

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY BOAT CREW TRAINING MANUAL

COMDTINST M16794.51A
January 2007



Commandant
United States Coast Guard

2100 Second St., S.W.
Washington, DC 20593-0001
Staff Symbol: CG-3PCX
Phone: (202) 267-1001

COMDTINST M16794.51A
04 DEC 2006

COMMANDANT INSTRUCTION M16794.51A

Subj: AUXILIARY BOAT CREW TRAINING MANUAL

- Ref:
- (a) Auxiliary Boat Crew Qualification Guide, Volume I: Crewman, COMDTINST M16794.52 (series)
 - (b) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)
 - (c) Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series)
 - (d) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 - (e) Auxiliary Manual, COMDTINST M16790.1 (series)
 - (f) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 - (g) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
 - (h) Team Coordination Training, COMDTINST 1541.1 (series)

1. PURPOSE. This Manual establishes policies and procedures for the training, qualification, and certification of Auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Manual. Internet Release Authorized.
3. DIRECTIVES AFFECTED.
 - a. Effective 01 January 2007, the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 is cancelled.

DISTRIBUTION – SDL No.145

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

NON STANDARD DISTRIBUTION: Auxiliary National Supply Center, NEXCOM, NADCO-CG/SS, DC-O, DCV-OS

- b. Where the provisions of this Manual differ from the Auxiliary Manual, COMDTINST M16790.1 (series), the provisions of this Manual shall apply.
4. **DISCUSSION**. This Manual is part of the complete revision of the Coast Guard's family of boat crew training and qualification publications. These publications are being revised to reflect the best and safest practices in the Coast Guard boat fleet. Major changes in this Manual include:
 - a. Establishment of an Auxiliary Surface Standardization Team. This team will review policies governing the operation of surface facilities and make recommendations as required to the Chief Director of Auxiliary.
 - b. Removal of annual currency maintenance task requirements for Coxswains, Crew members and PWC Operators. Increased the minimum number of hours required for annual currency maintenance from 8 hours to 12 hours.
 - c. Reduced the five year currency maintenance requirements (check ride) cycle to a three year cycle. The three year cycle begins in 2007. Scheduling is as follows:
 - ii) Last check ride 2002 or 2003-Next Check ride 2007 - complete New Tasks
 - iii) Last check ride 2004 –Next Check ride 2008 - complete New Tasks
 - iv) Last check ride 2005 or 2006 - Next Check ride 2009 - complete New Tasks
 - a. Provided qualification requirements for members desiring to operate in multiple regions.
 - b. Complete rewrite of Chapter 6 – Qualification Examiner.
 5. **RESPONSIBILITY**. Commandant (CG-3PCX-2) is responsible for the content and upkeep of this Instruction. Questions or concerns about the material contained in this Manual should be addressed to Commandant (CG-3PCX-2) at (202) 372-1271.
 6. **ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS**. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
 7. **FORMS/REPORTS**. The forms mentioned in this Manual are included as an Appendix. Appendix F – Third Year Currency Maintenance, Appendix G – QE Request Form and Appendix H – QE Application Form can be also be obtained from the <http://forms.cgaux.org/forms.html> website.

/s/
CRAIG E. BONE
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Prevention

Table of Contents

Chapter 1	Introduction	
Section A	Program Overview.....	1-1
Section B	Safety.....	1-2
Section C	The Training Process.....	1-4
Section D	References.....	1-6
Chapter 2	System Components	
Section A	Headquarters and Districts.....	2-1
Section B	Unit Commanders.....	2-3
Chapter 3	Qualifications	
Section A	Trainee Eligibility and Preparation.....	3-1
Section B	Mentors.....	3-2
Section C	Completion of the Qualification Guide.....	3-3
Chapter 4	Certification	
Section A	Certification Policy.....	4-1
Section B	Dual Membership.....	4-4
Chapter 5	Currency Maintenance	
Section A	Normal Currency Maintenance.....	5-1
Section B	Recertification.....	5-3

Table of Contents

Chapter 6	Qualification Examiners	
Section A	What is a Qualification Examiner.....	6-1
Section B	Qualification Examiner Positions.....	6-2
Section C:	Application Process and Training.....	6-7
Section D:	Qualification Process.....	6-9
Section E:	Boat Crew Qualification Sessions.....	6-11
Section F:	Complaints and Disputes.....	6-15
Chapter 7	Auxiliary Surface Standardization Team	
Enclosure (1)	Crewmember - Underway Currency Maintenance / Recertification Check ride.....	1
Enclosure (2)	Coxswain - Underway Currency Maintenance / Recertification Check Ride.....	1
Enclosure (3)	PWO - Underway Currency Maintenance / Recertification Check Ride.....	1
Appendix A	Glossary.....	A-1
Appendix B	Concept of Operations.....	B-1
Appendix C	Certification Recommendation Letter.....	C-1
Appendix D	Letter of Certification.....	D-1
Appendix E	Qualification Examiner Appointment Letter.....	E-1
Appendix F	Third Year Currency Maintenance Letter.....	F-1
Appendix G	Request Form for QE Services.....	G-1
Appendix H	QE application Form.....	H-1
Appendix I	QE-IT Check-Off Sheet.....	I-1

Chapter 1. Introduction

A. Overview

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

- Section A: Program Overview
 - Section B: Safety
 - Section C: The Training Process
 - Section D: References
-

Section A. Program Overview

A.1 Purpose

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

A.2 Definitions

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

**A.2 Definitions
(Continued)**

processes of qualification, certification, and currency maintenance.

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

A.3 Mission

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

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

**A.4 Concept of
Operations**

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

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

Section B. Safety

B.1 Safety Policy

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

NOTE:

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

B.2 Safety Responsibilities

Reference (f) defines specific responsibilities of Coast Guard boat forces personnel and Auxiliary members in carrying out their duties for training and conducting operations. Key responsibilities are:

- **Facility Coxswain or PWC Operator:** Responsible for ensuring that required safety equipment is on board, in good condition, and properly utilized; that all on board are wearing appropriate PPE; that a pre-underway briefing is conducted; and that patrol orders have been issued. Further, the coxswain or PWC operator is responsible for terminating the mission when the limits of the facility or crew may be exceeded.
- **Coast Guard Order Issuing Authority:** Responsible for being aware of the capabilities and limitations of Auxiliary facilities under their control, and for ensuring that patrol orders (reimbursable or non-reimbursable) are issued for all Auxiliary patrols.
- **Auxiliary Operations Officers and Unit Elected Leaders:** Responsible for ensuring that members are properly trained, qualified, and certified and that facilities are properly inspected and equipped. Further, they have the authority and responsibility to abort any ordered mission if they become aware of any situation pertaining to the mission or crew that may adversely affect the safety of the mission.

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

B.3 Safety Practices

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

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

**B.3 Safety Practices
(Continued)**

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

For a detailed discussion of these concepts see Chapter 4 of the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series). Also refer to the Operational Risk Management, COMDTINST 3500.3 (series) and Team Coordination Training, COMDTINST 1541.1 (series).

