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Homeland Security

United States  
Coast Guard



# **Recreational Boating Safety Visitation Program Manual**

COMDTINST M16796.3C

**U.S. Coast Guard Auxiliary  
Department of Vessel Examinations & RBS Visitation Program**

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COMMANDANT INSTRUCTION M16796.3C

Subj: RECREATIONAL BOATING SAFETY VISITATION PROGRAM MANUAL

1. PURPOSE. This Manual prescribes policies and standards for the administration of the Recreational Boating Safety Visitation Program (RBSVP). It is intended for use by members of the Coast Guard Auxiliary, the United States Power Squadron, and other authorized organizations, who desire to become qualified and serve as Program Visitors.
2. ACTION. Area and District Commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure that the units and Auxiliarists under their command adhere to the provisions of this Manual. Internet release authorized.
3. DIRECTIVES AFFECTED. The previous edition of the *Auxiliary Marine Dealer Visitor Manual*, COMDTINST M16796.3B, is hereby canceled and should be recycled.
4. DISCUSSION. This Manual outlines policies and procedures necessary for effective administration of the Coast Guard Auxiliary's Recreational Boating Safety Visitation Program. The goal of this program is to establish lasting relationships between the recreational boating community and the Coast Guard Auxiliary and its boating safety partners.
5. MAJOR CHANGES. This Manual represents a revision of the previous Marine Dealer Visitor Program promulgated August 2002. The Recreational Boating Safety Visitation Program broadens the scope of the previous manual by including non-traditional marine businesses and partners into the program. Large retail stores, sporting goods stores, or stores where recreational boaters may frequent are all possible program partners. In addition, this Manual is designed to act as a study guide for potential program visitors.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this directive and have been determined to be not applicable.
7. RESPONSIBILITY. Commandant (G-OCX-2) is responsible for the content and upkeep of this Manual. Questions or concerns about this material contained in this Manual should be addressed to Commandant (G-OCX) at (202) 267-1001.

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8. FORMS/REPORTS. The forms mentioned in this Manual are listed in Appendix G and most are stocked at the Auxiliary National Supply Center. All forms are made available to any Auxiliarist through the Flotilla Staff Officer responsible for materials (FSO-MA) or secondarily, the local Director of Auxiliary. Many of the forms are also available on the World Wide Web at the following address: <http://www.uscgaux.org/~forms/forms.html>.

/s/

R. DENNIS SIROIS  
Assistant Commandant for Operations

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## Foreword

Thank you for deciding to support the Recreational Boating Safety mission by becoming a Program Visitor. After you have studied and learned the material in this text, familiarized yourself with the Vessel Safety Check manual (COMDTINST M16796.8) and completed the required “supervised” visits, you will be qualified as a Recreational Boating Safety Program Visitor (RBS-PV). This qualification enables you to participate fully in this valuable safety outreach and education program. The RBS Visitation Program provides a great opportunity to learn more about boating safety, and to become a resource for your local recreational boating community.

The goal of this program is to establish “community partners” and to visit them on a regular basis. The primary purpose of the visit is to inform the program partner of the Coast Guard’s Recreational Boating Safety program and the applicable federal, state, and local safety requirements. While doing so, the program visitor has the opportunity to clarify safety issues, promote safe boating education and the Vessel Safety Check program. Where the “community” partner is not a traditional marine business/dealership, the Program Visitor becomes a program resource and maintains a supply of safety related literature, federal and state requirement booklets, public education class schedules, and Vessel Safety Check station locations and schedules.

We firmly believe that by educating the business establishments in the recreational boating safety community, we are leveraging our contact with the recreational boater. A knowledgeable program partner literally multiples our contact with and impact on our ultimate customers, the recreational boater.

I again, offer my sincere thanks for your support of our recreational boating safety mission.

Warren McAdams.  
National Directorate Commodore for  
Recreational Boating Safety,  
U.S. Coast Guard Auxiliary

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Program Visitor Initial Qualification And Re-certification Application

Sample Program Visitor Letter of Certification

Manufacturer ID Code System (MIC) & Mailing Label System (MLS),  
ANSC 7047

RBS Visitation Activity Report, ANSC 7046

Vessel Safety Check Action Information Notification, ANSC 7045

Vessel Safety Check, ANSC 7012

Vessel Examination Activity Report, ANSC 7038

## Chapter 1

# The Recreational Boating Safety Visitation Program

### I Purpose:

The purpose of the Recreational Boating Safety Visitation Program



(RBSVP) is to promote safe boating for the recreational boating public through the aid of local businesses, offices and marine dealerships. This will include the continuing education of the general public and office, business and dealership managers (program partners) and distribution of safety/boating-related literature. Great strides toward an ultimate goal of safe and enjoyable recreational boating can be made by making safety and related boating information available wherever the general public shops, passes by or waits. The members participating in this program will be known as Program Visitors (PVs).

Statistics show there are approximately 80 million boaters in the United States. The general public is becoming the boating public whether through boat ownership, boat rental or boating as a guest. The Program Visitor must become a visible source of safety information and a resource for federal, state and local boating safety requirements, the Coast Guard Recreational Boating Safety Program and local boating safety education programs. This manual is intended to provide training and guidance for new Program Visitors and serve as a reference for those members already certified under the former MDV program. Under a Memorandum of Agreement between the United States Coast Guard Auxiliary, acting as National Director and Executive Agent of the program, and the United States Power Squadrons, the United States Power Squadrons has been authorized to act

as a provider of the Recreational Boating Safety Visitation Program.

The goal of this program is to visit every program partner each month (or at least once a quarter), to maintain open lines of communication with the US Coast Guard, the USCG Auxiliary and the United States Power Squadrons. One reason for the visit is to inform the program partner of the Coast Guard's Recreational Boating Safety (RBS) program and the applicable federal, state and local requirements. Where the program partner is not a traditional marine business/dealership, maintaining the supply of safety related literature and federal, state and local requirements is the main focus. The visits should be conducted with the clear aim of providing boating safety information and educational opportunities to the boating public. The community program partners must feel the Program Visitor is committed to promoting boating safety and is a vital link in the safe boating or boating education process. It is essential that the Program Visitors maintain frequent contact and restock the literature display racks. Irreparable damage to the program image may be done if the PV does not maintain a proactive posture.

### II Definitions:

#### Recreational Boating Safety Visitation Program

- The new name, look and expanded scope of the former Marine Dealer Visitor Program, hereinafter called the **RBSVP**. This program is a public outreach program in support of the US Coast Guard's recreational boating safety mission facilitated by the United States Coast Guard Auxiliary

United States Coast Guard – A branch of the armed forces of the United States and primary



federal agency for maritime homeland security, maritime law enforcement and maritime safety, hereinafter called the **Coast Guard**.

**United States Coast Guard Auxiliary** – The civilian volunteer arm of the Coast Guard, whose purpose is to assist the Coast Guard in any mission authorized by the Commandant. Part of this mission is to promote and encourage recreational boating safety by both public and member education and on the water support to the Coast Guard, hereinafter called the **Auxiliary**.

### Program Visitor –

Any member who has taken and passed the **RBSVP** examination and has made the required



supervised visits with a currently certified member, hereinafter called a **Program Visitor (PV)**. The Program Visitor is an ambassador of the Coast Guard and the Auxiliary. An ambassador is defined as an “authorized representative or messenger that typifies others of the same group”. This places the Program Visitor in a position of significant responsibility and influence. It is strongly recommended that the District Staff Officer (DSO-PV), Division Staff Officer (SO-PV) and Flotilla Staff Officer (FSO-PV) in the Auxiliary all be certified Program Visitors. The Program Visitor should have an extensive knowledge of the Coast Guard Recreational Boating Safety program, federal, state and local regulations, all available boating safety educational programs and literature, plus the programs available through their parent organization. Certified MDV's are grandfathered into the

RBSVP as Program Visitors and are encouraged to review this guide in its entirety.

