U.S. Department of Transportation
United States Coast Guard

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United States Coast Guard

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COMDTNOTE 16794
FEB 11 2002
CANCELLED: FEB 10 2003

COMMANDANT NOTICE 16794

Subj: CH-1 TO AUXILIARY BOAT CREW TRAINING MANUAL, COMDTINST M16794.51

1. PURPOSE. This Notice provides changes to the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure units under their command overseeing or directing Auxiliary operations and Auxiliarists at all levels become familiar with, and adhere to this Notice.

3. DIRECTIVES AFFECTED. None.

4. SUMMARY. The changes are primarily a compilation of routine change recommendations and editorial corrections made since the Manual was published.

5. PROCEDURE. Remove and insert the following pages:

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																										
B		8	10		1																					
C									2		2			2												2
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F																										
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NON STANDARD DISTRIBUTION: Auxiliary National Supply Center, NEXCOM, NADCO-OMS, DC-O, DVC-OS

Remove	Insert
Pages 3-5 thru 3-6	Pages 3-5 thru 3-6, CH-2
Pages 4-1 thru 4-4	Pages 4-1 thru 4-4, CH-2
Pages 5-1 thru 5-4	Pages 5-1 thru 5-4, CH-2
Pages 6-5 thru 6-6	Pages 6-5 thru 6-6, CH-2
Pages A-1 thru A-2	Pages A-1 thru A-2, CH-2

Terry M. Cross /s/
Assistance Commandant for Operations

Encl: (1) CH-2 TO AUXILIARY BOAT CREW TRAINING MANUAL, COMDTINST M16794.51

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COMDTINST M16794.51
JUL 27 2000

COMMANDANT INSTRUCTION M16794.51

Subj: AUXILIARY BOAT CREW TRAINING MANUAL

1. PURPOSE. This Manual establishes policies and procedures for the training, qualification, and certification of Auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.

2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure that units under their command adhere to the provisions of this Manual.

3. DIRECTIVES AFFECTED.

a. Effective immediately, the training policies (chapters one through seven) contained in the Auxiliary Boat Crew Training and Qualification Guide - Crewman and Coxswain, COMDTINST M16798. 28, are superceded by the provisions of this Manual. The crewman and coxswain qualification tasks contained in the Auxiliary Boat Crew Training and Qualification Guide - Crewman and Coxswain (chapter eight) may be used to qualify Auxiliary members until 31 December 2001. After that date, the old manual will be cancelled in its entirety.

b. The Boat Crew Seamanship Manual, COMDTINST 16114. 5 (series), is effective for Auxiliary use as of the date of this Manual. The U.S. Coast Guard Auxiliary Boat Crew Seamanship Manual, COMDTINST M16798. 27, is cancelled as of 01 January 2001.

c. Where the provisions of this Manual differ from the Auxiliary Manual, COMDTINST M16790. 1 (series), the provisions of this Manual shall apply.

4. DISCUSSION. This Manual is part of the complete revision of the Coast Guard's family of boat crew training and qualification publications, which started with the issue of the Coast Guard Boat Crew Seamanship Manual, COMDTINST M16114. 5B, in 1998. These publications are being revised to reflect the best and safest practices in the Coast Guard boat fleet. Major changes in this Manual include:
   a. The establishment of a concept of operations for Auxiliary safety patrols, defining the required operational capability of this resource. Minimum performance requirements are derived from the concept of operations, and the qualification tasks are derived in turn from the minimum performance requirements.
   b. Closer alignment with the qualification tasks used by the active duty component. This will foster greater mutual understanding and interoperability among the active duty, Auxiliary, and reserve components.
   c. Increased emphasis on teaching team coordination and risk management concepts and skills.
   d. A new section on safety policy and safety responsibilities.
   e. Increased emphasis on respecting and valuing the experience and skills of Auxiliary volunteers. To the greatest extent possible, without compromising standards for operational safety and integrity, policies in this manual are designed to give the volunteers credit for the abilities they bring into the Coast Guard.
   f. Increased emphasis on the role of elected and appointed Auxiliary leaders in carrying out training and operations programs safely and effectively. Rules, procedures, policies, and the qualification database are designed to help members and leaders meet minimum performance requirements, as well as standards for safety and integrity. However, these tools are not intended to lead to automatic decision making. Leaders must be constantly aware of the capabilities and limitations of their members and facilities in both the training and operational environments, taking action as needed to ensure compliance with safety and performance standards.
   g. Updated definitions of the terms "qualification" and "certification."
   h. An expanded list of training references, which now includes the Auxiliary Specialty Course series, the Auxiliary Public Education Course series, and Coast Guard Institute courses.
   i. A revised policy for assigning mentors to allow previously certified members to serve as mentors.

j. Clarification of the policy allowing a crew member other than the coxswain to operate the boat when coxswain tasks are signed off.
k. Revision of the Qualification Examiner (QE) process to replace individual task sign-offs with a dockside oral exam and an underway check ride.
l. Incorporation of the new policy for recertification.
m. Revision of the policy for QE selection and management.

5. PROCEDURES. Auxiliarists who are currently in the boat crew qualification program under the Auxiliary Boat Crew Training and Qualification Guide - Crewman and Coxswain, COMDTINST M16798. 28, may continue to use the qualification tasks (chapter eight) in that Manual until 31 December 2001. Otherwise, the policies and procedures contained in this Manual will govern the boat crew training program.

TERRY M. CROSS
Assistant Commandant for Operations

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Chapter 1. Introduction

Overview

This chapter describes the Coast Guard Auxiliary safety patrol program and the training requirements for Auxiliary members to participate in the program. Areas covered include the program's purpose, mission, concept of operations, safety, and a summary of the training process. This chapter contains four sections:

Section A: Program Overview

Section B: Safety

Section C: The Training Process

Section D: References

Section A. Program Overview

A.1. Purpose

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

A.2. Definitions

The boat crew program refers to the overall process of training and using members qualified as coxswains, crew members, and personal watercraft (PWC) operators to conduct Auxiliary patrols. ("boat crew" in this context should not be confused with the terms "crewman" or crew member," which refer to one of the three qualification levels or positions.)

Continued on next page

A.2. Definitions (Continued) The **boat crew training program** refers to the collective processes of qualification, certification, and currency maintenance.

A complete list of terms and definitions is found in the glossary, Appendix A.

A.3. Mission The United States Coast Guard is a multimissioned maritime service and one of the Nation's five armed forces. Its mission is to protect the public, the environment and U.S. economic interests-in the Nation's ports and waterways, along the coast, on international waters, or in any maritime region as required to support national security.