Section C. The Training Process

C.1. Overview

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

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

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

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

**C.2 Boat Crew
Positions**

Auxiliary members may qualify in the following boat crew positions:

- **Crew member:** The crew member assists the coxswain with handling the boat and performing mission activities. Skills include line handling, knot tying, communications, observation, making up tows, and emergency procedures.
 - **Coxswain:** The coxswain is in charge of the facility and is responsible for directing the safe navigation of the boat, the
-

C.2 Boat Crew Positions (Continued)

activities of the crew, and the performance of the missions. Skills of a qualified coxswain include navigation, piloting, boat handling, communication, search planning, and emergency procedures.

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

C.3 Steps in the Training Process

The training process consists of three parts:

- **Qualification:** The process of initial entry into the program, in which the member learns and demonstrates the knowledge and skills required to perform missions that may be assigned.
- **Certification:** Initial command verification that the member has acquired the necessary knowledge and skills, and then annual verification that the member has retained those skills.
- **Currency Maintenance:** The annual completion of minimum activities required to maintain and demonstrate proficiency. A member's certification remains valid or "current" by completion of annual minimums.

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

C.4. Training Process Overview

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

After all tasks are signed off by a mentor, the trainee then completes a dockside oral examination and an underway check ride with a **Qualification Examiner (QE)**. The QE is an experienced Auxiliary

**C.4. Training
Process
Overview
(Continued)**

coxswain appointed by the Director of Auxiliary to verify that the trainee meets the performance standards for qualification.

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

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

Section D. References

**D.1. Coast Guard
References**

The qualification tasks are to be completed using the Coast Guard Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) as the primary reference for all Coast Guard boat handling and seamanship skills. Other important Coast Guard references are:

- **Auxiliary Operations Policy Manual**, COMDTINST M16798.3 (series). This manual contains policy guidance for performing Coast Guard support and missions under authorized patrol orders.
 - **Navigation Rules, International-Inland**, COMDTINST M16672.2 (series). Also called **NavRules**, this booklet contains the nautical rules of the road.
 - **The U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)**, COMDTINST M16130.2 (series) contain U.S. and International policies and technical guidance for performing search and rescue (SAR) missions with additional policy guidance specific to the Coast Guard.
 - **The Rescue and Survival System Manual**, COMDTINST M10470.10 (series)
 - **The Non-Standard Boat Operators Handbook**,
-

**D.1. Coast Guard
References
(Continued)**

COMDTINST M16114.28 (series)

- **U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Vol. I**, COMDTINST M16114.32 (series)
 - **U. S. Coast Guard Boat Operations and Training (BOAT) Manual, Vol. II**, COMDTINST M16114.33 (series).
-

**D.2. Coast Guard
Institute
Courses**

Auxiliarists are eligible and encouraged to enroll in courses offered by the Coast Guard Institute. The Institute offers various courses that range from administration to operational missions, which will assist with Auxiliary and Coast Guard operational training.

**D.3. Nautical
Educational
Publications**

Various published books on the nautical sciences ranging from basic to advanced seamanship are available. Some are listed as required and suggested reading for Coast Guard surface vessel operators and located in “Station Libraries”, (i.e., Chapman’s, Bowditch, Primer of Towing, Dutton’s Navigation & Piloting, etc.)

(This page intentionally left blank)

Chapter 2. System Components

A. Overview

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

- Section A: Headquarters and Districts
 - Section B: Unit Commanders
-

Section A. Headquarters and Districts

A.1 Commandant

The **Chief Director, Auxiliary (CHDIRAUX)** serves as the Commandant's program manager for the Auxiliary. This officer fulfills the Commandant's duty under law to train, qualify, and examine members before they are assigned to duty. The Chief Director also serves as the **Chief, Office of Auxiliary**, in Coast Guard Headquarters, designated by the staff symbol (CG-3PCX).

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

A.2 Auxiliary National Staff

National Directorate Commodore, Operations and Marine Safety (NADCO-OMS) is responsible to the National Commodore (NACO) for development and coordination of the Auxiliary's operations and marine safety programs in support of the Coast Guard's missions in federal and state waters.

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

A.3 Coast Guard District Director of Auxiliary

Each Coast Guard District Commander has a **Director of Auxiliary (DIRAUX)**, assigned to administer the district's Auxiliary program. Some districts are sub-divided into Auxiliary regions, with each region having a Director.

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

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

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

A.4 Auxiliary District Commodores

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

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

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

Section B. Unit Commanders

B.1 Operational Responsibilities

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

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

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

Based on this awareness of people, facilities, and missions, unit commanders are responsible for evaluating risks and taking action to minimize those risks. Amplifying guidance can be found in the Operations Policy Manual, COMDTINST M16798.3 (series), Operational Risk Management, COMDTINST 3500.3, and Team Coordination Training (TCT) instruction, COMDTINST 1541.1.

B.2 Coast Guard Unit Commanders

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

**B.3 Auxiliary
Elected Leaders
and Staff**

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

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

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

Chapter 3. Qualifications

A. Overview

This chapter describes the process followed by Auxiliary members to become qualified as Crew Member, Coxswain, and PWC operator. This chapter contains four sections:

- Section A: Trainee Eligibility and Preparation
 - Section B: Mentors
 - Section C: Completion of the Qualification Guide
 - Section D: Qualification Examination
-

Section A. Trainee Eligibility and Preparation

A.1 General

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

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

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

**A.1 General
(Continued)**

skill, ability, and endurance to perform all qualification tasks utilizing the process established in the appropriate qualification guide as established by Commandant.

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

A.2 Eligibility

All Auxiliary members who meet the requirements listed in Chapter 1.A.4 of reference (f) and have a favorable Operational Support Personnel Security Investigation (OS PSI) are eligible to participate in the Boat Crew Training Program. A favorable determination from a Direct Operational Personnel Security Investigation (DO PSI) is not required unless specified by the Order Issuing Authority (OIA).

**A.3 Physical
Requirements**

As described in the concept of operations (See section 1.A.4. and Appendix B), the Auxiliary boat crew program is designed for people with a wide range of ages and abilities. There are no specific requirements for age, weight, strength, or endurance other than demonstrating proficiency in the standard qualification tasks.

In place of detailed physical requirements, trainees must meet the following standards in completing each qualification task:

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

Section B. Mentors

B.1 Mentors

A mentor guides each trainee through the learning process. The mentor helps the trainee learn the knowledge and skills required for each qualification task. The mentor works with the trainee to plan the

**B.1 Mentors
(Continued)**

training program; how many tasks will be worked on in one assignment, in what order, arranging for underway time on facilities, etc. The mentor helps the trainee identify references to study for each task. When the trainee has mastered a task, the mentor signs the task to verify satisfactory completion.

**B.2 Mentor
Assignment
Policy**

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

The flotilla commander assigns mentors to a trainee. The flotilla commander may delegate this responsibility to the FSO-MT or FSO-OP.

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

Section C. Completion of the Qualification Guide

**C.1. Qualification
Guides**

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

- Volume I, Crew Member
- Volume II, Coxswain
- Volume III, PWC Operator

Each volume contains a series of **qualification tasks**. These tasks

C.1. Qualification Guides (Continued)

represent the minimum elements of skill and knowledge necessary to safely and effectively perform assigned duties aboard Auxiliary facilities. Tasks should be taught through constant practice with the guidance of the mentor.