**Program Partner** – Any community business or facility where the general public visits or waits that will allow the Program Visitor to place a literature display rack. Examples could include: marine dealers, plumbing shops, hardware stores, vessel rental agencies, vessel repair agencies, marinas,

canvas or sail makers, hospital emergency or other waiting rooms, doctor's offices, insurance agency lobbies, libraries, county boat/car license agencies, dentist's offices, bait and tackle vendors, dive and/or snorkel shops. Any chain store with sport/boat equipment departments should be included. These participating businesses or facilities are hereinafter called **Partners**.

## Summary

### Old Program Names

**Marine Dealer Visitor Program**

**Marine Dealer**

**Marine Dealer Visitor**

### New Program Names

**Recreational Boating Safety Visitation Program**

**Program Partner**

**Program Visitor**

### III RBSVP Objectives:

- Establish or enhance working relations between Partners, the Coast Guard and Program Visitors.
- Use the Partners as the contact point for making the boating public aware of federal, state and local boating safety requirements.
- Provide information regarding public boating safety education programs, Vessel Safety Checks (VSC's), and membership in the Auxiliary.



- Distribute federal, state, local and other boating safety materials approved for distribution by the RBSVP or Coast Guard. These would include: You're In Command (YIC), Waterway Watch (WW) and Maritime Domain Awareness (MDA) handouts. Discuss the boating public's involvement in each program.
- Assist in NOAA Small Craft Marina Facility updating.
- Provide the Partner with a resource person for boating safety issues.

### IV Program Partner Benefits:

There are significant benefits for the participating Partners. These benefits can be both tangible and intangible. A very powerful selling point for Partners in the commercial industry are that knowledge and the right equipment lead to safer boating. If these Partners can impress upon boaters and potential boaters that safety equipment and knowledge of how to use it is available, it could produce a significant economic advantage for them. The ability to advertise educational opportunities and information is also a major public relations advantage for those community Partners not in the marine industry. Some of the benefits to the Partner are that this program can:

- Establish a "public/boating safety center" image with the general public. The safety information that the Partner receives as well as their cooperation with the Coast Guard, Auxiliary and other programs, can impress the general public by indicating that this is a community minded Partner interested in providing the public with the best boating safety information.
- Keep the Partners up-to-date on the latest information and programs of interest. Each facility will be visited regularly so there can be follow-up action with the Program Visitors.
- Provide a point of contact with the Coast Guard through which the facility can obtain answers to technical questions or other issues such as: documentation, recall status, reference sources, etc. The Program Visitor should be ready with referral information, including the name and phone numbers of contact persons.
- Conduct Partner employee training such as: showing the Partner's service department staff how to correctly apply registration numbers; providing sales staff with training on safety

- equipment; or advising rental vendors on required safety equipment.
- Provide updated material to NOAA, for Small Craft Marina Facility Charts.

## V General Public Benefits:

In cooperation with the Partners, the Coast Guard and state agencies, the RBSVP will benefit the recreational boating public by:



- Providing a public boating safety education service on the part of the Partners.
- Making the boater aware of federal, state and local safety requirements and where to seek further information and/or other educational opportunities.
- Advising boaters of the Coast Guard and Auxiliary boating safety missions and services.
- Providing the public with a better understanding of the responsibilities of a boater or boating passenger.
- Providing the public with information on WW and MDA Programs.

## VI RBSVP Benefits:

- Educating the boating public can help save lives and property.
- Partners will provide a convenient distribution point for boating safety materials as well as a means of notifying the boating public of Coast

Guard, Auxiliary and other boating safety programs.

- The Partner's facilities may be available for use as a VSC station or public boating safety education program site.
- Partners as well as their customers/consumers can become aware of Coast Guard, Auxiliary, and other boating and environmental safety programs.
- Partners will provide a contact point for recruiting new members.
- Partners will be kept informed of changes in federal, state and local boating safety regulations and equipment requirements.
- In general, all Coast Guard and Auxiliary programs can gain by the increased exposure provided by the participation, cooperation and involvement of the Partners.
- Partners as well as their customers/consumers can become aware of the WW, and MDA Programs and how they can participate.



## VII RBS Visitation Program:

The RBSVP is a blending of Coast Guard, Auxiliary and other boating safety programs such as the "You're In Command" initiative. Bringing boating safety information to Partners and their consumers uses various aspects of the Vessel Safety Check, public education, member services, member training and marine safety programs of the Auxiliary, Further

consumer information can be obtained by using the toll-free **Coast Guard Info-line 1-800-368-5647**.

**Vessel Safety Check (VSC)** - The RBSVP, while a logical extension of the VSC program, in no way involves an examination or inspection of the Partner's premises, stock or facilities. During the visits, the Program Visitor will normally discuss a wide range of boating safety topics and should encourage the possibility of having a jointly sponsored VSC station at the Partner's premises if space allows. The Program Visitor would provide posters and pamphlets concerning VSC's with the Partner supplying the publicity.

**Public Education** - While conducting the visit, the Program Visitor can explain the Auxiliary public education programs. A sound knowledge of the various program contents, intended audience and necessary audio/visual support requirements for each of the public education programs should be fully understood by the Program Visitor. Should a Partner express an interest in sponsoring a program at their location, they should be counseled regarding the best program suited for their customers as well as any needed support requirements. The Program Visitor must be informed as to courses available from all other sources and be able to provide the Partners with contact numbers.

**Personnel or Member Services** - During the visits and at any co-sponsored event, the Program Visitor should be alert to all opportunities to inform the boating public about the advantages of Auxiliary membership. Membership pamphlets with a contact number should be included in all display materials.

**Member Training** - Training advantages of Auxiliary membership can be discussed and information regarding all boating safety programs should be provided during the visits to the Partners and during any co-sponsored events.

**Marine Safety** - Materials from federal, state and local environmental protection and marine safety agencies should be included in the literature distribution.

## **VIII Available Information:**

The Office of Boating Safety at Coast Guard Headquarters maintains a continuously updated list of Partners.

Boating Safety Consumer Fact Sheets, Boating Safety circulars, the Coast Guard Info-line number and Auxiliary recruiting information, along with state and local information on equipment and education should be made available for distribution to the Partners. Also available are numerous pamphlets and brochures from the Auxiliary National Supply Center (ANSC). Materials may also be available from other organizations and could be included. State and local regulations and environmental protection pamphlets are also available, as are the Federal Requirements & Safety Tips for Recreational Vessels.

Providing state and local information not only helps the Partners but also enhances working relationships between the Coast Guard and the state and local Law Enforcement organizations. The Program Visitor must have current knowledge of all federal, state and local programs and how they may affect a boat's needed equipment. It will reflect poorly on the RBSVP program if only federal requirements are presented and a boater receives a citation for violation of a state or local law that should have been explained. The majority of the display literature and materials will be ordered via the Flotilla Staff Officer for Materials (FSO-MA). It is important to the overall program continuity that boating safety organizations all work closely together.

## **IX Forms:**

- ANSC 7047 (CG-5093) Manufacturer ID Code and Mailing Label System - use to identify newly enrolled Partners or changes in Partner data.

