard within a \_\_\_\_\_ period of time, Coast Guard resources or Auxiliary vessels may be directed to respond. A guideline of \_\_\_\_\_ minutes is recommended for the SMC to await an answer to a MARB before the SMC directs Coast Guard or Auxiliary resources to respond.
5. To minimize conflict, if an Auxiliary facility under orders or a Coast Guard resource arrives on scene nearly \_\_\_\_\_ with a commercial provider, it shall report to the SMC, remain on scene until it is confirmed the provider is capable of providing the required assistance and safely completing the case, then clear the area, and take no further part in the incident.
6. When an Auxiliary vessel on routine safety patrol or otherwise on orders discovers a vessel requesting assistance, but not in radio contact with the Coast Guard, the Auxiliarist will relay the request for assistance to the Coast Guard operational commander and \_\_\_\_\_ undertake to provide assistance, if capable.
7. If a tow is undertaken, the Auxiliary vessel is \_\_\_\_\_ to notify the operational commander of the identity of the vessel,



the location of the vessel, and the destination to which the vessel is being towed.

8. If the Auxiliary vessel cannot \_\_\_\_\_ a disabled vessel that is standing into danger, it may endeavor to remove the persons from the threatened vessel and stand by until a more capable resource arrives on scene.
9. In cases involving towing by the Coast Guard or Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest \_\_\_\_\_ that has an available means of \_\_\_\_\_, normally a telephone.
10. Coast Guard or Auxiliary resources should not tow the vessel beyond the nearest safe haven when there are \_\_\_\_\_ resources that could perform this function.

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**TASK COXN-06-02-AUX: State The Basic Concepts Related To Search Planning**

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1. The three emergency phases are \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.
2. The \_\_\_\_\_ phase is assigned anytime apprehension exists for the safety of a boat or the people aboard the boat.
3. The ultimate goal of \_\_\_\_\_ is to find the survivors of a distress incident as quickly as possible.
4. \_\_\_\_\_ is the width of a swath centered on the SRU's track where the probability of detecting the search object if it is outside of that swath is equal to the probability of missing the search object if it is inside that swath, assuming the distribution of search objects is uniform.
5. Track spacing is the \_\_\_\_\_ between adjacent search tracks.
6. For initial response coastal surface PIW searches when the probable error of the PIW's position at CST is estimated to be 0.5 NM or less, a track spacing of \_\_\_\_\_ NM or is recommended in the absence of a formal search plan from the cognizant Sector, District, or Area SMC.
7. \_\_\_\_\_ is the location in the search pattern where the SRU begins searching.

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**TASK COXN-06-04&05-AUX: Execute A Search Pattern**

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1. \_\_\_\_\_ patterns are used when the intended route of the search object is known. .
  2. \_\_\_\_\_ patterns are normally used for large, fairly level search areas, where only approximate initial position is known, and when uniform coverage is desired.
  3. \_\_\_\_\_ pattern to cover one end of an area first, or to change direction of the search legs where sun glare or swell direction makes this necessary.
  4. \_\_\_\_\_ patterns are used to search a small area when some doubt exists about the distress position. They provide more uniform coverage than a sector search and may be expanded.
  5. \_\_\_\_\_ patterns may be used when datum is established within close limits, a very high coverage is desired in the immediate vicinity of datum, and the area to be searched is not extensive
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## Section G. Reading Assignments – Rescue and Assistance

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

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

Task Number	Task Title	Reading Assignment	See Page
COXN-07-01-AUX	<a href="#">Man Overboard Evolution (Direct Pickup)</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	3-75
COXN-07-02-AUX	Man Overboard Evolution (Indirect Pickup)	None Assigned	
COXN-07-03-AUX	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	None Assigned	
COXN-07-04-AUX	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	None Assigned	

**TASK COXN-07-01-AUX: Man Overboard Evolution (Direct Pickup)**

1. The first person to realize someone has fallen overboard should spread the \_\_\_\_\_.
  2. The Coxswain should normally turn the boat in the \_\_\_\_\_ direction the person fell overboard.
  3. After “Man Overboard” is called, the Coxswain should depress the MOB button on the \_\_\_\_\_ receiver.
  4. A \_\_\_\_\_ with a strobe light should be dropped over the side.
  5. The two most common methods for recovering a PIW a \_\_\_\_\_ approach and an \_\_\_\_\_ approach.
  6. There are two basic approaches: a \_\_\_\_\_ approach and a \_\_\_\_\_ approach.
  7. When circumstances and time permit, the coxswain must notify the \_\_\_\_\_ of the person-in-the-water situation.
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## Section H. Reading Assignments – Towing and Salvage