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

The Auxiliary's focus is on those missions that protect the safety of life and property on the water, prevent pollution, and protect living marine resources.

One way the Auxiliary fulfills its mission is to train and qualify members to operate Auxiliary vessel facilities under Coast Guard patrol orders.

A.4. Concept of Operations A **concept of operations** defines the nature and purpose of Auxiliary safety patrols. (Note: The term "safety patrol" means all types of patrols, including, regatta, chart updating, and marine environmental protection patrols.) The training requirements and performance standards contained in this manual are designed to prepare Auxiliary boat crew members to safely perform the roles described in the concept of operations.

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

A.5. Summary of Concept of Operations The complete concept of operations is contained in Appendix B. Key points are summarized here:

Auxiliarists are civilian volunteers. This means that Auxiliarists freely volunteer their time and services, in return for being given a meaningful role in the Coast Guard's important missions.

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A.5. Summary of Concept of Operations (Continued)

Auxiliarists operate on a wide variety of waterways, from open coastal waters to rivers to inland lakes.

While the goal of this program is to achieve a uniform national standard of qualification, the use of non-standard boats and the variety of operating areas means that the capabilities of boats and people must be tailored to local mission needs.

Auxiliary safety patrols are not intended to take the place of the Coast Guard's multi-mission capability.

Auxiliary safety patrols add to the Coast Guard's capability by performing a unique mission oriented toward boating safety and environmental protection.

Section B. Safety

B.1. Safety Policy

As volunteers, you perform an extraordinarily valuable service to the American public. Each year you save hundreds of lives, assist thousands more, and prevent the loss of property worth millions of dollars.

The Commandant and your local operational commander will ask you to perform patrol duties to the extent of your capabilities It is important to know what your capabilities and limits are-your personal capabilities and limits, the capabilities and limits of your crew, and the capabilities and limits of your boat.

Human nature and pride can tempt you to press ahead on a mission when it might be more prudent to wait for help or turn back. Fatigue and stress make it even harder to make the right decision. The best of intentions can turn to tragedy-for you or those you are trying to help-if you don't recognize when your limits are reached.

The Coast Guard does not expect you to go in harm's way. Be aware of your personal state, watch and listen to your crew, pay attention to your boat, the weather, and your surroundings.

Continued on next page

B.1. Safety Policy (Continued)

If you feel your are nearing or have exceeded your limits, then:

Stop

Stabilize your situation

Notify your operational commander or controlling authority

B.2. Safety Responsibilities

The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), defines specific responsibilities of active duty and Auxiliary members in carrying out their duties for training and conducting operations. Key esponsibilities are:

Facility Coxswain or PWC Operator: Responsible for ensuring that required safety equipment is on board and in good condition; that all crew members are wearing a PFD; that a pre-underway briefing has been conducted; and that patrol orders have been issued. Further, the coxswain or PWC operator is responsible for terminating the mission when the limits of the facility or crew may be exceeded.

Coast Guard Order Issuing Authority: Responsible for being aware of the capabilities and limitations of Auxiliary facilities under their control, and for ensuring that patrol orders (reimbursable or non-reimbursable) are issued for all Auxiliary patrols.

Auxiliary operations officers and unit elected officers: Responsible for ensuring that members are properly trained, qualified, and certified and that facilities are properly inspected and equipped. Further, they have the authority and responsibility to abort any ordered mission if they become aware of any situation pertaining to the mission or crew that may adversely affect the safety of the mission.

Responsibilities of certain individuals are highlighted above. However, when it comes to safety, **everyone** is responsible. All members must work as a team. The team may be the crew members on an individual patrol facility, or the larger team of the facility and its operational commander, or the team of the chain of leadership and management. Each member of each team must maintain continual situational awareness, and alert others on the team when an unsafe situation arises.

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B.3. Safety Practices Two important safety concepts used in Coast Guard boat crew training operations are **team coordination and risk management**.

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

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

For a detailed discussion of these concepts, see Chapter 4 of the Boat Crew Seamanship Manual. Also, refer to COMDTINST 3500.3, Operational Risk Management, and COMDTINST 1541.1, Team Coordination Training.

Section C. The Training Process

C.1. Overview The Commandant is required by law to train, examine, and qualify Auxiliary members before assigning them to duty (14 U.S.C. 831). This is necessary to ensure the safety of Auxiliary members, as well as the safety of people who may be assisted by the Auxiliary.

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

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

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

C.2. Boat Crew Positions

Auxiliary members may qualify in the following boat crew positions:

Crew member: The crew member assists the coxswain with handling the boat and performing mission activities. Skills include line handling, knot tying, communications, observation, making up tows, and emergency procedures.

Coxswain: The coxswain is in charge of the facility and is responsible for directing the safe navigation of the boat, the activities of the crew, and the performance of the missions. Skills of a qualified coxswain include navigation, piloting, boat handling, communication, search planning, and emergency procedures.

These positions are also used in the active duty Coast Guard, and the Auxiliary program parallels them very closely. The active duty Coast Guard also has **Boat Engineer** and **Surfman** positions to meet their mission requirements. These positions are not used in the Auxiliary.

Another boat crew position is unique to the Auxiliary:

PWC Operator: Operates personal watercraft (PWC) on Auxiliary patrol orders. Like the coxswain, the PWC operator is in charge of the facility, and is responsible for the safe operation and navigation of the PWC, as well as carrying out the assigned mission.

C.3. Steps in the Training Process

The training process consists of three parts.

Qualification: The process of initial entry into the program, in which the member learns and demonstrates the knowledge and skills required to perform missions which may be assigned.

Certification: Initial command verification that the member has acquired the necessary knowledge and skills, and then annual verification that the member retains those skills.

Currency Maintenance: The annual completion of minimum activities required to maintain and demonstrate proficiency. A member's certification remains valid or "current" by completion of annual minimums.

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

C.4. Training Process Overview A series of **qualification tasks** defines the knowledge and skills required for each boat crew position. Each task describes a certain job skill and states performance criteria for that skill. For example, a qualification task for the coxswain position is to take a vessel in stern tow. The trainee completes the task by reading the reference material listed, reviewing the skills with a mentor, then practicing the task. When the trainee demonstrates mastery of the task, the task is **signed off** by the mentor.

After all tasks are signed off by a mentor, the trainee then completes a dockside oral examination and an underway check ride with a qualification **examiner**, or **QE**. The QE is an experienced Auxiliary coxswain appointed by the Director of Auxiliary to verify that the trainee meets the performance standards for qualification.

Upon completion of the oral exam and check ride, the QE submits a recommendation to the Director, who then **certifies** the member. The member is then eligible to be assigned to duty under Auxiliary patrol orders.

