

BOAT FORCE OPERATIONS PERSONNEL QUALIFICATION STANDARD (PQS)

COMDTINST M16114.30



U.S. Department
of Transportation

United States
Coast Guard



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COMMANDANT INSTRUCTION M16114.30

Subj: BOAT FORCE OPERATIONS PERSONNEL QUALIFICATION STANDARD
(PQS)

1. PURPOSE. This Manual is promulgated to establish the standard skill and knowledge levels expected to be common among all group, section, and activities staff officers and senior petty officers. It is an excellent training tool for units to use in the development of their personnel in the boat force operations career field. Completion of this PQS also meets a portion of the requirements for the boat force operations insignia (silver with gold tone). Other boat force operations personnel (e.g., station personnel) are highly encouraged to complete this PQS.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and unit commanding officers shall ensure that the provisions of this Manual are followed in conducting ashore operations training programs. Internet release authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Unit commanders should use this Manual to train boat force operations personnel. This Manual is intended to become the standard whereby junior officers pursuing careers in the operations ashore community will acquire a foundation for future assignments as operations officer or station command. Other personnel will benefit greatly from completing this PQS as it will develop a keen awareness of all the requirements and complexities of boat force commands. Completion of this PQS is one of the requirements to qualify for the silver with gold tone boat force operations insignia.
5. PROCEDURES. Minimum knowledge based requirements to qualify for wear of the boat force operations insignia (silver with gold tone) are prescribed within this Manual. Additional tasks may be required to become qualified for specific duties in a specific area of operation. Additional guidance and detailed procedures are outlined in this Manual. Any questions concerning this Manual should be directed to Commandant (G-OCS).

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	20	20	5			20	5	20	10	10		5	5	5	5	5	5	5	5		5						
B		10	25		12	1		5						200				200									
C				10	5				15		1															1	
D	2			10				1					30														
E	30																										
F																											
G																											
H																											

NON-STANDARD DISTRIBUTION:

6. SUMMARY OF CHANGES. Not applicable.
7. CHANGES. Subsequent changes will be issued as Commandant Notices. Suggested changes should be sent to Commandant (G-OCS-1).
8. FORMS/REPORTS. There are no Coast Guard forms required for this Manual.

H. E. JOHNSON /s/
Director of Operations Capability

Boat Force Operations
Personnel Qualification Standard





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Chapter 1

Introduction

Overview

Introduction

Commandant has established this Personnel Qualification Standard (PQS) as the standard skill and knowledge levels expected to be common among all group, section, and activities boat force operations officers. It is an excellent training tool for units to use in the development of their personnel in the boat force operations career field. This PQS is also one of the requirements for the wear of the boat force operations insignia (silver with gold tone). This chapter explains the process required to certify successful completion of the Boat Force Operations PQS.

In this chapter

This chapter contains the following section:

Section	Topic	See Page
A	Warnings, Cautions, and Notes	1-3
B	Instructions	1-5



Boat Force Operations
Personnel Qualification Standard




Section A. Warnings, Cautions, and Notes

A.1. General

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


A.2. Warning

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

A.3. Caution

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

A.4. Note

NOTE  An operating procedure or technique essential to emphasize.



Chapter 1 - Introduction



Section B. Instructions

B.1. Who is required to use this PQS?

Completion of this PQS is a requirement to qualify for the wear of the boat force operations insignia (silver with gold tone).

Junior officers pursuing careers in the operations ashore community are expected to complete this PQS to acquire a foundation for future assignments as operations officer or station command. Completion of this PQS may require more than 18 months. Unit commanders should ensure that junior officers assigned to their first boat force operations tour complete this PQS prior to the junior officer's rotation date.

B.2. Qualification

Personnel who desire to wear the boat force operations insignia and have not previously qualified must:

1. Complete all required tasks and any additional sections of this PQS.
2. Be recommended for certification by the unit's PQS instructors.
3. Receive final written certification from the CO/OIC (see **figure 1-1**).

A copy of this PQS shall be maintained in the member's training record.

B.3. Additional requirements

The Commanding Officer/Officer-in-Charge (CO/OIC) may require additional tasks applicable to their area of responsibility (AOR).

B.4. Region specific mission requirements

Region specific mission requirements may require the development of additional PQS tasks. The CO/OIC are strongly encouraged to identify operations not addressed by this Manual and develop additional PQS/JQR tasks to ensure success.

B.5. Getting the PQS signed off

Performance criteria and tasks shall only be signed off by experienced command personnel. PQS instructors should complete the form found in **figure 1-2** prior to signing off tasks.

1. PQS instructors should be experienced or qualified personnel who have demonstrated the ability to evaluate and instruct personnel in the performance criteria.
 2. The command shall promulgate a list of individuals authorized to
-



certify completion of specific PQS sections.

3. PQS instructors should be **strongly cautioned** that members must actually demonstrate their ability to accomplish the particular tasks prior to being signed off.

B.6. PQS documentation

This PQS shall be made available to all personnel assigned to Boat Force Operations commands.

1. Certifications are to be documented on the unit generated letter of qualification, or by using the sample letter of qualification enclosed in this Manual. (See **figure 1-1**.)
2. Completed PQS books shall be maintained in the member's training record. Copies of this PQS are required to be maintained in every instance.

B.7. Qualification

Qualification of personnel shall be based on experience and level of knowledge, and will be designated by the commanding officer/officer-in-charge.

1. Review the PQS to ensure all required tasks are completed in accordance with this Manual.
2. Evaluate the candidate's subject matter knowledge by conducting a question and answer session and/or by conducting event scenarios.

B.8. Final certification

After receiving a recommendation, the CO/OIC must certify that the member has successfully completed this PQS for the purpose of wearing the boat force operations insignia (silver with gold tone).



3000

Date: _____

From: _____ CO/OIC _____

To: _____ Member _____

Ref: (a) Boat Force Operations Personnel Qualification Standard (PQS), COMDTINST M16114.30

Subj: BOAT FORCE OPERATIONS CERTIFICATION

Having observed _____ (Rank, Name) perform practical exercises, and having examined him/her in accordance with reference (a), and found his/her performance to be satisfactory, it is recommended that he/she be certified as having fulfilled the Personnel Qualification Standard as set forth in reference (a).

RECOMMENDED _____ DATE _____
(Senior Watchstander – other than Ops Officer)

RECOMMENDED _____ DATE _____
(Operations Officer)

RECOMMENDED _____ DATE _____
(Executive Officer/XPO)

I have examined your qualifications as required by reference (a) and certify that you are qualified.

Commanding Officer/Officer-in-Charge

Figure 1-1
Boat Force Operations Certification Form



Chapter 1 - Introduction



Instructor Signature Verification for Initial Certification

RANK/RATE	SIGNATURE/ PRINT NAME	INITIALS	UNIT
REMARKS:			

Figure 1-2
Instructor Signature Verification for Initial Certification Form



Chapter 1 - Introduction



Chapter 2 Fundamentals

Overview

Introduction This chapter outlines the mission, command structure and responsibilities of the Coast Guard as they relate to Boat Force Operations. It also provides information about day-to-day level of knowledge items such as weather, nautical charts and publications, tides and currents, public affairs and other essential information indigenous to Boat Force Operations.

In this chapter This chapter contains the following sections:

Section	Topic	See Page
2-01	Coast Guard Missions	2-3
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Boat Force Operations
Personnel Qualification Standard



2-01 Coast Guard Missions	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. Title 14, United States Code, Sections 1, 2, 3, 4, 81, 82, 88, 89, 94, 95, 141-151 b. <i>The Coast Guardsman's Manual</i> c. <i>United States Coast Guard Regulations</i>, COMDTINST M5000.3 (series) d. <i>Maritime Law Enforcement Manual (MLEM)</i>, COMDTINST M16247.1 (series) e. Area/District SOP f. <i>Operating Facilities (OPFAC) of the U.S. Coast Guard</i>, COMDTINST M5440.2 (series) g. <i>Automated Information Systems (AIS) Security Manual</i>, COMDTINST M5500.13 (series) h. <i>Physical Security and Force Protection Program</i>, COMDTINST M5530.1 (series) 		
1. List and discuss the Coast Guard's missions outlined in Title 14, United States Code.		
2. Describe the geographical area of responsibility for your command per your District SOP.		
3. State the primary mission areas of your command.		
4. Describe the operational chain of command for each mission area.		
5. Describe the various degrees of operational readiness expected of your command.		
6. Describe the status of equipment and personnel necessary for your command to meet these degrees of readiness.		
7. List other Coast Guard units in your area, their missions, and their geographical area of responsibility.		
8. Describe where your command has concurrent responsibility for missions with other Coast Guard units in your area.		
9. List other military commands in your area, their missions (in		



2-01 Coast Guard Missions	Date	Initial
general), and geographical area of responsibility.		
10. Describe where your command has concurrent responsibility for missions with other military units in your area.		
11. Describe the defense conditions expected of your command and the general degree of readiness they require.		
12. Describe other federal, state and municipal emergency services located in your geographical area of responsibility, which share in the missions of your command.		
13. Describe force protection conditions, the degree of readiness they require, and actions that are taken to increase security at your command.		



2-02 Unit Organization	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Command Master Chief Program</i>, COMDTINST 1306.1 (series) b. <i>Training and Education Manual</i>, COMDTINST M1500.10 (series) c. <i>United States Coast Guard Regulations</i>, COMDTINST M5000.3 (series) d. <i>Safety and Environmental Health Manual</i>, COMDTINST M5100.47 (series) e. <i>Ordnance Manual</i>, COMDTINST M8000.2 (series) f. <i>Naval Engineering Manual</i>, COMDTINST M9000.6 (series) g. <i>Coast Guardsman's Manual</i> (Bennett) h. Unit Security SOP 		
1. Describe the chain of command for your unit.		
2. Describe the watch organization.		
<p>3. Describe the duties, responsibilities, authority and interrelationships of the following personnel:</p> <ul style="list-style-type: none"> a. CO b. XO c. Department Heads d. OOD e. Command (Chief, Senior Chief, or Master Chief) f. OIC g. XPO h. EPO 		
4. Describe the assigned primary and collateral duties of all officers and senior petty officers.		
5. Review and discuss the current succession to command for your unit.		