C.2 Completion of Tasks

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

1. The mentor and the trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, and so on.
 2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. Through a combination of self-study of written material and hands-on practice, the trainee learns the skills required for the task.
 3. The mentor demonstrates the task using the procedures outlined in the appropriate qualification guide.
 4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
 5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his or her own.
 6. When satisfied that the trainee meets the standard of a task, the mentor verifies completion by signing-off at the bottom of the task page.
-

C.3 Waiverable Tasks

Certain tasks in the Qualification Guides are designated as “**Waiverable Tasks by DIRAUX**”. The Director may waive these designated tasks on a case-by-case basis given the mission requirements, the nature of the waters, or if the task is not operationally required for the geographical area.

**C.4. Coxswain
Duties**

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

**C.5. Qualification
Timeline**

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

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

C.6. Patrol Orders

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

**C.7 Coast Guard
Unit Support**

Commanding officers and officers in charge of Coast Guard units are strongly encouraged to assist in the training process for Auxiliarists.

(This page intentionally left blank)

Chapter 4. Certification

A. Overview

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

- Certification Policy
 - Dual Membership
-

Section A. Certification Policy

A.1 Command Responsibility

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

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

In the Auxiliary, the Director approves certification. In most cases, the Director will have no personal knowledge of the individual being recommended for certification. Certification is primarily an administrative action by the Director. However, it is still an important action and Directors must rely on their OTO and QEs to maintain the integrity of the certification process. (See Chapter 6 for detailed information about QEs.)

A.2 Certification Process

Upon completion of the check ride and oral exam, the QE submits a recommendation for certification (Appendix C) to the OTO. The OTO

A.2 Certification Process (Continued)

verifies that all prerequisites and eligibility criteria have been met and forwards the recommendation to the Director who signs the certification and makes appropriate AUXDATA entries. Once the Director approves the certification the member is authorized to perform patrol duties under Coast Guard orders.

A.3 Insignia and Awards

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

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

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

A.4 Additional Standards

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

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

A.6 Lapse of Certification

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

A.7 Removal of Certification

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

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

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

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

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

A.8. Inter-District Transfers

Certification for boat crew positions is valid only in the district or region in which the certification is issued. A certified Auxiliarist permanently relocating to another district must be certified by the Director in that district prior to being assigned to duty in that district. The receiving OTO shall arrange for an underway check ride with a QE and shall complete tasks BCM-08-04-AUX for crew member, Task COX-09-06-AUX for coxswain and Task PWC 08-04 for Personal Watercraft Operator.

A.9. Multiple Residences

Certified members with residences in multiple regions must be certified for all regions in which they desire to conduct patrols. A request for certification must be preceded with a letter of recommendation from the OTO in the member's home district to the receiving OTO(s). The receiving OTO shall arrange for an underway check ride with a QE, within two weeks of the member's request. The member shall complete Enclosure (1) for crew member certification, Enclosure (2) for coxswain certification or Enclosure (3) for Personal Watercraft Operator certification. This process should be repeated every three years.

Section B. Dual Membership

B.1 General

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

These members may follow an abbreviated certification process as described below to achieve the positions of Auxiliary Crew Member or Coxswain.

There is no Personal Watercraft Operator (PWO) standard qualification in the active duty Coast Guard boat program; therefore, no abbreviated certification process for PWO.

B.2 Dual Membership Certified as Coxswain

An Auxiliary member who is also a member of the active duty or reserve component or retired and were certified as a coxswain within the last three years may be certified as an Auxiliary coxswain by completing the following:

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

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

B.3. Dual Membership Certified as Crew Member

An Auxiliary member who is also a member of the active duty or reserve component or retired and were certified as a coxswain, engineer or crew member within the last three years may be certified as an Auxiliary crewmember by completing the following:

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

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

**B.4. Active/Reserve
Members
Currently
Certified**

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

(This page intentionally left blank)

Chapter 5. Currency Maintenance

A. Overview

This chapter describes the requirements for currency maintenance. This process ensures that members maintain their proficiency and ability to safely perform their duties. This chapter contains two sections:

- Section A: Normal Currency Maintenance
 - Section B: Recertification
-

Section A. Normal Currency Maintenance

A.1 General

Currency requirements consist of a set of tasks that must be performed every three years and annual hourly requirements to retain proficiency. The requirements for each qualification level are laid out in this section.

A.2 Currency Maintenance Cycle

Currency maintenance is conducted on a three-year cycle, with certain requirements every year during the cycle, and requires the services of a Qualification Examiner (QE).

The currency cycle begins on 01 January of the year following initial certification. Currency requirements must be met by 31 December of each year. For example, if a member is certified as a coxswain on 15 July 2005, that member's first currency year begins on 01 January 2006, and the member must meet all annual currency requirements by the end of 2006 (31 December 2006). The third-year currency requirements must be met by 31 December 2008. Annual currency requirements must be met during the first full calendar year after certification; credit will not be given to hours or tasks completed in the partial year of initial certification.

Failure to meet currency requirements in any year of the cycle will cause a member's certification to **lapse**. See Section 5.B. for procedures to regain a lapsed certification.

A.3 Crew Member To maintain currency, a certified crew member must log twelve hours underway as a crew member on orders each calendar year.

Additionally, the currency maintenance tasks for this position, as outlined in Enclosure (1), must be performed every three years with a Qualification Examiner, effective as of 01 January 2007.

A.4. Coxswain To maintain currency, a certified coxswain must log twelve hours underway as a crew member or coxswain on orders each calendar year.

Additionally, the currency maintenance tasks for this position, as outlined in Enclosure (2), must be performed every three years with a Qualification Examiner, effective as of 01 January 2007.

A.5. PWC Operator To maintain currency, a certified PWC Operator must log twelve hours underway as a PWC Operator each year.

Additionally, the currency maintenance tasks for this position, as outlined in Enclosure (3), must be performed every three years with a Qualification Examiner, effective as of 01 January 2007.

A.6. Five Year Requirements

- Crew Members, Coxswains and PWC Operators must attend a TCT Class at least every five years IAW Team Coordination Training, COMDTINST 1541.1 (series).
 - Coxswains and PWC operators must pass an open book Auxiliary Navigation Rules examination at least every five years with a minimum score of 90 percent.
 - Members failing to complete the open book exam within the five year period are considered lapsed and must retake the exam and achieve a minimum score of 90 percent to regain certification and receive orders.
-

A.7. Operational Workshops

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

A.8. Refresher Training

Team Coordination Training/Risk Management annual refresher training is required. This training will be developed by the National Operations program and published annually (normally no later than 01 January of each year). It will be designed to be delivered at the local level and does not require a TCT Facilitator.

A.9. Documentation of Training

Documentation of attendance for training when required is entered into AUXDATA. Accordingly, if the member fails to attend a Required Workshop (REWK) by the designated deadline specified (usually 31 May), that member will become unable to receive patrol orders and listed as REWK until the training has been documented as received. If Required Yearly Requirement (REYR) training is not completed by 30 September, the member is placed in REYR status. Specific waivers are possible via Directors on a case-by-case basis.

Section B. Recertification

B.1 General

When members fail to meet annual currency requirements, their certification will lapse and they will be placed in REYR status. A member whose certification has lapsed may participate as a designated trainee on an ordered patrol.