The member maintains currency of certification by periodically meeting annual minimum standards.

Section D. References

D.1. Coast Guard References The qualification tasks are designed to be completed using the Coast Guard **Boat Crew Seamanship Manual**, Commandant Instruction (COMDTINST) M16114.5 (series). This is the primary reference text for all Coast Guard boat handling and seamanship skills.

Other important Coast Guard references are:

Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). This manual contains policy guidance for performing missions under Coast Guard orders.

Navigation Rules, International-Inland, COMDTINST M16672.2 (series). Also called **NavRules**, this booklet contains the nautical rules of the road.

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D.1. Coast Guard References (Continued) The **National Search and Rescue Manual, Volume I: National Search and Rescue System,** COMDTINST M16120.5 (series), and **Volume II: Planning Handbook**, COMDTINST M16120.6 (series), contain U.S. and International policies and technical guidance for performing search and rescue (SAR) missions.

The **U.S. Coast Guard Addendum to the National Search and Rescue Manual**, COMDTINST M16130.2 (series) contains additional policy guidance specific to the Coast Guard. Particularly important to the Auxiliary, it contains the Maritime SAR assistance policy, governing non-emergency SAR, and the general salvage policy.

D.2. Auxiliary Specialty Courses The Auxiliary series of **Specialty Courses** provides valuable information on boating knowledge, navigation, weather, and Auxiliary missions. These courses may be ordered through your Materials Officer (MA). Specialty courses useful to the boat crew training program are:

Auxiliary Specialty Course: Seamanship (AUXSEA), COMDTPUB P16794.42 (series).

Auxiliary Specialty Course: Search and Rescue (AUXSAR), COMDTPUB 16794.35 (series).

Auxiliary Specialty Course: Patrols (AUXPAT), COMDTPUB 16794.28 (series).

Auxiliary Specialty Course: Communications (AUXCOM), COMDTPUB P 16794.32 (series).

Auxiliary Specialty Course: Navigation (AUXNAV), COMDTPUB P16798.17 (series).

Auxiliary Specialty Course: Weather (AUXWEA), COMDTPUB 16794.30 (series).

D.3. Auxiliary Public Education Courses

Another valuable reference is the Auxiliary's series of **Public Education** courses:

Boating Safely

Boating Skills and Seamanship

Sailing Fundamentals

Basic Coastal Navigation

Advanced Coastal Navigation

D.4. Coast Guard Institute

Auxiliarists are eligible and encouraged to enroll in courses offered by the Coast Guard Institute. The Institute offers courses in navigation rules, team coordination, piloting, seamanship, search & rescue, and many others.

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Chapter 2. System Components

Overview

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

Section A: Headquarters and Districts

Section B: Unit Commanders

Section A. Headquarters and Districts

A.1. Commandant

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

In coordination with the Chief, Office of Boat Forces (G-OCS), Chief Office of Boating Safety (G-OPB), other Headquarters program managers, and the Auxiliary National Staff, the Chief Director develops training materials and operating policies for the Auxiliary patrol program.

A.2. Auxiliary National Staff

The **National Directorate Commodore, Coast Guard and State Support, (NADCO-CG/SS)**, is responsible to the National Commodore (NACO) for development and coordination of the Auxiliary's operations and marine safety programs in support of the Coast Guard' s missions in federal and state waters.

The **Department Chief, Operations, (DC-O)**, is responsible for developing and overseeing the Auxiliary's surface and air operations programs, including the Boat Crew Training Program.

The **Department Chief, Training (DC-T)**, is responsible for developing and coordinating training programs, policies, and materials, and for advising and assisting other departments in developing their training programs.

A.3. Coast Guard District Commodores

Each Coast Guard District Commander has a **Director of Auxiliary (DIRAUX)**, assigned to administer the district's Auxiliary program. A district with multiple Auxiliary regions may have a Director for each region.

The Director is normally the **Chief, Auxiliary Administration Branch**, designated by the staff symbol (oax). The Director is responsible for certifying Auxiliary members for duty in the boat crew program.

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

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

A.4. Auxiliary District Commodores

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

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

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

Additionally, the **District Staff Officer, Member Training (DSO-MT)**, assists the DCO and the DSO-OP with developing and supporting training programs and materials.

Section B. Unit Commanders

B.1 Operational Responsibilities This section discusses the roles and responsibilities of Coast Guard and Auxiliary unit commanders. An important transition of responsibilities takes place between the national/district level and the unit level. The higher levels, described in Section A of this chapter, serve primarily administrative and management functions. They develop policy and provide support.

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

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

Based on this awareness of people, facilities, and missions, unit commanders are responsible for evaluating risks and taking action to minimize those risks. Amplifying guidance can be found in the Operations Policy Manual, COMDTINST M16798.3 (series) and COMDTINST 3500.3, Operational Risk Management.

B.2. Coast Guard Unit Commanders Commanders (including commanding officers and officers- in-charge) of Coast Guard units are normally the order-issuing authorities for Auxiliary patrols. They are responsible for liaison with Auxiliary units in their area of responsibility (AOR), coordinating patrol orders, and exercising operational control of Auxiliary facilities on patrol.

B.3. Auxiliary Officers **Elected officers** are responsible for the administration of Auxiliary units. **Division Captains (DCP)** are in charge of Auxiliary divisions. **Flotilla Commanders (FC)** are in charge of Auxiliary flotillas. As stated in the Auxiliary Manual, COMDTINST M16790.1 (series) and the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), these officers are responsible for the leadership, management, supervision and operation of their units, as well as unit member training, qualification, and assignment to duty.

B.3. Auxiliary Officers (Continued) Elected officers are assisted by **appointed staff officers**. Division Staff Officers (SO) and Flotilla Staff Officers **(FSO)** for Operations **(OP)** and Member Training **(MT)** are responsible for planning, coordinating, and supervising their boat crew training programs. Duties of these officers are described in the Flotilla Procedures Manual, COMDTINST M16791.5.

In addition to member training responsibilities, the operations officers (SO-OP in the division and FSO-OP in the flotilla) have the safety and risk management responsibilities outlined above and in Section 1.B.2.

Chapter 3. Qualification

Overview

This chapter describes the process followed by Auxiliary members to become qualified as crew member, coxswain, and PWC operator. This chapter contains four sections:

Section A: Trainee Eligibility and Preparation

Section B: Mentors

Section C: Completion of the Qualification Guide

Section D: Qualification Examination

Section A. Trainee Eligibility and Preparation

A.1. General

The Auxiliary encourages as many members as possible to become qualified in the boat crew program. The skills gained in this program will make members better and safer boaters, and will enable them to improve the safety and skills of their fellow boaters.