Chapter 2 - Fundamentals



2-03 Coast Guard Reserve	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Reserve Policy Manual</i>, COMDTINST M1001.28 b. Title 14 United States Code, Sections 704, 705, 712 c. <i>Coast Guard Capabilities Manual (CAPMAN)</i>, COMDTINST M3000.3 (series) d. <i>Contingency Preparedness Planning Manual, Volume II, Personnel and Equipment Requirements</i>, COMDTINST M3010.12 (series) e. <i>Coast Guard Manpower Mobilization and Support Plan</i>, COMDTINST M3061.1 (series) f. <i>Selected Reserve Administrative and Training Management Inspection Program</i>, COMDTINST 5040.5 (series) g. <i>Policy for Plans to Integrate Reserve and Active Forces</i>, COMDTINST 5310.2 (series) 		
<p>1. Describe the Augmentation Training Program and discuss Reservists' roles in "Team Coast Guard."</p>		
<p>2. Describe the five basic Coast Guard Reserve structural categories and obligations that personnel have in each category.</p> <ul style="list-style-type: none"> a. SELRES (Ready Reserve) b. IRR (Ready Reserve) c. ISL (Standby Reserve) d. RET 1 (Retired Reserve) e. RET 2 (Retired Reserve) 		
<p>3. Describe Reserve duty status:</p> <ul style="list-style-type: none"> a. Inactive Duty for Training (IDT) b. Active Duty for Training (ADT) c. Active Duty Special Work – Active Component (ADSW-AC) d. Active Duty Special Work – Reserve Component (ADSW-RC) e. Extended Active Duty (EAD) 		
<p>4. What is the Reserve Personnel Allowance List (RPAL) and what is its purpose?</p>		



<p>5. What is the Contingency Personnel Requirements List (CPRL) and how are reservists integrated into it to meet Coast Guard operational requirements?</p>		
<p>6. Describe unique considerations that should be made when training and employing Coast Guard Reservists at your station including, travel, training, berthing, schedule, etc.</p>		
<p>7. Discuss your role in training Coast Guard Reservists for augmentation and contingency requirements as well as the benefits that are achieved when personnel are qualified for various duties.</p>		
<p>8. Discuss advancement requirements for Coast Guard Reservists.</p>		
<p>9. Discuss duties that Coast Guard Reservists may be assigned to at each of the following:</p> <ul style="list-style-type: none"> a. Small Boat Station b. Group c. Districts d. Headquarters e. Marine Safety Office f. Cutters g. Port Security Units 		
<p>10. Describe benefits to the Coast Guard and individuals when people leave active duty and affiliate with the Coast Guard Reserve.</p>		
<p>11. Search and Rescue Duties</p> <ul style="list-style-type: none"> a. What is the policy for Coast Guard Reserves desiring to engage in commercial assistance? 		



2-04 Coast Guard Auxiliary	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) b. <i>Auxiliary Manual</i>, COMDTINST M16790.1 (series) c. <i>Auxiliary Operations Policy Manual</i>, COMDTINST M16798.3 (series) d. <i>Safety and Environmental Health Manual</i>, COMDTINST M5100.47 (series) e. <i>Auxiliary Boat Crew Training Manual</i>, COMDTINST M16794.51 (series) f. <i>Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator</i>, COMDTINST M16794.54 (series) g. <i>CG Auxiliary Air Operations Training Text</i>, COMDTINST M16798.5 (series) h. Applicable District SOP 		
<ul style="list-style-type: none"> 1. Law Enforcement <ul style="list-style-type: none"> a. Explain why the Coast Guard Auxiliary personnel are not authorized to participate in law enforcement boardings. b. Explain how the Coast Guard Auxiliary aircraft, vessels, and personnel might be used to support law enforcement operations in your area. c. Name some of the publications in which you might find guidance on the use of the Coast Guard Auxiliary resources during law enforcement operations. 		
<ul style="list-style-type: none"> 2. Search and Rescue <ul style="list-style-type: none"> a. How does the Coast Guard SAR Assistance policy differ for Coast Guard Auxiliary conducting SAR? b. How does the Coast Guard SAR Assistance policy handle non-emergency assistance for Coast Guard Auxiliary not under orders? 		
<ul style="list-style-type: none"> 3. Aids to Navigation <ul style="list-style-type: none"> a. Describe how Coast Guard Auxiliary members provide assistance to ATON units. 		



2-04 Coast Guard Auxiliary	Date	Initial
4. Marine Safety a. Describe some of the ways the Coast Guard Auxiliary promotes marine safety. b. Identify the local Auxiliary Liaison Officer(s) by name.		
5. Defense Operations a. In what ways do Coast Guard Auxiliary members assist in port safety and maritime domain awareness?		
6. List the other volunteer agencies with whom you might work in your local area of operation.		
7. Discuss the Group's/Activity's interaction with the Coast Guard Auxiliary in the AOR.		
8. Discuss the Auxiliary Public Education mission and where to find information for ongoing boating safety classes.		
9. Discuss the Auxiliary Vessel Safety Check Program.		
10. Discuss the requirements for an Auxiliary member to offer their vessel as an operational facility and who sets the operational limitations for the facility.		
11. Discuss the qualifications/currency issues for members in the Auxiliary Boat Crew Program.		
12. Discuss CONOPS/use of PWC in the Auxiliary.		
13. Discuss the capabilities/limits of Auxiliary Surface operations in AOR.		
14. Discuss the requirements for reporting Auxiliary MISHAPS.		
15. Discuss liability issues that affect an Auxiliary member (and/or facility) under orders.		
16. Attend a Flotilla meeting and Division meeting in AOR.		
17. Discuss the use of Auxiliary members as communications watchstanders and the qualifications and clearances required.		
18. Discuss the use and location of Auxiliary Radio Facilities in AOR.		



2-04 Coast Guard Auxiliary	Date	Initial
19. Discuss CONOPS/use of Auxiliary Aviation.		
20. Discuss the capabilities/limits and uses of Auxiliary Air in AOR.		
21. Discuss the relationships between Auxiliary Air and Air stations and Auxiliary Air and Civil Air Patrol.		
22. Discuss the two-pilot rule.		
23. Discuss the qualifications available/required for members to participate in the Auxiliary Air Program.		
24. Discuss the difference between security zones and safety zones, who can implement and enforce them, and how to properly use Auxiliary in them.		



Chapter 2 - Fundamentals



2-05 Safety Fundamentals	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Safety and Environmental Health Manual</i>, COMDTINST M5100.47 (series) b. <i>Equipment Tag-Out Procedure</i>, COMDTIST 9077.1 (series) c. <i>Naval Engineering Manual</i>, COMDTINST M9000.6 (series) d. <i>Coast Guard Cutter Heat Stress Program</i>, COMDTINST M6260.17 (series) e. <i>Technical Guide: Practices for Respiratory Protection</i>, COMDTINST M6260.2 (series) f. <i>Asbestos Exposure Control Manual</i>, COMDTINST M6260.16 (series) g. <i>Hazard Communication for Workplace Materials</i>, COMDTINST M6260.21 (series) h. <i>Medical Manual</i>, COMDTINST M6000.1 (series), <i>Chapter 1-B-13</i> 		
<p>1. Define the following hazardous atmospheres and explain their most likely sources:</p> <ul style="list-style-type: none"> a. Smoke filled b. Oxygen deficient c. Carbon dioxide d. Carbon monoxide e. Explosive f. Toxic g. Hydrogen h. Hydrogen sulfide i. Methane j. Acetylene 		
<p>2. Describe the areas within your command that may contain or emit toxic fumes, explosive gases, oxygen deficient atmospheres, or nuclear radiation.</p>		
<p>3. Describe the duties of the Gas Free Engineer.</p>		
<p>4. Define hot work.</p>		
<p>5. What are the procedures that must be observed prior to performing hot work operations?</p>		



2-05 Safety Fundamentals	Date	Initial
6. What are the procedures that must be completed prior to hot work in or on compartments, tanks, closed drums, or piping systems near explosive materials, liquids, or vapors?		
7. How do you determine the validity of a hot work/gas-free certificate?		
8. Define the following terms as they relate to toxic, explosive, or oxygen deficient atmospheres: a. Safe for personnel, safe for hot work b. Safe for personnel, not safe for hot work c. Not safe for personnel, safe for hot work d. Not safe for personnel, not safe for hot work		
9. Describe the post-fire watch procedures.		
10. Describe the procedures and precautions to be followed when entering a sealed void, confined space, or compartment.		
11. Describe situations that warrant the use of danger tags and the equipment tag-out procedure.		
12. Describe the procedures and safety precautions to be followed prior to working on electrical machinery or equipment.		
13. Describe the safety precautions to be followed when using portable electrical equipment.		
14. Describe the responsibilities of the following personnel with respect to your unit's safety program. a. Commanding Officer g. Chief Petty Officers b. Officer-in-Charge h. Supervisors c. Executive Officer i. Duty Officer d. Executive Petty Officer e. Department Heads f. Safety Officer		
15. Describe the responsibilities of all hands with respect to safety.		



2-05 Safety Fundamentals	Date	Initial
16. When is a Mishap Report required? (Accident Report).		
17. Describe your unit's heat stress program.		
18. Describe the causes, symptoms, and treatment of heat stress.		
19. Describe your unit's hazardous communication program. The description shall include: <ul style="list-style-type: none"> a. The purpose for and where to find the unit's inventory of hazardous materials; b. Knowing how to interpret and where to find the material safety data sheets for hazardous materials aboard; c. The frequency of training; and d. The requirement that all containers for hazardous materials be labeled to show contents. 		
20. Describe your unit's hearing conservation program. The description shall include: <ul style="list-style-type: none"> a. How to identify a hazardous noise area and what warnings are required to be posted; b. What hearing protection is required for areas where the noise hazard is at or above 84 decibels; c. How often audiometric testing is required and who must get it; and d. The frequency of required training. 		
21. Describe the use of all personal safety equipment at your unit.		
22. Describe the safety precautions to be used when working around antennas and the maximum permissible exposure limit.		



Chapter 2 - Fundamentals



2-06 Honors and Ceremonies	Date	Initial
References: a. <i>Flags, Pennants & Customs</i> , NTP-13 (series) b. <i>Watch Officer's Guide</i> (Noel) c. <i>United States Coast Guard Regulations</i> , COMDTINST M5000.3 (series) d. SOPA Regulations		
1. Describe the procedures and conditions for rendering honors to officials arriving in boats and vehicles.		
2. Describe the procedures for half-masting the U.S. Ensign.		
3. Describe the procedures for morning and evening colors.		
4. Describe the methods for identifying the grade of an officer embarked in a boat.		
5. Explain the proper order for embarking and debarking, and the proper seating in boats.		
6. State the meaning of the following pennants and flags: a. First Substitute b. Second Substitute c. Third Substitute d. Prep e. The Union Jack at the outboard starboard halyard f. Church pennant g. Discuss the correct placement of flags on a shore facility flagpole. Include: (1) National Ensign (2) Coast Guard Ensign (3) Auxiliary Flag (4) Award Pennants (5) Admiral's Flag		
7. Describe the proper procedure for piping aboard/ashore at a shore facility:		



2-06 Honors and Ceremonies	Date	Initial
a. Area Commander b. District Commander c. Flag Officer d. Commanding Officer e. District Staff Officer f. Commissioned Officer g. Foreign Naval Officer h. Civilian Officials, American and Foreign Dignitaries		
8. Describe the procedures for receiving VIPs (Senators, Congressmen, Governors, other elected/appointed officials) during an unannounced visit.		
9. Describe the procedures to be followed, protocol, presentation of National Ensign and standard eulogy for funeral ceremonies.		



2-07 Internal, Physical, and Classified Material Security Fundamentals	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Manual for Court-Martial</i> (Current Edition) b. <i>Maritime Law Enforcement Manual (MLEM)</i>, COMDTINST M16247.1 (series) c. <i>Automated Information Systems (AIS) Security Manual</i>, COMDTINST M5500.13 (series) d. Unit's Emergency Action Plan e. <i>Coast Guard Military Personnel Security Program</i>, COMDTINST M5520.12 (series) f. <i>The Coast Guard Freedom of Information and Privacy Acts Manual</i>, COMDTINST M5260.3 (series) g. <i>Physical Security and Force Protection Program</i>, COMDTINST M5530.1 (series) 		
1. Complete Level I Anti-Terrorism/Force Protection training.		
2. Discuss the types of internal security threats that could be encountered aboard your unit.		
3. State the location of each restricted area and security container at your unit.		
4. Discuss the purpose of the Security Container Check Sheet, SF 702		
5. Describe personnel and equipment available to deal with internal security problems.		
6. Describe the established procedures to ensure internal security.		
7. State the unit's visiting policy and name areas where visitors are off-limits.		
8. Describe the unit's requirements for crewmember/visitor identification.		
9. Describe the watchstander's responsibilities and actions for bomb threats and civil disturbances.		