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

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

Task Number	Task Title	Reading Assignment	See Page
COXN-08-01-AUX	<a href="#">State General Towing Safety Precautions</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	<a href="#">3-76</a>
COXN-08-02-AUX	<a href="#">State the Principal Forces that Affect Boat Towing</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	<a href="#">3-76</a>
COXN-08-03-AUX	<a href="#">Inspect the Towline and Associated Hardware</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	<a href="#">3-77</a>
COXN-08-04-AUX	State the Forces that Affect Boat Handling	None Assigned	
COXN-08-05-AUX	<a href="#">Take a Boat in Alongside Tow from a Stern Tow</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	<a href="#">3-77</a>
COXN-08-06-AUX	<a href="#">Moor a Disabled Boat in Alongside Tow to a Float or Pier</a>	Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)	<a href="#">3-77</a>

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

1. The safety of the crew and the crew of the towed vessel is more important than \_\_\_\_\_, and the primary responsibility in any towing situation is to maintain \_\_\_\_\_.
2. Towing \_\_\_\_\_ can be prevented by honestly evaluating risks involved in every step of any towing evolution.
3. Realistic towing training based on \_\_\_\_\_ techniques, \_\_\_\_\_ analysis, and mission briefing and debriefing will contribute to risk management and the development of a towing risk management plan.
4. When throwing heaving lines they should be targeted above the \_\_\_\_\_ of the vessel so the thrown line crosses over the deck and avoids breaking glass or injuring people.
5. The Coxswain should ensure that all people onboard the boat to be towed have donned their \_\_\_\_\_.
6. Do not put a \_\_\_\_\_ on the bitt until the rig is securely fastened to a tow and POBs are clear of the bow.
7. The maximum safe towing speed formula  $S = 1.34 \times Lw$  minus \_\_\_\_\_ is used to help determine the maximum safe towing speed.

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

1. \_\_\_\_\_ forces cause a towed vessel to resist motion.
2. \_\_\_\_\_ and the \_\_\_\_\_ are two different properties of static forces that cause resistance in towing vessels. .
3. Overcome the effects of static forces by starting a tow \_\_\_\_\_, both on the initial heading or when changing the towed vessel's heading.
4. \_\_\_\_\_ forces occur once the towed vessel is moving.



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

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1. Safe and efficient towing requires an undamaged, \_\_\_\_\_.
  2. Inspect towlines, pendants, and bridles after each \_\_\_\_\_ and whenever \_\_\_\_\_ has occurred.
  3. Deck and towing vessel fittings should be inspected on a regular basis to detect \_\_\_\_\_, \_\_\_\_\_, rust, corrosion, wood rot, fiberglass core softening, or \_\_\_\_\_.
  4. Do not over-stress a \_\_\_\_\_. Never use one for any operation that exceeds the stress load of towing small, trailerable boats.
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**TASK COXN-08-05-AUX: Take a Boat in Alongside Tow from a Stern Tow**

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1. If disconnecting the tow, determine \_\_\_\_\_ whether any other part of the rig will stay aboard the towed vessel.
  2. The towed vessel should be turned into the \_\_\_\_\_ for better control, making towline recovery easier and safer because there is less towline for the crew to recover and less towline in the water to foul propellers.
  3. When set up properly, an alongside tow allows \_\_\_\_\_ vessels to be maneuvered as one.
  4. If the alongside tow occurs at the completion of a stern tow, the coxswain should decide if the towline will be disconnected from the stern tow (the \_\_\_\_\_ Tow method); or hauled in while still connected and used as a bow line for the alongside rig (the \_\_\_\_\_ method).
  5. \_\_\_\_\_ match is determined by assessing how the two hulls will align alongside.
  6. The Drop Tow approach is made as if mooring to a pier, but the first line over will be the \_\_\_\_\_ line.
  7. Once alongside, with the bow line connected, the tow should be positioned so that the towing vessel's propeller(s) and rudder(s) or waterjets are well aft of the towed vessel's \_\_\_\_\_.
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**TASK COXN-08-06-AUX: Moor a Disabled Boat in Alongside Tow to a Float or Pier**

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1. When docking, the Coxswain should Anticipate well ahead of time and decrease speed \_\_\_\_\_.
  2. Place the \_\_\_\_\_ vessel against the dock or mooring.
  3. Making an approach into the \_\_\_\_\_ and \_\_\_\_\_ if possible.
  4. The disabled vessel may use \_\_\_\_\_ control to assist in mooring, if practical.
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## Section I. Reading Assignments –Auxiliary Specific Tasks

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

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

<b>Task Number</b>	<b>Task Title</b>	<b>Reading Assignment</b>	<b>See Page</b>
COXN-09-01-AUX	Discuss Auxiliary Patrol Commander's Duties ( <b>Waiverable by DIRAUX</b> )	None Assigned	
COXN-09-02-AUX	Discuss and Demonstrate knowledge of Policy	None Assigned	
COXN-09-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	None Assigned	
COXN-09-04-AUX	Dockside Oral Exam	None Assigned	
COXN-09-05-AUX	Underway Check Ride	None Assigned	