As a designated trainee, the member may accumulate the required patrol hours in order to be recertified.

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

B.2. Recertification

A member who fails to meet annual currency requirements for the year shall make up the missing hours as a trainee, under the supervision of a certified coxswain the following year. (Ex. If the member only completes 4 hours the previous year they must complete 8 hours as a trainee to regain certification.) Once the missing hours are completed the member is no longer a trainee. The member must then complete 12 additional hours to maintain certification. Members who fail to complete the triennial check ride must complete the check ride before being recertified.

Members who fail to complete all of the required hours for one to four years must complete twelve hours as a trainee to regain certification and 12 additional hours as a fully qualified member to maintain certification. Members who fail to complete the triennial check ride must complete the check ride before being recertified.

Members who do not have underway hours for a period of five years or more must re-qualify by completing all required tasks for the desired position.

B.3. Downgrading of Qualification

A member who is unable to or does not wish to maintain certification as a coxswain may downgrade to the crew member level by meeting the currency requirements for crew member. The member shall notify DIRAUX in writing, through their flotilla leadership of their desire to downgrade. The member may continue to wear the Auxiliary coxswain insignia, in accordance with Section 4.A.3., even though no longer certified at the coxswain level.

B.4. Loss of Qualification

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

Chapter 6. Qualification Examiner

A. Overview

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

- Section A: What is a Qualification Examiner
 - Section B: Qualification Examiner Positions
 - Section C: Application Process And Training
 - Section D: Qualification Process
 - Section E: Boat Crew Qualification Sessions
 - Section F: Complaints And Disputes
-

Section A. What is a Qualification Examiner

A.1 Auxiliary Qualification Examiner

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

The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform as specified in references (a) thru (d) by evaluating members through Dockside Oral Examinations and Underway Check Rides. QEs also verify currency maintenance requirements for re-certification and perform other tasks such as verify performance criteria for the Award of Operational Excellence.

A.2 Active Duty/Reserve QE

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

**A.2 Active
Duty/Reserve
QE
(Continued)**

The role of the Station QEs shall be the same as their Auxiliary counterparts to verify a trainee's qualification level for performing prescribed tasks. Recommendations must be in writing, e-mail preferable, and submitted to the Operations Training Officer (OTO). The QE appointee must be a qualified coxswain, adhere to the requirements in this instruction, and be familiar with references (a) through (g). Station QEs must be appointed by OTO and will function under the guidance of the Area QE Coordinator (AQEC). The QE appointee will undergo a familiarization session with the AQEC regarding District QE policies and practices. The active duty/reserve QE shall keep the AQEC advised of all QE activities and missions.

**A.3 General QE
Requirements**

All QEs must complete the TCT-QE course every two (2) years. Record of completed TCT training is to be kept in AUXDATA.

All QEs must go through an evaluation by the OTO or his/her designee every three years. This evaluation is usually done by the OTO but may be delegated, if necessary to the Chief QE Coordinator (CQEC) or an AQEC. The evaluation will require the OTO or his/her designee observing the QE performing a dockside oral exam and an underway check ride of a crew or coxswain candidate. The QE must complete these tasks to the satisfaction of the observer to remain certified as a QE.

QEs must maintain coxswain currency and the expected levels of QE activity, as defined by the OTO, to remain qualified as a QE.

Section B. Qualification Examiner Positions

**B.1 Operations
Training Officer
(OTO)**

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

**B.2 The Chief QE
Coordinator
(CQEC)**

Appointment. - The CQEC is nominated by the District Commodore (DCO) in consultation with the OTO and appointed by DIRAUX for a term not to exceed three years and is the Executive Auxiliary Coordinator of the QE Program responsible to the OTO. Reappointments are recommended by the OTO and are approved by DIRAUX. Dismissal of this position is at DIRAUX discretion.

**B.2 The Chief QE
Coordinator
(CQEC)
(continued)**Responsibilities.

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

**B.3 Area QE
Coordinator
(AQEC)**

Appointment. - The CQEC will review the performance records and submit nominations for each AQEC to the OTO for approval. Approved members are appointed by DIRAUX for a period not to exceed three years. For regions with a limited number of QEs the CQEC may also be the AQEC. Reappointment is subject to OTO approval and dismissal of this position is at DIRAUX discretion.

Responsibilities.

- Act as the CQECs direct representative for an assigned area of responsibility. Areas of responsibility may differ in requirements based on the number of QEs needed to support Boat Crew and Personal Watercraft qualification missions.
-

**B.3 Area QE
Coordinator
(AQEC)
(Continued)**

- Evaluate the number of QEs required to adequately administer the QE Program within their area of responsibility. Requests for additional QEs will be submitted to the CQEC for action.
 - Assign QEs for all requested check rides, exams, or other QE missions. These assignments should be made equally among QEs within an area to ensure a uniform workload and the amount of travel involved. QEs may be assigned to do flotilla signoffs per district policy as established by the OTO.
 - Forward to the CQEC any request for travel orders for a QE mission.
 - With the CQEC organize and conduct QE workshops annually or more often as necessary for their area.
 - Conduct Training programs for new QEs and assign a mentor QE to QEs In-Training (QE-IT) within their area.
 - Act as the liaison for Division and Flotilla Member Training Officers, scheduling QE missions and, if necessary, assign a QE-In-Charge (QEIC) to head each mission.
 - Maintain accurate records for each mission as performed by QEs in their area, including the number of hours and missions and the number of members qualified by each QE. Copy these records to the CQEC. Keep the CQEC apprised of any problems and how the Boat Crew Program is working in their area.
 - Act as the liaison with Station Auxiliary Liaison Officer (AUXLO) and monitor the activities of the Active Duty/Reserve QEs and missions performed in conjunction with their QE duties. AQEC shall keep the Active Duty/Reserve QEs advised of any changes to the Auxiliary Boat Crew Program.
 - Provide support and training to the Boat Crew Program mentors throughout his/her Area of Responsibility (AOR).
 - Provide a list to the CQEC and the OTO for upcoming check-rides within their AOR.
 - Conduct re-certification check-rides for QEs as directed by the OTO.
-

**B.3 Area QE
Coordinator
(AQEC)
(Continued)**

- Communicate to a member's leader (FC or FSO-MT) any additional training requirements identified during a QE Session. The AQEC should also inform the OTO, via the CQEC when the need for additional training is identified during a Currency Maintenance Session.
-

**B.4 Qualification
Examiner (QE)**

Appointment. - Qualification Examiners are recommended by the OTO and appointed by DIRAUX for a period not to exceed three years, with the option of reappointment. Dismissal of this position is at DIRAUX discretion. Elected leaders may recommend Auxiliarists for appointment as a QE. Area QE Coordinators working with elected leaders may recruit Auxiliarists who meet the requirements to become a QE. QEs assigned to areas bordering another region(s) may be appointed to more than one region with approval from the DIRAUX/OTOs of each region.

Responsibilities.