2-07 Internal, Physical, and Classified Material Security Fundamentals	Date	Initial
10. Describe the reporting responsibilities and initial actions when dealing with a breach of internal security		
11. Discuss the Commandant's Use of Force Policy (UOFP) and how it could be followed to ensure unit security.		
12. Discuss the following as they apply to classified material: <ul style="list-style-type: none"> a. Effects of unauthorized disclosure of classified material b. Persons who normally have access c. Persons who may authorize access d. Classified markings on documents e. Derivative classification f. Paragraph markings 		
13. Explain "clearance", "access" and "need to know".		
14. Describe the unit organization for the control and protection of classified material.		
15. Describe the procedure for documenting and destroying classified material.		
16. Discuss emergency destruction procedures.		
17. Explain the classified material control procedures required for accountability of classified material.		
18. Explain the procedures for internal routing of each category of classified material.		
19. Explain the responsibilities of an individual who has control of or access to classified material.		
20. State the procedures to be taken by the OOD in the event of: <ul style="list-style-type: none"> a. Unauthorized entry into restricted/security areas b. Open, unattended security containers or safes c. Classified material left unattended 		



2-07 Internal, Physical, and Classified Material Security Fundamentals	Date	Initial
<ul style="list-style-type: none"> d. Attempted access to classified material by deception e. A report of an attempt to solicit classified information by someone not authorized access or need to know 		
21. Define operational security as it applies to your unit.		
22. What information about Coast Guard operations is authorized for release to the public? To the crew? In what documents is this information located?		
23. Explain the procedure for handling media inquiries about Coast Guard missions, schedules, or attached crewmembers.		
24. What personnel information is releasable to relatives?		
25. What type of information falls under the provisions of the Freedom of Information Act?		
26. What type of information is protected by the Privacy Act?		
27. Describe the circumstances and procedures under which government owned property may be removed from the limits of your unit.		



Chapter 2 - Fundamentals



2-08 Public Affairs	Date	Initial
References: a. <i>Public Affairs Manual</i> , COMDTINST M5728.2 (series) b. <i>The Coast Guard Freedom of Information and Privacy Acts Manual</i> , COMDTINST M5260.3 (series)		
1. Explain the unit responsibilities for public affairs.		
2. Describe the Coast Guard guidelines for talking to the media including when information should be withheld from the media.		
3. What is the Freedom of Information Act and what are the exemptions to it?		
4. Who is your unit and district Public Affairs Officer.		



Chapter 2 - Fundamentals



2-09 Inspection Fundamentals and Compliance Inspection	Date	Initial
References: a. <i>Uniform Regulations</i> , COMDTINST M1020.6 (series) b. <i>Safety and Environmental Health Manual</i> , COMDTINST M5100.47 (series) c. <i>United States Coast Guard Regulations</i> , COMDTINST M5000.3 (series) d. <i>Watch Officer's Guide</i> (Noel)		
1. State the purpose and frequency of the watchstander's rounds.		
2. Describe the items to which a watchstander should be attentive when making rounds.		
3. Describe the responsibilities of all watch personnel in making rounds.		
4. Describe the actions to be taken when a crewmember reports a hazardous condition in the workplace.		
5. Discuss the unit policy on the prescribed uniform and the wearing of organizational clothing.		



Chapter 2 - Fundamentals



2-10 Time	Date	Initial
References: a. <i>Dutton's Navigation and Piloting</i> b. <i>The American Practical Navigator</i> (Bowditch)		
1. Define the following: a. Coordinated Universal Time (UTC)/Greenwich Mean Time (GMT)/ZULU Time b. Zone Description c. Time Zone d. Standard Time e. Daylight Savings Time f. Mean Solar Time g. Local Mean Time		
2. Discuss the sources available to obtain accurate time.		



Chapter 2 - Fundamentals



2-11 Weather	Date	Initial
References: a. <i>Modern Seamanship</i> (Knight) b. <i>The American Practical Navigator</i> (Bowditch) c. <i>Weather for the Mariner</i> (Kotsch) d. <i>Heavy Weather Guide</i> (Kotsch) e. Area/District/Unit SOP		
1. Define the following weather warnings as issued by Fleet Weather Centers and/or National Weather Service Advisories: a. Thunderstorm conditions b. Wind warnings (Small Craft, Gale, Storm, and Hurricane) c. Tropical depression d. Tropical storms e. Typhoon/hurricane conditions f. Tsunami g. Snow conditions		
2. Describe the sources of weather information available to your command.		
3. Describe the precautionary measures that must be initiated by the watchstander under the conditions listed in 1 above.		
4. Describe the Commanding Officer's or Officer-in-Charge's standing orders for inclement weather and the conditions listed in 1 above.		
5. Describe what work and equipment must be secured/protected during inclement weather conditions.		
6. Discuss current Area/District/Unit directives concerning heavy weather/storm condition requirements, including possible port dispersal.		



Chapter 2 - Fundamentals



2-12 Nautical Charts and Publications	Date	Initial
<p>References:</p> <p>a. <i>Dutton's Navigation and Piloting</i></p> <p>b. <i>The American Practical Navigator</i> (Bowditch)</p>		
<p>1. Discuss the use, advantages, and disadvantages of the following:</p> <p>a. Coastal charts</p> <p>b. Harbor charts</p> <p>c. General sailing charts</p> <p>d. Universal plotting sheets</p> <p>e. Mercator chart projections</p> <p>f. Gnomonic chart projections</p>		
<p>2. State the use of the following publications/materials and discuss the basic information contained in each:</p> <p>a. Nautical Almanac</p> <p>b. Sailing Directions</p> <p>c. U.S. Coast Pilot</p> <p>d. Fleet Guide</p> <p>e. Planning Guide</p> <p>f. Light List/List of Lights</p> <p>g. World Port Index</p> <p>h. Sight Reduction Tables</p> <p>i. Notice to Mariners</p> <p>j. Monthly Bulletins</p> <p>k. Chart No. 1</p> <p>l. Pilot Charts</p> <p>m. Loran Charts/Tables</p> <p>n. Omega Charts/Tables</p> <p>o. Plotting Sheets</p>		



2-12 Nautical Charts and Publications	Date	Initial
3. Describe the use of the following as applied to a Mercator chart: a. Title b. Edition number c. Defense Mapping Agency (DMA) number d. Scale e. Reference plane f. Compass rose g. Variation and secular change		



2-13 Tides and Currents	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>The American Practical Navigator</i> (Bowditch) b. <i>Dutton's Navigation and Piloting</i> c. Tide Tables d. Tidal Current Tables e. Command Navigation Standards 		
<p>1. Define these terms as they relate to tides:</p> <ul style="list-style-type: none"> a. High water b. Low water c. Range d. Tide rips e. Neap tide f. Spring tide g. Charted depth h. Mean tide level i. Diurnal j. Semidiurnal 		
<p>2. Define these terms as they relate to currents:</p> <ul style="list-style-type: none"> a. Current b. Tidal current c. Ocean current d. Rotary current e. Flood f. Ebb g. Slack water h. Set i. Drift 		



2-13 Tides and Currents	Date	Initial
3. State the normal tidal range, period, and hazards in the vicinity of your command.		
4. Discuss the effects of high winds in your AOR and the necessary related precautions.		
5. Describe the manner in which lines are normally tended throughout the day as a result of tides and currents at your command.		
6. Describe the precautions to be taken in the event of extreme tides and currents.		
7. Discuss how the state of the tide and current can be determined using stationary objects and floating aids to navigation.		



Chapter 3 Operations

Overview

Introduction This chapter outlines the laws, responsibilities, program reporting procedures and required interaction requirements with other government and civilian ashore activities. It also provides the watchstation requirements that must be explained, observed or demonstrated.

In this chapter This chapter contains the following sections:

Section	Topic	See Page
3-01	Area Familiarization	3-3
3-02	Operations Center Fundamentals	3-5
3-03	Defense Operations and Port Security Units	3-9
3-04	Search and Rescue	3-11
3-05	Enforcement of Laws and Treaties	3-15
3-06	Intelligence and the Coast Guard Investigative Service	3-23
3-07	Aids to Navigation Fundamentals	3-27
3-08	Marine Safety: Organization, Environmental Protection, Port Safety and Security, and Marine Inspection and Investigations	3-31
3-09	Incident Command System	3-33
3-10	Unit Contingency Preparedness	3-35
3-11	Readiness and Standardization Program	3-37
3-12	Rescue and Survival Equipment System	3-39
3-13	Law Enforcement Equipment System	3-43



Boat Force Operations
Personnel Qualification Standard

3-01 Area Familiarization	Date	Initial
References: a. District SOP b. Unit SOP		
1. Identify and plot unit boundaries on a chart.		
2. Identify all resources under your unit operational control (OPCON) in your Area of Responsibility (AOR).		
3. Identify all Coast Guard units and resources in your AOR, their missions and their location.		
4. Identify federal, state, and local resources available in your AOR.		
5. Do you have a Power Squadron in your AOR? a. What is their mission? b. Who is their operations officer?		
6. Identify international resources available, their capabilities and location.		
7. Describe where your command has concurrent responsibility for missions with other Coast Guard units in your AOR.		
8. List other military commands in your area, their missions and geographical AOR.		
9. Describe where your command has concurrent responsibility for missions with other military units in your area.		
10. Describe other federal, state, and municipal emergency services located in your geographical AOR which share in the missions of your command.		
11. Identify all medical facilities in or near your AOR. a. What are their capabilities? b. What are their helo landing facilities?		
12. State the purpose of and locate available decompression chambers in or near your AOR.		



3-01 Area Familiarization	Date	Initial
13. State the purpose of and identify explosive ordnance resources in or near your AOR.		
14. Take an overflight of your AOR.		
15. Take a boat ride of your AOR.		