- ANSC 7046 RBSVP Visit Report – use to report monthly Program Visitor activity for AUXDATA entry.
- ANSC 7029 Member Activity Log – use to report prep and travel time associated with RBSVP visits.
- ANSC 6022 RBSVP Partner Certificate – use to recognize a Partner's outstanding contributions to the RBSVP.
- ANSC 7037 - National Ocean Survey (NOS) Cooperative Chart Updating form – use in Small-Craft Marina Facility update reporting. (National Oceanic & Atmospheric Administration {NOAA} 77-5 form)
- ANSC 7030 Mission Activity Report – use to report time on ATON/CU missions.

Forms may be downloaded at:

- <http://www.uscgaux.org/~forms/forms.html>

## **X Small Craft Facility Updating:**

During visits to Marina Partners, the Program Visitor can conduct a survey for the purpose of updating the applicable Small Craft Chart.

The Program Visitor should provide a clear explanation of the Small Craft Facility Updating program and how the information will be presented to the boating public via NOS/NOAA charts, Notice to Mariners, Coast Pilots, etc. The Program Visitor should refer any technical questions the Partner may have to the nearest Coast Guard unit and cover only those subjects listed within the report forms.

The NOAA 77-5 form is used for reporting. After completion, PVs should submit the NOAA 77-5 form, via the Aids to Navigation (AN) chain, to the DSO-AN who sends it to NOAA.

Pertinent information that would assist a small-craft operator should be listed in the comment section of the form. Such information could include:

- A general description of the area where the facility is located
- Facility description, hours of operation, available on-site and nearby services
- Directions to the facility, including both land and water access navigation instructions

Attachments such as chart sections, facility brochures, photographs or sketches can provide additional information to the agency responsible for the chart modification. Care should be taken to ensure legibility in completing the form and that all copies are readable and clear. Most questions can be answered with a yes or no.

For complete instruction and assistance in completing the appropriate forms, the PV should work closely with the appropriate leadership positions within their organization. While it is not mandatory for the Program Visitor to be qualified as an ATON Verifier, the training for this qualification would better equip the Program Visitor for this valuable activity.

PV's should follow the objectives and format found in the Auxiliary *National ATON/CU Study Guide, 2003*, on-line at:

[http://www.cgaux.info/G\\_cex/publications/auxmanuals/ATON2003StudyGuide](http://www.cgaux.info/G_cex/publications/auxmanuals/ATON2003StudyGuide)

Section VI of the study guide covers Small Craft Facility Updating; Section XI (pg. 88) covers Coast Pilot Updating; and section XII (pg. 94) covers ATON/CU Reports and Publications.

Notes on Chapter 1:

## Chapter 2

### Planning and Scheduling

#### I Identification of Partners:

There are an estimated 33,000 Partners in the United States who currently receive safety and/or technical information from the Coast Guard and/or Auxiliary.

With an ongoing program, it is easy to arrange coverage of previous year's Partners, add any new Partners and delete those that no longer exist. The Commandant (G-OPB-3) will supply a copy of the current Partners Mailing List, sorted by zip code, for each Coast Guard district twice a year,



normally in January and July. These lists should be available to all Program Visitors. The list is compiled from the

reports generated by the RBSVP but may be incomplete. Also, flotillas and/or squadrons are not geographically situated by zip code. The best method of finding Partners is to simply cover the local area or area of responsibility (AOR) of the Program Visitor. This provides a base for the RBSVP. The telephone directory Yellow Pages can be a useful tool.

#### II Visits to Partners:

**Timing of Visits** – The ideal time to initiate contact with Partners will vary from area to area

depending upon the length of the local boating season. A good practice is to make initial contact just prior to the beginning of the season, but not so late as to interfere with their busy period in those parts of the country with seasonal boating. Familiarity with an area and preliminary contacts with the Partner will pave the way to a successful RBSVP. The Partners should be visited as often as necessary to keep an ample supply of handouts and current information available in the literature display racks for the boating public. This may mean a visit every two weeks or monthly, but **not less than quarterly**. An empty literature display rack sitting on a counter will soon be discarded. The Program Visitor can best determine the appropriate visit and timing schedule and should plan their visits accordingly.

**Area Coverage** – Every Partner in a given area should have the same opportunity to participate in the RBSVP. Most are proud of their involvement and genuinely feel that their business is helped by identification with safe boating programs. On the other hand, experience has shown that often there are not sufficient numbers of Program Visitors to provide complete coverage in a given area. To improve overall acceptance of the RBSVP, District Commodores (DCO's) should direct Division Captains (DCP's) ensure that their SO-PV oversees and coordinates this important program wherever possible. Also, the SO-PV will ensure that all geographic areas of the division are properly represented. In those divisions where SO-PVs are not available, the FSO-PVs will assume these tasks.

**Partner Coverage** – In many Districts, the Auxiliary FSO-PV “assigns” Partners to a Program Visitor who will be responsible for them. This Program Visitor assures that during their absence, another Program Visitor will be available to assist their assigned Partner. It is strongly suggested all units follow this practice. When new Program Visitors are certified, they are expected to sign-up new Partners and be responsible for them. The new Program Visitor must **not** expect to visit only established Partners. In order for the RBSVP to grow, all Program Visitors must seek out new Partners. Duplications may occur and do no harm as long as they are coordinated and the visits do not become a nuisance. The SO-PV should maintain a listing of all Partners in their AOR and regularly update the list and visits made. The basis for this list can be the Coast Guard Headquarters list that is available for updating twice a year.

In a situation where all potential Partners are not being contacted, the SO-PV should check and see if any of the Program Visitors can shift his or her efforts. In areas where two flotillas overlap, both units can use the same Partner(s) for VSC stations, Public Education Program announcements, etc.

### **III Local Coordination:**

The Program Visitor must make full use of the opportunity to promote activities such as Public Education programs and VSC events. They must also understand the capabilities of the members in terms of participation in Partner’s activities. In turn, the Program Visitor must keep their local membership informed of any commitments being made with the Partner so the organization can schedule its activities accordingly. Flotilla Commanders (FC’s) are responsible for the coordination of local activities.

The FSO-PV must evaluate the impact of the program upon the local area. They must also be attentive to possible over-commitment and be

ready to seek assistance from other flotillas if the situation dictates. Such requests for assistance

should normally be coordinated at the division



level. The FC is responsible to ensure program resources are made available to the Program Visitor at the proper times. This will necessitate scheduling of VSC and public education program activities far enough in advance to make the information available to the Partner’s customers. A RBSVP report should be included in flotilla, division and district meetings/newsletters, along with other staff and committee reports. The FC should work closely with the leaders in other flotillas in this coordination effort.

Good local cooperation between Auxiliary resources and other providers is essential for a coordinated RBSVP effort. It is anticipated this cooperation will begin with the training and certification by certified Auxiliary Program Visitors, as the program is introduced into the various Power Squadrons. As the RBSVP structure develops and officers or program liaisons are selected, coordination will flow more smoothly.

### **IV Member Participation:**

**Auxiliary Staff Structure** - The RBSVP falls under the direction of the national Vessel Examination Department. In most districts, the DSO-PV will assume charge of the program in terms of promotion and augmentation. All divisions should appoint an SO-PV to promote and manage this important program, allowing a smooth flow of information from the DSO-PV to the local flotilla’s FSO-PV via the SO-PV. In divisions not utilizing SO-PVs, the FSO-PV will liaison directly with the DSO-PV or their Assistants (ADSO-PV).