- Evaluate Boat Crew and/or Personal Watercraft programs candidates for compliance with the standards established by the Boat Crew Qualification Program.
 - Verify that Patrol Orders have been issued for all facilities being used in a QE session. No QE session requiring the use of a facility is to be performed without CG Patrol Orders.
 - Submit required paperwork to the OTO with a copy to the AQEC within 5 business days of the mission.
 - Report to the AQEC any unsatisfactory performance observed on the part of any certified Boat Crew member(s) and assist the AQEC in determining the course of action that should be taken. *Notify the OTO in writing, through the QE chain of communication, when a certified crewmember or coxswain demonstrates unsatisfactory performance for reasons of incompetence, questionable qualification, or physical inability to perform mission requirements.*
 - Act as a mission safety officer.
 - Evaluate Boat Crews for the "Operational Excellence Award" or for any other similar CG programs (Selecting Boat Crew Teams for ISAR Competition, etc.).
-

**B.5 Boat Crew
Advisory Board**

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

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

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

Responsibilities:

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

Section C: Application Process And Training

C.1 General

Applications can be submitted at any time using the form found in Appendix H. Appointments will be made as needed by the OTO. The OTO will hold applications for two years.

The appointment term for a QE will be for a period not to exceed three years, with the option of reappointment.

C.2 Boat Crew Program QE Application

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

- Be a currently certified Coxswain for at least one year.
 - Have completed at least eight (8) hours of Team Coordination Training (TCT) within the last two (2) years.
 - Complete the QE application form (see Appendix H) and submit it to the CQEC via the AQEC with endorsements as specified by the BCAB.
 - Complete any additional courses/tasks as specified by the BCAB. (e.g., IT, AUXOP, additional TCT training)
-

C.3 Personal Watercraft Program QE Application

To become a Personal Watercraft Operator QE the candidate must:

- Be a certified PWC Operator for at least one year prior to being appointed as a PWC-QE.
 - Complete the QE application form (see Appendix H) and submit it to the AQEC with endorsements as specified by the BCAB.
 - Complete any additional courses/tasks as specified by the BCAB. (e.g., IT, AUXOP, additional TCT training)
-

**C.4 QE Applicant
Application
Review**

All Applications are reviewed by the BCAB.

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

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

The BCAB will notify unsuccessful applicants in writing.

Unsuccessful applicants may reapply one year after the date of notification.

The CQEC will notify, in writing, those applicants accepted for an interview. The BCAB will interview each applicant. The interview with the applicant shall include questions about theoretical QE situations, member training related topics, and points relating to the following publications:

- Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series).
- Boat Crew Seamanship Manual, COMDTINST M16114.5 (series).
- Chapter 4 of the U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
- Any other relevant District policies.

On completion of the interview, the BCAB shall discuss each applicant and decide on the member's acceptance or rejection. A successful applicant will be designated a QE-in-Training (QE-IT).

C.5 Initial Training

The QE-IT will have one year to complete the training program during which he/she will demonstrate before a QE Mentor (QE Mentor is another active QE selected by the AQEC) the following skills:

- Knowledge and understanding of the Auxiliary Boat Crew Training Guide and the Qualification Guides for Crewman and Coxswain. (Also included for PWC-QEs is the PWC Operator's Qualification Guide).
 - Set up, under the guidance of a QE Mentor, a dockside oral exam of both a crew and coxswain candidate.
-

C.5 Initial Training (Continued)

- Set up, under the guidance of a QE Mentor, an underway check ride of both a crew and coxswain candidate.
 - Demonstrate to the QE Mentor the following qualities expected of QEs: integrity, diplomacy, experience, and expertise while assisting at qualification sessions.
 - Demonstrate the ability to fill out all appropriate and required paperwork.
-

C.6 Final Qualification

Upon successful completion of the QE Training Program:

- The QE Mentor will notify the AQEC in writing of the QE-IT's successful completion.
 - The AQEC will then recommend to the CQEC that the QE-IT be appointed a QE. The CQEC will forward this recommendation along with his/her endorsement to the OTO.
 - The OTO will evaluate the QE-IT during a QE session and make the final decision. If travel in a timely manner is prohibitive then this evaluation may be delegated.
 - DIRAUX will send a letter of appointment to the new QE.
-

Section D: Qualification Process

D.1 Qualification Process

The Flotilla Leadership in conjunction with the support of the FSO-MT, Boat Crew Training Coordinator (BCTC), and Mentor are responsible for guiding the candidate through the learning process. When the candidate has completed the training process, the FC, FSO-MT or BCTC shall request the services of a QE, using the QE Request Form in Appendix G, to complete the qualification process.

Each member must perform all required tasks as outlined in the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series) and to the standards required in the appropriate Auxiliary Boat Crew Qualification Guides, COMDTINST M16794.52 thru 54.

A Qualification Examiner (QE) is required for dockside oral examinations, underway check rides for Crewman, Coxswains and

D.1 Qualification Process (Continued)

PWC Operators, and completion of the Operational Excellence Program.

The sign off sessions are for the sole purpose of qualifying candidates, **not training!**

Upon completion of these tasks the QE will complete the qualification form letter and the Appendix of Completed Tasks and send to the DIRAUX with a copy to the AQEC within 5 business days. (See Appendix I) The QE should retain a copy of this completed form.

Members that fail to perform the required tasks at the prescribed level should be informed immediately and the sign off session terminated. The member's leader (FC or FSO-MT) should also be informed via the AQEC so that they may help the member get additional training.

D.2 Three Year Currency Maintenance Sessions

A QE is required for the sole purpose of renewing a certified coxswain or crew member's qualification. The FSO-MT shall complete the appropriate sections on the Third Year Currency Maintenance form in Appendix F and provide it to the member for review and submission to the QE at the time of the check ride. Once the Third Year Currency Maintenance form has been provided to the member the FC, FSO-MT or the BCTC may submit a request for a QE using the QE Request Form in Appendix G to the Area QE Coordinator who will then assign a QE to conduct a Currency Maintenance check ride.

Each member must perform all required tasks as outlined in the appropriate Enclosure found in this manual.

Upon completion of these tasks the QE will complete and forward the Currency Maintenance Form in Appendix F to the DIRAUX with a copy to the AQEC. The QE should retain a copy of this completed form.

Members that fail to perform the required tasks at the prescribed level should be informed immediately and the sign off session terminated. The member's leader (FC or FSO-MT) should also be informed via the AQEC so that they may help the member get additional training. The AQEC should also inform the OTO via the CQEC.

D.3 Other Programs

QEs are required or often asked to function as examiners for other than the Boat Crew Qualification Program. This includes the Coast Guard Auxiliary Operational Excellence Program, COMDTINST 16794.4 (series), International Search And Rescue (ISAR), local Ready For Operations (RFOs), etc. The QE will continue to apply the same

**D.3 Other Programs
(Continued)**

degree of integrity to these programs as is required by the Boat Crew Qualification Program. The QE should refer to the program instructions for the applicable criteria.

Section E: Boat Crew Qualification Sessions

E.1 General

Underway check rides will only be performed under orders.

QEs are expected to be dressed in a proper uniform and to set a good example. Candidates and all involved boat crew members will be in proper uniform.

Maintain a professional attitude at all times. Avoid inappropriate language and do not get involved in debates/arguments with other QEs, the candidates or Flotilla/Division representatives.

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

**E.2 Task
Interpretation**

The QE is to use good judgment on whether the candidate has demonstrated the desired level of expertise, taking into account that safety is paramount.