3-02 Operations Center Fundamentals	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>United States Coast Guard Regulations</i>, COMDTINST M5000.3 (series) b. <i>Coast Guard Boat Readiness and Standardization Program Manual</i>, COMDTINST M16114.24 (series) c. <i>Boat Crew Training Manual</i>, COMDTINST M16114.9 (series) d. <i>Boat Crew Qualification Guides, Volumes I-IV</i>, COMDTINST M16114.10 (series), M16114.11 (series), M16114.6 (series), M16114.14 (series) e. <i>41' UTB Operator's Handbook</i>, COMDTINST M16114.2 (series) f. <i>47' MLB Operator's Handbook</i>, COMDTINST M16114.25 (series) g. <i>44' MLB Operator's Handbook</i>, COMDTINST M16114.3 (series) h. <i>49' BUSL Operator's Handbook</i>, COMDINST M16114.22 (series) i. <i>Coast Guard Station Operations Manual</i>, COMDTINST M3100.6 (series) j. <i>Minimum Boat Crew Size for Coast Guard Boats</i>, COMDTINST M16233.1 (series) k. <i>TMT User's Guide</i> l. <i>Naval Engineering Manual</i>, COMDTINST M9000.6 (series) m. <i>Port Security Unit (PSU) Personnel Qualification Standard (PQS)</i>, COMDTINST M1540.11 (series) 		
<ul style="list-style-type: none"> 1. Boat Crew Rest and Recovery <ul style="list-style-type: none"> a. State the definitions of the following terms: <ul style="list-style-type: none"> (1) Alert duty (2) Crew underway time (3) Extended alert duty (4) Fatigue (5) Fatigue waver (6) Heavy weather (7) Operations (8) Rest-recovery time (9) Sleep period 		



3-02 Operations Center Fundamentals	Date	Initial
<ul style="list-style-type: none"> (10) Station work (11) Urgent operations (12) Urgent SAR b. Explain the effects of fatigue and motion sickness on personnel. c. Define and discuss Crew Endurance Management. d. Discuss the maximum underway limits. 		
<ul style="list-style-type: none"> 2. Resource Capabilities <ul style="list-style-type: none"> a. State the different vessel types assigned to your unit. b. State the following characteristics for each vessel type that may operate under your OPCON: <ul style="list-style-type: none"> (1) Length (2) Draft (3) Minimum crew size (4) Maximum wind/sea conditions (5) Rescue and survival equipment capabilities (6) Maximum speed (7) Cruising speed (8) Endurance/range (9) Authorized crew endurance (10) Icebreaking capability/limitations (11) De-watering/damage control capabilities (12) Firefighting capabilities (13) Maximum towing capacity (14) Maximum wind/sea conditions (15) Surf capabilities (16) First aid capabilities c. State the Coast Guard aircraft types available to your group. 		



3-02 Operations Center Fundamentals	Date	Initial
<p>d. State the following characteristics for each aircraft type that may operate under your OPCON:</p> <ul style="list-style-type: none"> (1) Rescue and survival equipment capabilities (2) Maximum speed (3) Cruising speed (4) Endurance/range (5) Authorized crew endurance (6) Maximum wind/sea conditions (7) First aid capabilities <p>e. For each resource type that may operate under your tasking, explain the advantages and disadvantages for each of the following circumstances.</p> <ul style="list-style-type: none"> (1) Daytime operations (2) Nighttime operations (3) Cold weather operations (4) Hot weather operations (5) Ice operations (6) Heavy weather operations (7) Surf operations (8) Helicopter operations (9) Law enforcement operations (10) Migrant operations (11) Port security operations 		
<p>3. Small Boat Operations</p> <p>a. Discuss the various coxswain certifications.</p> <ul style="list-style-type: none"> (1) Coxswain (2) Heavy Weather Coxswain (3) Surfman <p>b. Discuss the authority and responsibilities of boat coxswains as stated in the Coast Guard Regulations.</p>		



3-02 Operations Center Fundamentals	Date	Initial
<p>c. State the roles and responsibilities of the Training Petty Officer and the Boat Crew Examination Board.</p>		
<p>4. Ready for Operations Inspections</p> <p>a. Explain the components of a complete Ready for Operations (RFO) inspection.</p> <p>b. Participate in two RFO inspections with a qualified inspector.</p> <p>c. Observe an evaluation of each of the following drills:</p> <ul style="list-style-type: none"> (1) Towing astern (2) Towing alongside (3) Dewatering (4) Striking a submerged object (5) Night navigation (6) Low visibility navigation (7) Search patterns [using Command/Control Personal Computer (C2PC) data] (8) High water temperature alarm (9) Loss of lubricating oil (10) High lubricating oil (11) Loss of steering (12) Fire in the engine room (13) Accidental grounding (14) Reduction gear failure (15) Loss of engine control <p>d. Attend a drill debrief and command cadre debrief.</p>		
<p>5. Demonstrate correct use of prowords, phonetics, callsigns, and net control procedures.</p>		

3-03 Maritime Safety and Security Operations	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. Title 14 United States Code, Section 2 b. <i>Memorandum of Agreement between the Secretary of Defense and Secretary of Transportation for Use of Coast Guard Resources and Capabilities in Support of the National Military Strategy</i> dated 03 October 1995 c. <i>Personnel Qualification Standards (PQS) for Port Security Units (PSU)</i>, COMDTIST M1540.11 (series) d. <i>Incident Command System</i>, COMDTINST 3120.14 (series) e. <i>Marine Safety Manual, Volume VII, Port Security</i>, COMDTINST M16000.12 (series) f. <i>Maritime Law Enforcement Manual (MLEM)</i>, COMDTINST M16247.1 (series) g. <i>Doctrine for Joint Rear Area Operations</i>, NWP 3-10 		
<p>1. Discuss general Coast Guard responsibilities and authorities for the conduct of security operations in coastal areas.</p>		
<p>2. Describe the relationship between the Coast Guard’s Area Commanders, as lead federal agency representatives, and military commanders providing support.</p>		
<p>3. Discuss the responsibilities of Groups and Small Boat Stations to provide capabilities to conduct security operations in their areas of responsibilities.</p>		
<p>4. Discuss projected operating areas and concept of operations for the Maritime Safety and Security Teams (MSST).</p>		
<p>5. Describe the MSST and its capabilities.</p>		
<p>6. Define Naval Coastal Warfare (NCW) and discuss its primary purpose.</p>		
<p>7. Discuss projected operating areas and concept of operations for the Port Security unit (PSU).</p>		
<p>8. Describe the PSU and its capabilities.</p>		
<p>9. List other agencies you may work with on a defense operations mission in your area of operations.</p>		



3-03 Maritime Safety and Security Operations	Date	Initial
10. Discuss threats that may be encountered in coastal regions, harbors, ports and inland waterways as they pertain to the following: <ul style="list-style-type: none"> a. Surface b. Subsurface c. Non-military d. Asymmetric (sabotage, terrorism) e. Ground f. Air (rocket propelled ordnance) 		
11. Describe force protection conditions, the degree of readiness they require, and actions that are taken to increase security at your command.		
12. Discuss the Commandant's Use of Force Policy (UOFP) and how it applies to security operations in ports and harbors.		
13. Describe the Incident Command System (ICS) organization and basic operations.		

3-04 Search and Rescue	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>International Aeronautical and Maritime Search and Rescue Manuals, Volumes I, II, and III</i> b. <i>United States National Search and Rescue Supplement to the International Aeronautical and Maritime Search and Rescue Manual</i> c. <i>National Search and Rescue Plan, 1999</i> d. <i>U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16130.2 (series)</i> e. <i>Radio Telephone Communications Handbook, COMDTINST M2300.7 (series)</i> f. <i>Navigation Rules, International – Inland, COMDTINST M16672.2 (series)</i> g. <i>Public Affairs Manual, COMDTINST M5728.2 (series)</i> h. <i>Policy Guidance for Response to Hazardous Chemical Releases, COMDTINST M16465.30 (series)</i> i. <i>Marine Safety Manual, Volume IX, Marine Environmental Protection, COMDTINST M16000.14 (series)</i> j. <i>Abandoned Vessels, COMDTINST M16465.43 (series)</i> 		
<ul style="list-style-type: none"> 1. General <ul style="list-style-type: none"> a. Define Search and Rescue (SAR). b. Explain the organizational responsibilities of the following: <ul style="list-style-type: none"> (1) SAR Coordinator (2) SAR Mission Coordinator (3) On Scene Coordinator c. State the SAR Coordinator for the three U.S. SAR sub regions, and discuss the responsibilities of the SAR Coordinator’s Rescue Coordination Center. d. Identify the location of the twelve U.S. Rescue Coordination Centers. e. Discuss the five stages of a SAR case. f. State the Coast Guard’s SAR program objectives regarding the percentage of persons saved and property assisted after Coast Guard notification. g. Explain the meaning of the following case resolutions and 		



3-04 Search and Rescue	Date	Initial
<p>state who has suspension authority for various types of SAR cases within your unit's area of responsibility (AOR):</p> <ul style="list-style-type: none"> (1) Case closed (2) False alarm (3) Active search suspended pending further developments (4) Hoax <p>h. State who can activate the SAR System.</p> <p>i. List the most critical pieces of information to gather upon receipt of a SAR incident.</p>		
<p>2. Identify the following search pattern designators and state their application:</p> <ul style="list-style-type: none"> a. Trackline b. Parallel c. Creeping line d. Expanding square e. Sector 		
<p>3. Communications</p> <ul style="list-style-type: none"> a. Identify and define the radio transmission prowords associated with distress, urgency, and safety messages. b. State the various types of emergency signals that can indicate distress or an emergency. c. List the contents and submission requirements of a standard SAR Situation Report. d. Demonstrate proper radio and telephone procedures. e. Demonstrate knowledge of Loss of Communications procedures for Coast Guard resources. 		
<p>4. Maritime SAR Assistance Policies</p> <ul style="list-style-type: none"> a. State the Coast Guard Response Policy to distress and non-distress maritime situations. b. Define the three emergency phase classifications. c. State the purpose of a Maritime Assistance Request Broadcast (MARB) and Urgent Marine Information Broadcast (UMIB). 		



3-04 Search and Rescue	Date	Initial
<ul style="list-style-type: none"> d. Explain the special considerations given to Coast Guard Auxiliary facilities in need of assistance. e. State when Coast Guard SAR facilities should engage in salvage operations, other than towing. f. State when Coast Guard SAR facilities should engage in firefighting operations. g. Explain the Coast Guard’s policy regarding accepting float plans from the general public. h. Explain the Coast Guard’s policy for providing navigational assistance to a disoriented mariner over the radio. i. Who can authorize the destruction of an abandoned vessel? j. What are the hazards associated with abandoned vessels? k. Who in the Coast Guard would coordinate the vessel destruction? l. Define MEDICO and MEDIVAC, and state the role of the flight surgeon during a SAR case involving a medical emergency. m. Explain your unit’s policy for responding to mystery drums. 		
<ul style="list-style-type: none"> 5. Global Maritime Distress and Safety System <ul style="list-style-type: none"> a. Identify the components of the Global Maritime Distress and Safety System. b. Explain the SARTSAT system. c. Identify various types of Emergency Position Indicating Radio Beacons (EPIRBs) and Emergency Locator Transmitters (ELTs). d. Describe the Automated Merchant Vessel Emergency Response (AMVER) program. 		
<ul style="list-style-type: none"> 6. Legal Aspects <ul style="list-style-type: none"> a. Explain the Coast Guard’s statutory authority to conduct SAR operations granted by 14 USC 2 and 14 USC 88. b. Determine whether or not a SAR response is required in every case of maritime distress, and explain why or why not. c. Explain “Trespass” and state the recommended process for accessing private property to affect a rescue. 		



