U.S. Department
of Transportation

**United States
Coast Guard**

COMDTINST M16120.7A

Communication Watchstander Qualification Guide

U.S. Department of Transportation
United States Coast Guard

Commandant
United States Coast Guard

2100 Second Street, S.W.
Washington, DC 20593-0001
Office Symbol: G-OCS-2
Phone: (202) 267-1584

COMDTINST M16120.7A
OCT 10 2002

COMMANDANT INSTRUCTION M16120.7A

Subj: COMMUNICATIONS WATCHSTANDER QUALIFICATION GUIDE

1. PURPOSE. This Manual provides standardized procedures for the training and qualification of personnel who routinely communicate with the maritime public and Coast Guard resources on a variety of communication systems.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands and unit commanding officers shall ensure all operational shore units under their control, monitor all applicable distress networks and follow the procedures in this Manual for preparing personnel for duties as communication watchstanders. Internet release authorized.

3. DIRECTIVES AFFECTED. Group and Stations Communications Watchstander Qualification Guide, COMDTINST M16120.7 is cancelled.

4. DISCUSSION. Communication watchstanders are an extremely important element in the Coast Guard's Command/Control System. In addition, they represent the Coast Guard to the marine public and serve an important public relations function.

   a. The increased tempo of operations, shifts in operational emphasis, and implementation of the maritime SAR assistance policy have all served to make the job of the communications watchstander more important and more difficult. As the focus of our contacts with the maritime community, watchstanders require a high level of professionalism, responsiveness, and experience in order to relate to and handle the many diverse marine incidents that are reported. Training and experience are particularly critical for communications watchstanders.

DISTRIBUTION – SDL No.139

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	2	2	2		2	2	1	2	1	1		1	2	1	1	1	1		1		2					
B		8	2		1	1		1		1				100	1			1				1				
C	1	1		2	1				20		2			2									5	*		20
D	2	1		2				50					2													
E	5		1																10	1						
F																										
G			60	1	10																					
H																										

NON-STANDARD DISTRIBUTION: *Cx: NESU Boston: 1 copy.

b. This qualification guide was developed to provide standard communications watchstander training throughout the Coast Guard. It represents the minimum skills and knowledge necessary to maintain an effective distress alerting watch and provides for the appropriate level of response in normal situations involving requests for Coast Guard assistance and information. This Manual provides basic guidance for rendering vessel assistance, requesting information needed to determine case severity, and those situations when the Coast Guard will not provide an immediate response to a non-distress situation. The Manual also provides clarification concerning Coast Guard policy in responding to requests for navigational and weather information from mariners.

5. PROCEDURE. All units that monitor and respond to the Coast Guard's Distress and Alerting Network shall comply with this instruction when qualifying communications watchstanders.

   a. After 1 January 2003, no persons, unless previously certified, shall be assigned communications watchstanding duties unless they have completed the enclosed qualification guide. The intent of this requirement is to ensure that all personnel assigned communications watchstander duties are properly trained using a standard syllabus. District commanders are authorized to extend the completion date as individual unit circumstances dictate, such as compelling operational needs, personnel shortages, etc. Successful completion requires all tasks in this manual to be signed off by a qualified watchstander (E4 and above, certified for a minimum of one year). Unit commanders may waive certain designated tasks for graduates of TC or OS "A" School. OSs completing this guide and local supplemental Group, Section, or Activity communications center qualification requirements shall be issued the "GCWS" qualification code.

   b. Individual units are encouraged to provide supplemental guides to this manual that will address AOR specific missions, geography and operating environment. Station, Group, Activity, Section and District Commanders shall set additional standards based on the requirements needed for successful mission accomplishment.

6. FORMS AVAILABILITY. No forms are required for this Manual.

D. S. BELZ /s/
Assistant Commandant for Operations

RECORD OF CHANGES

CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	ENTERED BY

Table of Contents

Chapter 1 Introduction

Overview…….…...1-1
Section A Warnings, Cautions And Notes…….…...……1-2
General……...1-2
Warning…….……..…...1-2
Caution……...1-2
Note…….……...1-2
Section B Description of Manual…….…….…1-3
Introduction……...1-3
Example Task...…….……... 1-4
Description of Task……...1-5
Section C Steps in the Qualification and Certification Process….……...…1-7
Section D Instructor Guidance……..……1-8
Section E Trainee Guidance……..……1-12

Chapter 2 Distress Messages

Receipt of Distress Messages….……... 2-1

Chapter 3 Communications Watchstander Qualification Tasks

General……..…….……... 3-1

Appendix A – Controlling Communications With Mariner

Objective.……..…….…... A-1
Reading Assignment…….…….…... A-2
Quiz (self administered)…….…... A-4
Task CWS-01-01 *Controlling Communications With Mariner*…….……...A-5

Appendix B – Radio/Landline Telephone System

Objectives……..…….….. B-1
Quiz (self administered)…….….. B-2
Task CWS-02-01 *Operate The Unit's Radios*….…….……..…….. B-4
Task CWS-02-02 *Demonstrate Basic Radio Procedure*….……...…….. B-6
Task CWS-02-03 *State VHF-FM Marine Band Distress And Radio Frequencies*…….. B-8
Task CWS-02-04 *Identify And Explain Standard Radio Urgency Calls/Signals*...…...…...B-10
Task CWS-02-05 *Demonstrate Proper Telephone Procedure*….…….…...B-12
Task CWS-02-06 *Stand Minimum Of Five Radio Communications Watches*…….…..…...B-14

Appendix C – Area Familiarization

Objective.……..…….….. C-1
Quiz (self administered)…….….. C-2
Task CWS-03-01 *Identify Routine Information From A Nautical Chart*……..….. C-3
Task CWS-03-02 *Identify And Locate Information From Coast Pilot And Light List/Tide Tables*…..…...….……C-5
Task CWS-03-03 *Identify Contact Telephone Numbers For Available Resources Within Area Of Responsibility*……..……...……... C-7
Task CWS-03-04 *Identify Local Area Knowledge And Geographical Points*……..... C-9
Task CWS-03-05 *Plot Positions Using Latitude and Longitude*……..….….... C-10
Task CWS-03-06 *Plot Positions Using Distance And Bearing From Known Object*…... C-11
Task CWS-03-07 *Plot A Fix Using LORAN C Time Delay Coordinates*……..……...…...C-12

Appendix D – Respond To Requests For Assistance

Objectives…….……..... D-1
Reading Assignment…….…….…... D-2
Quiz (self administered)…….…... D-4
Task CWS-04-01 *Respond To A Non-distress Vessel Incident*……...……..….... D-7
Task CWS-04-02 *Respond To A Distress Vessel Incident*……...….... D-10
Task CWS-04-03 *Collect Flare Sighting Incident Information*……..……..……... D-12
Task CWS-04-04 *Collect Overdue Vessel Incident Information*……..……..…..…... D-15
Task CWS-04-05 *Respond To A MEDICO/MEDEVAC*…….……..….... D-17
Task CWS-04-06 *Respond To A Grounding*……....….... D-19

Appendix E – Responding To Mariner's Requests For Information

Objectives…….……..... E-1
Reading Assignment…….…….…....E-2
Quiz (self administered)…….…….….. E-7
Task CWS-05-01 *Provide Appropriate Navigational Assistance To The Public*……... E-8
Task CWS-05-02 *Pass Appropriate Basic Weather Information To The Public*….……....E-10
Task CWS-05-03 *Locate Resources For Responding To Mariners' Requests For Information*……..……..... E-12
Task CWS-05-04 *Answer Request For Information From The Public Or Media*.…..…...E-14

Appendix F – Security Rounds

Objective…….……..……..... F-1
Task CWS-06-01 *Conduct Security Rounds Of Unit Boats (if applicable)*…… F-2
Task CWS-06-02 *Conduct Security Rounds Of Buildings And Grounds*…….……... F-4

Appendix G – Watches

Objectives……..…….….... G-1
Task CWS-07-01 *Relieve The Watch*…….……..……... G-2
Task CWS-07-02 *Demonstrate Log Entries*……...…..…….. G-4
Task CWS-07-03 *Demonstrate Scenario Proficiency*……..…… G-5
Task CWS-07-04 *Demonstrate Knowledge Of Basic Law Enforcement Procedures And Publications*…..……..…..….... G-6
Task CWS-07-05 *Demonstrate Familiarity With Unit Routines*……. G-8
Task CWS-07-06 *Demonstrate Basic Skills Related To Search And Rescue*…….……..... G-9
Task CWS-07-07 *Demonstrate Knowledge Of The Area Of Responsibility*…….….... G-11

Appendix H – Communicating Between Coast Guard Resources

Objective……..……..…….…...H-1
Reading Assignment…….…….…....H-2
Task CWS-08-01 *Demonstrate Knowledge Of OPS Norma/Position Reports*……..….. H-3
Task CWS-08-02 *Demonstrate Knowledge Of Lost Communications Procedures*……. H-5
Task CWS-08-03 *Explain Need For And Process Of Filing A Float Plan*……...….. H-6

Appendix I – Answers To Self Administered Quizzes

Appendix J – Task Accomplishment Record For Communications Watchstander

Index

Chapter 1

Introduction

Overview

Introduction

The Communications Watchstander Qualification Guide is designed to be an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the trainee. In addition, it contains a set of reading assignments that provide policy and background information for the tasks.

NOTE

The trainee will also be required to complete their unit's qualification process including unit specific items and processes pertinent to their Area of Responsibility (AOR).

In this chapter

This chapter contains:

Section	Topic	See Page
A	Warnings, Cautions, And Notes	1-2
B	Description of the Manual	1-3
C	Steps in the Qualification and Certification Process	1-7
D	Instructor Guidance	1-8
E	Trainee Guidance	1-12

Section A. Warnings, Cautions, And Notes

General

The following definitions apply to Warnings, Cautions and Notes found throughout this guide.

WARNING

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

CAUTION !

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

NOTE

An operating procedure, technique or information essential to emphasize.

Section B. Description of the Manual

Introduction

This manual contains an explanation of the qualification process and guidance concerning the responsibilities of the instructor and the trainee while using this qualification guide.

Groups

The Communications Watchstanders at Groups are normally Operations Specialists and have additional duties and collateral duties. They stand a 24-hour guard on radio channel 16 and are directly responsible for all Search and Rescue (SAR) cases in their AOR. In many cases, the Operations Specialists have already completed these tasks at prior units and should only have to complete the requirements of their present command to become a qualified watchstander.

Stations

The Communications Watchstanders at Stations normally stand a day watch. Stations usually do not make initial radio contact with the caller unless the Group is busy or cannot hear caller's transmission. They assist the Group in certain cases (i.e., Group has lost contact with caller) as necessary. Their normal responsibility is to maintain direct communications with their own assets and record all MAYDAY information (in case the Group loses communications).

In this section

This section contains:

Topic	See Page
Example Task	1-4
Description of Task	1-5

Example Task

Task

Identify The Unit's Direction Finding (DF) Equipment

Reference

a. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Radiotelephone Handbook, COMDTINST M2300.7 (series)

Conditions

Task should be performed at any time at any of the unit's communication centers without the use of reference or prompting.