The qualification requirements of this program reflect the standards used by the active duty component. The need to tailor qualification requirements to volunteers with a wide range of ages and abilities cause some modification to the qualification tasks. However, these tasks are based on all those items necessary for Auxiliarists to competently and safely operate and fulfill Auxiliary operational missions as defined by the Auxiliary patrol concept of operations (Appendix B).

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

A.2. Eligibility

A basic level of boating knowledge is required to enter the boat crew program. This requirement may be satisfied by completing of any one of the following courses:

Continued on next page

A.2. Eligibility (Continued) Boating Skills and Seamanship (USCG Auxiliary)

Sailing and Seamanship (USCG Auxiliary)

Sailing Fundamentals (USCG Auxiliary)

Boating Safely (USCG Auxiliary)

The U.S. Power Squadrons' basic boating course

As an alternative to completing the entire course, an experienced boater may "challenge" the Auxiliary's Boating Skills and Seamanship, Sailing and Seamanship, or Sailing Fundamentals courses by passing the closed-book exam for these courses.

Completion of this requirement is documented as task BCM-08-01-AUX.

To be certified as a coxswain, a member must log 28 hours as a certified crew member. However, coxswain qualification tasks may be signed off at the same time crew member tasks are being signed off.

A.3. Physical Requirements As described in the concept of operations (See section 1.A.4. and Appendix B), the Auxiliary boat crew program is designed for people with a wide range of ages and abilities. There are no specific requirements for age, weight, strength, or endurance. In place of detailed physical requirements, trainees must meet the following standards in completing each qualification task.

Each task must be performed personally by the trainee, with no physical assistance. (See Section 3.C.4 for an exception to this policy for coxswains.)

Each task must be performed with little hesitation

Each task must be performed with confidence

A.4. Trainee Preparation Becoming certified in the boat crew program helps Auxiliary members become and safer boaters. Members may choose to participate in the program at a level suitable to their needs and available time. The extent to which a member participates in the program will determine the extent of the commitment they may be asked to make.

Continued on next page

A.4. Trainee Preparation a (Continued) An interview by someone familiar with Auxiliary operations will help the member prepare for this commitment. This interview is not required, but is recommended best practice.

The interview should cover the following points:

An overview of the qualification, certification, and currency process

The time commitment required to qualify and to maintain currency

Costs: uniforms, PFDs, survival equipment

Physical demands: mobility, heat stress, fatigue

Exposure to stressful, traumatic situations

The need to make decisions under stress

Section B. Mentors

B.1. Mentors Each trainee is guided through the learning process by a **mentor**. The mentor helps the trainee learn the knowledge and skills required for each qualification task. The mentor works with the trainee to plan the training program-how many tasks will be worked on in one assignment, in what order, arranging for underway time on facilities, etc. The mentor helps the trainee identify references to study for each task. When the trainee has mastered a task, the mentor signs the task to verify satisfactory completion.

B.2. Mentor Assignment Policy The mentor must be currently or previously certified (within the last two years) in the position for which tasks are to be taught and signed off. This means that to mentor a coxswain trainee, the mentor must be currently certified, or have been previously certified, as a coxswain. A mentor for a crew member trainee must be currently or previously certified as either a coxswain or crew member. A mentor for a PWC operator trainee must be currently or previously certified as a PWC operator. In all cases, "previously certified" means that the member's certification lapsed not more than two years prior to being assigned as the trainee's mentor. This two-year limit may be waived by the director. Mentors do not need to be IT-qualified.

Continued on next page

B.2. Mentor Assignment Policy (Continued)

The purpose of allowing previously certified members to serve as mentors is to respect and value the skills and experience of members who are no longer able to remain active in the boat crew program, yet are fully able to pass on their skills through teaching and coaching others. The crew member qualification tasks for sun and heat related factors and emergency medical treatment (i.e., shock, bleeding, burns, hypothermia) may be signed off by appropriately qualified medical personnel (e.g., MD, RN, EMT).

Mentors are assigned to a trainee by the flotilla commander. The flotilla commander may delegate this responsibility to the FSO-MT or FSO-OP.

All mentors are guided by this important principle: The purpose of the boat crew training program is not to keep people from being qualified. We are not trying to "weed out" or exclude people. The purpose of the training program is to **enable people to learn** and perform up to their full potential.

Section C. Completion of the Qualification Guide

C.1. Qualification Guides

The Boat Crew Qualification Guide, COMDTINST M16794 (series), has a separate volume for each boat crew position:

Volume I, Crew Member

Volume II, Coxswain

Volume III, PWC Operator

Each volume contains a series of **qualification tasks**. These tasks represent the minimum elements of skill and knowledge necessary to safely and effectively perform assigned duties aboard Auxiliary facilities. Tasks are meant to be learned through constant practice and under the guidance of the mentor.

C.2. Completion of Tasks

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

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

Continued on next page

C.2. **Completion of Tasks** (Continued)

2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. Through a combination of self-study of written material and hands-on practice, the trainee learns the skills required for the task.

3. Each volume of the Qualification Guide contains a study guide which the trainee may use.

4. The mentor demonstrates the task using the procedures outlined in the Qualification Guide.

5. The mentor walks the trainee through the task until satisfied that the basic principles are understood.

6. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on their own.

7. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.

C.3. **Optional Tasks**

Some tasks in the Qualification Guides are designated as **optional.** Completion of these optional tasks is not required for qualification. Optional tasks are intended to give trainees additional opportunities to learn valuable boat crew skills, either during or after the qualification process. All boat crew training programs are encouraged to include training on these optional tasks whenever assets and conditions permit.

Optional tasks may not be made mandatory. Further, no additional tasks may be added or required to achieve qualification or certification. See additional guidance regarding certification in Section 4.A.4.

C.4. **Coxswains' Duties**

As a general rule, the coxswain is the facility operator while on patrol, meaning that the coxswain has personal control of the helm and throttles. However, the coxswain may choose to have a qualified crew member serve as helmsman and throttle operator, but still exercise overall supervision of the crew and mission.

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C.5. **Qualification Timeline**

Trainees are expected to complete the Qualification Guide for a crew position within 2 years of starting the program. A trainee who is unable to make reasonable progress towards this goal is using training resources that might be better used on other trainees. In this case, the flotilla leadership should have a frank discussion with the trainee and decide whether the member should continue in the program.