3-04 Search and Rescue	Date	Initial
<p>d. Discuss the contents of existing memorandums of understandings/agreements (MOUs) regarding SAR with other agencies within your AOR.</p>		
<p>7. Public Affairs</p> <p>a. State the policies concerning the release of information to the media and to the general public, including:</p> <ul style="list-style-type: none"> (1) Release of names of casualties (2) Release of names of survivors (3) Information protected under the Privacy Act (4) Information releasable under the Freedom of Information Act 		
<p>8. Additional requirements:</p> <p>a. Complete your unit's SAR Controller qualifications package and become a certified SAR Controller.</p> <p>b. Attend Team Coordination Training (TCT); either the required TCT Group Operations, G-KSE-053, course for operations and assistant operations officers or the required local biennial unit level TCT training.</p>		

3-05 Enforcement of Laws and Treaties	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) b. <i>Maritime Counter Drug and Alien Migrant Interdiction Operations</i>, COMDTIST M16247.4 (series) c. <i>Boarding Officer Job Aid Kit (BOJAK)</i>, COMDTINST M16247.6 (series) d. <i>Boarding Officer/Boarding Team Member Personnel Qualification Standard (PQS)</i>, COMDTINST M16247.3 (series) e. <i>Boarding Officer/Boarding Team Member Personnel Qualification Standard (PQS) Answer Book</i>, COMDTINST M16247.7 (series) 		
<ul style="list-style-type: none"> 1. Organization: <ul style="list-style-type: none"> a. Explain the organization of a Coast Guard boarding team. b. Define the term “Operational Control” (OPCON) as discussed in reference (a) and apply it to the operations at your unit. c. Define the term “Tactical Control” (TACON) as discussed in reference (a) and apply it to the operations at your unit. 		
<ul style="list-style-type: none"> 2. Authority and Jurisdiction <ul style="list-style-type: none"> a. Define the terms “Authority” and “Jurisdiction”. b. Explain the Coast Guard’s statutory authority to conduct law enforcement operations granted by 14 USC 2. c. Explain the Coast Guard’s law enforcement authority granted by 14 USC 89 (a). d. Discuss jurisdiction in terms of person or vessel, location, and offense. e. Define the following types of vessels and identify those that are exempt from Coast Guard authority and jurisdiction. <ul style="list-style-type: none"> (1) Private vessel (2) Commercial vessel (3) Government-owned, noncommercial vessel (4) Warship 		



3-05 Enforcement of Laws and Treaties	Date	Initial
<p>f. Define the following nationality classifications of vessels and discuss the Coast Guard's jurisdiction over them within your unit's AOR:</p> <ul style="list-style-type: none"> (1) U.S. Vessel (2) Foreign Vessel (3) Stateless Vessel (4) Vessel Assimilated to Stateless Status <p>g. Using a chart of your unit's AOR:</p> <ul style="list-style-type: none"> (1) Identify the applicable maritime jurisdictional zones from the following list: <ul style="list-style-type: none"> (a) Exclusive State Waters (b) Navigable and Territorial Waters of the U.S. (c) Internal Waters (d) Baseline (e) Territorial Sea (f) Customs Waters (g) Contiguous Zone (h) Exclusive Economic Zone (i) High Seas (j) Special Maritime and Territorial Jurisdiction (SMTJ) (k) Foreign Territorial Waters (2) Explain the circumstances under which the Coast Guard can conduct boardings on the vessels listed in items 2.e. and 2.f. above. 		
<p>3. International Law</p> <p>a. Define the following topics and discuss the circumstances under which the Coast Guard can conduct boardings on vessels in these situations:</p> <ul style="list-style-type: none"> (1) Exclusive Flag State Jurisdiction (2) Innocent Passage (3) Force Majeure (4) Hot Pursuit 		



3-05 Enforcement of Laws and Treaties	Date	Initial
<ul style="list-style-type: none"> (5) Constructive Presence (6) Diplomatic Immunity (7) Consensual Boarding b. Discuss the requirements/procedures for handling requests for asylum, safe protective custody, and temporary refuge. 		
<ul style="list-style-type: none"> 4. Statement of No Objection <ul style="list-style-type: none"> a. Define Statement of No Objection (SNO). b. State the procedures for obtaining an SNO at your unit. c. Identify the reference (including chapter or enclosure number) that provides specific guidance for SNO requirements. 		
<ul style="list-style-type: none"> 5. Searches, Seizures, and Arrests <ul style="list-style-type: none"> a. Explain the following: <ul style="list-style-type: none"> (1) Basic authority to conduct a search (14 USC 89) (2) Basic 4th Amendment protections (3) Search (4) Plain view discovery b. Explain the legal requirements for a: <ul style="list-style-type: none"> (1) Customs / Border Search (2) Probable Cause Search (3) Criminal Investigation (4) Consent Search (5) Administrative Inspection c. Explain the Commandant's policy on intrusive/destructive searches. d. Explain damage claim (SF-95 procedures), and identify the office responsible for handling any claims arising within your unit's AOR. e. Define arrest. f. Explain the difference between an arrest and a detention for investigative or safety purposes. 		



3-05 Enforcement of Laws and Treaties	Date	Initial
<p>g. Explain the 5th Amendment protection against self-incrimination.</p> <p>h. Explain when rights advice should be issued, and why subjects should not be issued rights advice in all custodial situations.</p>		
<p>6. Criminal Law</p> <p>a. Using references, for each of the laws listed below:</p> <ul style="list-style-type: none"> • State whether it is a civil or criminal offense and • List the appropriate enforcement actions, and the initial action(s) required. <p>(1) 18 USC 111 Assault on a Federal Officer</p> <p>(2) 18 USC 113 Assault within the Special Maritime and Territorial Jurisdiction (SMTJ)</p> <p>(3) 19 USC 70 Obstruction of a Revenue Officer</p> <p>(4) 18 USC 2275 Scuttling</p> <p>(5) 18 USC 201 Bribery of a Public Official</p> <p>(6) 18 USC 661 Theft within the SMTJ</p> <p>(7) 8 USC 1324 Migrant Smuggling</p> <p>(8) 46 USC 1903 Maritime Drug Law Enforcement Act</p> <p>(9) 21 USC 844 Simple Possession</p> <p>(10) 18 USC 2199 Stowaways</p> <p>(11) 14 USC 88 (c) False Distress</p> <p>(12) 26 USC 5861 Firearms: Regulated Weapons</p> <p>(13) 18 USC 922 (g) Firearms: Prohibited Persons</p>		
<p>7. Federal and State Regulations</p> <p>a. Commercial Vessel Safety</p> <p>(1) Discuss generally the items that are included in a commercial vessel safety inspection.</p> <p>(2) Summarize the Commandant's policy on termination of voyages for commercial vessels.</p> <p>(3) Discuss the "Big Five" as they relate to commercial vessel safety.</p>		



3-05 Enforcement of Laws and Treaties	Date	Initial
<ul style="list-style-type: none"> b. Commercial Fisheries <ul style="list-style-type: none"> (1) Discuss generally the predominant fisheries in your unit's AOR, including the type of violations typically encountered by boarding teams enforcing these regulations. (2) Discuss the external agencies that share fisheries enforcement responsibility. c. Recreational Boating Safety <ul style="list-style-type: none"> (1) Discuss generally the items that are included in a boating safety inspection. (2) Explain the difference between a Warning and a Notice of Violation. (3) Discuss the purpose of safety zones/security zones. d. Boating Under the Influence (BUI) <ul style="list-style-type: none"> (1) State the applicable Blood Alcohol Content (BAC) level for enforcing BUI. (2) Discuss using BAC and/or Field Sobriety Tests (FSTs) or other behavioral standards to enforce BUI. (3) Discuss the procedures and points of contact for handling a BUI case through the state or local law enforcement authorities in your unit's AOR. (4) Determine whether state law in your unit's AOR allows for one or multiple chemical tests to be completed in a BUI case. 		
<ul style="list-style-type: none"> 8. Use of Force <ul style="list-style-type: none"> a. Describe in your own words the Commandant's Use of Force policy. b. Draw and label the Use of Force continuum. c. Explain when it is appropriate for boarding team members to draw weapons. d. Discuss situations that may be appropriate for the boarding team to restrain a subject in handcuffs without affecting an arrest. e. Draw and label the "Deadly Force Triangle". 		



3-05 Enforcement of Laws and Treaties	Date	Initial
<p>9. Reports</p> <p>a. For the following reports:</p> <ul style="list-style-type: none"> • Discuss the situations requiring their submission, • Discuss routing procedures for your unit, and • Draft an example report. <p>(1) Law Enforcement Situation Report</p> <p>(2) Sighting and/or Boarding Report for the Marine Information for Safety and Law Enforcement (MISLE) database</p> <p>(3) Use of Force Report</p>		
<p>10. Joint/Interagency/Foreign Liaisons</p> <p>a. For the following agencies:</p> <ul style="list-style-type: none"> • Discuss the situations occurring in your unit's AOR for which the Coast Guard might participate in joint, interagency, and /or combined operations. • State the lead agency for the operation. <p>(1) Federal Agencies</p> <p>(2) State Agencies</p> <p>(3) Local Agencies</p> <p>(4) DOD</p> <p>(5) Foreign</p> <p>(6) Other</p>		
<p>11. Training</p> <p>a. Describe the Coast Guard's Law Enforcement training system.</p> <p>b. List the requirements for initial certification as a Boarding Team Member.</p> <p>c. List the requirements for initial certification as a Boarding Officer.</p> <p>d. State who is authorized to sign off a member's BO/BTM PQS.</p>		



3-05 Enforcement of Laws and Treaties	Date	Initial
12. Planning Law Enforcement Operations <ul style="list-style-type: none"> a. Given a law enforcement scenario, identify the correct Operation Orders (OPORDs) for your AOR. b. Develop an OPORD for a given operation. <ul style="list-style-type: none"> (1) Brief the OPORD to participating units and agencies. (2) Oversee the operation. (3) Conduct a post-operation debrief with a key supervisor. 		



3-06 Intelligence and the Coast Guard Investigative Service	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>CG Intelligence Manual</i>, COMDTINST M3800.1 (series) b. <i>Coast Guard Investigations Manual</i>, COMDTINST M5527.1 (series) c. <i>CG Intelligence Collection and Reporting</i>, COMDTINST M3821.5 (series) d. <i>Investigative Assistance</i>, COMDTINST M5520.5 (series) e. <i>Physical Security and Force Protection Program</i>, COMDTINST M5530.1 (series) f. District SOP Legal Annex 		
<ul style="list-style-type: none"> 1. Organization <ul style="list-style-type: none"> a. Identify the organization of the Coast Guard intelligence program, including the duties and responsibilities of the following as discussed in references (a), (b) and (c): <ul style="list-style-type: none"> (1) Commandant (G-OI) (2) Intelligence Coordination Center (ICC) (3) Area Intelligence Staffs (4) District Intelligence Staffs (5) Coast Guard Investigative Service (6) Your unit's servicing Intelligence Staff (7) Your unit's Command Intelligence Officer (8) Your unit's servicing Coast Guard Investigative Service (CGIS) Region (9) Your unit's servicing CGIS Resident Agent in Charge (10) Define the Intelligence Cycle as described in references (a) and (c). 		
<ul style="list-style-type: none"> 2. Command Intelligence Officer (CIO) <ul style="list-style-type: none"> a. Describe the duties and responsibilities of the Command Intelligence Officer in accordance with references (c). b. List the type of units that are required to have a Command Intelligence Officer. c. List other agencies that your CIO works with in your AOR. 		