**Auxiliary Staff Responsibilities** – The DSO-PV is responsible for advising other staff officers of expected levels of activity resulting from this program and opportunities available for other department participation. The DSO-PV will also participate in the RBS Directorate on the district level, if required and will respond to the national Division Chief for RBSVP (DVC-VP) and/or the District Directorate Officer (DDO-RBS) when necessary or requested.

The SO-PV is responsible for the division coordination of flotilla programs and the coordination between organizations. The SO-PV will periodically receive information and material from the DSO-PV (or ADSO-PV) and must disseminate such to their FSO-PVs in a timely manner. The SO-PV also works with the SO-MA, FSO-MA's, SO-AN and FSO-AN to ensure the Program Visitors receive the necessary materials for their visits. Normal distribution channels (i.e. the FSO-MA) will accomplish the actual procurement and distribution of these materials. The SO-PV may also need to coordinate material supply with the Point of Contact (POC) for other programs such as WW, MDA, OBS and YIC.

The FSO-PV is directly responsible for the flotilla RBSVP and reports directly to the FC and SO-PV. They must keep their Program Visitors supplied with the needed literature for distribution and inform them of new materials or changes in the program. They are also responsible for the proper reporting of new Partner participants, number of Partner visits made and any flotilla participation in a Partner event.

Program Visitors will follow the appropriate chain of communication within the Auxiliary RBSVP. The ANSC-7046 must be submitted following the monthly visits for tracking purposes. The CG-5093 form, for newly enrolled Partners, or Partner data changes, must also be submitted through the proper chain.

## V Selection of Program Visitors:

To prevent conflict of interest, members in the following categories may have some restrictions on becoming a Program Visitor.

- The owner of a Partner facility may not become a Program Visitor.
- A member currently employed in the marine industry as an employee of a marina or retail outlet, or as a marine surveyor may become a Program Visitor but should not service their employer's facility.



- Marine Law Enforcement officers who are members of the Auxiliary and were previously prohibited from this program activity, may now be certified as a Program Visitor. When acting as a Program Visitor, they must comply with this manual by wearing the Auxiliary uniform. When acting as a Program Visitor, they must not exercise any law enforcement authority relating to vessel carriage requirements or other vessel safety check items.

## VI Visitor Qualifications:

**Knowledge** – The Program Visitor should be an experienced member with a well-rounded knowledge of the Coast Guard RBS program, federal, state and local programs and regulations and be truly interested in fulfilling the objectives of the RBSVP. They should also be well versed on their parent organization and the programs and benefits of membership. The ideal Program Visitor has time to make contacts during normal business hours.

**Initial Qualifications** – In order to become a Program Visitor, a member in good standing must be basically qualified (BQ) and familiar with the VSC Program and this guide. Completion of this requirement will give the member the background to communicate knowledgeably with Partners and the boating public. Those members presently certified as Marine Dealer Visitors will be grandfathered in as Program Visitors.

## VII Visitor Requirements:

**Certification Requirements** - To qualify as a Program Visitor, members must take and pass the current RBSVP Qualification Examination. This examination is an open book exam with a three-hour time limit and a passing score of 90% or greater. Candidates may also take the exam on-line via the Auxiliary On-Line Testing Services at <http://cgexams.info/testing/>.

In addition, the candidate must perform at least two (2) successful visits under the supervision of a certified Program Visitor. This Program Visitor determines whether or not the candidate has an understanding of the program and provides specific instructional feedback to the qualifying member to assist him/her in gaining certification. During the qualifying process, only the certified Program Visitor will receive credit for the visits performed. Following certification as a Program Visitor, four (4) annual visits must be made.

### **Letter of Certification** –

Auxiliary Members who complete the required qualifications will be given a Letter of Certification from the Director of Auxiliary. This letter must be received by the member prior to making any visits and should be carried on all visits for identification. The Letter of Certification remains valid until:

- the member fails to complete re-certification.
- the member is disenrolled from the program.
- The District Director rescinds it for cause.

**Annual Certification Procedures** - To remain certified, Program Visitors must complete four (4) RBSVP visits each calendar year.

**Re-certification Procedures** - If a Program Visitor fails to perform the annual certification procedures during a year, they must complete two (2) satisfactory visits under the supervision of a certified Program Visitor. The certified Program Visitor receives the credit for the re-certifying visits. After completing the re-certifying visits, the Program Visitor must then complete an additional four (4) more visits to meet the requirements for that year. If more than five (5) years has elapsed since loss of certification, the member must re-qualify the same as a new Program Visitor.

**Conduct** – The Program Visitor is an ambassador for the Auxiliary to the Partners and their customers. As such, the Program Visitor must present a good personal image and wear the uniform correctly. Applicants for this program must be those who will portray a good Coast Guard Auxiliary image with knowledge, good will and diplomacy. They must approach the Partner in a business-like manner, ever conscious of the fact that the Partner's main consideration may be conducting business, meeting customer demands, and making a living.

## VIII Participation Requirements:

**Visits** – To properly participate in the RBSVP, Program Visitors are required to actively visit their area Partner's facilities in person. The actual number and frequency of visits recommended will vary with location and the density of the boating population and the actual boating season, however, quarterly visits are the **minimum**. Consideration of the Partner's needs and the customer traffic may indicate the number of visits required.

**Workshops** – Mandatory workshops are not presently required. However, should new

information needs to be disseminated to the members, the national and district or division leadership may determine the need for a workshop and require that the Program Visitors within their Area of Responsibility (AOR) attend. Failure to attend would not disqualify the individual member as long as that individual member acquires the necessary written information provided for updating their knowledge.

### **IX Assignment to Duty:**

To qualify for assignment to duty, a Program Visitor must have received a Letter of Certification and have scheduled their activities with a flotilla elected officer or the FSO-PV. Assignment to duty recognizes that the Program Visitor is acting in an official capacity while performing official duties as set forth in this manual. Auxiliary members are referred to the *Auxiliary Manual* (COMDTINST 16790.1 [series]) for information on orders and benefits.

### **Notes on Chapter 2:**

## Chapter 3

### Procedures, Logistics and Reports

#### I Uniforms:

Program Visitors should always be in uniform during official visits. Auxiliarists serving as PV's shall wear either the Service Dress Blue or Tropical Blue Uniform (as appropriate for climate and geographic location) for their first visit. Uniforms are encouraged for subsequent visits, although civilian clothes are allowed. Auxiliarists who wear the Auxiliary Uniform will be held to higher grooming and appearance standards than those who wear the Auxiliary Blue Blazer outfit. The Auxiliary Blue Blazer outfit is optional apparel and is authorized. Wearing the uniform promotes the professionalism of the member in the eyes of the Partners and the general public. Also, the Program Visitor is on official assignment to duty and should be properly attired. Wearing of specialty uniforms is not allowed at this time (i.e., Vessel Examiner shirts). Uniform descriptions may be found in Chapter 10 of the Auxiliary Manual (COMDTINST M16790.1 [series])

#### II Procedures:

The Program Visitor should ask to see the person in charge (owner, manager or supervisor) and introduce them self as a Program Visitor for the RBSVP. The PV should explain the program in detail and ask if they would be interested in partnering with the Coast Guard and Auxiliary in this valuable public service program

##### **Purpose of Visit –**

- Acquaint the Partner with the Coast Guard, the Recreational Boating Safety program and the Auxiliary.
- Point out the value of promoting the Coast Guard Recreational Boating Safety program.