- The term “Moderate seas” are waves 1 to 4 feet.
 - The term “Strong currents” are currents that have a visible effect on the vessel and are normally found in bays, inlets, and rivers.
 - In cases where a candidate can not perform a task because of extenuating circumstances beyond their control (Ex. no locks in the area), the candidate should be able to explain how to perform the task to the QE.
-

**E.3 Session
Planning**

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

The QEIC (if required) shall:

**E.3 Session
Planning
(Continued)**

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

The QE shall:

- Manage all tasks, facilities, and members involved in a specific mission.
- Determine the number of assigned candidates, the number (if any) of walk-in candidates, the number of facilities and equipment available. Work with the Flotilla/division personnel to solve any problems encountered. While the QE Team should attempt to audit walk-in candidates if possible, their primary focus should be on the candidates who were scheduled for the mission. If time or other factors do not allow for this, tell the walk-ins early on so as not to waste their time.
- Ensure that only QEs and Candidates are present in the testing area, whether a classroom or dockside.
- Arrange for lodging when needed. All QE missions requiring an overnight stay must have approval from DIRAUX. Under **NO** circumstances will a QE accept offers of lodging or meals at a candidate's private home during a QE mission.

Before starting a check-off session the QE or QEIC shall conduct a Risk Assessment using the G.A.R. /SPE Model and discuss what he/she will do if he/she recognizes a danger to the crew or facility. The QE should always ensure that the coxswain, crew, and candidate complete a thorough briefing, including "Risk Management." If the candidate is receiving a check ride for Coxswain or PWC Operator the candidate should conduct the briefing.

The QE should be sure the coxswain and crew are fully aware of the dangers of performing tasks with an uncertified member. They

E.3 Session Planning (Continued)

should be extra observant of potential problems and not leave the total responsibility to the QE.

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

E.4 Session Kickoff

1. Introduce yourself as the QE/QEIC and explain how the session will proceed.
 2. Meet the member(s). Put the candidate at ease. Spend a few minutes to become acquainted before starting the session.
 3. Review the candidates Record of Completed Tasks; verify that all required tasks in the Qualification Guide have been signed. The QE reserves the right to examine the candidates Qualification Guide book to ensure all tasks have been completed and signed with the name and member number of the mentor(s) for each task.
 4. Determine and examine a candidate's knowledge and skills as they relate to the Auxiliary Boat Crew Program with a dockside oral exam. It is important to emphasize the positive.
 5. A pre-underway check of the facility and personal safety equipment must be done with the QE present before starting the check ride. If a facility does not have the required equipment on board (includes personal safety equipment for the crew) at the time of the check ride, the QE will cancel the check ride and another date will have to be scheduled.
 6. Stress Safety! Appropriate PPE is to be properly worn at all times while onboard a facility. QEs must always act as a Safety Officer and be on guard to prevent an accident. A major safety violation will immediately end the session. Many times coxswains will fail to take action thinking the QE is in charge. Before the check ride starts, the QE should review TCT with the crew and re-enforce his responsibility towards the safety of the facility and the personnel on them.
-

**E.4 Session Kickoff
(Continued)**

7. Make sure all radios work before leaving the dock and establish a working channel on which participants are to communicate. The controlling land station shall be informed of the channel that will be used during the evolution.
 8. QEs working together on paired vessels should discuss coordination before getting underway (i.e., which vessel will do the task first).
 9. Explain that the QE, Coxswain, or Facility Owner can abort any evolution at any time. (At the option of the QE or QEIC, they may explain the error(s) and provide the opportunity to re-perform the task.).
 10. Stress mutual communication on board.
 11. No See, No hear, No sign. Unless a QE sees a task accomplished or hears the correct answer he/she may not sign off the task. Competence, dedication, diplomacy and integrity are the QEs watchwords.
-

**E.5 Session Wrap
Up**

The QE that signs off the last task for a candidate at a given qualification level (Crew, Coxswain, PWC Operator) will then complete the qualification form letter and the Appendix of Completed Tasks. These are forwarded to the OTO with a copy to the AQEC and the CQEC within 5 working days. Copies should be kept at each level before forwarding. The member keeps the Qualification Guide with the signed tasks.

Forward all pertinent information regarding the mission to the AQEC. Insure required paperwork is submitted to the AQEC within five working days after the QE mission.

Submit to DIRAUX a copy of any travel orders and vouchers associated with the mission.

Section F: Complaints And Disputes

F.1 Complaints/ Disputes

All complaints or disputes concerning the QE process, mission, or a CQEC, AQEC or a QE must be submitted in writing to the OTO.

F.2 Failures

If a candidate fails a scheduled QE Check ride or Dockside oral exam the member should have the reason explained to them with an emphasis on corrective action required. Recommendations for areas where improvement is necessary should be given. This same information should also be given to the mentor or the unit training officer. Also, the QE should send a report of the failure to the AQEC.

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

(This page intentionally left blank)

Chapter 7. Auxiliary Surface Operations Standardization Team

A. Overview

The Auxiliary Surface Operations Stan Team was established by the Chief Director of Auxiliary to review existing practices and to solicit input from the field concerning the Auxiliary Boat Crew program. All members are nominated by the DC-O and PCX-2 and are appointed by the Chief Director.

B. Mission

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

C. Objectives

- Periodically review the Auxiliary Boat Crew Training Program including proposed changes received from the field.
 - Review Auxiliary Surface mishap reports and determine system wide interventions to reduce risk as appropriate.
 - Suggest content for the Annual Operations Workshop when required.
 - Identify the need for program enhancements (i.e. Qualification Examiner Guide, Mentoring Template, etc.) and make recommendations as appropriate.
 - Review the Operations Policy Manual, COMDTINST M16798.3 (series) as needed and make recommendations for policy changes.
 - Identify “Best Practices” from the field and promulgate to the surface community as appropriate.
 - Recommend additional training for the surface operations program as needed.
 - Review new procedures and mandates of the Coast Guard Boat Crew Program and determine if and how these apply to Auxiliary Operations.
 - Other assignments as needed.
-

D. Team Members

The Stan Team normally consist of the following members:

1. Department Chief - Operations (DC-O)
 2. Division Chief – Surface (DVC-OS)
 3. Branch Chief – Surface, Qualifications (BC-OSQ) (Chair)
 4. One operational Training Officer (OTO)
 5. COMDT (CG-3PCX) Surface Operations
 6. COMDT (G-RCB) Boat Forces
 7. Member at Large
-

Crewmember - Underway Currency Maintenance / Recertification Check Ride

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
District SOPs, Policy Manuals, and other local Instructions

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

Standards In response to the QE and as directed by the coxswain, member must answer questions on, and perform the below listed evolutions as the crewmember.

NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Completed

Performance Criteria

- _____ 1 Assisted coxswain with a pre-underway check-off.
- _____ 2 Participated in a pre-underway brief.
- _____ 3 Correctly donned a PFD and demonstrated an understanding of the use of personnel survival equipment.
- _____ 4 Efficiently and safely handled mooring lines while getting underway and secured the boat for sea.
- _____ 5 Stood an alert helm watch, with the correct responses to the coxswain's commands.
- _____ 6 Stood an alert lookout watch, correctly reporting distance and relative bearings of objects and sounds encountered.