3-06 Intelligence and the Coast Guard Investigative Service	Date	Initial
<p>3. Collecting and Reporting Intelligence</p> <ul style="list-style-type: none"> a. Describe the USCG policy on Human Intelligence (HUMINT) collection in accordance with reference (c). b. Give five examples of information that could be collected for intelligence. c. Explain the purpose of a collections requirement in accordance with reference (c). d. Describe a: <ul style="list-style-type: none"> (1) Field Intelligence Report (FIR) (2) Intelligence Information Report (IIR) e. Draft a Field Intelligence Report in accordance with reference (c). 		
<p>4. Requesting Intelligence and Intelligence Products</p> <ul style="list-style-type: none"> a. Describe the process for requesting intelligence support in accordance with reference (c). b. Describe the following Intelligence products: <ul style="list-style-type: none"> (1) Lookout List (2) Spot Report 		
<p>5. Coast Guard Investigative Service (CGIS)</p> <ul style="list-style-type: none"> a. List and describe the five primary duties of CGIS in accordance with reference (d). b. Describe the procedures for contacting CGIS in accordance with reference (d). <ul style="list-style-type: none"> (1) During normal operating hours (2) For emergencies c. List the situations when a unit must contact CGIS in accordance with reference (d). d. Describe a situation when a CGIS would be initiated versus a command investigation in accordance with reference (d). e. Explain in writing the difference between concurrent and exclusive jurisdiction in accordance with reference (e). 		



3-06 Intelligence and the Coast Guard Investigative Service	Date	Initial
<p>f. Determine if your unit/units fall under concurrent or exclusive jurisdiction and its implications for the watchstander or OOD.</p> <p>g. Describe CGIS liaison duties in regards to:</p> <ul style="list-style-type: none"> (1) Federal Agencies (2) State Agencies (3) Local Law Enforcement (4) Task Forces 		



3-07 Aids to Navigation Fundamentals	Date	Initial
<p>References:</p> <ol style="list-style-type: none"> a. <i>Aids to Navigation Manual – Administration</i>, COMDTINST M16500.7 (series) b. <i>Aids to Navigation Manual – Technical</i>, COMDTINST M16500.3 (series) c. <i>Aids to Navigation Manual – Positioning</i>, COMDTINST M16500.1 (series) d. <i>Aids to Navigation Manual – Seamanship</i>, COMDTINST M16500.21 (series) e. <i>The American Practical Navigator</i> (Bowditch) f. <i>Dutton’s Navigation and Piloting</i> g. <i>United States Coast Guard Regulations 1992</i>, COMDTINST M5000.3 (series) h. District/Unit SOP i. Chart No. 1 		
<ol style="list-style-type: none"> 1. Define the general differences between the following International Association of Lighthouse Authorities (IALA) Systems: <ol style="list-style-type: none"> a. IALA System A b. IALA System B 		
<ol style="list-style-type: none"> 2. Discuss each of the following functions or characteristics for the indicated IALA – System A buoyage components and component parts (seen when entering from seaward): <ul style="list-style-type: none"> • What is its function? • What are the color characteristics? • What are the shape characteristics? • What are the light characteristics? • What is the top mark? • What are the numbering/lettering characteristics? • What is the sound characteristic? <ol style="list-style-type: none"> a. Port hand buoy b. Starboard hand buoy 		



3-07 Aids to Navigation Fundamentals	Date	Initial						
<ul style="list-style-type: none"> c. Preferred channel to starboard d. Preferred channel to port e. North cardinal mark (for Groups adjacent to Canada only) f. East cardinal mark (for Groups adjacent to Canada only) g. South cardinal mark (for Groups adjacent to Canada only) h. West cardinal mark (for Groups adjacent to Canada only) i. Isolated danger mark j. Safe water mark k. Special mark l. Daybeacons 								
3. Describe the Intercoastal Waterways (ICW) Marking System.								
4. Discuss the cautions that must be exercised in using buoys as aids to navigation.								
5. How does the following apply to all previously discussed buoyage systems? <ul style="list-style-type: none"> a. Sound characteristics. b. Reflectors. 								
6. Describe how ranges are used as aids to navigation.								
7. What low visibility signals are found on aids to navigation?								
8. Discuss in general terms the information found in the following publications: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a. Light Lists</td> <td style="width: 50%;">d. Coast Pilot</td> </tr> <tr> <td>b. List of Lights</td> <td>e. Sailing Directions</td> </tr> <tr> <td>c. Radionavigational Aids</td> <td>f. Fleet Guides</td> </tr> </table>	a. Light Lists	d. Coast Pilot	b. List of Lights	e. Sailing Directions	c. Radionavigational Aids	f. Fleet Guides		
a. Light Lists	d. Coast Pilot							
b. List of Lights	e. Sailing Directions							
c. Radionavigational Aids	f. Fleet Guides							
9. Discuss the method(s) used to determine if your unit's charts/pubs are up-to-date.								
10. Explain how radar beacons (RACON) are used as aids to navigation.								



3-07 Aids to Navigation Fundamentals	Date	Initial
11. Describe the responsibility of any Coast Guard unit Commanding Officer or Officer-in-Charge with respect to all aids to navigation as set forth in Coast Guard Regulations.		
12. Describe how the following notices assist aids to navigation: a. Marine Broadcast Notice to Mariners b. Weekly Notice to Mariners c. Local Notice to Mariners		
13. Discuss what information should be obtained if your unit receives an aids to navigation discrepancy report. a. Discuss the specific procedures when reporting an aids to navigation discrepancy to your District/AOR. b. Demonstrate how to identify the primary and secondary response units for ATON discrepancies using the ATON Assignment List. c. Demonstrate how to properly complete a Discrepancy Response factor sheet and discuss its purpose in regards to discrepant aids to navigation. d. Draft an ATON Discrepancy message. e. Draft and transmit a Broadcast Notice to Mariners.		
14. If your unit was at the scene of a marine accident, discuss what actions would be taken with regards to aids to navigation in the vicinity of the accident.		
15. Who is responsible for marking wrecks that pose a hazard to navigation?		
16. Who determines whether or not the Coast Guard will mark a wreck?		
17. How long must a wreck be marked?		
18. What is a “discrepancy”? a. Identify the units responsible for unit level maintenance of aids with commercial power in your AOR. b. Identify the units responsible for unit level maintenance of important aids, such as certain ranges in narrow waterways, within your AOR.		



3-07 Aids to Navigation Fundamentals	Date	Initial
<ul style="list-style-type: none"> c. What is a hotpack? d. Identify the units responsible for depot level maintenance of aids with commercial power in your AOR. e. Identify the units responsible for depot level maintenance of important aids, such as certain ranges in narrow waterways, within your AOR. 		
<p>19. Define the following terms:</p> <ul style="list-style-type: none"> a. ATONIS b. AAPS c. I-ATONIS d. ACMS 		
<p>20. Describe how aids to navigation are positioned.</p>		
<p>21. Identify all aids to navigation units responsible for aids to navigation in your AOR.</p>		
<p>22. Identify the difference between private and federal aids to navigation.</p> <ul style="list-style-type: none"> a. Identify who authorizes private aids. b. Briefly describe the different classes of private aids. 		

3-08 Marine Safety: Organization, Environmental Protection, Port Safety & Security, and Marine Inspection and Investigations	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Marine Safety Manuals, Volumes I, II, V, VI, and VII</i>, COMDINST M16000.6 (series), M16000.7 (series), M16000.11 (series), M16000.10 (series), M16000.12 (series), respectively b. <i>FWPCA of 1972 (Clean Water Act)</i> c. <i>OPA 90 (Oil Pollution Act of 1990)</i> d. <i>National Contingency Plan (NCP)</i>, 40 CFR Part 300 e. <i>Comprehensive Environmental Compensation and Liability Act, (CERCLA)</i> f. <i>MARPOL 73/78</i> g. <i>Act to Prevent Pollution from Ships (APPS)</i> h. <i>Espionage Act, 1917</i> i. <i>Magnuson Act, 1950</i> j. <i>Ports and Waterways Safety Act, 1972</i> k. 29CFR1910.120 		
<ul style="list-style-type: none"> 1. Marine Safety Organization <ul style="list-style-type: none"> a. Understand the basic organization chart of a Marine Safety Office or unit and explain the general functions of each branch. 		
<ul style="list-style-type: none"> 2. Marine Environmental Protection <ul style="list-style-type: none"> a. Describe the purpose/function of Marine Environmental Protection and its areas of emphasis. b. Describe/explain the role and responsibilities of the Captain of the Port (COTP) specific to Marine Environmental Protection. c. Who (and where) is the COTP within your AOR? If more than one, please list all. d. Explain/describe the following basic pollution laws/enforcement authorities: <ul style="list-style-type: none"> (1) FWPCA of 1972 (as amended by the Clean Water Act of 1977) (2) OPA 90 (Oil Pollution Act of 1990) (3) CERCLA (Comprehensive Environmental Compensation 		



3-08 Marine Safety: Organization, Environmental Protection, Port Safety & Security, and Marine Inspection and Investigations	Date	Initial
<p style="text-align: center;">and Liability Act)</p> <p style="text-align: center;">(4) MARPOL 73/78</p> <p>e. Describe the process of reporting an oil spill or hazardous material release (or the threat of a spill/release) to the COTP or the National Response Center.</p> <p>f. Describe the type of support to the response community that a Group could/might provide during a pollution response.</p>		
<p>3. Port Safety and Security</p> <p>a. Describe the purpose/function and emphasis of port safety and security.</p> <p>b. State your unit’s HAZWOPER policy as it relates to Force Protection.</p> <p>c. Describe/explain the importance of the following “Acts” to COTP safety and security authorities:</p> <p style="margin-left: 20px;">(1) Espionage Act, 1917</p> <p style="margin-left: 20px;">(2) Magnuson Act, 1950</p> <p style="margin-left: 20px;">(3) Ports and Waterways Safety Act</p>		
<p>4. Marine Inspection and Investigations</p> <p>a. Describe the purpose and function of:</p> <p style="margin-left: 20px;">(1) Marine Inspection</p> <p style="margin-left: 20px;">(2) Marine Investigations</p> <p>b. Describe/explain the role and responsibilities of the Officer-in-Charge Marine Inspection (OCMI).</p> <p>c. Who (and where) is the OCMI within your AOR?</p> <p>d. List and describe the enforcement authorities for the Marine Inspection and Investigations Program.</p> <p>e. List the types of casualties and/or personnel investigations that an OCMI may conduct.</p> <p>f. List the types of vessels that come under the authority of the OCMI.</p>		



3-08 Marine Safety: Organization, Environmental Protection, Port Safety & Security, and Marine Inspection and Investigations	Date	Initial
5. Interagency Liaisons a. List the agencies you may work with on a marine safety case in your area of operations.		