Standards

In response to the instructor, the trainee must, without error, identify all the unit's DF equipment.

Performance Criteria

Completed	Performance Criteria
IMW	Identify Integrated DF System.
IMW	Identify Handheld DF.

Accomplished

TC2 J. M. Watchstander *1 Jan 02*

Instructor Date

Comments

Description of Task

Task designation	Tasks are identified by designation. Below is an example with an explanation of the qualification designations.
Example	CWS-01-02 (CWS) - Volume designation number – Communication Watchstander (01) - Task designation number (02) - Division designation number
Task	The knowledge or skill objective to be performed.
Reference	Information sources used by the trainee and instructor to obtain the background necessary for task performance.
Conditions	The conditions are the environmental and physical circumstances in which the tasks must be performed. Any tools or special equipment needed for the completion of the task are listed here. The conditions listed with each task must be met.
Standards	Standards describe a more specific outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows. • Trainee must be able to cite, from memory, specific information and procedures. The trainee must also be able to locate and effectively use all applicable charts and references. Instructors may wish to ask questions concerning particular steps for accomplishment in order to measure the trainee's total comprehension of the subject matter. • Trainee must be able to perform all performance tasks without prompting or assistance from the instructor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

Continued on next page

Description of Task, Continued

Performance Criteria

These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways.

- Some steps for task accomplishment follow exact procedures that are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.
- They provide a performance check-off that can be used by the instructor to measure trainee performance when the trainee performs the task.

Accomplished

The designated instructor must print his/her name and rate, sign and date this line attesting that the trainee successfully performed the task in accordance with the prescribed standards.

NOTE

Appendix J contains a Task Accomplishment Record providing a list of all tasks in this manual with space for the instructor to initial and date when each task has been completed.

Comments

The comment section can be used to describe circumstances or conditions that might have a bearing on task completion. Failure to perform any element or unsatisfactory performance of an individual element should be noted in the comments section for the task. If the task is completed under more arduous circumstances than those described, a notation should be made.

Section C. Steps in the Qualification and Certification Process

Assignment to the training program

The trainee is assigned to the training program by the unit command.

Assignment of primary instructor

An experienced and certified petty officer is assigned as the trainee's primary instructor. Instructor responsibilities may be shared among several watchstanders as long as they meet the certification requirements.

Completion of qualification guide

The trainee completes the qualification guide. To accomplish this, he/she must follow the procedure below.

Step	Procedure
1	Trainee is assigned a task.
2	Trainee completes reading assignment.
3	Task is demonstrated to trainee.
4	Trainee is walked through the task.
5	Trainee practices the task.
6	Trainee demonstrates proficiency at least to the task standard.
7	Task is signed off.

Certification process

Upon completion of the qualification process, the trainee completes the certification process as outlined in the steps below.

Step	Procedure
1	Interview by the command designated Unit Examination Board. The Unit Examination Board is made up of three or more qualified watchstanders (E-5 and above).
2	Trainee completes a comprehensive oral examination. The examination is comprised of many different scenarios.
3	Unit Examination Board issues recommendation to the command.
4	Command certifies trainee.

Section D. Instructor Guidance

General

An instructor must be thoroughly familiar with the communications watchstander training process. Intimate knowledge of the contents of the following manuals is a must prior to commencing training.

- Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series)
- Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
- Radiotelephone Handbook, COMDTINST M2300.7 (series)
- U. S. Coast Guard Addendum to the National Search and Rescue Manual (SAR), COMDINST M16130.2 (series)
- Any Group/Station supplements designated by unit commanders including local charts and key geographic area

Duties

- Guiding the trainee through the qualification process in accordance with the instructions contained in this guide.
- Teaching skills to trainees.
- Observing trainee skill development during operations and training, while ensuring that established conditions and standards are met.
- Certification recommendation to unit command upon completion of qualification process.
- Maintain own proficiency training and technical knowledge.

Guiding the trainee through the process

Tasks are designed to be learned through constant practice under the instructor's guidance. This is accomplished by following the procedural steps listed below.

Continued on next page

Section D. Instructor Guidance, Continued

Guiding the trainee through the process (continued)

Step	Procedure
1	Give a copy of all Appendices to the trainee.
2	Assign the task.
3	Confirm completion of the reading assignment.
4	Demonstrate the task.
5	Walk the trainee through the task.
6	Monitor the trainee's practice.
7	Verify the trainee's performance.
8	Sign off the task.
9	Keep an accurate record of the training.
10	Inform the unit command when the manual is completed.

Give a copy of all appendices to the trainee

Give the trainee a copy of all Appendices from this manual to keep.

Assign the task

Other than equipment familiarization tasks, the appendices may be accomplished in any order and may at times be done concurrently.

Section D. Instructor Guidance, Continued

Confirm completion of the reading assignment

You should take care at this point to clarify any misunderstandings the trainee might have about the material.

Demonstrate the task to the trainee

Demonstrate the steps required to complete the task. During the demonstration, the instructor should narrate the procedures. If the task is one of the few that doesn't require demonstration, go on to the next step.

Walk the trainee through the task

In order to ensure that the trainee understands, the instructor may want to walk the trainee through the steps more than once. There is no limit on the number of times the walk through can take place, but you must ensure all steps are understood before continuing.

Monitor the trainee's practice

Trainee performance should be monitored during both training and operations. Qualification doesn't end with the first successful completion of the task but is an ongoing process that ends only when the standard can be met or exceeded consistently.

Verify the trainee's performance

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

1. The trainee must be able to perform the task subject to established conditions, and standards delineated for the task.

2. The trainee must be able to do the task with no assistance.

NOTE

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

NOTE

Recurrent training may be required, dependent on the caseload of the unit, for tasks that aren't frequently performed. (i.e., lost comms or medical cases)

Section D. Instructor Guidance, Continued

Sign off the task

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

Keep a good record of the training

The instructor must ensure that all task completions are documented in this manual.

NOTE

> As a quick reference of the trainee's progress, the instructor should maintain the task list located in Appendix J. This is accomplished by entering the start date of each task assigned, initialing it in the appropriate block and entering the completion date of each task as it is completed.

Schedule trainee for interview

Inform the unit commander when all tasks in this manual are completed. When the trainee has completed all of the required tasks, this training process is complete. The unit commander will designate a Unit Examination Board who shall schedule the trainee for an interview and oral examination.

Certification recommenda-tion

When the Unit Examination Board is comfortable with the trainee's performance and abilities, they may recommend to the unit commander that the trainee be certified.

Proficiency maintenance and technical knowledge

It is imperative that a very high level of professionalism be maintained among all unit instructors. All instructors must ensure that their certification remain current.

Section E. Trainee Guidance

General

It is the trainee's responsibility to always perform the tasks in accordance with the established standards. The tasks contained in this manual represent the skills required to perform in the capacity of a communications watchstander. There are four parts to this learning process.

Step	Action
1	The trainee must become familiar with each task. All reading assignments must be read carefully and quizzes should be completed to clarify reading assignments. The trainee should seek guidance from the instructor to clear up any uncertainties.
2	While the instructor is demonstrating the task, the trainee must pay close attention.
3	The trainee will complete the task the first time with the instructor walking the trainee through the steps.
4	The trainee must practice the skill for consistent success at the task. The instructor will not sign off any task as complete until the trainee can consistently and correctly complete the task unsupervised.

Certification process

Once all required lessons are completed, the certification process can begin.

Chapter 2

Distress Messages

Receipt of Distress Message

When a distressed unit is in your vicinity, acknowledge receipt for the message immediately. However, if the unit is determined to be some distance from you, pause a few moments to allow ships or stations nearer the scene to answer. In the areas where communications with one or more shore stations are practicable, ships should wait a short period of time to allow them to acknowledge receipt.

NOTE

Communications watchstanders should always record written data of a distressed unit even if they are not the primary responder. Capturing information of the unit in distress is crucial should the primary responder lose communications.

Receipt Procedure

The receipt of distress messages should be in the following manner.

Step	Action
1	Communications watchstander receives distress signal MAYDAY.
2	Watchstander requests position and number persons on board, in initial MADAY response.
3	Watchstander checks DF position and begins SAR checklist.
4	Obtain additional distress information from mariner.
5	Contact appropriate unit personnel.
6	Complete Initial and Supplemental SAR Check-off sheet.

NOTE

Station Watchstanders must understand Station policy regarding protocol in SAR response. Some Watchstanders must notify OOD/command cadre before sounding SAR alarm while other stations give latitude in determining when to sound the alarm.

Distress Messages, Continued

Inform Distressed Unit

Inform the distressed unit of any Coast Guard assistance being dispatched and gather additional information.

Vessel and Shore Stations

Vessels and shore stations receiving distress traffic should take the following steps by the most rapid means:

Step	Action
1	Obtain radio direction finder bearing of distressed unit if equipment and conditions permit.
2	Establish and maintain communications with the distressed unit.
3	Maintain distress radio log.
4	Forward the information to the OOD/Operations Center (OPCEN).
5	Set a continuous radio watch on frequencies of the distressed unit.
6	Keep the OOD/OPCEN informed of new developments in the case.
7	Place additional people on watch if necessary.

Ship and Aircraft Transmit Information

Every Coast Guard ship or aircraft must acknowledge receipt of distress messages, however it should not interfere with stations in a better position to render immediate assistance. It shall, on the order of the Commanding Officer or Officer-in-Charge, transmit the following information to the unit in distress:

- Acknowledgement of unit's name and position.
- Speed of advance of assisting unit to scene.
- Estimated time of arrival at scene.

Keep Distressed Unit Informed

Keep the distressed unit informed of any circumstances that may affect your assistance such as speed, sea conditions, etc. Speak in a tone of voice that expresses confidence. After receiving a distress call or information pertaining to one, Coast Guard units shall, within equipment capabilities, set a continuous radio guard on the frequency of the distressed unit. Also establish a radio schedule with persons on board if the distressed unit is unable to stand a continuous watch to stay abreast of the situation.

CAUTION !

Chapter 3

Communications Watchstander Qualification Tasks

General

Appendices A through H contain a collection of tasks, which must be learned, practiced, and performed by the trainee. In addition, they contain a set of reading assignments that provide policy and background information for the tasks. These tasks and reading assignments represent the minimum elements of skill and knowledge necessary for the trainee to carry out duties as a communications watchstander.

NOTE

The Task Accomplishment Record is contained in Appendix J.

NOTE

The instructor and trainee should practice tasks in this guide by role-playing or simulating radio conversations.

CAUTION !

MAYDAY should not be used on the radio unless you are in distress. Instructors are required to state, “This is a drill, this is a drill” when conducting drills on any frequency.