- _____ 7 Correctly responded to and acted as a pointer in a Man Overboard drill.
- _____ 8 Correctly responded to and acted as a recovery/pickup man in a Man Overboard drill.
- _____ 9 Demonstrated the following knots:
 - a. Bowline.
 - b. Clove Hitch.
 - c. Sheet Bend.
 - d. Round Turn and Half Hitch.
- _____ 10 Demonstrated proficiency and safety while performing duties during a stern tow and a towing watch.
- _____ 11 Demonstrated proficiency and safety while performing duties during an alongside tow.
- _____ 12 Demonstrated proficiency in line handling.
- _____ 13 Demonstrated proficiency in anchoring and weighing anchor.
- _____ 14 Efficiently and safely positioned fenders and handled mooring lines while the boat moored.
- _____ 15 Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.

Accomplished **QE's signature** _____ **Date** _____

QE's signature _____ **Date** _____

Comments

Coxswain - Underway Currency Maintenance / Recertification Check Ride

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
District SOPs, Policy Manuals, and other local Instructions

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

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

NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for recertification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Completed

Performance Criteria

_____ 1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.

_____ 2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as:

- a. Wearing of jewelry
- b. Team coordination and communication
- c. Operational Risk Management

_____ 3. Ensured all crewmembers wore PFD's and had a good understanding of the requirements and use of the personnel survival equipment.

_____ 4. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.

- _____ 5. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.

- _____ 6. Assigned lookout watch (es) and verified the safety of the facility based on the reports made by lookout.

- _____ 7. Responded to a Man-Overboard drill, and safely recovered a simulated PIW. (A life ring, life-like dummy, or other floating object can be used as PIW).

- _____ 8. Demonstrated the following knots:
 - a. Bowline.
 - b. Clove Hitch.
 - c. Sheet Bend.
 - d. Round Turn and Half Hitch.

- _____ 9. Demonstrated proficiency and safety during a stern tow, including:
 - a. Making preparations for taking a vessel in tow.
 - b. Communication with crewmembers.
 - c. Towing approach and station keeping.
 - d. Proper speed and towline considered.
 - e. Safety of and communications with personnel on towed boat.

- _____ 10. Demonstrated proficiency and safety during an alongside tow.
 - a. Making preparations for taking a vessel in tow.
 - b. Communication with crewmembers.

- c. Towing approach and station keeping.
- d. Proper speed and towline considered.
- e. Safety of and communications with personnel on towed boat.

_____ 11. Correctly plotted and ran three legs of a search pattern designated by the QE.

_____ 12. Demonstrated proficiency while anchoring and weighing anchor.

_____ 13. Used appropriate navigational sound signals when needed.

_____ 14. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.

_____ 15. Efficiently and safely moored the boat.

_____ 16. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, and patrol commanders' duties).

_____ 17. Discussed and demonstrated knowledge of filling out and processing required reports.

Accomplished **QE's signature** _____ **Date** _____

QE's signature _____ **Date** _____

Comments

(Additional comments may be recorded on the back of this sheet)

NOTE- Comments should be made in detail. Tasks that were not performed to standards, require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. **Only those tasks not successfully completed must be redone during the next QE Evaluation session.** The session should be conducted in a reasonable time frame. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task should accompany the letter for Recommend for Recertification, to the Director.

(This page intentionally left blank)

PWC - Underway Currency Maintenance / Recertification Check Ride

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
District SOPs, Policy Manuals, and other local Instructions

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

Standards In response to the QE and as directed by the coxswain, member must answer questions on, and perform the below listed evolutions as the crewmember.

NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Completed

Performance Criteria

- _____ 1. Conducted a pre-underway check
- _____ 2. Conducted a pre-underway brief. Assessed physical capabilities to perform mission, discussed safety issues, team coordination and communication.
- _____ 3. Correctly donned a PFD and demonstrated an understanding of the use of personal survival equipment.
- _____ 4. Efficiently and safely handled the PWC and communicated effectively with the crew while getting underway.
- _____ 5. Demonstrated ability to remount PWC in deep water.
- _____ 6. Demonstrated ability to complete five buoy slalom course.
- _____ 7. Responded to and safely recovered a Person in the Water (PIW).
- _____ 8. Demonstrated proficiency and safety during a stern tow, including:
 - a. Making preparations for taking another PWC in tow.

- _____ 9. Safety of and communications with personnel on towed PWC.
- _____ 10. Efficiently and safely moored the PWC
- _____ 11. Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks. (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, and patrol commanders' duties)
- _____ 12. Discussed and demonstrated knowledge of filling out and processing required reports.

_____ **QE's signature**_____ **Date**_____

Accomplished

_____ **QE's signature**_____ **Date**_____

Comments

(Additional comments may be recorded on the back of this sheet)

NOTE- Comments should be made in detail. Tasks that were not performed to standards, require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. **Only those tasks not successfully completed must be redone during the next QE Evaluation session.** The session should be conducted in a reasonable time frame. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task should accompany the letter for Recommend for Recertification, to the Director.

Appendix A Glossary

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

	offered for use by the Coast Guard.
mentor	An Auxiliary member who partners with a boat crew program trainee to assist and coach the development of the trainee's knowledge and skills.
operational commander	Normally a Section, Group, Activity, or unit commander having operational responsibility and authority of Coast Guard and Coast Guard Auxiliary units within their geographic area of operations. Operational commanders can issue orders, and maintain overall guidance of operational policy over assets in their area of operations.
operational risk management	A continuous, systematic process of identifying and controlling risks in all activities according to a set of preconceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, assessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.
operations training officer (OTO)	A chief warrant officer assigned to the Director's staff to coordinate and support the boat crew training program in that district or region. Support includes serving as a trainer.
operational workshop	An Operational Workshop is published annually as a Commandant Notice to address pertinent Auxiliary operational safety topics and contain a mandatory Team Coordination Training (TCT)/Risk Management annual refresher. The workshop normally requires that all certified Auxiliary crew members, coxswains and PWC Operators attend the workshop, however the workshop Notice may require other operational members to attend. Any member attending the workshop must ensure their attendance is documented in AUXDATA.
order issuing authority	Active duty unit commanders authorized to issue operational orders. Unit commanders and directors may designate certain civil service, active duty and District level Auxiliary officers to issue orders on their behalf.
patrol	The movement of an Auxiliary operational vessel facility, on reimbursable or non-reimbursable orders, to carry out an assigned mission.
POMS	Patrol Order Management System (POMS) is the mandatory method of requesting patrol orders and receiving reimbursement for authorized activities.
PWC	Personal water craft (PWC) is a vessel less than 16 feet in length which is designed to be operated by a person or persons sitting, standing, or kneeling on, rather than within the confines of a hull, normally propelled and steered by a directional water jet apparatus.

qualification	The process of initial entry into the boat crew program, in which the member learns and demonstrates the knowledge and skills required to perform assigned missions.
qualification examiner	A certified Auxiliary, active duty, or reserve coxswain appointed by the Director to verify that trainees are able to perform qualification tasks to specified standards.
task	A certain skill or piece of knowledge required in the performance of duty as an Auxiliary boat crew member. Collectively, the complete set of tasks represents the minimum performance standard for the position.
team coordination	A set of leadership, communication and decision-making skills intended to coordinate the actions of individuals making up a team, such as a boat crew, in order to more safely and effectively carry out a mission. Often referred to as team coordination training, or TCT.
trainee	An Auxiliary member in the boat crew training program as a candidate for qualification.
type	The type of boat for which a particular qualification task applies. All Auxiliary facilities are designated "AUX." Active duty types include MLB, UTB, and "ANY" for tasks not specific to a particular boat type.
vessel facility	A boat owned by an Auxiliary member or Auxiliary unit and offered for use on patrols. It must meet certain equipment standards and be inspected annually. In some cases, boats owned by corporations may also be accepted as facilities. (See Section 1.D of the Operations Policy Manual for guidance on corporate ownership.)