C.6. **Patrol Orders**

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

C.7. **Coast Guard Unit Support**

Commanding officers and officers in charge of Coast Guard units are strongly encouraged to assist in the qualification process for Auxiliarists. It is recommended that at least one certified active duty coxswain per active duty unit be designated as a qualification examiner.

Section D. Qualification Examination

D.1. The QE Process

The final step in qualification is examination by a **Qualification Examiner** (**QE**). A QE is a certified Auxiliary coxswain, appointed by the director, who is responsible for verifying that the trainee has mastered the qualification tasks. Members of the Coast Guard and Coast Guard Reserve, certified as coxswains, may also be appointed as QEs. (See Chapter 6 for information about the QE program.).

Most Auxiliary districts assign a QE Coordinator, or even several regional QE Coordinators, to help manage the scheduling and workload of QEs.

Examination normally takes place at a **QE session**, where the trainee completes a dockside oral examination and then an underway check ride. If the trainee is able to perform these tasks according to the standards, then the QE signs off the oral exam and check ride.

Once the oral exam and check ride tasks are signed off by the QE, the trainee is qualified. The next step is for the QE to send a certification recommendation to the director, as described in the next chapter.

D.2. In-Flotilla Sign-Offs

Qualification and certification of members in the boat crew program is a serious responsibility. Signing off on a member's qualification by a qualification examiner is an endorsement of that member's ability to perform safely and effectively.

While one of the goals of this program is to qualify as many members as possible, sometimes members will find that the performance standards are beyond their ability. Guidance for this situation is found in Section D.4. below.

It is the QE's responsibility to know when a member is, or is not, capable of meeting the performance standards. In those cases in which the member is unable to meet the standards, the QE must not sign off the task. Because the Auxiliary is a social organization, often built around long-standing personal relationships, having the responsibility to say "no" can place the QE in an uncomfortable or difficult situation.

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D.2. In-Fotilla Sign-Offs (Continued) Auxiliary leaders should be sensitive to this issue and take it into account when assigning and scheduling QEs. However, this should not preclude having QEs sign-off members in the QE's own flotilla. QEs may sign-off members in their own flotilla and are encouraged to do so, remembering that they are charged with upholding the integrity of the program.

D.3. Failure to Qualitfy The goal of this training program is to get members qualified to serve on Auxiliary patrols. It is **NOT** the purpose of the program to prevent people from achieving qualification. Every member of the training team must make every effort to help people learn the required skills. Some people will need more help and training time than others.

Some personality combinations work better than others in the training setting. Sometimes it may be helpful to assign a different mentor or QE to assist a member in learning the necessary skills.

If, after all possible effort has been made, a trainee is unable to meet the performance standards for qualification, then the unit leadership (flotilla commander, member training officer, or operations officer) should have a frank discussion with the trainee. The leadership should make clear to the member the reasons for failure to qualify.

A trainee who fails to qualify may appeal the decision to the director through the chain of leadership and management.

Chapter 4. Certification

Overview

Once the QE oral exam and check ride have been completed, the next step is to be recommended to the director for certification. When certified by the director, the member is authorized to perform patrol duties under Coast Guard orders. This chapter describes this process for newly qualified Auxiliarists, and for Auxiliarists who are also members of the Coast Guard and Coast Guard Reserve. This chapter contains two sections:

- Section A: Certification Policy
- Section B: Dual Membership

Section A. Certification Policy

A.1. **Command Responsibility**

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

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

In the Auxiliary, certification is done by the director. In most cases, the director will have no personal knowledge of the individual being recommended for certification. Certification is primarily an administrative action by the director. However, it is still an important action, and directors must rely on their operations training officers and qualification examiners to maintain the integrity of the certification process. (See Chapter 6 for additional information about qualification examiners)

A.2. Certification Process

When the trainee has completed the qualification process, meaning that the dockside oral exam and underway check ride tasks have been signed off by a QE, the QE forwards a certification recommendation to the director (see Appendix C for a sample). The director verifies that all prerequisites and eligibility criteria have been met. Then the director signs the certification and makes appropriate AUXDATA entries.

A.3. Insignia and Awards

Once certified as crew/coxswain/PWC operator, an Auxiliarist is authorized to wear the Operations Program ribbon on the uniform. If the member has already earned the ribbon, then a small bronze star may be added to the ribbon.

Once certified as Coxswain, an Auxiliarist is authorized to wear the coxswain breast device on the uniform.

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

A.4. Additional Training

No additional qualification tasks may be required to achieve either qualification or certification. The tasks (not including optional tasks) in each volume of the Qualification Guide represent a uniform, national standard for qualification and certification. A member who successfully completes these tasks is entitled to be certified by the director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

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

A.5. Failure to Certify

When a QE forwards a certification recommendation to a director, there should be no question as to the trainee's ability to meet the performance standards. Any problems regarding the trainee's qualification should be resolved at the unit level, as described in Section 3.D.3.

The director may withhold certification in the following circumstances:

- Failure to meet eligibility requirements.
- Pending disciplinary action.

A.6. **Lapse of Certification**

Once certified, a member must maintain a minimum level of activity to remain proficient and keep skills sharp. Chapter 5 discusses these minimum annual **currency** requirements. If a member is unable to meet the annual minimums, their certification will lapse and they will have to follow the recertification procedure in Section 5.B.

A.7. **Removal of Certification**

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

- Failure to maintain ability to meet performance standards
- Dangerous or inappropriate actions or behavior under orders
- Disciplinary action

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

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

Refer to the Auxiliary Manual, COMDTINST M16790.1 (series) for the complete policy on suspension of certification.

A.8. **Inter-District Transfers**

Certification for boat crew positions is valid only in the district or region in which the certification is issued. A certified Auxiliarist visiting or permanently relocating to another district must be certified by the director in that district prior to being assigned to duty. This is accomplished by completing an underway check ride with a QE (Tasks BCM-08-04-AUX or COX-09-06-AUX).

Section B. Dual Membership

B.1. **General**

There are Auxiliary members who are also members of the active, reserve, or retired components of the Coast Guard. Auxiliary members who have been certified in the active duty boat crew program have valuable skills that can be used in the Auxiliary. These members may follow an abbreviated certification process as described below.

B.2 **Currently Certified Coxswain**

An Auxiliary member who is also a member of the active duty or reserve component and currently certified as coxswain in any Coast Guard standard boat type may be certified as an Auxiliary coxswain by completing the following:

- Task COX-05-04-AUX, Sketch a chart of the local operating area (Required only if the coxswain is not stationed in the Auxiliary area of responsibility.)
- Task COX-09-06-AUX, Check Ride

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

B.3 **Currently Certified Crew Member**

An Auxiliary member who is also a member of the Coast Guard (active or reserve) and currently certified as coxswain, engineer, or crew member in any Coast Guard standard boat type may be certified as an Auxiliary crew member by completing the following:

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

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

B4. **Previously Certified**

An Auxiliary member who is also a member of the active, reserve, or retired component of the Coast Guard and has been certified in any Coast Guard boat type within the last 5 years will be considered qualified at the same level in the Auxiliary, but will need to regain certification.