Appendix A. Controlling Communications With Mariner

Objective	Demonstrate methods for controlling communications between the watchstander and the boating public.
Reading Assignment	"Controlling Communications With Mariners"
Task	Complete TASK CWS-01-01, Controlling Communications With The Mariner

Controlling Communications With Mariner Reading Assignment

Credibility

Mariners worldwide recognize the United States Coast Guard as the leader in maritime Search and Rescue. An important aspect of the SAR function involves the management of a VHF-FM radio network which provides distress radio coverage over our coastal waters, navigable rivers and Great Lakes. As a communications watchstander you are an integral part of this network. While performing your job as a communications watchstander your voice represents the voice of the Coast Guard. Traditionally, mariners have placed the utmost respect and confidence in your position to perform the SAR mission.

Since the establishment of the Life Saving Service in 1848 the Coast Guard has been responsible for saving thousands of lives at sea. So established is this tradition that mariners assume our services to be readily available. A value cannot be placed on that time proven trust. There is no doubt it endows the watchstander with tremendous credibility.

Confidence

Credibility provides confidence that can be most effective when dealing with the public. The watchstander should never feel intimidated or insecure but must appreciate the advantages this public trust offers. Remember, you are the good guy; never underestimate that advantage or abuse it. It's absolutely essential you maintain the utmost integrity when conversing over the radio telephone.

Professionalism

With this public trust and confidence comes the opportunity to provide valuable and effective assistance to the public. Two key factors that will help the watchstander are: experience and knowledge. Experience will come in due time with practice; knowledge can be readily attained with diligent effort. Area familiarization, navigation, proper use of the radio telephone and other knowledge components that can be mastered in short order will directly affect and enhance skills. That knowledge will assure a degree of professionalism that will allow you to control the situation over the airways.

Controlling Communications With Mariner Reading Assignment, Continued

Crisis Situations

During a crisis situation, few people can manage crisis without experiencing personal conflict. It's part of the human condition. The key is to recognize it as such, let the emotional conflict pass and get on with the case.

Watchstanders deal with persons exhibiting a variety of emotions: confusion, hysteria, impaired thinking (due to drugs, alcohol, fatigue, or hypothermia), aggression, panic and simple ignorance. All can be managed with effective results if you know what to do and how to do it. Nevertheless a watchstander will feel an urgency to reach through the microphone to control the situation. That tendency will induce its own frustrations that may affect performance.

Understand, there's only so much that can be done from afar. How radio traffic is passed becomes critical. Remember, a watchstander's voice to a distraught boater represents the voice of the Coast Guard not the watchstander, more so it represents hope and a feeling of resolve. If the watchstander's tone of voice reflects nervousness, fear, or indecision the distraught person will react accordingly.

So, a watchstander must take control of the conversation in a calm, professional tone of voice that will soothe the calling party regardless of the situation. Some important skills for the watchstander to concentrate on in crisis situations are:

- Speech; keep it even, not too fast, and not too loud.
- Speak clearly.
- Concentrate; be clear on what you intend to say before keying the microphone.
- Relate to the level of caller (child, adult, fisherman, professional mariner, etc.).
- Give your full attention; listen.
- Never **use Military or Coast Guard slang or acronyms; words like POB, DIW, and PFD are unintelligible to the average boater.**
- Never be defensive.
- Be confident; remember you are the Coast Guard.
- Know the geography, names, and places of your unit's area of responsibility like the back of your hand.
- Keep calm.

Quiz

1	The time proven trust the maritime public places in the Coast Guard provides the watchstander with tremendous _____.
2	Credibility provides _____ that can be most effective when dealing with the public.
3	Two key factors that will help the watchstander are _____ and _____.
4	The key to handling emotional conflict is to _____ as such, let it pass and go on with the case.
5	Watchstanders must deal with persons exhibiting a _____ of emotions.
6	How radio traffic is passed is _____.
7	The watchstander's voice represents the voice of the _____.
8	A watchstander must take _____ of the conversation.

Task CWS-01-01

Task Controlling Communications With Mariner

Reference a. Appendix A Reading Assignment

Conditions Task should be performed at any time at any unit by naming and explaining the significance or use of and demonstrating techniques for controlling communications.

Standards In response to the instructor, the trainee must, without error, identify and explain the methods used for controlling communications.

Performance Criteria

Completed	Performance Criteria
_____	Demonstrate use of clear speech using even moderate rate. Trainee must be able to do this function as a watchstander.
_____	Explain the significance of giving your full attention.

Continued on next page

Task CWS-01-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Explain why military/Coast Guard slang or acronyms should never be used when talking to the public.
_____	Explain the necessity of remaining calm and not raising the voice despite the severity of the situation.

Accomplished

Instructor Date

Comments

Appendix B. Radio/Landline Telephone System

Objectives

- Operate unit radio/landline telephone system equipment
- Send and receive routine unit radio traffic
- Coordinate incoming unit telephone traffic
- Know what information can be released

Reading Assignment

- Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
- Operator's Manual for the specific radio
- Radiotelephone Handbook, COMDTINST M2300.7 (series)
- The Coast Guard Freedom of Information and Privacy Act Manual, COMDINST M5260.3 (series)
- Instructions for phone in local district phone books

Task

- Complete TASK CWS-02-01, Controls for the Unit's Radios.
- Complete TASK CWS-02-02, Basic Radio Procedure.
- Complete TASK CWS-02-03, VHF/FM Marine Band Distress and Radio Frequencies.
- Complete TASK CWS-02-04, Standard Radio Urgency Calls/Signals.
- Complete TASK CWS-02-05, Proper Telephone Procedure.
- Complete TASK CWS-02-06, Radio Communications Watches.

Quiz

1	The squelch control is adjusted until _____ disappears.
2	The volume control should be set high enough to hear _____ signals through static and other interference.
3	You should _____ before transmitting to avoid unauthorized breakin on established communications.
4	You should speak in a _____ tone of voice.
5	Do not transmit while surrounding persons are talking and do not _____ the microphone until you are ready to transmit.
6	Do not use profane or _____ language.
7	The _____ alphabet is used to spell difficult words which are hard to understand over the radio.
8	The radio pronunciation for the Arabic numeral "9" is _____.
9	The prowords "Correct" and _____ are used to indicate that what was transmitted was correct.
10	The proword _____ is used to indicate the end of a transmission when nothing else follows.
11	The proword _____ is used to indicate the end of a transmission when a response is necessary.
12	The prowords _____ _____ means that you are pausing for more than a few seconds.
13	Radio checks are conducted when communication with a unit is _____ or when a sender requests to know the strength or readability of the transmission received.
14	The international VHF-FM calling and safety frequency is 156.8 MHz Channel _____.
15	157.05 MHz Channel 21 is an Intra _____ working frequency.
16	The highest priority is a distress call. It is _____.
17	SECURITE, SECURITE, SECURITE is a _____ call.
18	When you use the radiotelephone, you are speaking for, and with the _____ of, the command in which are your serving.

Quiz, Continued

19	Violations of radio silence are _____.
20	You should _____ the push to talk button occasionally to allow another station to break in if necessary.
21	The proword "symbol for" is _____ used.
22	Before transmitting, be certain that your transmitter is set to the proper _____.
23	Avoid _____ calling and unofficial transmissions.
24	When transmitting messages, send only as _____ as the receiving operator can copy.
25	Normally a vessel's _____ serves as its voice call sign.
26	When an aircraft is engaged in a SAR mission, the word _____ shall be included as part of the call sign.
27	The phrase _____ _____ may be eliminated when communicating with Coast Guard units on Coast Guard frequencies.
28	Radio silence may be imposed or lifted only when _____ by a competent authority.

Task CWS-02-01

Task

Operate The Unit's Radios

References

a. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Operator's Manual for the specific radio

Conditions

Task must be performed in the unit's communications center using each type of radio commonly used by the unit for radio/telephone traffic. Task may be done at any time.

Standards

The trainee must, without error, identify and operate the controls for each of the unit's radios.

Performance Criteria

Completed	Performance Criteria
_____	Radio operating controls and features identified including if applicable: • On/Off • Volume • Squelch • Hi/Lo power • Dimmer • Monitor • Frequency/ Channel Select • Weather Select • Microphone • Scanner (if applicable) • Direction Finder (if applicable)

Continued on next page

Task CWS-02-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Turn radio on.
_____	Adjust squelch to point where static just disappears.
_____	Adjust volume control to desired level.
_____	Demonstrate Channel 16 selection.
_____	Demonstrate working channel selection.
_____	Demonstrate and explain Hi/Lo power selection and use.
_____	Demonstrate microphone use.
_____	Demonstrate scanner use (if applicable) and explain difficulties that may arise from the use of a scanner.
_____	Demonstrate Direction Finder use (if applicable).

Accomplished

Instructor Date

Comments

Task CWS-02-02

Task

Demonstrate Basic Radio Procedure

References

a. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)

Conditions

Task must be performed in the unit's communications center using the VHF/FM transceiver normally used by the station for radio/telephone traffic. Task may be completed at any time using a short message (at least one paragraph) drafted by the instructor. These should be typical radio messages unit would normally transmit to one of their boats.

Standards

The trainee must send the messages a minimum of three times with no errors using the methods described in reference a.

Performance Criteria

Completed	Performance Criteria
_____	Ensure radio is set to proper frequency.
_____	Ensure volume control is set high enough to hear weak signals through static and other interference.

Continued on next page

Task CWS-02-02, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Listen before transmitting to avoid breaking in on other transmissions.
_____	Speak concisely and clearly.
_____	Speak slowly to give receiving party a chance to receive entire message.
_____	Speak in a normal tone of voice.
_____	Keep microphone approximately 1-2 inches from lips.
_____	Use proper prowords, especially “over” or “out” at the end of each transmission.

Accomplished

Instructor Date

Comments

Task CWS-02-03

Task

State VHF/FM Marine Band Distress And Radio Frequencies

References

a. Chapter 11, Boat Crew Seamanship Manual, COMDTINST, M16114.5 (series)
b. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
c. Chapter 3, Radiotelephone Handbook, COMDTINST M2300.7 (series)

Conditions

Task may be performed at the station at any time.

Standards

The trainee must, without error, state standard working and distress frequencies.

Performance Criteria

Completed	Performance Criteria
_____	State which frequency is the international distress, safety and distress, and calling frequency and what it may be used for.
_____	State which frequencies are the primary and secondary working frequencies for the station or unit and adjacent stations.

Continued on next page

Task CWS-02-03, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State which frequency is used for "Bridge to Bridge" communications and what it may be used for.
_____	State the international ship-to-ship frequency and what it may be used for.
_____	State the primary liaison frequency for communications between non-government and Coast Guard vessels and stations and named two broadcasts it is routinely used for.
_____	Name two command and control frequencies.

Accomplished

Instructor Date

Comments

Task CWS-02-04

Task

Identify And Explain Standard Radio Urgency Calls/Signals

References

a. Chapter 11, Boat Crew Seamanship Manual, COMDTINST, M16114.5 (series)
b. Chapter 2, Radiotelephone Handbook, COMDTINST M2300.7 (series)

Conditions

Task should be performed at any time onboard unit by naming and explaining the significance or use of each signal when presented using simulated or actual signals by the instructor.

Standards

In response to the instructor, the trainee must, without error, identify and explain verbally the signals below.