- Place the Partner on the distribution list of Coast Guard boating information if so desired and not already on the list.
- Obtain the Partner's permission to display a variety of boating safety literature.
- Participate in the Small Craft Facility Updating Program.
- Promote the You're In Command (YIC) initiative, Waterway Watch (WW) Program and the Maritime Domain Awareness (MDA) Program, and discuss the boating public's involvement in each program.

**Distribution** – Set up or re-fill the literature racks with boating safety literature, public boating safety education information and federal, state and/or local regulation materials. Advise the Partner how to contact a Program Visitor for information or with questions.

**Checklist** – Program Visitors should have the following materials:

- Recreational Boating Safety Visitation Program descriptive material
- Public Education program schedules and VSC station schedules
- Posters
- Program Visitor Certification Letter

- An ample and varied supply of display materials
- Partner Identification Coding Sheet – CG 5093 (ANSC-#7047)
- RBSVP Activity Report sheets – ANSC 7046.
- Program Visitor and Vessel Examiner names and telephone numbers or member business cards (for further contact)

### III Display Materials:

The Program Visitor should have for distribution:



- You're In Command Boating safety pamphlets
- Any current Coast Guard Boating Safety Circulars
- Literature display rack – ANSC #9018
- Necessary RBSVP forms
- State and local handouts available from the individual agencies
- Local public boating safety education schedules including state or local courses
- VSC station schedules and/or posters
- Other applicable district or locally printed boating safety material
- Federal Requirements for Recreational Boaters (state and local handouts can usually be obtained at no cost from local sources.)

### IV Additional Materials:

- Toll-free number-
  1. U.S. Coast Guard Info-line – **1-800-368-5647**
  2. Boat/US Foundation Course Line – **1-800-336-BOAT** or in Virginia **1-800-245-BOAT**
  3. State toll-free numbers if available
- Local Notice to Mariners
- Charts or representations of local boating areas
- WW, MDA, and YIC literature

**RBSVP Displays** – Suggested items for display at Partner's facilities include:

- Literature/pamphlet display rack with YIC boating safety information pamphlets
- Notice of VSC sites with dates and telephone numbers to call for more information
- Notice of PE programs and other boating safety classes with convening dates/times and telephone numbers to call for enrollment
- YIC, WW, and MDA materials

By following the above procedures and providing the listed materials, we provide the Partner with a reference library of information regarding boating safety, the Coast Guard and Auxiliary programs. Educating our Partners enables them to provide boating safety messages to their customers.

Always ensure that an ample supply of boating safety and related literature is left with the Partner at each visit. Literature racks should have several copies of all appropriate brochures for the area and type of facility. Leave a contact phone number on the display rack or with the Partner's staff.

Partners can then assist the Program Visitor by notifying him/her when a literature rack needs restocking. Ask the responsible party at the facility to notify you when/if any of the materials need restocking before the next scheduled visit.

**Advertising** – Being designated a Partner does not mean the Coast Guard or the Auxiliary endorses or approves products or services sold or provided by that facility. Partners must be advised that implying or stating such in any form of public advertising is not appropriate.

## V Reports:

**Partner Identification Coding Sheet** – The Manufacturer ID Code (MIC) System and Mailing Label System (MLS) Coding Sheet CG 5093 (ANSC-7047) is the report used to update the Coast Guard RBSVP list. Keeping this list up-to-date and accurate is a key function of this program. Data from this list is used to notify dealers of safety defects and other important boating safety matters. The list is also used to provide a mailing list for the Boating Safety Circular (BSC) published by Coast Guard Headquarters. The back of the form lists the category numbers appropriate for each Partner. Each Program Visitor should also complete a CG 5093 (ANSC-7047) for themselves to ensure they get Coast Guard Headquarters mailings.

This form is completed during the original contact only or to report a **change** in the basic data for a Partner. **Do not submit this form every year.** Submit this completed form to the DSO-PV via the Program Visitor chain. The DSO-PV will forward the form to headquarters: Commandant G-OPB-3

**Activity Report - RBS Visitation** - Form ANSC 7046 is the only one needed for reporting follow-

up visits when no change of basic data is to be reported. This report form will be used to enter RBSVP performance into AUXDATA, via the SO-IS as well as being a management tool for RBSVP staff officers. Complete and submit this form for each visit, whether original or repeat. Some districts may use an additional reporting form and may also establish their own routing, as long as the SO-PV and SO-IS are informed of each visit.

**Performance Level** – The DSO-PV shall report on RBSVP performance to the DCO and VCO and DDO-RBS as well as the DVC-VP as often as designated or requested. The DSO-PV (and ADSO-PVs) will assist each division SO-PV to evaluate program performance and to correct any lack thereof with the local Program Visitors where possible. If there are no SO-PVs, the FSO-PV will assume this role.

All efforts should be made to bring about the expected performance results with the Auxiliary and other providers working closely together.

## VI Certificate of Appreciation:

**Eligibility** – A Certificate of Appreciation has been designed to recognize those Partners who have made an outstanding contribution to the RBS Visitation Program. It is the responsibility of the individual Program Visitor to educate the Partners about the Coast Guard and Auxiliary programs. Awarding the certificate could be the catalyst to motivate active participation by the Partner. Although the Program Visitor recommends partners for this certificate, it is left to the judgment of the FC as to who should receive this certificate among the public Partners in his or her area.

**Availability** – The Certificate of Appreciation (ANSC-6022) may be ordered through any FSO-MA or requested from the SO-PV or FC.

**Presentation** – The FC will prepare and present the Certificate of Appreciation. They may invite a

representative from the Partner organization to a member meeting or official function for presentation of the Certificate. The FSO-PA should follow-up the presentation with a local news item and/or photo, which provides good public relations for both the Partner and the organization. The local Coast Guard command and the Program Visitor responsible for that

Partner should be invited to participate in the presentation.

### **Notes on Chapter 3:**

## Chapter 4

### Student Study Guide

#### I Introduction:

The purpose of this study guide is to foster a better understanding of the procedures to follow and the knowledge necessary to properly conduct a RBSVP visit. This will be accomplished through:

- Careful Study of the referenced sections of this Guide.
- Careful Study of the referenced sections of the *VSC Manual*, (COMDTINST M16796.8 (series))
- Careful Study of the pertinent sections of the *Auxiliary Manual*, (COMDTINST M16790.1F [series]).
- Answering each question after a study of the referenced text, but without referring to the text.
- Checking all answers against those given in this study guide.
- Writing answers in this study Guide or on separate paper. The student should retain the study guide section, questions and answers for ready reference.

#### Lesson One-General Information

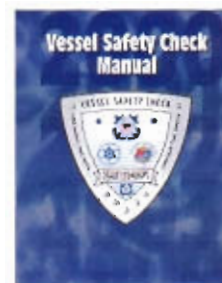
**Objectives** – At the completion of this assignment, the student should be able to:

- Identify six objectives of the Recreational Boating Safety Visitation Program.
- Describe ways the RBSVP benefits Partners, the general public, the Coast Guard and the Auxiliary.

- List other Auxiliary programs encompassed by the RBSVP.

**Activities** – Students study Chapter 1 of this Guide then answer questions a through g:

- a. State six objectives of the RBSVP.
- b. State two significant participation benefits for the Partner from the RBSVP.
- c. State two significant participation benefits for the recreational boating public from the RBSVP.
- d. State three participation advantages of the RBSVP for the Coast Guard and the Auxiliary.
- e. Describe how the RBSVP interfaces with the Auxiliary's Public Education program.
- f. Describe how the RBSVP interfaces with the Vessel Safety Check program.
- g. Describe how the RBSVP interfaces with the Auxiliary membership program.