For example, an active duty coxswain will be considered qualified as an Auxiliary coxswain, and an active duty engineer or crew member will be considered qualified as an Auxiliary crew member.

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B.4. Previously Certified (Continued) These members may regain certification following the same process as any Auxiliary member with a lapsed certification by following the procedures in Section 5.B.

B.5. Active/Reserve Members A member of the active duty or reserve component (not an Auxiliary member) who is currently certified as coxswain, engineer, or crew member may serve as a crew member on an Auxiliary facility with no additional training or qualification.

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B.6. **Number of QEs**

The following guidelines can help the director determine how many QEs are required in the district:

- Trainees should not have to travel more than 50 miles from their home to attend a QE sign-off session.
- Trainees, once ready to have a set of tasks signed off, should not have to wait more than 2 weeks for a QE session.

B.7. **AUXDATA Entries**

QEs will report their time underway on the Activity Report – Mission, (ANSC 7030) as Category 1, and Line 1 (lead), separate from the report used by the crew operating the facility. This time will count toward the annual currency requirement for hours underway. Time spent on QE activity not underway will be reported as Category 7, Line 1.

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A.5. Fifth Year Currnency

By the fifth year of the currency cycle, the following requirements apply:

For both coxswains and crew members, annual currency tasks must be signed off by a QE. If the coxswain is a QE, he/she must be signed off by another QE.

Coxswains must pass an open book Auxiliary Navigation Rules exam with a minimum score of 90%.

As an alternative to the Auxiliary Navigation Rules exam, the member may:

Score at least 90% on the Coast Guard Institute Navigation Rules exam; or

Hold a current merchant marine deck officer or operator license.

These currency requirements may be signed off by a QE at any time in the five-year cycle. Doing so will start a new five-year cycle. For example, a member qualifies as coxswain on 15 July 2000. The first year of the coxswain's currency cycle starts on 1 January 2001, with fifth-year currency required by 31 December 2005. If the coxswain completes all fifth-year requirements in 2003, a new cycle starts on 1 January 2004, and the coxswain has until 31 December 2008 to complete fifth-year requirements.

A.6 Task Sign-Offs

Annual currency maintenance task requirements may be satisfied while on any operational or training mission. Actual performance of a required task, in accordance with performance standards, satisfies the annual requirement. For example, towing a disabled vessel during an actual SAR case meets the currency requirement. The same policy applies to the fifth-year requirements, as long as they are witnessed and signed off by a QE.

A.7 Workshops and OPEX

Workshops and operational exercises (OPEX) are not normally a requirement for annual currency. However, members are strongly encouraged to attend these worthwhile training events to help build their knowledge and skills.

Section B. Recertification

B.1 General

When members fail to meet annual currency requirements, their certification will lapse. A member whose certification has lapsed may be a boat crew member on an ordered patrol, but only in a trainee status. As a trainee, the member will not count toward meeting minimum crew requirements.

As a trainee, the member may accumulate the required patrol hours and have the required tasks signed off in order to be recertified.

The following paragraphs describe the procedure to follow to be recertified.

B.2 Recertification

A member who fails to meet annual currency requirements for one year or two consecutive years may be recertified by meeting the annual currency requirements, under the supervision of a certified coxswain, as shown in Section 5.A.

A member who fails to meet currency requirements for three consecutive years may be recertified by meeting the annual currency requirements, and must also complete a check ride, Task BCM-08-03-AUX or COX-09-05-AUX. It is recommended that the check ride be signed off by a QE, but it may be signed off by a certified coxswain if a QE is not reasonably available, as determined by the Director.

A member who fails to meet currency requirements for four consecutive years may be recertified by meeting the annual currency requirements and completing a check ride. The check ride must be signed off by a QE.

B.3 Downgrading of Qualification

A member who is unable to or does not wish to maintain certification as a coxswain may downgrade to the crew member level by meeting the currency requirements for crew member. The member may continue to wear the coxswain breast device, in accordance with Section 4.A.3., even though no longer certified at the coxswain level.

B.4. Requalification A member who fails to meet currency requirements for five consecutive years will lose their qualification. The member will have to requalify by completing all qualification tasks for the desired position.

Losing qualification as a coxswain does not change a member's eligibility to wear the coxswain insignia. That insignia may be worn permanently once earned, even if the member is unable to or no longer desires to maintain qualification and certification.

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Chapter 6. Qualification Examiners

Overview

This chapter outlines the role of the qualification examiner and provides guidance for selecting and managing qualification examiners. This chapter contains two sections:

Section A: Role and General Policies

Section B: Selection and Management

Section A. Role and General Policies

A.1. Role of the Qualification Examiner

Certification is an important command responsibility. The process of certification verifies that a member is capable of performing assigned duties safely, effectively, and responsibly, and places great trust and confidence in the member. Certification is both a performance management process and a risk management tool. (See Section 4.A.1. for a related discussion on the responsibilities of certification.)

In the Auxiliary boat crew program, the **qualification examiner**, or **QE**, plays a key role in this process. Auxiliary coxswains appointed by the Director as QEs verify that trainees are able to perform qualification tasks to the specified standards. When the dockside oral exam and underway check ride tasks for a boat crew position are signed off by the QE, the member is ready to be certified by the Director. QEs verify that certain currency maintenance requirements are met and are involved in the recertification process.

Active duty and reserve members may be appointed as QEs. See Section B.4.

The overall goal of the QE process is to ensure that members certified by the Director in one of the boat crew positions are able to perform assigned duties **safely** and **proficiently**, in accordance with published **standards**.

This goal is achieved through the **uniform, fair**, and **impartial application of standards** by QEs.

A.2 Evaluate vs. Train As a general rule, the QE's role is intended to be limited to evaluating a trainee's ability to meet qualification standards. It is expected that trainees will arrive at a QE sign-off session ready to be qualified and not needing to be trained for that day's tasks. This philosophy makes the best use of the limited number of QEs. However, all people involved in the training process, including QEs, should take an active, supportive role in helping trainees to learn necessary skills.

QE's should generally focus their time and attention on signing off people who are ready to be qualified, and unit training programs should be conducted with this goal in mind. Ultimately though, unit leaders have the discretion to use available resources as needed to best suit their needs.