(This page intentionally left blank)

Appendix B Auxiliary Surface Operations Program Concept of Operations

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

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

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

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

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

Ice Reconnaissance – Observe and report ice conditions.

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

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

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

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

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

Appendix B of COMDTINST M16794.51A

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

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

Appendix C U. S. Coast Guard Auxiliary Boat Crew Program Qualification Letter

From: _____ Date: _____
(Print QE Name)

To: Operations Training Officer, District: _____

Via: _____ Area: _____
(Print AQEC)

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

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

(QE's Signature) (Date Completed)

FIRST ENDORSEMENT

Date: _____

(Print AQEC) (Area)

To Operations Training Officer, _____

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

(AQEC's Signature)

SECOND ENDORSEMENT

Date: _____

From Operations Training Officer, _____

To: _____
(Member's Name)

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

(OTO's Signature)

Copy: Member's file

Appendix D Letter of Certification

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
Coast Guard District _____.

Street Address.
City, St. Zip Code
Staff Symbol: _____
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email:

16794
DD MMM YYYY

MEMORANDUM

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

Reply to XXX
Attn of: A Whoever

To: John Q. Member

Subj: CERTIFICATION AS CREW/COXSWAIN/PWC OPERATOR

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

1. Congratulations! Having completed all qualification requirements in accordance with reference (a), you are hereby certified to perform the duties of (___) Crew Member, (___) Coxswain, (___) PWC Operator aboard Coast Guard Auxiliary boat facilities.

2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. If at any time you are unable to perform these duties, or recommended by a physician not to perform these duties or physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.

3. This letter will start the annual and third-year currency maintenance cycle beginning 01 January _____.
(year)

#

Appendix E Qualification Examiner Appointment Letter

U.S. Department of
Homeland Security

United States
Coast Guard



Commander
Coast Guard District _____.

Street Address.
City, St. Zip Code
Staff Symbol: _____
Phone: (xxx) xxx-xxxx
Fax: (xxx) xxx-xxxx
Email:

16794
DD MMM YYYY

MEMORANDUM

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

Reply to XXX
Attn of: A Whoever

To: John (QE) Member

Subj: APPOINTMENT AS QUALIFICATION EXAMINER (QE)

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

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

2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. As a Qualification Examiner (QE) you are charged with the responsibility to professionally and accurately evaluate trainees based on their ability to safely complete the qualifying tasks required, in the manner prescribed in the appropriate qualification guide(s) without bias for any reason. If at any time you are unable to perform these duties, or recommended by a physician not to perform these duties or the physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.

3. You will be scheduled for QE missions by _____. Prior to getting underway in any Auxiliary surface facility, you must verify that the Order Issuing Authority has issued appropriate orders.

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

#

Copy: District Commodore

Appendix F Third Year Currency Maintenance

DATE: _____

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

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

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

Verification of required underway hours and Navigation Rules testing must be completed by the FSO-IS prior to requesting a Qualification Examiner. QE is to submit the completed form and appropriate enclosure to the OTO for review/approval and entry into AUXDATA.

The above named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing the currency maintenance requirements as marked below.

COXSWAIN

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	FSO-IS Signature _____
Enclosure (1) of Ref (a) _____ Month / Year	Q.E. Print Name _____	Q.E. Signature _____

CREW

Not in REYR for Underway Hours _____	FSO-IS Signature _____	
Enclosure (2) of Ref (a) _____ Month / Year	Q.E. Print Name _____	Q.E. Signature _____

PWC OPERATOR

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	FSO-IS Signature _____
Enclosure (3) of Ref (a) _____ Month / Year	Q.E. Print Name _____	Q.E. Signature _____

Reviewed / Approved _____ **OTO Signature** _____ **Date** _____ **AUXDATA** _____ **Date Entered** _____

Appendix G QE Request Form

From: _____
(FC/FSO-MT/BCTC/SO-MT)

To: _____
(Area QE Coordinator)

AQEC Phone No.: _____

Area: _____ Date: _____

I am requesting a QE for the following purpose:

Nav Rules Testing: _____	Operational Excellence: _____
Crew Oral: _____	Coxswain Oral: _____
PWC Oral: _____	Crew Underway: _____
Coxswain Underway: _____	PWC Underway: _____
Third Year Crew: _____	Third Year Coxswain: _____
Third Year PWC: _____	

The requested time and date is: _____

Alternate time and date: _____

Requesting Division/flotilla: _____ Number of candidates: _____

Please list candidate names, EMPLID Number, and Division/Flotilla below:

NAME	EMPLID NO.	DIV / FLTA

The Record of completed tasks displays mentor signatures and dates for each task.
The candidate has completed all reading assignments and exercises.
Candidates name and mentor signature and date appear on each task as required.
Candidate possesses proof of completion of special tasks (Nav-Rules, etc.)
Candidate has been trained to the standards set forth in the appropriate publication.
FSO-IS has verified that member is not in REYR for Underway Hours.

NAME OF PERSON MAKING REQUEST

DATE

Appendix H QE Application Form

NAME	
ADDRESS	
MBR NO.	
H. PH:	
W.PH:	
C. PH:	
e-mail	

DIST.:		DIV.:		FLTA.:	
---------------	--	--------------	--	---------------	--

EXPERIENCE (YEARS)					
MBR	CRW	COX	PWC	IT	W/S

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

YEAR QUALIFIED						
AUXOP	AUXCOM	AUXPAT	AUXSAR	AUXSEA	AUXNAV	AUXWEA

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

OTHER JOBS & SKILLS	
--	--

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

APPLICANT'S SIGNATURE	DATE

	REVIEWING SIGNATURES	DATE	APPROVED
DCO			YES/NO
ACQE			YES/NO
BCAB/CQE			YES/NO

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

Appendix I Qualification Examiner In Training (QE-IT) Check Off Sheet

(QEIT NAME)

(QEIT EMPLID NO.)

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

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

Dockside session: _____
DATE QE MENTOR SIGNATURE

Underway session: _____
DATE QE MENTOR SIGNATURE

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

Session #1 (Crew): _____
DATE QE SIGNATURE

Session #2 (Cox): _____
DATE QE SIGNATURE

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

Session #1 (Crew): _____
DATE QE SIGNATURE

Session #2 (Cox): _____
DATE QE SIGNATURE

Appendix I of COMDTINST M16794.51A

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

DATE

QE SIGNATURE

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

DATE

QE SIGNATURE

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

DATE

QE SIGNATURE

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

DATE

QE SIGNATURE