#### Lesson Two-VSC Knowledge

**Introduction** – The Program Visitor is often asked questions posed by both the Partner and the recreational boater regarding safety requirements. The Program Visitor should have a thorough



knowledge of the requirements needed to qualify for a Vessel Safety Check decal.

**Objectives** – At the completion of this assignment, the student should be able to:

- Answer questions regarding numbering and documentation of vessels.
- Answer questions regarding Coast Guard approval of various vessel safety related items.
- Answer questions regarding Coast Guard required safety items.

**Activities** – Students study the *Vessel Safety Check Manual*, (COMDTINST M16796.8 [series]) and then answer questions a through p:

- a. Are all undocumented vessels required to have registration numbers?
- b. Must boat numbers be painted or permanently attached to each side of the forward half of the hull?
- c. A boat under 16 feet is not required to have installed navigation lights to be in compliance with the federal regulations. What advice should be given to the boat owner by the VE?
- d. State the VSC requirements regarding sound producing devices.
- e. What determines if a bell is required?
- f. State the requirements for carrying Life Jackets (PFDs) on recreational boats.
- g. What are the general classifications of Life Jackets?
- h. For the purpose of meeting the VSC requirements, which boats must carry fire extinguishers?
  - i. During a Vessel Safety Check, the boat owner takes a fire extinguisher from a drawer and hands it to you to check. Does this fire extinguisher fulfill the fire extinguisher requirements for the VSC?
  - j. If state law prohibits percussion-cap visual distress signals or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the VE recommend?
  - k. Which types and sizes of vessels must carry visual distress signals to meet the requirements for the VSC?
  - l. For the purpose of the VSC, which boats have ventilation requirements?
  - m. Is a Coast Guard approved backfire flame arrester required where "open boat" ventilation conditions exist?
  - n. Under what circumstances would the Coast Guard consider a fuel tank to be portable?
  - o. Are all boats required to carry an anchor and anchor line to meet VSC requirements?
  - p. State safety equipment requirements are incorporated into the requirements for the VSC. If a boat is registered in Florida and is being examined in Arizona, it must meet the state safety equipment requirements of which state?

### Lesson Three-Other Information

**Introduction** – The Program Visitor represents the Coast Guard and the Auxiliary to the general public. It is important for them to present themselves properly when making visits to Partners. Also, the Program Visitor must be aware of current programs and membership requirements of their parent organization.

**Objectives** – At the completion of this assignment, the student should be able to:

- Answer questions regarding the purpose and programs of the Auxiliary.
- Answer questions regarding membership requirements and uniforms of the Auxiliary.



**Activities** – Students study appropriate chapters of the *Auxiliary Manual*, (COMDTINST M16790.1 [series]), and the *RBSVP Best Practices Guide* and then answer questions a through i:

- a. State the primary mission of the Auxiliary.
- b. List three purposes of the Vessel Safety Check program.
- c. Discuss the Auxiliary Public Education programs.
- d. Briefly discuss the Auxiliary Operations program.
- e. List at least three other Auxiliary programs.
- f. State the basic eligibility/membership requirements for entrance into the Auxiliary.
- g. Name the different types of Auxiliary membership.
- h. State three privileges of Auxiliary membership.
- i. State the proper uniforms to wear when conducting Partner visits.

## Lesson Four - Administration

**Objectives** – At the completion of this assignment, the student should be able to:

- Describe the coordination method employed by the RBSVP program.
- State the basic requirements for certification as a Program Visitor.
- List the forms to be completed as part of the Partner visit.

**Activities** – Students study Chapters 2 and 3 of the *RBSVP Best Practices Guide* then answer questions a through i:

- a. State the definition of a RBSVP Partner.
- b. When is the ideal time to make an initial visit?
- c. Who has the responsibility for coordination of the local RBSVP?
- d. How is the RBSVP support staff structured at the Auxiliary district and division levels?
- e.
- f. What restrictions limit a member's appointment as a Program Visitor?
- g. What materials are available to the Program Visitor for distribution during a Partner visit?
- h. What are some of the purposes of the Identification Coding Sheet CG-5093 (ANSC 7047)?
- i. What is the purpose of the Activity Report-RBS Visitation form (ANSC 7046)?
- j. How does a Program Visitor obtain the materials for distribution to the Partners?

Notes on Chapter 4:

## Chapter 5

## Answers to Student Study Guide Questions

## Lesson One-General Information

Original questions are in bold type for clarity. References are underlined.

- a. State three objectives of the RBSVP.**
- Establish or enhance working relations between Partners, the Coast Guard and the Program Visitors.
  - Use Partners as the contact point for making the boating public aware of federal, state and local boating safety requirements.
  - Provide information regarding public boating safety education programs, Vessel Safety Checks and membership in the Auxiliary.
  - Distribute federal, state, local and other boating safety materials approved for distribution by the RBSVP or Coast Guard. These would include: You're In Command (YIC), Waterway Watch (WW) and Maritime Domain Awareness (MDA) handouts. Discuss the boating public's involvement in each program.
  - Assist in NOAA Small Craft Marina Facility updating.
  - Provide the Partner with a resource person for boating safety issues.
  - RBSVP Best Practices Guide Chapter 1
- b. State two significant participation benefits for the Partner from the RBSVP.**
- Establish a "boating safety" image with the public
- c. State two significant participation benefits for the recreational boating public from the RBSVP.**
- Keep Partners up-to-date on the latest information and programs of interest.
  - Provide closer contact with the Coast Guard for answers to questions that may arise.
  - Conduct Partner employee training.
  - RBSVP Best Practices Guide Chapter 1
- d. State three participation advantages of the RBSVP for the Coast Guard and Auxiliary.**
- Better public boating safety education service on the part of the Partner
  - Boater awareness of federal, state and local safety requirements.
  - Awareness of missions and services of the Auxiliary.
  - Better understating of boat owners and operators responsibilities.
  - RBSVP Best Practices Guide Chapter 1
- e. State three participation advantages of the RBSVP for the boating public.**
- Educating the boating public can save lives and property.
  - Partners provide a convenient distribution point for boating safety materials as well as serving as a means of notifying the

boating public of Coast Guard and Auxiliary programs.

- Partner's facilities may be available for use for a Public Education program.
- Partner's facilities may be available for use as a Vessel Safety Check station.
- Partners and their customers can become aware of Coast Guard and Auxiliary programs.
- Partners can provide a contact point for recruiting new members.
- Partners will be kept informed of changes to federal and state equipment requirements.
- All Coast Guard and Auxiliary programs can gain from the increased exposure and opportunities provided by Partner cooperation.
- RBSVP Best Practices Guide Chapter 1

**e. Describe how the RBSVP interfaces with the Auxiliary Public Education programs.**

- The Partner learns about the Auxiliary Public Education programs.
- The Program Visitors supply information about Public Education programs in the area and invite Partners to sponsor a course at their location if feasible.
- RBSVP Best Practices Guide Chapter 1

**f. Describe how the RBSVP interfaces with the Vessel Safety Check program.**

- The Program Visitor can recommend that the Partner stock Coast Guard approved equipment.