A.3. Authority QEs are appointed by the Director, with the concurrence of the district commodore. The QE is the Director's direct representative in the qualification process and is accountable solely to the Director. The QE is authorized (and in fact, obligated) to refuse to sign off the qualification of any trainee unable to meet the performance standards.

While QEs are accountable to the Director, they cannot function effectively without the unquestioned trust and confidence of the Auxiliary leadership in the district. It is an important leadership responsibility of both the Director and district commodore to carefully select and mentor their QEs, and to ensure that they operate in a supportive environment free from distractions and conflicts of interest, real or perceived.

The OTO represents the Director as the primary manager and mentor of the QEs.

A.4. In-Flotilla Sign-Offs See Section 3.D.3. for the policy on signing off members in a QE's own flotilla.

Section B. Selection and Management

B.1. Special Responsibility

Qualification and certification decisions in the active duty Coast Guard are made in the context of a military chain of command, with strict accountability and severe consequences for lapses of integrity. In the Auxiliary, this process is carried out in a social context.

This places a special responsibility on QEs, who are required to faithfully carry out their duties on behalf of the Director. Both the Coast Guard and Auxiliary leadership must take special care in selecting and guiding QEs. These members must be able to hold trainees accountable to the qualification standards in a fair and impartial manner, while at the same time maintaining a strong sense of fellowship and motivation.

Trainees should not be signed off if they are not ready. However, a truly successful QE will leave the trainee with a clear understanding of where improvement is needed, and more importantly, a strong desire to learn and come back ready to qualify.

B.2. Eligibility and Selection Criteria

To be eligible to serve as a QE, a member must be a currently certified coxswain. The following additional guidelines are provided as recommended best practices. Experience has shown that the most successful QEs will have:

Exceptional integrity. This means unwavering loyalty and commitment to the process, even in the face of discomfort or pressure to compromise standards.

Strong interpersonal skills. This includes listening, coaching, and mentoring skills.

A positive, inspiring, and motivating attitude.

A strong operations background, with significant underway time well beyond the required minimum for certification.

Exceptional boat handling and seamanship skills.

Willingness to travel and devote the necessary time.

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B.2. Eligibility and Selection Criteria (Continued)

Completed relevant specialty courses, such as AUXSEA, AUXSAR, AUXPAT.

Being certified as an Instructor is not a requirement, but will add to a QE's skills.

B.3. Selection Process

The QE selection process is specified by the Director in each district. Generally, eligible Auxiliarists may request appointment as a QE, or district, division, or flotilla elected officers may nominate a member for appointment. In either case, the member's proposed appointment must be endorsed by the district commodore.

The best practice is to have a QE Selection Board or Review Board, convened by the Director and chaired by the OTO. Recommended membership includes the QE coordinator, active duty coxswains, and others as appropriate. The Director may also be a member.

Members recommended by the board may be appointed by the Director, normally for a two year term. A sample appointment letter is contained in Appendix E.

B.4 Coast Guard Qes

Coast Guard active duty or reserve coxswains currently certified in any boat type may be designated as QEs following procedures specified by the Director.

B.5. QE Coordinators

As a recommended best practice, Directors may designate a QE Coordinator, and in large districts, additional Area QE Coordinators. These members can help the Director and operations training officer manage the coordination and scheduling of QE sign-off sessions, as well as help manage the QE selection and training process. Sometimes these QEs are given an ADSO designation. Alternatively, the DSO-OP or DSO-MT may function as the QE Coordinator.

B.6. Number of Qes The following guidelines can help the Director determine how many QEs are required in the district:

Trainees should not have to travel more than 50 miles from their home to attend a QE sign-off session.

Trainees, once ready to have a set of tasks signed off, should not have to wait more than two weeks for a QE session.

B.7. AUXMIS Entries QEs will report their time underway on the Activity Report - Mission, (ANSC 7030) as Category 1, and Line 1 (lead), separate from the report used by the crew operating the facility. This time will count toward the annual currency requirement for hours underway. Time spent on QE activity not underway will be reported as Category 7, Line 1.

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Appendix A. Glossary

AOR	Area of responsibility. Refers to a geographic area in which a Coast Guard commander is responsible for carrying out missions.
AUXDATA	Auxiliary Data System. The national membership, qualification, and mission performance database.
boat crew program	A general term referring to the overall program of training, qualifying, and certifying members in any boat crew position: crew member, coxswain, or PWC operator.
certification	Initial command verification that the member has acquired the necessary knowledge and skills, the annual verification that the member retains those skills.
COMDTINST	Commandant Instruction. A directive issued by the Commandant to establish policies and procedures. Instructions may also be issued by subordinate commands (e.g., Commander, Seventh Coast Guard District would issue a CCGDSEVENINST; Group Detroit would issue a GRUDETINST).
commander	A Coast Guard officer in command of subordinate units. As used in this Manual, refers to any Coast Guard commander, commanding officer, or officer in charge.
concept of operations	A fundamental or underlying procedural or philosophical statement of how a mission is accomplished or how an objective reached; how means are used to achieve ends. Also referred to as a CONOP.
controlling authority	A public safety agency that assumes the communications guard for a facility on patrol. This term is used in locations not covered by the active-duty command and control system
coxswain	The person in charge of a boat, responsible for the safety and conduct of the crew and passengers and the completion of the assigned mission.
crew member	A person embarked in a boat to assist with boat handling, and carrying out the assigned tasks of the mission.

director	Director of Auxiliary. An officer assigned to a district commander's staff, responsible for directing and managing Auxiliary programs in the Auxiliary district or region. Also referred to as DIRAUX.
facility	A boat, aircraft, or radio station owned by an Auxiliary member or unit and offered for use by the Coast Guard.
mentor	An Auxiliary member who partners with a trainee to teach and coach the development of the trainee's knowledge and skills.
operational risk management	A continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
operations training officer	A chief warrant officer assigned to the director's staff to coordinate and support the boat crew training program in that district or region. Support includes serving as a trainer.
patrol	The movement of an Auxiliary operational vessel facility, on reimbursable or non-reimbursable orders, to carry out an assigned mission.
PWC	Personal watercraft. A small, fast boat with water-jet propulsion, in which the operator and crew sit on or stand over a raised saddle.
qualification	The process of initial entry into the boat crew program, in which the member learns and demonstrates the knowledge and skills required to perform assigned missions.
qualification examiner	A certified Auxiliary, active duty, or reserve coxswain appointed by the director to verify that trainees are able to perform qualification tasks to specified standards.
task	A certain skill or piece of knowledge required in the performance of duty as an Auxiliary boat crew member. Collectively, the complete set of tasks represents the minimum performance standard for the position.

team coordination	A set of leadership, communication and decision-making skills intended to coordinate the actions of individuals making up a team, such as a boat crew, in order to more safely and effectively carry out a mission. Often referred to as team coordination training, or TCT.
trainee	An Auxiliary member in the boat crew training program as a candidate for qualification.
type	The type of boat for which a particular qualification task applies. All Auxiliary facilities are designated "AUX." Active duty types include MLB, UTB, and "ANY" for tasks not specific to a particular boat type.
vessel facility	A boat owned by an Auxiliary member or Auxiliary unit and offered for use on patrols. It must meet certain equipment standards and be inspected annually. In some cases, boats owned by corporations may also be accepted as facilities. (See Section 1.D of the Operations Policy Manual for guidance on corporate ownership.)