Chapter 3 - Operations

3-09 Incident Command System	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Incident Command System Implementation Plan</i>, COMDTINST M16471.2 (series) b. <i>Incident Command System Implementation</i>, COMDTINST M3120.15 c. <i>ICS Field Operating Guide (FOG) [Oil Spill]</i> d. <i>Incident Management Handbook (IMH)</i>, COMDTPUB P3120.17 		
<p>1. What is the IMH?</p>		
<p>2. According to the IMH, what are the seven types of incidents the Coast Guard is most likely to respond to?</p>		
<p>2. Required ICS Training</p> <ul style="list-style-type: none"> a. Complete the following Incident Command System Training Requirements: <ul style="list-style-type: none"> (1) Incident Command System ICS-100 <p>NOTE ☞ This is a Coast Guard Institute Correspondence Course and is required for CO/XO, Dept Heads, Assistant Department Heads, Communications Officer, and Senior Controller.</p> (2) Incident Command System ICS-200 <p>NOTE ☞ This is either a instructor based resident course or provided as a correspondence course by the Coast Guard Institute. This course is required for CO/XO, Dept Heads, Assistant Department Heads, Communications Officer, and Senior Controller.</p> <ul style="list-style-type: none"> (3) Incident Command System ICS-300 <p>NOTE ☞ This is a resident course provided by Coast Guard or other recognized ICS-300 training source. This course is required for CO/XO/OPS.</p>		



Chapter 3 - Operations

3-10 Unit Contingency Preparedness	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Contingency Preparedness Planning Manuals, Volume I</i>, COMDTINST M3010.11 (series) and <i>Volume III</i>, COMDTINST M3010.13 (series) b. <i>Exercise Planning Manual</i>, COMDTINST M3010.21 (series) c. <i>LANTARA OPLAN 9700 (East and Gulf Coast)</i> d. <i>PACAREA OPLAN 9800 (Pacific Coast)</i> e. Respective District OPLAN f. Local Port Level OPLAN (if developed) g. Respective Area Contingency Plan (ACP) 		
<ul style="list-style-type: none"> 1. Contingency Preparedness <ul style="list-style-type: none"> a. Describe/Explain the Vision and Mission of the Coast Guard Contingency Preparedness Program. b. Describe/Explain the “Guiding Principles” of the Coast Guard Contingency Preparedness Program. c. List the 10 general contingencies that all units must be prepared to respond. d. Describe/explain the Command & Control relationships between the unit and the Marine Safety Office with respect to the 10 contingencies. 		
<ul style="list-style-type: none"> 2. Contingency Preparedness Exercise Program <ul style="list-style-type: none"> a. Explain the purpose of the Coast Guard’s Exercise Program. b. Explain why it’s important to submit an “Exercise Proposal”. c. Determine what specific Contingency Preparedness responsibilities the Group has with respect to the following response plans: <ul style="list-style-type: none"> (1) Area OPLAN [9800 (PACAREA) or 9700 (LANTAREA)] (2) District OPLAN (3) Port Level Operations Plan (OPLAN) (if available) (4) Area Contingency Plan (Oil and Hazardous Material) (5) Other unit or local response plan 		



3-11 Readiness and Standardization Program	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Coast Guard Boat Readiness & Standardization Program Manual</i>, COMDTINST M16114.24 (series) b. <i>Boat Crew Training Manual</i>, COMDTINST M16114.9 (series) c. <i>Boat Crew Qualification Guides, Volumes I-IV</i>, COMDTINST M16114.10 (series), M16114.11 (series), M16114.6 (series), M16114.14 (series) d. <i>41' UTB Operator's Handbook</i>, COMDTINST M16114.2 (series) e. <i>47' MLB Operator's Handbook</i>, COMDTINST M16114.25 (series) f. <i>44' MLB Operator's Handbook</i>, COMDTINST M16114.3 (series) g. <i>49' BUSL Operator's Handbook</i>, COMDTINST M16114.22 (series) h. <i>Casualty Reporting (CASREP) Procedures (Materiel)</i>, COMDTINST M3501.3 (series) i. <i>Coast Guard Station Operations Manual</i>, COMDTINST M3100.6 (series) j. <i>Minimum Boat Crew Size for Coast Guard Boats</i>, COMDTINST M16233.1 (series) 		
<p>1. State the purpose of the Readiness and Standardization Program.</p>		
<p>2. State the responsibilities of the following organizational elements:</p> <ul style="list-style-type: none"> a. Commanding Officer / Officer-in-Charge b. Operational Commander c. District Commander d. Maintenance and Logistics Command (MLC) e. Commandant (G-OCS) 		
<p>3. Explain the purpose, scope, and goals of Standardization Team assessments.</p>		
<p>4. State the purpose and scope of Ready for Operations inspections.</p>		



3-11 Readiness and Standardization Program	Date	Initial
5. List and define the four material discrepancy classifications and the associated degradation effect on the platform under the following circumstance: <ul style="list-style-type: none"> a. Casualty/discrepancy occurs while underway on operations. b. Casualty/discrepancy occurs while boat is in Bravo status. c. Casualty/discrepancy occurs while boat is in Charlie status. 		
6. Define the following readiness ratings and their relationship to the unit's operational readiness: <ul style="list-style-type: none"> a. Not Mission Capable b. Not Fully Mission Capable c. Fully Mission Capable 		
7. Describe the process used to authorize operations with restrictive equipment discrepancies.		
8. Explain in detail the boat crew training and qualification process.		
9. Explain in detail the boat crew currency maintenance and recertification process.		
10. Discuss AOR familiarization requirement as required for currency maintenance.		
11. Demonstrate ability to retrieve training documentation from the Training Management Tool (TMT) software.		
12. Demonstrate familiarization with the Readiness Management System (RMS).		
13. Demonstrate ability to evaluate a unit's overall Boat Crew Training Program.		
14. Describe the location of items to be filed in training record.		

3-12 Rescue and Survival Equipment System	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Coast Guard Rescue and Survival Systems Manual</i>, COMDINST M10470.10 (series) b. <i>Coast Guardsman's Manual</i> (Bennett) c. <i>Boat Crew Seamanship Manual</i>, COMDTINST M16144.5 (series) 		
<ul style="list-style-type: none"> 1. State the location, components, and function of the following items: <ul style="list-style-type: none"> a. Survival suit/exposure suit b. Anti-exposure coveralls c. Wet suit d. Rescue swimmer's outfit e. Type I Personal Flotation Device (PFD) f. Inflatable yoke type lifejacket g. Navy vest type with collar, work type, (inherently buoyant) h. Coast Guard approved Type III (inherently buoyant) i. Safety helmet j. Boat crew signal kit k. Stokes litter l. Electrical floating lantern m. Ring buoy n. Emergency Position Indicating Radio Beacon (EPIRB) 		
<ul style="list-style-type: none"> 2. Pyrotechnics <ul style="list-style-type: none"> a. State the characteristics and use of the following pyrotechnics: <ul style="list-style-type: none"> (1) M127A1 (2) MK 124 (3) MK 79 (MK 80 / MK 31) 		
<ul style="list-style-type: none"> 3. Explain the actuation and use of EPIRBs. 		



3-12 Rescue and Survival Equipment System	Date	Initial
<p>4. Personal Protective Equipment (PPE) and Rescue and Survival Equipment</p> <ul style="list-style-type: none">a. Define the term “Organizational Clothing”.b. Explain the PPE requirements for boat crews including:<ul style="list-style-type: none">(1) Conditions that require use of PPE(2) Waiver authority of the Commanding Officer / Officer-in-Charge(3) PPE requirements for military and civilian passengersc. Explain PPE maintenance requirements.d. State PM documentation requirements for PPE.e. State the documentation requirements for issuance of PPE and organizational clothing.f. Identify common deficiency areas of PPE and rescue and survival equipment.		

3-13 Law Enforcement Equipment System	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Maritime Law Enforcement Manual (MLEM)</i>, COMDTINST M16247.1 (series) b. <i>Coast Guardsman's Manual</i> (Bennett) c. <i>Ordnance Manual</i>, COMDTINST M8000.2 (series) 		
<p>2. State the location, components, and function of the following Personal Protective Equipment (PPE):</p> <ul style="list-style-type: none"> a. Law enforcement web gear (belt, holster) b. M-9 9mm Personal Defense Weapon c. Handcuffs d. Expandable batton e. Oleoresin capsicum (OC) pepper spray f. Bullet-proof vest g. Coast Guard approved Type III (inherently buoyant) 		
<p>3. Discuss small-arms training and certification requirements.</p>		
<p>4. Discuss the Commandant's Use of Force Policy and how law enforcement training requirements are the baseline for law enforcement PPE.</p>		
<p>5. Explain law enforcement PPE requirements including conditions that require use of PPE, and waiver authority of the Commanding Officer/Officer-in-Charge.</p>		
<p>6. Discuss administrative requirements required to conduct law enforcement operations.</p>		
<p>7. Explain PPE maintenance requirements.</p>		



Chapter 3 - Operations



Chapter 4 Administration

Overview

Introduction This chapter is an overview of the UCMJ requirements and supply, finance, and property management procedures normally encountered during Boat Force Operations.

In this chapter This chapter contains the following sections:

Section	Topic	See Page
4-01	Supply, Finance, and Property	4-3
4-02	Military Justice and Administrative Investigations	4-5



Boat Force Operations
Personnel Qualification Standard



4-01 Supply, Finance, and Property	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. District/Area SOP b. <i>Simplified Acquisition Procedures Handbook</i>, COMDTINST M4200.13 (series) c. <i>Personnel Manual</i>, COMDTINST M1000.6 (series) d. <i>Supply Policy and Procedures Manual</i>, COMDTINST M4400.19 (series) e. <i>Financial Resource Management Manual</i>, COMDTINST M7100.3 (series) f. <i>Property Management Manual</i>, COMDTINST M4500.5 (series) g. <i>Naval Engineering Manual</i>, COMDTINST M9000.6 (series) h. <i>Casualty Reporting (CASREP) Procedures (Materiel)</i>, COMDTINST M3501.3 (series) i. <i>Physical Security and Force Protection Program</i>, COMDTINST M5530.1 (series) 		
<p>1. State the function of the supply officer/supply petty officer.</p>		
<p>2. Describe control procedures for receipt and storage of the following types of supplies during both working hours and non-working hours:</p> <ul style="list-style-type: none"> a. U.S. Mail b. FEDEX c. CASREP Parts (unit, assigned boats, non-assigned boats) d. UPS 		
<p>3. Describe things that an individual should look for when receiving a package or letter through the mail that may indicate it is being used as a vehicle to cause harm or destruction to the unit.</p>		
<p>4. Describe the procedures and methods available for emergency procurement of essential supplies or services during non-working hours.</p>		



4-01 Supply, Finance, and Property	Date	Initial
5. Describe the procedures for processing emergency leave requests during non-working hours. <ul style="list-style-type: none"> a. Circumstances which warrant granting emergency leave b. Need for swift, sensitive action on emergency leave requests c. Criteria and procedures for funding emergency leave 		
6. Provide a general description of the following Allowance Fund Control (AFC) Codes listed below and state the dollar amounts for your unit based on the current budget model. <ul style="list-style-type: none"> a. AFC 30 = Operating Expense b. AFC 42 = Electronics c. AFC 43 = Civil Engineering d. AFC 45 = Vessels e. AFC 56 = Training 		
7. Become familiar with following Supply terms, systems, and documents that apply to the various units in your AOR. <ul style="list-style-type: none"> a. Operating Materials and Supplies (OM&S) b. Configuration Management plus (Cmplus) c. Management Information for Configuration and Allowances (MICA) 41, 47, 49, 87 d. Large Unit Financial System (LUFS) 		
8. What types of assistance are available through the Coast Guard Mutual Assistance program?		
9. Who is your unit morale officer?		
10. When are morale reports and audits required?		
11. What are the minimum OM&S requirements for a successful inventory?		