- The Partner will become aware of the requirements for the Vessel Safety Check decal.
- The Partner can be encouraged to make use of their facilities for a VSC station and to distribute safety related pamphlets to the boating public.
- RBSVP Best Practices Guide Chapter 1

**g. Describe how the RBSVP interfaces with the Auxiliary membership programs.**

- The Partner is made aware of the training advantages of Auxiliary membership.
- With the Partners approval, membership information can be made available for distribution to the boating public.
- A relationship can be established between the Partner and the local Auxiliary membership officer.
- RBSVP Best Practices Guide Chapter 1

**Lesson Two-VSC Knowledge**

**a. Are all undocumented vessels required to have registration numbers?**

- No
- VSC Manual Chapter 3, #2

**b. Must boat numbers be painted or permanently attached to each side of the forward half of the hull?**

- Yes
- VSC Manual Chapter 3, #1

- c. **A boat under 16 feet is not required to have installed navigation lights to be in compliance with the federal regulations. What advice should be given to the boat owner by the VE?**
- If the vessel is in a situation requiring navigation lights, the operator is required by law to see that proper lights are displayed for the waters where the boat is operating.
  - VSC Manual Chapter 3, #9
- d. **State the VSC requirements regarding sound producing devices.**
- Navigation Rules require sound producing devices on all boats.
  - The type of devices required depends upon boat length.
  - VSC Manual Chapter 3, #8.
- e. **What determines if a bell is required?**
- The length of the boat
  - VSC Manual Chapter 3, #8
- f. **State the requirements for carrying Life Jackets (PFDs) on recreational boats.**
- Recreational boats must carry one wearable Coast Guard approved Life Jacket for each person aboard.
  - Boats 16 feet and over must also carry one throwable PFD.
  - Exceptions – life jackets are not required for racing shells, rowing sculls or racing kayaks while involved in authorized racing.
- A Type V Life Jacket must be used according to the label to be accepted.
  - VSC Manual Chapter 3, #3
- g. **What are the general classifications of Life Jackets?**
- Life Jackets/PFDs are classified as Type I, II, III, IV and V.
  - They differ in the amount of buoyancy they contain and the purpose for which they are designed.
  - VSC Manual Chapter 3, #3
- h. **For the purpose of meeting the VSC requirements, which boats must carry fire extinguishers?**
- All boats must carry fire extinguishers except boats under 26 feet with outboard motors and portable fuel tanks, and as long as boat construction will not permit entrapment of explosive or flammable gases or vapor.
  - VSC Manual Chapter 3, #5
- i. **During a Vessel Safety Check, the boat owner takes a fire extinguisher from a drawer and hands it to you to check. Does this fire Extinguisher fulfill the fire extinguisher requirements for the VSC?**
- Yes, as long as the fire extinguisher meets the requirements for Coast Guard approval, type, current date of inspection (when required) and serviceable condition.
  - VSC Manual Chapter 3, #5

- j. **If state law prohibits percussion-cap visual distress signals or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the VE recommend?**
- There are distress flags (for day use) and Coast Guard approved auto distress lights (for night use) available.
  - VSC Manual Chapter 3, #4
- k. **Which types and sizes of vessels must carry visual distress signals to meet the requirements for the VSC?**
- All vessels used on coastal waters, the Great Lakes, territorial seas, and those waters connected directly to them, up to a point where a body of water is less than two miles wide, must be equipped with U.S.C.G. Approved visual distress signals. Vessels owned in the United States operating on the high seas must be equipped with U.S.C.G. Approved visual distress signals.
  - These vessels are not required to carry day signals but must carry night signals when operating from sunset to sunrise:
    - Recreational boats less than 16 feet in length
    - Manually propelled boats
    - Boats participating in organized events such as races, regattas or marine parades
    - Open sailboats less than 26 feet in length not equipped with propulsion machinery
  - Federal Requirements & Safety Tips for Recreational Boats – Pamphlet USCG Office of Boating Safety 02/03, page 14
- l. **For the purpose of the VSC, which boats have ventilation requirements?**
- All boats that use gasoline for electrical generation, mechanical power or propulsion are required to be equipped with a ventilation system.
  - Exceptions are open boats as described in the VSC Manual.
  - VSC Manual Chapter 3, #6
- m. **Is a Coast Guard approved backfire flame arrester required where “open boat” ventilation conditions exist?**
- Every boat with a gasoline engine installed after 25APR40 must be equipped with an acceptable means of backfire flame control.
  - Boats with outboard motors are exempt.
  - VSC Manual Chapter 3, #6
- n. **Under what circumstances would the Coast Guard consider a fuel tank to be portable?**
- There are no Federal regulations that define portable fuel tanks.
  - The Coast Guard regards a portable tank as one that can be removed and replaced when full, by the people on the boat.
  - VSC Manual Chapter 3, #5
- o. **Are all boats required to carry an anchor and anchor line to meet VSC requirements?**
- No
  - VSC Manual Chapter 4, #4

p. State safety equipment requirements are incorporated into the requirements for the Vessel Safety Check. If a boat is registered in Florida and is being examined in Arizona, it must meet the state safety equipment requirements of which state?

- Arizona
- VSC Manual Chapter 3, #14

### Lesson Three-Other Information

a. State the primary missions of the Auxiliary .

- The primary mission of the Auxiliary is to attract, recruit, develop, train, nurture and retrain Auxiliarists for assignment to duty.
- Auxiliary Manual M16790.1 (series) - Chapter 2.A.2

b. List three purposes of the Vessel Safety Check program. (Any three of the following)

- Conduct a one-on-one education session with recreational boaters.
- Foster wider compliance with boating laws and safe boating practices.
- Determine if the boat owner is in compliance with the requirements of federal and state laws and to so advise the owner.
- Supply information to the boat owner about Auxiliary and other boating safety programs.
- Supply information and literature on the general subject of boating safety.
- VSC Manual Chapter 1

c. Discuss the Auxiliary Public Education programs.

- Present basic principles of piloting, seamanship and boating safety.
- Explain laws and regulations pertaining to the operation of recreational boats.
- Promote the safe operation of recreational boats through education of the general boating public.
- Cooperate with state and other government authorities on boating safety education programs.
- Auxiliary Manual M16790.1 (series) – Chapter 2.B.12.d

d. Briefly discuss the Auxiliary Operations Program

- Qualified Auxiliarists and their facilities that are authorized assignment to duty to support all Coast Guard operational units. Auxiliarists must be qualified in accordance with current Coast Guard manual and directive provisions and must serve under the Coast Guard active duty unit commander's direction.
- Auxiliary Manual M16790.1 (series) – Chapter 2.B.9.

e. List at least three other Auxiliary programs (any three of the following).

- The Academy Introduction Mission (Project AIM) and the Recruitment Assistance Program (Project RAP)
- National Safe Boating Week and boat show participation



- Bridge Administration and Aids to Navigation
- Administrative Support to the Coast Guard and Public Affairs Support
- Civil Air Patrol Support and Air Force Auxiliary
- Contingency Preparedness and Auxiliary State Liaison programs
- Licensing of Merchant Mariners and Port Safety and Security
- PAtON verification and Chart Updating
- Commercial Fishing Vessel and Uninspected Passenger Vessel Exams
- Marine Environmental Education and Protection Programs
- Surface and air patrol/support and search and rescue
- Emergency communications (Hurricane Net, NavMARS, etc.)
- Trident Program
- Public Education



- Coast Guard crew augmentation
- Vessel Examination

- Recreational Boating Safety Visitation Program
- Auxiliary Manual M16790.1 (series) Chapter 2.B

### Auxiliary Departments –

- Marketing and Public Affairs
  - Boating
  - Education
  - Information and Communications Services
  - Legal Affairs
  - Marine Safety and Environmental Protection
  - Operations
  - Personnel
  - Member Training
  - Vessel Examination
  - Auxiliary Manual M16790.1 (series) Chapter 2.D.3.
- f. **State the basic eligibility/membership requirements for entrance into the Auxiliary.**
- Membership in the Auxiliary is open to: any citizen of the United States and its territories and possessions, 17 years of age or older; current members of the uniformed military services or their reserve components; and former members discharged under honorable conditions.