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Appendix B. Auxiliary Safety Patrol Concept of Operations

The Auxiliary safety patrol program uses privately-owned boats operated by uniformed, civilian volunteers to patrol coastal and inland waters to promote boating safety, prevent pollution, protect living marine resources, help disabled or endangered boats and boaters, and support the Coast Guard in the performance of its missions on the water.

Auxiliary safety patrols are conducted by recreational powerboats or auxiliary-powered sailboats owned and operated by Auxiliary members. With a wide range of boat types and personal capabilities, Auxiliary safety patrols are tailored to fit their local operating environment, from open coastal waters to rivers to sheltered inland lakes.

Auxiliarists are trained to a uniform national standard of seamanship and safety. Safety patrol crews are trained to:

- Operate their boats safely and confidently in moderate weather conditions
- Practice accurate piloting and navigation
- Communicate with other boaters and the Coast Guard or other local public safety agencies
- Observe the activities of all waterway users, particularly recreational boaters
- Advise boaters when unsafe, harmful or inappropriate activities are detected
- Detect and report pollution, hazards to navigation
- Detect and AtoN discrepancies, including bridge lighting and private AtoN.
- Observe and report weather and sea conditions
- Tow disabled boats Evacuate people from distressed boats
- Recover or assist people in the water Detect, report and/or deter threats to marine mammals.
- Conduct searches in coordination with an OSC or SMC.
- Perform patrols and safety operations in coordination with other Auxiliary, Coast Guard, or public safety vessels

By learning and practicing these skills, Auxiliarists become better boaters, set an example of safe boating for their fellow mariners, and provide a valuable public service by protecting our waterways and the environment. Auxiliary safety patrols are not intended to take the place of any Coast Guard functions. Auxiliary safety patrols augment the Coast Guard's capabilities by putting more eyes, ears, and helping hands on the water.

Routine patrols not only help keep waterways safe and clean, but also help grow and exercise the Auxiliary's patrol capability so that it will be ready when needed to support major scheduled operations and to respond to maritime emergencies or disasters.

Auxiliary safety patrols may report suspected illegal activities to the Coast Guard or local law enforcement agencies, *only when doing so will not endanger the Auxiliary crew*.

Appendix B. Auxiliary Safety Patrol Concept of Operations

(Continued)

Assignment to safety patrol duties is made by mutual agreement of the Auxiliary and the Coast Guard, with the intent of matching Auxiliary capabilities to mission needs. As volunteers, Auxiliarists are not expected to be exposed to elevated levels of risk of injury or property damage. Auxiliarists are free to end a patrol whenever conditions change such that the capabilities of the boat or crew may be exceeded.

Appendix C. Certification Recommendation Letter

_____
(Date)

From: _____, Member No. _____
(Name of QE)
To: Director of Auxiliary, _____ Coast Guard District

Subj: CERTIFICATION AS AUXILIARY CREW / COXSWAIN / PWC OPERATOR

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51

1. This is to notify you that I have examined the qualifications of:
   Name of Auxiliarist: _____
   Member Number: _____.

2. All qualification tasks have been satisfactorily completed. This member is qualified as an Auxiliary (___) crew member, (___) coxswain, (___) PWC operator. I recommend that the member be certified at the level indicated.

_____
(Signature of QE)

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Appendix D. Letter of Certification

_____
(Date)

From: Director of Auxiliary, _____Coast Guard District
To: _____, Member No. _____

Subj: CERTIFICATION AS CREW/COXSWAIN/PWC OPERATOR

Ref: (a) Auxiliary Boat Crew Training and Qualification Guide, COMDTINST M16794.51

1. Having completed all qualification requirements in accordance with reference (a), you are hereby certified to perform the duties of (___) crew member, (___) coxswain, (___) PWC operator onboard Coast Guard Auxiliary boat facilities.

2. You are required to maintain your ability to perform all your required duties as a crew member / coxswain / PWC operator. If at any time you are unable to perform those duties for any reason, either temporarily or permanently, you must notify me of this situation so I can make a determination as whether your certification will remain in effect.

3. This letter will start the annual and five-year currency maintenance cycle beginning 1 January _____ .

_____
(signature of Director)

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Appendix E. Qualification Examiner Appointment Letter

_____
(Date)

From: Director of Auxiliary, _____ Coast Guard District
To: _____, Member No. _____

Subj: APPOINTMENT AS QUALIFICATION EXAMINER

Ref: (a) Auxiliary Boat Crew Training and Qualification Guide, COMDTINST M16794.51

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

2. You will be scheduled for QE missions by _____. Prior to getting underway in any Auxiliary boat facility, you must verify that appropriate patrol orders have been issued by the Order Issuing Authority.

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

_____
(signature of Director)

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Appendix F. Annual Currency Maintenance Letter

_____
(Date)

From: _____Flotilla No._____
(Responsible Flotilla Staff Officer)

To: Director of Auxiliary, _____Coast Guard District

Subj: ANNUAL CURRENCY MAINTENANCE REQUIREMENTS

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51

1. This is to notify you that the following Auxiliarists have met the annual currency maintenance requirements for the year _____. Each listed Auxiliarist was capable of performing all tasks.

Member Name	Number	Crew Position	Hours Completed

_____
(Signature of responsible FSO)

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Appendix G. Fifth Year Currency Maintenance Letter

_____
(Date)

From: _____, Member No._____
(Name of QE)

To: Director of Auxiliary, _____Coast Guard District

Subj: FIFTH YEAR CURRENCY MAINTENANCE REQUIREMENTS

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51

1. This is to notify you that the following Auxiliarists have met the fifth year currency maintenance requirements. Each listed Auxiliarist was capable of performing all tasks.

Member Name	Number	Crew Position	Hours Comp.	NavRules

_____
(Signature of QE)

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