Performance Criteria

Completed	Performance Criteria
_____	Identify and explain MAYDAY signal.
_____	Identify and explain S - 0 - S signal.
_____	Identify and explain VHF-FM radio alarm signal.

Continued on next page

Task CWS-02-04, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Identify and explain PAN signal.
_____	Identify and explain SECURITE signal.
_____	Identify and explain two main types of Electronic Position Indicating Radio Beacons (EPIRBS) and basic operation of each type.

Accomplished

Instructor Date

Comments

Task CWS-02-05

Task

Demonstrate Proper Telephone Procedure

References

a. Instruction section of district phone book
b. The Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series)
c. Pertinent telephone equipment instruction manuals

Conditions

Task should be performed at any time on board unit by standing an actual phone watch. Instructor should ensure that trainee performs the below listed tasks during the watch.

Standards

Trainee must stand a phone watch in accordance with reference a.

Performance Criteria

Completed	Performance Criteria
_____	Demonstrate proper method for answering unit telephone using proper greeting and identification.
_____	Ascertain identity of parties calling.
_____	Ascertain purpose of parties calling.

Continued on next page

Task CWS-02-05, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Place parties on hold when necessary after informing them that they are being placed on hold.
_____	Switch calls to other offices without losing the calling parties.
_____	Speak with courtesy to all parties calling at all times.
_____	Identify all keys and know their functions on all unit telephone equipment including cellular phones, if applicable.
_____	Place calls on all unit telephone equipment.
_____	Demonstrate what information can and cannot be released under the Privacy Act.

Accomplished

Instructor Date

Comments

Task CWS-02-06

Task

Stand Minimum Of Five Radio Communications Watches

References

a. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)
c. Instruction section of district phone book

Conditions

Task must be performed in the unit's communications center under supervision. Task should be done more than once and at various times. Trainee should experience different levels of radio and telephone traffic.

Standards

The trainee must stand a minimum of five error-free communications watches in accordance with references a. through c. until thoroughly proficient in radio- telephone and telephone procedure.

Performance Criteria

Completed	Performance Criteria
_____	Make all transmissions and responses in accordance with tasks CWS-02-01 through CWS-02-06.
_____	Make all transmissions clearly and concisely.
_____	Make all transmissions using only authorized prowords.

Continued on next page

Task CWS-02-06, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Make no transmissions using profane, indecent, obscene or unauthorized use of plain language.
_____	Demonstrate proper method of answering distress calls.
_____	Use Phonetic alphabet for identifying letters and spelling words or groups of letters.
_____	Spell out difficult words or groups using phonetic alphabet and preceded by the prowords "I spell".
_____	State when chain of command personnel should be notified.
_____	Demonstrate knowledge of lost communications procedures for boats and aircraft.
_____	Avoid excessive calling and unofficial transmissions.
_____	End every transmission with either "over" or "out".
_____	Use proper voice call signs (Coast Guard Cutter, Coast Guard Rescue, etc.) when establishing communications.

Continued on next page

Task CWS-02-06, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Make all transmissions without the use of slang words or expressions.
_____	Demonstrate method for making radio checks.
_____	Demonstrate or state method for imposing radio silence.
_____	Make all channel changes using the following format: • Primary SAR information (location, nature of distress, and number of people on board) acquired before switching channels in case communications are lost. • Channel changes are never attempted in a case requiring immediate assistance until case is stabilized. • Calling party has access to and agrees to channel being switched to.
_____	Make arrangements for returning to calling channel if communication is not established within a set period of time.
_____	Identify backup communications gear and bring online in the event of lost communications on primary radio.

Accomplished

Instructor Date

Comments

Appendix C. Area Familiarization

Objective

Demonstrate Knowledge Of The Station's Area Of Responsibility.

Reading Assignment

a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).
b. Chart No. 1, Nautical Chart Symbols and Abbreviations.
c. Coast Pilot Instructions for use and entries for OPAREA.
d. Light List, COMDTINST 16502 Instructions for use and entries for OPAREA.
e. NOAA Tide Tables, Instructions for use and entries for OPAREA.

Task

- Complete TASK CWS-03-01, Routine Information From A Nautical Chart.
- Complete TASK CWS-03-02, Information From Coast Pilot And Light List/Tide Tables.
- Complete TASK CWS-03-03, Available Resources Within Area Of Operation.
- Complete TASK CWS-03-04, Local Area Knowledge And Geographical Points.
- Complete TASK CWS-03-05, Plot A Position Using Latitude And Longitude.
- Complete TASK CWS-03-06, Plot A Position Using Distance And Bearing From Known Object.
- Complete TASK CWS-03-07, Plot A Fix Using LORAN C Time Delay Coordinates.

Quiz

1	Sixty minutes is equal to _____ degree(s).
2	One minute equals _____ nautical mile(s).
3	Always use the _____ scale to measure distance on a chart.
4	Nautical charts are oriented with _____ at the top of the chart.
5	Any location on a chart may be expressed in terms of _____ and _____.
6	On a Compass Rose, the difference between true north and magnetic north is called _____.
7	Numbers on a nautical chart represent soundings in _____ or _____.
8	The nautical chart measures water depth downward from sea level at _____.
9	The Light List measures range of lights in _____ miles.
10	LORAN-C lines on a chart are identified by _____ which correspond to TD's recorded in _____.
11	What official publication provides sailing directions between ports in its respective area, including courses and distances? _____

Task CWS-03-01

Task

Identify Routine Information On A Nautical Chart

References

a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Chart No. 1, Nautical Chart Symbols and Abbreviations

Conditions

Task should be performed ashore, at any time, using chart(s) of the local area. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, identify the different parts of a nautical chart.

Performance Criteria

Completed	Performance Criteria
_____	Identify the latitude and longitude scale.
_____	Identify one nautical mile using the latitude scale.
_____	Identify fathom/feet curves.
_____	Identify the sounding measurement.
_____	Identify the general information block.

Continued on next page

Task CWS-03-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Identify the miles and yards scale.
_____	Identify buoy symbols.
_____	Identify the symbols for prominent landmarks printed on the chart.
_____	Identify the compass rose and explained its function.
_____	Identify the symbol for a wreck, rock, or other submerged object.
_____	Identify the TD lines on chart.
_____	Provide magnetic/true bearings to/from a fixed object on a nautical chart.

Accomplished

Instructor Date

Comments

Task CWS-03-02

Task

Identify And Locate Information From Coast Pilot And Light List/Tide Tables

References

a. United States Coast Pilot, Vol. 1-9, as applicable
b. Light List, Vol. 1-7, as applicable, COMDTINST M16502 (series)
c. NOAA Tide Tables, as applicable

Conditions

Task should be performed ashore, at any time, using Light List and Coast Pilot entries and charts for the local area. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must identify without error data in the publications and locate it on local nautical charts.

Performance Criteria

Completed	Performance Criteria
_____	Read instructions in Light List for description of columns.
_____	Identify aids in Light List that pertain to operational area and locate them on the chart.
_____	Read sailing directions in Coast Pilot for area of operation.
_____	Read NOAA Tide table instructions for area of operation.

Continued on next page

Task CWS-03-02, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Determine time/height of high tide.
_____	Determine time/height of low tide.

Accomplished

Instructor Date

Comments

Task CWS-03-03

Task

Identify Contact Telephone Numbers For Available Resources Within Area Of Responsibility

References

a. Local Telephone Directories
b. Chapter 2, National Search and Rescue Manual (SAR), Vol. 1, COMDTINST M16120.5 (series)

Conditions

Task should be performed ashore, at any time, using directories and unit resource files containing organizations, agencies and resources available for SAR support in the local area. Trainee must accomplish task without prompting.

Standards

Trainee must without error, identify potential SAR resources contained in directories and unit resource files.

Performance Criteria

Completed	Performance Criteria
_____	Locate telephone numbers of local law enforcement agencies including maritime agencies (harbor patrols, harbor masters).
_____	Locate telephone number of local fire department.
_____	Locate telephone number of local paramedics.

Continued on next page

Task CWS-03-03, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Locate telephone numbers of local hospital(s).
_____	Locate telephone numbers of local Coast Guard Auxiliary facilities.
_____	Locate telephone numbers and locations of local marine services (fuel, haul out facilities, etc.)
_____	Locate phone numbers of local commercial SAR facilities.

Accomplished

Instructor Date

Comments

Task CWS-03-04

Task Identify Local Area Knowledge And Geographical Points

Reference a. Group/Station Resource Files

Conditions Trainee must identify on area charts local geographical names and references used by local mariners, local marinas and services including commercial SAR facilities.

Standards The trainee, must point to the location of local reference points in less than 10 seconds after being give reference point.

Performance Criteria

Completed	Performance Criteria
_____	Review station resource files for local area knowledge.
_____	Identify on area charts location of local geographical reference points.

Accomplished

Instructor Date

Comments

Task CWS-03-05

Task Plot Positions Using Latitude And Longitude

Reference

a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Conditions Given a nautical chart of the local operating area, and five sets of coordinates, expressed in latitude and longitude, from the instructor, trainee must plot the five coordinates without prompting or use of a reference.

Standards The trainee must, without error, convert, if needed, and plot the positions indicated by the coordinates within five minutes.

Performance Criteria

Completed	Performance Criteria
_____	Convert three positions from degrees minutes and seconds to degrees minutes and tenths of seconds.
_____	Convert three positions from degrees minutes and tenths of seconds to degrees minutes and seconds.
_____	Correctly plot five different latitude and longitude positions on the chart.

Accomplished

Instructor Date

Comments

Task CWS-03-06

Task

Plot Positions Using Distance And Bearing From Known Object

Reference

a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Conditions

Task should be performed at any time. All of the steps must be accomplished using a local area chart. Trainee must accomplish task without prompting or use of a reference.

Standards

Given a nautical chart of the local operating area, and a position, expressed as distance and bearing from a known charted object. The trainee must plot the position on a nautical chart with an accuracy of plus or minus 0.1 NM and plus or minus 1 degree.

Performance Criteria

Completed	Performance Criteria
_____	Correctly plot three positions on a nautical chart.

Accomplished

Instructor Date

Comments

Task CWS-03-07

Task

Plot A Fix Using LORAN C Time Delay Coordinates

Reference

a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Conditions

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

Standards

In response to the instructor, the trainee must correctly plot LORAN C time delay coordinates to within 0.1 NM of accuracy.

Performance Criteria

Completed	Performance Criteria
_____	Locate correct chart.
_____	Identify correct LORAN C Stations.
_____	Correctly use Linear Interpolater.

Continued on next page

Task CWS-03-07, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Plot position to within +/- 0.1 NM.
_____	Read and report position to instructor in Lat./Long.