4-02 Military Justice and Administrative Investigations	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Manual for Court-Martial, United States</i> (Current Revision) b. <i>Military Justice Manual</i>, COMDTINST M5810.1 (series) c. <i>United States Coast Guard Regulations 1992</i>, COMDTINST M5000.3 (series) d. <i>Shipboard Regulations Manual</i>, COMDTINST M5000.7 (series) 		
<ul style="list-style-type: none"> 1. Describe the following provisions of the UCMJ: <ul style="list-style-type: none"> a. Article 7, (Apprehension) b. Article 9, (Imposition of Restraint) c. Those subject to the UCMJ d. Location of jurisdiction of the UCMJ 		
<ul style="list-style-type: none"> 2. Describe the purpose of a Report and Disposition of Offense, (Form 4910). 		
<ul style="list-style-type: none"> 3. Describe the procedure for filling out a Report and Disposition of Offense (Form 4910). 		
<ul style="list-style-type: none"> 4. State under what circumstances Article 31 warnings are required, and how and when they are given to suspects. 		
<ul style="list-style-type: none"> 5. Describe circumstances under which you, as OOD, may prevent crewmembers from leaving the unit. 		
<ul style="list-style-type: none"> 6. Describe the circumstances under which you may restrain a crewmember. 		
<ul style="list-style-type: none"> 7. Describe the following kinds of searches: <ul style="list-style-type: none"> a. Consent search b. Searches incident to lawful apprehension c. Searches authorized by the CO d. Searches requiring immediate action to prevent the removal or destruction of evidence e. Searches authorized by a Coast Guard military judge f. Searches incident to detention (frisk) g. Searches incident to arrest (body) 		



4-02 Military Justice and Administrative Investigations	Date	Initial
8. Describe the procedure and requirements for command authorizations to search.		
9. Discuss the effective use of administrative inspections as it pertains to the health, morale and safety of the unit.		
10. Discuss the following as it applies to handling evidence: a. Chain of custody b. Duties of evidence custodian c. Search and seizure		
11. Describe the procedures in the event of an arrest of a crewmember by local law enforcement.		
12. What procedures are taken if a crewmember is served a warrant by a law enforcement official?		
13. Describe the procedures if a crewmember is served a summons.		
14. State the purpose, use and limitations of extra military instruction.		
15. State the accountability procedures for restricted personnel.		
16. Who may: a. Impose restriction? b. Assign extra military instruction? c. Assign extra duty? d. Withdraw privileges?		
17. State the procedures/responsibility for extra duty personnel and the purpose/use of the extra duty log.		
18. Describe when the following can be awarded to reserve personnel at Captain's mast: a. Fines b. Restriction c. Extra Duty		



Chapter 5 Engineering

Overview

Introduction This chapter provides areas of engineering knowledge that should be understood to safely perform Boat Force Operations that apply to the station as well as any craft, vehicles or material assigned to that station.

In this chapter This chapter contains the following sections:

Section	Topic	See Page
5-01	Civil Engineering	5-3
5-02	Naval Engineering	5-5
5-03	Material Inspections	5-7
5-04	Confined Space Entry (Afloat & Ashore)	5-9
5-05	Hazardous Materials Handling	5-11



Boat Force Operations
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5-01 Civil Engineering	Date	Initial
References: a. <i>Civil Engineering Manual</i> , COMDINST M11000.11 (series) b. <i>Financial Resource Management Manual</i> , COMDTINST M7100.3 (series) c. <i>Planning and Programming Manual, Volume II (Field Planning Manual)</i> , COMDTINST M16010.6 (series)		
1. Describe/explain the role and responsibilities of the Civil Engineering Unit (CEU).		
2. List the types of casualties for which you would contact the CEU.		
3. List all the “points of contact” within their respective Group/Activity (i.e. EPO/EO at each Unit, Group Engineer, Group F&S) and describe their duties & responsibilities.		
4. List/state who is the CEU contact for your AOR?		
5. List & briefly describe the critical milestones of the civil engineering project planning process.		
6. What is a DISREP and when is one submitted?		
7. What is an SSMR?		
8. Describe/explain what is a POP Board and the related process.		



5-02 Naval Engineering	Date	Initial
<p>References:</p> <ul style="list-style-type: none"> a. <i>Naval Engineering Manual</i>, COMDTINST M9000.6 (series) b. MLCLANT SOP c. MLCPAC SOP d. <i>Coast Guard Boat Readiness & Standardization Program Manual</i>, COMDINST M16116.24 e. <i>41' UTB Operator's Handbook</i>, COMDTINST M16114.2 (series) f. <i>47' MLB Operator's Handbook</i>, COMDTINST M16114.25 (series) g. <i>44' MLB Operator's Handbook</i>, COMDTINST M16114.3 (series) h. <i>49' BUSL Operator's Handbook</i>, COMDTINST M16114.22 (series) i. <i>United States Coast Guard Regulations</i>, COMDTINST M5000.3 (series) 		
<ul style="list-style-type: none"> 1. Describe/explain the role of and responsibilities of the following: <ul style="list-style-type: none"> a. Engineer Officer. b. Unit EPO. c. Attend at least two sets of Engineering RFO inspections on a standard boat. d. Observe daily boat checks on a standard boat. e. Locate the Standardization Manual for boats and cutters in your AOR and read its <i>Table of Contents</i>. 		



5-03 Material Inspections	Date	Initial
References: a. <i>United States Coast Guard Regulations</i> , COMDTIST M5000.3 (series) b. <i>Medical Manual</i> , COMDTINST M6000.1 (series) c. <i>Ordnance Manual</i> , COMDTINST M8000.1 (series) d. <i>Aids to Navigation Manual – Administration</i> , COMDTINST M16500.7 (series)		
1. Discuss the purpose of a material inspection.		
2. Discuss when a material inspection is appropriate and when one is required.		
3. Attend a material inspection at a shore unit in your AOR.		
4. Discuss remedial action that should be taken following a material inspection and the specific processes at your unit.		



5-04 Confined Space Entry (Afloat & Ashore)	Date	Initial
References: a. <i>Naval Engineering Manual</i> , COMDTINST M9000.6 (series) b. <i>Naval Ships Technical Manual Chapter 074 (V3)</i> c. 29 CFR 1910.146, <i>Permit Required Confined Spaces</i> d. <i>Shore Confined Space Entry</i> , COMDTINST M5100.48 (series) e. 29 CFR 1915, <i>Shipyard/Repair</i> f. <i>Safety and Environmental Health Manual</i> , COMDTINST M5100.47 (series)		
1. Define a confined space and give examples in your AOR (ashore and afloat).		
2. Describe the duties of the Gas Free Engineer.		
3. Describe how the Confined Space Entry Program works for units in your AOR.		



5-05 Hazardous Materials Handling	Date	Initial
References: a. <i>Hazardous Waste Management Manual</i> , COMDTINST M16478.1 (series) b. <i>Hazard Communication for Workplace Materials</i> , COMDTINST M6260.21 (series) c. 29 CFR 1910.1200		
1. Who is the Hazardous Materials Coordinator is in your AOR?		
2. How are the purchase and use of hazardous materials controlled at your unit?		
3. How are hazardous wastes disposed of at your unit?		
4. Describe the procedures to follow if a unit suspects they have found a hazardous material abandoned in your AOR.		



Appendix A List of Acronyms

Overview

Introduction This appendix contains a list of the acronyms used throughout the handbook.

In this appendix This appendix contains the following information:

Topic	See Page
List of Acronyms	A-3



Boat Force Operations
Personnel Qualification Standard



ACRONYM	DEFINITION
AAPS	Automated Aid Positioning System
ADCON	Administrative Control
ACMS	Aid Control Monitoring System
ACP	Area Contingency Plan
AFC	Allowance Fund Control
AMVER	Automated Merchant Vessel Emergency Response
AOR	Area of Responsibility
APPS	Act to Prevent Pollution from Ships
ATON	Aids to Navigation
BAC	Blood Alcohol Content
BUI	Boating Under the Influence
C2PC	Command/Control Personal Computer
CASREP	Casualty Report
CERCLA	Comprehensive Environment Compensation and Liability Act
CEU	Civil Engineering Unit
CGIS	Coast Guard Investigative Service
CIC	Communications Information Center
CIO	Command Intelligence Officer
CM	Configuration Management
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
CONOPS	Concept of Operations
COTP	Captain of the Port
DISREP	Discrepancy Report
DMA	Defense Mapping Agency
ELT	Emergency Locator Transmitters
EPIRB	Emergency Position Indicating Radio Beacon
EPO/EO	Engineering Petty Officer/Engineer Officer
FIR	Field Intelligence Report



ACRONYM	DEFINITION
FST	Field Sobriety Test
FWPCA	Federal Water Pollution Control Act
GMT	Greenwich Mean Time
HUMINT	Human Intelligence
IALA	International Association of Lighthouse Authorities
I-ATONIS	Integrated Aids to Navigation Information Systems
ICC	Intelligence Coordination Center
ICS	Incident Command System
ICW	Intercoastal Waterways
IIR	Intelligence Information Report
JQR	Joint Qualification Requirements
LUFS	Large Unit Financial System
MARB	Maritime Assistance Request Broadcast
MARPOL	International Convention for the Prevention of Pollution from Ships
MEDICO	Medical Advice
MEDIVAC	Medical Evacuation
MICA	Management Information for Configuration and Allowances
MISLE	Marine Information for Safety and Law Enforcement
MLC	Maintenance and Logistics Command
MLEM	Maritime Law Enforcement Manual
MOU	Memorandums or Understandings/Agreements
MSST	Maritime Safety and Security Team
NCP	National Contingency Plan
NCW	Naval Coastal Warfare
NTP	Naval Training Publication
NWP	Naval Warfare Publication
OC	Oleoresin capsicum pepper spray
OCMI	Officer-in-Charge Marine Inspection
OIC	Officer-in-Charge



ACRONYM	DEFINITION
OM&S	Operating Materials and Supplies
OOD	Officer of the Deck (Day)
OPA	Oil Pollution Act
OPCON	Operational Control
OPFAC	Operating Facilities
OPORD	Operation Order
OQB	Operations Qualification Board
PFD	Personal Flotation Device
POP	Planned Obligation Priority
PPE	Personal Protective Equipment
PQS	Personnel Qualification Standard
PSU	Port Security Unit
PWC	Personal Water Craft
RACON	Radio Beacon
RFO	Ready for Operations
RMS	Readiness Management System
ROC/POE	Required Operational Capability/Projected Operating Environment
SAR	Search and Rescue
SARSAT	Search and Rescue Satellite Aided Tracking
SMTJ	Special Maritime and Territorial Jurisdiction
SNO	Statement of No Objection
SOP	Standard Operating Procedure
SOPA	Senior Officer Present Afloat
SSMR	Shore Side Maintenance Request
TACON	Tactical Control
TCT	Team Coordination Training
TMT	Training Management Tool
TPSB	Transportable Port Security Boat
UCMJ	Uniform Code of Military Justice



Appendix A – List of Acronyms

ACRONYM	DEFINITION
UMIB	Urgent Marine Information Broadcast
UTC	Coordinated Universal Time
XPO	Executive Petty Officer