Accomplished

Instructor Date

Comments

Appendix D. Respond To Requests For Assistance

Objectives

- Collect adequate information to prosecute the case
- Process the information
- Make initial go/no go decision
- Decide if an incident is distress or non-distress
- Keep the mariner informed
- Maintain and coordinate communications between the mariner and the assisting units.
- Resolve non-distress situations through the use of a MARB

Reading Assignment

- Chapter 4, National Search and Rescue Manual Volume 1, COMDTINST M16120.5 (series)
- Radiotelephone Handbook, COMDTINST M2300.7 (series)
- "Standard Scripts and Responses to Request for Vessel Assistance"
- U. S. Coast Guard Addendum to National Search and Rescue (SAR) Manual, COMDTINST M16130.2 (series), SAR Checklists

Task

- Complete TASK CWS-04-01, Respond To A Non-distress Vessel Incident.
- Complete TASK CWS-04-02, Respond To A Distress Vessel Incident.
- Complete TASK CWS-04-03, Collect Flare Sighting Incident Information.
- Complete TASK CWS-04-04, Collect Overdue Vessel Incident Information.
- Complete TASK CWS-04-05, Respond To A MEDICO/MEDEVAC Incident
- Complete TASK CWS-04-06, Collect Vessel Grounding Information.

Standard Scripts And Responses To Request For Vessel Assistance Reading Assignment

Standard Script For CWS To Follow When Taking Assistance Information

The following script is provided as a training scenario but must be committed to memory, and a SAR check sheet from the Addendum to the National SAR Manual but be readily available. After determining that Coast Guard assistance is being requested and the name and time of notification has been recorded, use the following script to request assistance information:

•

Step	Action
1	"Vessel in distress (or vessel name), C/C _____, this is Coast Guard (unit) _____."
2	"What is your position?" _____"How many people are on board your vessel?" _____"Any medical situations on board?" _____"Put on personal flotation devices, if you haven't already."
3	"What is the nature of the situation?"(unless already given) _____
4	"What attempts have you taken to control the situation?"
5	"Description of your vessel?" _____
6	"Estimate wind and waves." _____
7	Check with OOD/command cadre on proper response to situation.

Standard Scripts And Responses To Request For Vessel Assistance Reading Assignment, Continued

Standard Response To A Request For Vessel Assistance If Determined To Be A Non-distress

Step	Action
1	"For the situation you've described, Coast Guard guidelines require that we attempt to locate other capable and timely help for you. Is there a friend, marina, or commercial firm that you want us to contact for you? OVER"
2	(If affirmative, contact the party as requested. If negative, then continue with)
3	"We can make a Marine Assistance Request Broadcast on your behalf. This announces that you need help, gives your location, and invites others to come to your aid. Do you want us to make a broadcast for you? OVER"
4	(If affirmative, complete a broadcast. If negative, then respond with)
5	"ROGER, PLEASE ADVISE US IF YOUR SITUATION CHANGES, OR IF YOU CHANGE YOUR MIND CONCERNING THE MARINE ASSISTANCE REQUEST BROADCAST. THANK YOU, COAST GUARD (UNIT) _____ STANDING BY, OUT"

NOTE If a request for a Marine Assistance Request Broadcast is made, you must complete the broadcast even if circumstances change.

NOTE Broadcast the following on a working frequency; do not use Channel 16.

Quiz

NOTE The first 24 questions refer specifically to the reading in the Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)

1	The purpose of this Instruction is to set forth policy and procedures for handling the request for _____ of search and rescue assistance.
2	The term Coast Guard resources includes regular active duty personnel; _____ personnel when serving under active or inactive duty orders; and cutters, boats, aircraft, and equipment of regular and reserve Coast Guard units.
3	The _____ phase exists when a craft or person is threatened by grave or imminent danger requiring immediate response to the distress scene.
4	The Coast Guard is authorized to perform _____ and _____ acts necessary to rescue and aid persons.
5	The Coast Guard's primary concern in a search and rescue situation is that _____ assistance be provided.
6	There is an _____ danger associated with being disabled on the water.
7	_____ to any known situation in which the mariner is in imminent danger will be initiated if feasible.
8	Private organizations (non-commercial), state and local organizations, and good Samaritans are _____ sources of SAR assistance. When volunteered or available, their help can be used without any concern for _____ with commercial providers.
9	When specifically requested assistance, such as a commercial firm, marina, or friend, is not available, a _____ will be broadcast.
10	Assistance normally will be provided by the responder which first _____.
11	If a Coast Guard resource or Auxiliary facility takes a disabled vessel in tow, the tow will normally terminate at the _____.
12	Once undertaken, and with certain exceptions, there is no requirement to _____ the tow.
13	Coast Guard resources or Auxiliary facilities may be used to help _____ facilities in need of help at any time.
14	If there is any question as to the degree of danger to persons or property, the case should be classified as being in the _____ phase.
15	For cases determined to be in the Distress phase, you should respond _____ if able.

Continued on next page

Quiz, Continued

16	If the Coast Guard arrives on scene and determines that there is no emergency, the case will be handled as a _____.
17	For cases determined as non-distress, the first thing you should do it _____ the mariner and seek their _____.
18	The requestor should be advised that it appears there is no _____ danger.
19	You should then offer a _____.
20	A MARB is made to solicit the _____ response of anyone who can assist the mariner.
21	After broadcasting a MARB, you should _____ the response.
22	A _____ between the Coast Guard and the requestor should be established until direct communication is achieved between the requestor and the responder.
23	In cases involving towing by the Coast Guard or Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest _____.
24	If someone interferes with government communications, issue the command "_____".
25	When the SAR system first becomes aware of an emergency or potential emergency, the information collected and the initial action taken are critical to SAR _____.
26	If the SAR facility receiving the information is an operational facility, and the situation warrants, the facility should take _____ action to respond to the incident.
27	Communication should be maintained with a person or craft reporting an emergency, and they should be kept _____ of action being taken.
28	Shifting should be _____.
29	For incidents reported by telephone, the name and _____ of the caller should be recorded in case additional information is needed later.
30	SAR incident data should be collected from the reporting source, with the most important information gathered _____ in case communication is lost.
31	If the location was given using latitude and longitude, ask _____.
32	If the position is a known geographical location, obtain _____ to other known objects in the immediate area.

Continued on next page

Quiz, Continued

33	Primary target information should include a description of the _____ or person and any radio equipment, including names and call signs.
34	On scene weather information is used to assist in deciding type and _____ of response.
35	Information processing forms (checklists) are used so that information is not _____.
36	All stations hearing a _____ shall immediately cease transmissions capable of interfering.
37	Most small vessels _____ follow prescribed procedures during a distress.
38	When a distressed unit is in your vicinity, receipt for the message _____.
39	The words "received _____" are used when receipting for a distress message.
40	Stations receiving distress traffic should maintain communications with the _____.
41	You should keep the distressed unit informed of any _____ that may affect your assistance to it.
42	If the distressed unit is unable to stand a continuous communications watch, you should set up a _____.
43	Needless _____ by you or the distressed unit may end in loss of communications.
44	The distressed unit or controlling station can impose _____ on stations interfering on the frequency being used for distress traffic.
45	When distress traffic has ended, the controlling station shall broadcast a message addressed to _____ indicating all distress traffic has ceased.

Task CWS-04-01

Task

Respond To A Non-distress Vessel Incident

References

a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix D Reading Assignment

Conditions

Task may be performed at any time using the Initial SAR Check Sheet from reference a and the script provided in Appendix D (previous page). Given a scenario of a routine SAR incident, not requiring immediate assistance, by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.

Continued on next page

Task CWS-04-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Obtain position, number of people on board, nature of distress, and description of vessel requesting assistance.
_____	Obtain information regarding the on scene weather.
_____	Inform senior watch personnel and determine case severity.
_____	Take proper steps to switch communication to a working frequency including procedures for switching back if communications are not established on the new channel.
_____	Transmit standard response to a request for vessel assistance when OOD/GDO or command cadre determine case to be non-distress.
_____	Advise the vessel that Coast Guard will assist in contacting any specifically requested alternate assistance.

Continued on next page

Task CWS-04-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Offer to make a Marine Assistance Request Broadcast (MARB).
_____	Simulate broadcasting of a MARB using the format given in reference a.
	State when a Communications Schedule would be required and the Coast Guard's response if a mariner fails to meet the established schedule.
_____	State when the Coast Guard's responsibility for the safety of a distressed vessel ends. Why?

Accomplished

Instructor Date

Comments

Task CWS-04-02

Task

Respond To A Distress Vessel Incident

References

a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix D Reading Assignment

Conditions

Task may be performed at any time using a SAR Incident Check Sheet from reference a and applicable supplemental sheets. Given a scenario of a SAR incident requiring immediate assistance, by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.
_____	Obtain position, number of people on board and nature of distress.
_____	Obtain vessel description.

Continued on next page

Task CWS-04-02, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Obtain information regarding the on scene weather.
_____	Inform senior watch personnel and determine case severity.
_____	Determine when MARB or UMIB would be appropriate.
_____	Obtain any supplemental information to assist in the rescue efforts.
_____	Inform the vessel of any Coast Guard action being taken.
_____	Inform vessel of rescue craft estimated time of arrival.
_____	After ensuring case is under control, take proper steps to switch communication to a working frequency including procedures for switching back if communications are not established on the new channel.

Task CWS-04-03

Task

Collect Flare Sighting Incident Information

Reference

a. Appendix D Reading Assignment

Conditions

Task may be performed at any time using the Flare Sighting Check Sheet from Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series). Given a scenario of a flare sighting incident by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio or telephone procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.
_____	Obtain initial information including the informant's position when he/she observed the flare.
_____	Obtain the color of the flare.

Continued on next page

Task CWS-04-03, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Obtain the number of flares sighted.
_____	Inform senior watch personnel of incident.
_____	Obtain the bearing of the flare from the observer.
_____	Obtain the distance of the flare from the observer.
_____	Obtain the angle of flare above the horizon.
_____	Obtain the direction of movement of the flare.

Continued on next page

Task CWS-04-03, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Determine if there are any aircraft, vessels, or other lights in the area.
_____	Obtain information regarding the on scene weather.
_____	Obtain all additional amplifying information.

Accomplished

Instructor Date

Comments

Task CWS-04-04

Task

Collect Overdue Vessel Incident Information

Reference

a. National Search and Rescue Manual (SAR), COMDTINST M16120.5 (series)

Conditions

Task may be performed at any time using the Overdue Vessel Check Sheet from Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series). Given a scenario of an overdue vessel incident by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio or telephone procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.

Continued on next page

Task CWS-04-04, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Obtain initial information as per standard checklist and procedures.
_____	Inform senior watch personnel of incident.
_____	Obtain additional amplifying information as required.

Accomplished

Instructor Date

Comments

Task CWS-04-05

Task

Respond To A MEDICO/MEDEVAC

References

a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix D Reading Assignment

Conditions

Task may be performed at any time using the MEDICO/MEDEVAC Check Sheet from Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series). Given a scenario of a boating incident requiring immediate assistance, by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.
_____	Obtain position, number of people on board and type of injury to persons on board.

Continued on next page

Task CWS-04-05, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Inform senior watch personnel and determine case severity.
_____	Obtain information on injured persons, vital signs and additional information on medical history, etc.

Accomplished

Instructor Date

Comments

Task CWS-04-06

Task

Respond To A Grounding

References

a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix D Reading Assignment

Conditions

Task may be performed at any time using the Grounding Check Sheet from Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series). Given a scenario of a vessel grounding, by the instructor the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.

Standards

The trainee must, accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and complete the incident check-off sheet.

Performance Criteria

Completed	Performance Criteria
_____	Respond to initial call and establish communications.
_____	Obtain position, number of people on board and type of vessel grounded.
_____	Obtain information if the vessel is taking on water.

Continued on next page

Task CWS-04-06, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Advise persons on board to put on personal flotation devices, if needed.
_____	Inform senior watch personnel and determine case severity.
_____	Obtain additional information on nature of grounding (speed before running aground, weather, tides, hard/soft aground, etc.).

Accomplished

Instructor Date

Comments

Appendix E. Responding To Mariners' Requests For Information

Objectives

- Define what information regarding navigation can be provided to the public.
- Deal with personal requests of the public.
- Release information to the public or media.

Reading Assignment

- "Responding to Mariners' Request for Information"
- National Search and Rescue Manual Volume 1, COMDTINST M16120.5 (series)
- Public Affairs Manual, COMDTINST M5728.2 (series)

Task

- Complete TASK CWS-05-01, Providing Navigational Assistance To The Public.
- Complete TASK CWS-05-02, Passing Basic Weather Information To The Public.
- Complete TASK CWS-05-03, Dealing With Public Request For Information.
- Complete TASK CWS-05-04, Releasing Case Information To The Public Or Media

Responding To Mariners' Request For Information Reading Assignment

General Policy

As a matter of policy, the Coast Guard may respond to requests for information, including navigation. In the field there is a perception that passing of navigational information is discouraged because of the potential for liability. This perception is not grounded in Coast Guard policy. Rather, certain types of navigational information may be passed if it is accurate and reliable.

NOTE

The guiding principle is that the Coast Guard will not assume responsibility for navigating a vessel, but it may provide the master of a vessel certain navigational tools if available as charted or published by a reputable source.

Since the Coast Guard's primary duties include serving the public in many mission areas, local Coast Guard units have quite naturally become a public center for marine information, both in collection and dissemination. There are various types of marine information that may be appropriately passed to the mariner via the radio. Information affecting the safety of navigation will be given an immediate response. Other types of information, usually for the convenience of the mariner, may be passed if it does not interfere with operations.

NOTE

In all situations, the standard to follow is to make sure any information passed is prudent and based on fact, and never on opinion or conjecture.

Another very important fact to consider is that while a mariner may only be requesting information and has not declared a distress, the vessel situation may dictate more active involvement by the SMC as a precautionary measure.

Navigational Information

An effective guideline is that any printed information from a recognized source may be passed. This includes any information from current NOAA nautical charts, Local Notice to Mariners, Light Lists, Coast Pilot, etc.

Continued on next page

Responding To Mariners' Request For Information Reading Assignment, Continued

Navigational Information (continued)

In situations involving safety of navigation, bearings between charted objects may be provided, either in degrees true or magnetic. In contrast, compass courses, because of the unique aspects of deviation, wind, and current, should never be given. When a bearing between buoys is provided, the mariner should be advised that this bearing was obtained from the buoys charted position that could be different than the actual location. This is not a disclaimer. It's an example of prudent advice. It should be pointed out to the mariner that this "bearing" is not a (compass) course to steer.

NOTE

If a compass course to steer is specifically requested, the mariner should be told, "due to the unique aspects of deviation, wind, and current, an accurate compass course to steer for your vessel can not be determined or calculated over the radio".

Finding a lost and disoriented boater without reference points is difficult and often impossible without radio direction finding equipment. A good practice is to ask the mariner questions regarding any nearby landmarks, aids to navigations, depth and color of water, etc. This can go far in determining the mariner's location.

If the vessels general location can be ascertained, an appropriate response might be: "Based on the information you have provided, your vessel appears to be in the vicinity of _____. We recommend you study the chart for that area or consult with a passing vessel before proceeding further."

Depending on the situation of a lost or disoriented boat, especially considering the size of the vessel, and age and health of those on board, a Coast Guard vessel response to locate the vessel before a distress incident evolves may be the most prudent course of action. An alternative not involving a direct Coast Guard response would be to suggest to a lost or disoriented mariner that he/she consider anchoring their vessel if the on scene conditions safely permit.

Continued on next page

Responding To Mariners' Request For Information Reading Assignment, Continued

Navigational Information (continued)

Although many Coast Guard shore facilities have VHF-FM direction finding equipment, the accuracy of this equipment is mediocre, often with a bearing error of +/- 15 or more degrees. Some boaters if they are lost may request a "DF" (direction finding) fix. In this situation, the mariner should be told that the Coast Guard does not have the capability to provide a "DF" fix. If the mariner inquires how we could find him in an emergency, the master may be told most Coast Guard rescue craft have VHF-FM direction finding equipment that could be used to home in on his/her location.

A situation where extreme caution is necessary involves requests for advice to enter an inlet or cross a breaking bar during hazardous weather conditions. It is the Coast Guard's position that safe navigation is the responsibility of the vessel's master and not the Coast Guard's. Given the large number of factors bearing on these types of situations, there are no hard and fast rules.

Generally, if the vessel is presently not in danger, it may be recommended to the master that they stay out and do not attempt to enter port until the weather moderates. "When in doubt, stay out" can be good advice. If the master elects not to heed the advice, or for whatever reason does not believe staying out is a viable alternative and decides to put the vessel in a hazardous situation, then the case may be treated as a distress and consideration given to the dispatch of appropriate available rescue resources. In this circumstance, an SMC may also consider a precautionary vessel escort. Other alternatives in this situation also include a vigilant communications schedule with the vessel until they are out of harms way.

Not all boaters requesting navigational information are lost or disoriented. Their needs are often simple and capable of being resolved by providing sound, prudent information. The following case study illustrates this type of situation.

Continued on next page

Responding To Mariners' Request For Information Reading Assignment, Continued

Navigational Information (continued)

- A boater unsure of his location calls a Coast Guard station requesting a course to steer into a local harbor. Visibility is about 200 yards and he can see a buoy but does not know what it means. Can the watchstander provide a compass course to steer? No! But the watchstander may provide other useful navigation information. A first step may be to ascertain as precisely as possible the mariner's position. Upon request of the communications watchstander, the boater describes the buoy as a "red and white vertically striped" buoy with the same initials as the sea buoy for the main channel into the stations location. Now confident of the location, the communications watchstander could provide the mariner with the following navigational information concerning the local harbor:

- "The buoy you have just described appears to be the (local name) sea buoy located approximately one mile off the (local name) harbor entrance, marked by two parallel piers of equal length extending 150 yards out from the shore line. The channel width is approximately 200 yards. On the north pier stands a 55 foot high white tower with a white 6 second light and a fog horn that makes one blast every 30 seconds. At the head of the south pier, sits a 25-foot pole with a 4 second red light atop the structure. Stone rip-rap surrounds the base. Charted depth of water in mid channel is 24 feet."

NOTE

All of this information is located in the Coast Pilot, Light List and the current local chart of the area. Should the mariner insist on a compass course, advise him that the information cannot be provided due to the unique deviation characteristics of his/her own vessel, and follow the guidance in the second paragraph above. The point here is to illustrate that navigational information may be passed and done so with confidence and without risk of any liability to the Coast Guard.

NOTE

It is important to remember that passing accurate and available navigation data may provide useful assistance to the mariner to help avoid becoming a future distress case.

Responding To Mariners' Request For Information Reading Assignment, Continued

Passing Weather To The Public

Inquiries from the public regarding weather information should be handled in a courteous manner. If the request was received via the VHF-FM radio, the mariner should be advised that the National Weather Service makes continuous local weather broadcasts on the VHF-FM radio. The mariner should then be told the local frequencies or channels. If the mariner does not have the receiver capability, the latest NWS Local weather warnings (small crafts, gales, etc.) may be read over the radio on request, operations and time permitting. Ensure that the entire text is read exactly as written including the period and geographic area for which the forecast is valid.

Actual observed conditions of wind direction/velocity, visibility, cloud cover and sea height may be relayed to the mariner. Observations made with a calibrated weather instrument may be reported as is; all other observations should be reported as "observed." Whenever weather conditions are reported, the date, time, and location of the observation should also be included.

Passing Third Party Radio Traffic

The Coast Guard is not a marine operator, and as a matter of policy refrains from competing with commercial interests. Therefore, the Coast Guard usually does not pass third party radio traffic over the marine radio. This does not, of course, preclude emergency situations or passing requests for assistance for non-distress incidents as per Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series). " If the request is to contact local marine service personnel and it is known that these services monitor a particular VHF-FM frequency, it is appropriate to pass the request over that frequency or channel. If in doubt as to the nature of the request from a member of the public, a superior should be consulted.

Quiz

1	In providing mariners navigational information, an effective guideline is passing _____ information.
2	_____ bearings between charted objects may be passed to the boater.
3	Coast Guard personnel may provide weather information from _____ messages.
4	Information records compiled for _____ purposes will be withheld from the news media.

Task CWS-05-01

Task Provide Appropriate Navigational Assistance To The Public

Reference a. Appendix E Reading Assignment

Conditions Task should be performed at any time with the aid of navigational charts and use of nautical publications of the area.

Standards The trainee must identify without error the standard navigational information that may be passed to mariners and explain the dangers of passing non-standard information.

Performance Criteria

Completed	Performance Criteria
_____	State standard navigational information that may be passed to mariners including the following: • Characteristics of lights • Magnetic bearings between charted objects • Charted range bearings • Charted depth of water • Charted hazards • Radio beacon frequencies • Charted Buoy positions • Lat/long of charted objects • Loran-C TD coordinates • Magnetic bearings to charted objects

Continued on next page

Task CWS-05-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State non-standard information that may not be passed to mariners including the following: • Compass courses • Deviation • Recommended course lines • Uncharted soundings • Conjectures or personal opinions
_____	Explain the dangers of passing non-standard information.

Accomplished

Instructor Date

Comments

Task CWS-05-02

Task

Pass Appropriate Basic Weather Information To The Public

References

a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. National Weather Forecast

Conditions

Task should be performed at any time with the aid of NWS weather messages, nautical publications and station weather instruments. Weather conditions to be observed are only those the trainee can actually see from the station.

Standards

Trainee must accurately identify NWS weather forecasts and describe local weather conditions.

Performance Criteria

Completed	Performance Criteria
_____	Identify NWS weather forecast message and explain its use.
_____	State sources for providing weather information in the local area including NWS local VHF-FM broadcast channels.
_____	State observed wind direction and velocity.

Continued on next page

Task CWS-05-02, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State observed sea direction and height.
_____	State observed visibility.
_____	State sources for local area weather warnings.

Accomplished

Instructor Date

Comments

Task CWS-05-03

Task

Locate Resources For Responding To Mariners' Requests For Information

References

a. Area familiarization resource cards
b. Appendix E Reading Assignment

Conditions

Task may be done at any time using directories and unit resource files normally found in the unit watchroom.

Standards

Trainee without prompting, must recite location of files and directories.

Performance Criteria

Completed	Performance Criteria
_____	State why the Coast Guard does not relay personal requests over the marine radio.
_____	Locate telephone numbers for local fuel docks and public marinas.
_____	Locate telephone number of harbormaster.

Continued on next page

Task CWS-05-03, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Locate telephone numbers of haul out services.
_____	Locate telephone numbers of local salvage services.
_____	Locate telephone numbers of local boat ramps.

Accomplished

Instructor Date

Comments

Task CWS-05-04

Task Answer Request For Information From The Public Or Media

Reference a. Public Affairs Manual, COMDTINST M5728.2 (series)

Conditions Task should be performed ashore without reference to publications or prompting.

Standards The trainee, without reference to the manual, will accurately cite the Coast Guard policy on releasing news items to the media.

Performance Criteria

Completed	Performance Criteria
_____	State who on the unit is authorized to release information to the news media.
_____	Explain why candor with the media is essential.

Continued on next page

Task CWS-05-04, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Explain why cover-ups are prohibited.
_____	Explain what information may be withheld from the media, including the names and addresses of fatalities prior to the next of kin being notified.

Accomplished

Instructor Date

Comments

Appendix F. Security Rounds

Objective	Understand And Conduct Unit Security Rounds
Reading Assignment	Unit Regulation Manual/SOP
Task	• Complete TASK CWS-06-01, Conduct Security Rounds Of Unit Boats (if applicable). • Complete TASK CWS-06-02, Conduct Security Rounds Of Unit Buildings/Grounds

Task CWS-06-01

Task

Conduct Security Rounds Of Unit Boats (if applicable)

References

a. Applicable local directives

Conditions

Task should be performed at boat docks by demonstrating how to conduct a round of the boats and dock and explain the significance of the systems and equipment checked.

Standards

The trainee must, without error, demonstrate the procedure for conducting a round on boats and dock area and in response to the instructor, explain the systems utilized.

Performance Criteria

Completed	Performance Criteria
_____	State what hazards to look for on the dock.
_____	Inspect and adjust alongside lines.
_____	Ensure shore ties are properly connected and energized (unless maintenance in progress).

Continued on next page

Task CWS-06-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State the power requirements and setup when the boats are moored.
_____	Check and explain the battery switches on the RHIB.
_____	Conduct complete rounds on all assets.
_____	Check power panels and describe the purpose of energized breakers.
_____	Locate the boat's bilge pumps and demonstrate their operation and the ability to set/reset the bilge alarms.
_____	State the procedure for handling discrepancies found during the round.

Accomplished

Instructor Date

Comments

Task CWS-06-02

Task

Conduct Security Rounds Of Unit Buildings And Grounds

References

a. Applicable local directives

Conditions

Task should be performed at the unit by demonstrating how to conduct a round of the buildings and grounds.

Standards

Trainee must demonstrate, without error, the procedure for conducting a round on buildings and grounds and in response to the instructor, explain key points to check and why. Accompany the unit OOD on three rounds of the unit and be able to point out all areas that must be inspected.

Performance Criteria

Completed	Performance Criteria
_____	State hazards to look for on a round of the buildings and grounds.
_____	Inspect fuel storage areas.
_____	Inspect pyrotechnics locker.
_____	Inspect vehicles.
_____	Conduct round of engineering shop.
_____	Conduct round of main building.

Continued on next page

Task CWS-06-02, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State the procedure for unauthorized personnel on station.
_____	State the procedures if you discover a fire on a round.
_____	Locate all fire extinguishers and pull stations in the buildings.
_____	Locate the unit's main electrical power panel.
_____	Locate the unit's boiler room.
_____	State the procedures for discrepancies found during the round.

Accomplished

Instructor Date

Comments

Appendix G. Watches

Objectives

- Understand pre-watch and relief procedures
- Become proficient in record keeping and log entries
- Demonstrate proficient and professional assistance when responding to all requests or MAYDAYs by mariners
- Understand and provide assistance with common law enforcement scenarios
- Acquire extensive geographical knowledge of unit AOR
- Understand unit SOP

Reading Assignment

- Group/Station Resource Files
- Local applicable directives

Task

- Complete TASK CWS-07-01, Relieve The Watch.
- Complete TASK CWS-07-02, Demonstrate Log Entries and Message Preparation Procedures.
- Complete TASK CWS-07-03, Demonstrate Scenario Proficiency.
- Complete TASK CWS-07-04, Demonstrate Knowledge Of Basic Law Enforcement Procedures And Publications.
- Complete TASK CWS-07-05, Demonstrate Familiarity With Unit Routines.
- Complete TASK CWS-07-06, Demonstrate Basic Skills Related To Search And Rescue.
- Complete TASK CWS-07-07, Demonstrate Knowledge Of The Area Of Responsibility.

Task CWS-07-01

Task

Relieve The Watch

References

a. Applicable local directives

Conditions

Task must be performed in the unit's communications center during normal relief of the watch.

Standards

The trainee must, without error, demonstrate the procedure for relieving the watch and state what things must be accomplished prior to a watch relief.

Performance Criteria

Completed	Performance Criteria
_____	Receive all pertinent information from off going watch.
_____	Inspect logs for completeness.
_____	State the status of boats and machinery.
_____	State the THREATCON.

Continued on next page

Task CWS-07-01, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Review status board.
_____	Inspect communications center for cleanliness.
_____	Explain under what conditions you would not relieve the watch.
_____	State the proper uniform for each watch.
_____	Assume the watch and make all required log entries.
_____	Properly pass information when relieved.
_____	State the time zone.

Accomplished

Instructor Date

Comments

Task CWS-07-02

Task

Demonstrate Log Entries and Message Preparation Procedures

References

a. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Applicable local directives.

Conditions

Task must be performed in the unit's communications center at any time while on watch.

Standards

The trainee must demonstrate, without error, the proper entries for all logs.

Performance Criteria

Completed	Performance Criteria
_____	Make entries in the following logs and state the criteria for each entry: • Unit's abbreviated radio log. • Unit case log. • Boarding log. • Auxiliary underway log. • Reserve log. • Unit underway log. • Updates to recall log. • Visitor's log.

_____	Identify items that must be included in the Heading, Text and Ending of a message.
_____	State delivery requirements for Flash, Immediate, Priority, and Routine messages.
_____	State the maximum length of the Plain Language Address of a message.
_____	State the types of General Messages originated by Commandant and where you can locate up to one year of historical messages.

Accomplished

Instructor Date

Comments

Task CWS-07-03

Task

Demonstrate Scenario Proficiency

References

a. Chapter 2 and Appendix D
b. Unit SOP
c. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)

Conditions

Task should be performed at the unit at any time with trainee assuming the position of Watchstander.

Standards

The trainee must, without error, show the ability to complete SAR communications and documentation for all cases listed below, a minimum of three times each. All check sheets and chronological sheets must be properly completed and entries made into a sample log. Checklists are contained in reference c.

Performance Criteria

Completed	Performance Criteria
_____	Successfully complete training scenarios using all the SAR checklists contained in reference c.
_____	State the reasons to use the SAR alarm and the procedures to be used when doing so.

Accomplished

Instructor Date

Comments

Task CWS-07-04

Task Demonstrate Knowledge Of Basic Law Enforcement Procedures And Publications

References a. Applicable local directives

Conditions Task should be performed at any time on board unit.

Standards Trainee must demonstrate general knowledge regarding law enforcement and be able to locate related documents.

Performance Criteria

Completed	Performance Criteria
_____	Locate the Lookout List and describe its use and prohibitions.
_____	State when to notify the OOD regarding law enforcement situations.
_____	Locate Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series).
_____	Locate Boarding Officer Job Aid Kit (BOJAK), COMDTINST M16247.6 (series).

Continued on next page

Task CWS-07-04, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	Identify vessel types common to the Area of Responsibility.
_____	Complete a vessel sighting report.

Accomplished

Instructor Date

Comments

Task CWS-07-05

Task Demonstrate Familiarity With Unit Routines

Reference a. Applicable local publications and directives

Conditions Task should be performed at any time onboard unit.

Standards Trainee must complete all tasks, without error.

Performance Criteria

Completed	Performance Criteria
_____	Read and sign the unit Organizational Manual.
_____	Make standard pipes.
_____	State when liberty is granted and expires for duty standers and day workers.
_____	State when and why quarters are to be held.

Accomplished

Instructor Date

Comments

Task CWS-07-06

Task

Demonstrate Basic Skills Related To Search and Rescue

References

a. Appendix D
b. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)

Conditions

Task should be performed at any time onboard unit.

Standards

The trainee must, without error, state and/or simulate proper procedures for SAR case prosecution.

Performance Criteria

Completed	Performance Criteria
_____	State the initial information that MUST be obtained in response to any request for assistance. • Position/location. • Number of people onboard. • Nature of distress. • Vessel description. • State, "At this time, I request that all members onboard put on flotation devices".
_____	State the information that MUST be obtained from a third party relaying a request for assistance. • Position/location. • Number of people onboard. • Nature of distress. • Vessel description. • Call back number.

Continued on next page

Task CWS-07-06, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State what amplifying information should be obtained in response to any request for assistance. • Phone number if notified by phone. • Location of third parties. • Vessel anchored or adrift. • Personnel in PFD's.
_____	State when you would energize the SAR Alarm and the pipe that MUST accompany the alarm.
_____	Demonstrate the procedure for obtaining and plotting Radio Direction Finding bearings from this unit and other units.

Accomplished

Instructor Date

Comments

Task CWS-07-07

Task Demonstrate Knowledge Of The Area Of Responsibility

References a. Applicable local charts and directives

Conditions Task should be performed at any time onboard unit.

Standards The trainee must, without error, describe the location of key points around the Area of Responsibility (AOR) as well as key local knowledge.

Performance Criteria

Completed	Performance Criteria
_____	Locate on chart all points of interest in the AOR.
_____	Locate names and phone numbers for all harbors with harbormasters within the AOR.
_____	Locate names and phone numbers of police and fire departments within the AOR.
_____	State which CG Marine Safety Offices or activities have responsibility within the AOR.

Continued on next page

Task CWS-07-07, Continued

Performance Criteria (continued)

Completed	Performance Criteria
_____	State which CG Stations border this AOR and identify their working frequencies.
_____	State which CG units in this area possess Radio Direction Finding capabilities.

Accomplished

Instructor Date

Comments

Appendix H. Communicating Between Coast Guard Resources

Objective

Understand policy concerning pre-underway procedures, underway reporting schedule and lost communications procedures.

Reading Assignment

a. Chapters 14 and 15, Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Local applicable directives
c. Appendix H Reading Assignment

Task

- Complete TASK CWS-08-01, Demonstrate Knowledge Of OPS Normal/Position Reports
- Complete TASK CWS-08-02, Demonstrate Knowledge Of Lost Communications Procedures
- Complete TASK CWS-08-03, Explain Need For And Process Of Filing A Float Plan

Communicating Between Coast Guard Resources Reading Assignment

Watchstander Responsibility

Watchstanders must be familiar with their responsibilities prior to small boat deployment. Although much of the accountability for the safety of the boat and crew is placed on the coxswain, the watchstander plays an invaluable role in ensuring the highest levels of safety. A good watchstander:

- Requests details of coxswain's float plan prior to a crew getting underway.
- Recognizes and provides contingency plans for any gaps in communication coverage.
- Relays important weather information.
- Relays additional information concerning the specifics of case (i.e., relays to crew that person-in-water is reported to have a broken leg, etc).
- Establishes communications with the CG resource if they fail to provide a timely "Ops Normal/Position" Report.

Float Plan

A verbal "Float Plan", or intended course of movement and action must be completed between the coxswain and watchstander prior to getting the boat underway. A detailed float plan consists of these parts:

- Show on applicable chart intended course and action.
- Discuss mission particulars such as LE boarding, training, etc.
- Record general course and area where operations are to be conducted.
- Communicate that any deviation from the original float plan must be relayed to the watchstander.

NOTE

In situations where there is a SAR case deployed from the unit, a Float Plan is not required. The watchstander should assume boat crew will take fastest course and should advise of any operating conditions that may hinder a rapid response (i.e., low tide, surf-zone, dredging, or construction).

Task CWS-08-01

Task

Demonstrate Knowledge Of OPS Normal/Position Reports

References

a. Chapters 14 and 15, Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Unit SOP

Conditions

Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards

In response to the instructor, the trainee must, without error, demonstrate proficient knowledge of "Ops Normal/Position" Report schedules.

Performance Criteria

Completed	Performance Criteria
_____	Explain purpose of "Operations Normal/Position" Report.
_____	Explain Commandant policy regarding "Ops Normal/Position" Reports with fixed wing aircraft.
_____	Explain Commandant policy regarding "Ops Normal/Position" Reports with rotary wing aircraft.

Continued on next page

Task CWS-08-01, Continued

Performance Criteria

Completed	Performance Criteria
_____	Explain Commandant policy regarding "Ops Normal/Position" Reports with Coast Guard small boats.
_____	Explain unit-level policy regarding "Ops Normal/Position" Reports with aircraft and small boats.
_____	Explain policy regarding reducing interval between "Ops Normal/Position" Reports in unique operating conditions (i.e. surf, cold weather, fog etc).

Accomplished

Instructor Date

Comments

Task CWS-08-02

Task Demonstrate Knowledge Of Lost Communications Procedures

References
a. Chapters 14 and 15, Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Unit SOP

Conditions Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards In response to the instructor, the trainee must, without error, demonstrate proficient knowledge of "Lost Comms" procedures.

Performance Criteria

Completed	Performance Criteria
_____	Demonstrate Commandant policy and procedure regarding "Lost Comms" with Coast Guard aircraft.
_____	Demonstrate Commandant policy and procedure regarding "Lost Comms" with Coast Guard small boats.
_____	Demonstrate unit contingency plans regarding areas in AOR, which may contain coverage gaps.

Accomplished

Instructor Date

Comments

Task CWS-08-03

Task Explain Need For And Process Of Filing A Float Plan

References
a. Appendix H Reading Assignment
b. Unit SOP

Conditions Task should be performed ashore, at all times other than SAR response. Trainee must accomplish task without prompting.

Standards At all times (unless SAR) before a boat gets underway, the trainee must, without error, communicate with the coxswain in establishing a float plan and must demonstrate proficient knowledge of "deviation" procedures.

Performance Criteria

Completed	Performance Criteria
_____	Explain what a "Float Plan" is and why its necessary to establish a float plan prior to getting a boat underway.
_____	Identify and record the minimum parts of a "Float Plan".
_____	Explain coxswain's responsibility if there is deviation from the original float plan.

Accomplished

Instructor Date

Comments

Appendix I. Answers To Self Administered Quizzes

Controlling Communications With Mariner (Appendix A)

#	Answer	Reference
1	Credibility	Para A-2
2	Confidence	Para B-1
3	Experience and knowledge	Para C-1
4	Recognize	Para D-1
5	Variety	Para D-2
6	Critical	Para D-3
7	Coast Guard	Para D-3
8	Control	Para D-4

Operating Radio/Landline Telephone System (Appendix B)

#	Answer	Reference
1	Static noise	BCSM 16-B-1
2	Weak	BCSM 16-D-1-b
3	Listen	BCSM 16-D-1-c
4	Normal	BCSM 16-D-1-f
5	Key	BCSM 16-D-2-b
6	Obscene	BCSM 16-D-2-f
7	Phonetic	BCSM 16-E
8	Niner	BCSM 16-F-1
9	Affirmative	BCSM 16-G
10	Out	BCSM 16-G
11	Over	BCSM 16-G
12	Wait out	BCSM 16-G
13	Doubtful	BCSM 16-H-1
14	16	BCSM 16-I-9
15	Coast Guard	BCSM 16-I-10
16	MAYDAY	BCSM 16-J-1
17	Safety	BCSM 16-J-3
18	Authority	M2300.7 1-A-1
19	Forbidden	M2300.7 1-B-1-a-1
20	Release	M2300.7 1-C-3

Continued on next page

Appendix I. Answers To Self Administered Quizzes, continued

Operating Radio/Landline Telephone System (Appendix B), continued

21	Never	M2300.7 1-F-11
22	Frequency	M2300.7 1-G-2
23	Excessive	M2300.7 1-G-4
24	Fast	M2300.7 1-G-6
25	Name	M2300.7 1-H-1
26	Rescue	M2300.7 1-H-4
27	Coast Guard	M2300.7 1-H-5
28	Authorized	M2300.7 1-S-1

Area Familiarization (Appendix C)

#	**Answer**	**Reference**
1	One degree	BCSM 9-B-2-f.
2	One nautical mile	BCSM 9-B-2-i.
3	Latitude scale	BCSM 9-B-3-b.
4	North	BCSM 9-C-1-a.
5	Latitude and longitude	BCSM 9-C-1-c.
6	Variation	BCSM 9-C-2
7	Feet or fathoms	BCSM 9-C-3
8	Mean low water	BCSM 9-C-3-a-(3)
9	Statute miles	Light List Inst.
10	Numbers/microseconds	BCSM 9-E-13
11	Coast Pilot	Coast Pilot

Responding To Requests For Assistance (Appendix D)

#	**Answer**	**Reference**
1	Any type	Para. 1
2	Reserve	Para. 3-a
3	Distress	Para. 3-b-(3)
4	Any and all	Para. 4-a
5	Timely and effective	Para. 5-b
6	Inherent	Para. 5-d

Continued on next page

Appendix I. Answers To Self Administered Quizzes, continued

Responding To Requests For Assistance (Appendix D), continued

7	Immediate response	Para. 6-a
8	Acceptable, conflict	Para. 6-b
9	Request for assistance	Para. 6-c
10	Arrives on scene	Para. 6-c-(1)
11	Nearest safe haven	Para. 6-c-(2)
12	Break	Para. 6-c-(3)
13	Auxiliary	Para. 6-h
14	Distress	Para. 7-a
15	Immediately	Para. 7-b-(1)
16	Non-distress	Para. 7-b-(4)
17	Advise, desires	Para. 7-c-(1)
18	Imminent	Para. 7-c-(1)-(a)
19	Marine Assistance Request Broadcast (MARB)	Para. 7-c-(2)
20	Voluntary	Para. 7-c-(3)
21	Monitor	Para. 7-c-(4)
22	Communications schedule	Para. 7-c-(5)
23	Safe haven	Para. 7-e
24	“Cease Transmission”	Para. 7-h
25	Success	NSM 400
26	Immediate	NSM 410
27	Advised	NSM 411
28	Avoided	NSM 411
29	Telephone number	NSM 411
30	First	NSM 412
31	How the position was determined	NSM 412-B-1-a
32	Bearings	NSM 412-B-1-b
33	Distressed craft	NSM 412-C-2
34	Immediacy	NSM 412-F
35	Overlooked	NSM 413
36	Distress	M2300.7 2-A-3
37	Will not	M2300.7 2-A-5
38	Immediately	M2300.7 2-D-1
39	MAYDAY	M2300.7 2-D-2-e
40	Distress unit	M2300.7 2-D-4-c

Continued on next page

Appendix I. Answers To Self Administered Quizzes, continued

Responding To Requests For Assistance (Appendix D), continued

41	Circumstances	M2300.7 2-D-6
42	Radio schedule	M2300.7 2-D-6
43	Switching of frequencies	M2300.7 2-D-6
44	Radio silence	M2300.7 2-F
45	All stations	M2300.7 2-G

Responding To Mariners' Requests For Information (Appendix E)

#	**Answer**	**Reference**
1	Printed	Text B-1
2	Magnetic	Text B-2
3	National Weather Service (NWS)	Text C-1
4	Law enforcement	Public Affairs Manual C-1-A-2-gII-5-8

Appendix J. Task Accomplishment Record For Communications Watchstander

Instructor should remove this section and put it in the trainee's training record.

Trainee Name: _____ Rate: _____

Instructor Name: _____ Rate: _____

Task	Date Started	Date Completed	Instructor's Initials
TASK CWS-01-01			
TASK CWS-02-01			
TASK CWS-02-02			
TASK CWS-02-03			
TASK CWS-02-04			
TASK CWS-02-05			
TASK CWS-02-06			
TASK CWS-03-01			
TASK CWS-03-02			
TASK CWS-03-03			
TASK CWS-03-04			
TASK CWS-03-05			
TASK CWS-03-06			
TASK CWS-03-07			
TASK CWS-04-01			
TASK CWS-04-02			
TASK CWS-04-03			
TASK CWS-04-04			
TASK CWS-04-05			
TASK CWS-04-06			
TASK CWS-05-01			
TASK CWS-05-02			
TASK CWS-05-03			
TASK CWS-05-04			
TASK CWS-06-01			

Continued on next page

Appendix J. Task Accomplishment Record For Communications Watchstander, Continued

Task	Date Started	Date Completed	Instructor's Initials
TASK CWS-06-02			
TASK CWS-07-01			
TASK CWS-07-02			
TASK CWS-07-03			
TASK CWS-07-04			
TASK CWS-07-05			
TASK CWS-07-06			
TASK CWS-07-07			
TASK CWS-08-01			
TASK CWS-08-02			
TASK CWS-08-03			

Index

-C-

certification 1-7, 1-11, 1-12

-D-

distress messages 2-1

-F-

Float Plan H-2

-I-

instructor 1-5, 1-6, 1-7, 1-8, 1-10, 1-11

-M-

MAYDAY 1-3

-Q-

qualification 1-5, 1-7. 1-8, 1-11, 1-12, 3-1

-S-

SAR 1-3, 2-1
Checklist 1-3

-T-

tasks 3-1
conditions 1-5
description 1-5
standards 1-5
trainee 1-5, 1-7, 1-12, 3-1