- Persons having a felony conviction, any level conviction for drug or alcohol abuse, sexual deviation, or if serving in a parole status are prohibited from membership in the Auxiliary, except when waived by the Director.
  - A New Member Initial Orientation and Entry Training Program and exam are required, as well as submission to a DHS security clearance check.
  - Auxiliary Manual M16790.1 (series) Chapter 3.A-D.
- g. Name the different types of Auxiliary membership.**
- Active membership
  - Retired Status
  - Life Membership
  - Honorary Membership
  - Honorary Commodore
  - Auxiliary Manual M16790.1 (series) Chapter 3.D
- h. State three privileges of active Auxiliary membership (any three of the following).**
- Obtain a current copy of the *Auxiliary Manual* (M16790.1 [series]) and other Auxiliary publications as needed. Receiving a manual includes a hard copy and/or electronic copy at the Auxiliary or Commandant's discretion.
  - Attend all meetings, training sessions and social events of the Auxiliary
  - Vote on any flotilla matter
- Be carried on the rolls of the district
  - Wear the Auxiliary uniform with such insignia as the present or past highest office entitles
  - Be eligible for election to any office for which qualified
  - Be eligible for any appointed office for which qualified
  - Be entitled to take advanced training courses and certain Coast Guard Institute courses
  - Be eligible to receive Coast Guard operation and travel orders when qualified
  - Be entitled to fly the Auxiliary ensign on currently inspected and accepted vessel facilities
  - Be entitled to fly the Auxiliary ensign at the fixed location of an inspected and accepted communication facility
  - Auxiliary Manual M16790.1 (series) Chapter 3.D.1
- i. State the proper uniforms to wear when conducting Partner visits.**
- Service Dress Blue
  - Tropical Blue
  - Blue Blazer Outfit
  - RBSVP Best Practices Guide, Chapter 3

## Lesson Four - Administration

- a. State the definition of a RBSVP Partner.**

- Any business, dealership or community facility involved in the RBSVP that is involved in selling or renting supplies, equipment or services to the boating public and where the general public waits or routinely passes time
- RBSVP Best Practices Guide, Chapter 1



**b. When is the ideal time to make the initial visit?**

- The initial contact should be made with local knowledge and consideration of the Partner's busy times.
- RBSVP Best Practices Guide, Chapter 2

**c. Who has the responsibility for coordination of the local RBSVP?**

- The Flotilla Commander is responsible for coordination of the local RBSVP program.
- RBSVP Best Practices Guide, Chapter 2

**d. How is the Auxiliary RBSVP support staff structured at the district and division levels?**

- In most districts, the DSO-PV will assume charge of the RBSVP.
- The SO-PV is responsible for the division coordination of flotilla programs and the coordination of the flotillas with other program providers.

- RBSVP Best Practices Guide Chapter 2

**e. What restrictions limit a member's appointment as a Program Visitor?**

- The member may not be the owner/operator of a Partner facility.
- The member may be employed in the marine services industry, but may not service their employer's facility.
- Marine Law Enforcement officers, when acting as a Program Visitor must comply with this manual by wearing the Auxiliary uniform. When acting as a Program Visitor, they must not exercise any law enforcement authority relating to vessel carriage requirements or other vessel safety check items.
- RBSVP Best Practices Guide Chapter 2

**f. What materials are available to the Program Visitor for distribution during a Partner visit?**

- Necessary RBSVP forms
- Boating Safety handout pamphlets available from the Auxiliary National Supply Center (ANSC).
- Pamphlet display rack
- Local Public Education program schedules and VSC schedules or Vessel Examiner contact numbers
- Visitor appointment letter
- Other applicable boating safety material from local, state or federal sources

- RBSVP Best Practices Guide, Chapter 3
- g. **What are some of the purposes of the Identification Coding Sheet CG-5093 (ANSC 7047)?**
- To add the Partner to the Coast Guard list of Partners
  - To add the Partner to the mailing list for the Boating Safety Circulars
  - Make corrections to the current listing of a Partner for whom an initial CG-5093 (ANSC 7047) has been submitted
  - RBSVP Best Practices Guide, Chapter 3
- h. **What is the purpose of the Activity Report-Partner Visitation form (ANSC 7046)?**
- To keep a record of subsequent visits to Partners in those cases where no change in basic data needs to be reported
  - To use as a management tool to track the frequency and geographic distribution of visits to ensure equitable personnel assignments
  - To report the Program Visitor visits for database reporting purposes.
  - To maintain an accurate national record of Partner visits
  - RBSVP Best Practices Guide, Chapter 3
- i. **How does a Program Visitor obtain the materials for distribution to Partners?**
- Materials used in the RBSVP program are listed on the ANSC order form.
  - The FC or the FSO-MA may order them.
- Other sources are:
    - Boat U.S.
    - National Safe Boating council
    - National Water Safety Congress
    - State Boating Safety offices
    - Federal Communications Commission
    - Coast Guard
    - Various commercial and environmental related sources
  - RBSVP Best Practices Manual, Chapters 1 & 3

## Notes on Chapter 5:

## Glossary

**ABC** - America's Boating Course.

**ADSO-PV** - Assistant District Staff Officer for Recreational Boating Safety Visitation Program.

**AN** - Alternate abbreviation for Auxiliary Aids to Navigation.

**ANSC** - Auxiliary National Supply Center.

**AOR** - Area of responsibility. The geographic area that a given Coast Guard unit or Auxiliary unit or program takes responsibility for.

**ATON** - Aids to Navigation. Programs in the Auxiliary and Power Squadrons deal with verifying position and characteristics of private aids and federal aids to navigation.

**AUXDATA** - The Auxiliary information system, which maintains a record of each member's education, qualification, certification and staff officer status.

**CG** - (United States) Coast Guard

**CU** - Chart Update

**DCO** - Auxiliary District Commodore

**DDO** - Auxiliary District Directorate Officer

**DHS** - Department of Homeland Security

**DSO-AN** - Auxiliary District Staff Officer for Aids to Navigation.

**DSO-PV** - Auxiliary District Staff Officer for Recreational Boating Safety Visitation Program.

**DVC-VP** - Auxiliary national Division Chief for the Recreational Boating Safety Visitation Program. This Division is under the National V Department.

**FSO-AN** - Auxiliary Flotilla Staff Officer for Aids to Navigation.

**FSO-IS** - Auxiliary Flotilla Staff Officer for Information Services.

**FSO-PV** - Auxiliary Flotilla Staff Officer for Recreational Boating Safety Visitation Program

**FSO-MA** - Auxiliary Flotilla Staff Officer for Materials.

**MDA** - Maritime Domain Awareness

**NOAA** - National Oceanic & Atmospheric Administration

**NOS** - National Ocean Survey

**OBS** - Operation BoatSmart Program

**ODU** - Operational Dress Utility

**PE** - Public education

**PFD** - Personal Flotation Device or life jacket

**POC** - Point of Contact within an organization

**PV** - Program Visitor. The shortened name for a member participating in the Recreational Boating Safety Visitation Program.

**RBS** - Recreational Boating Safety.

**RBSVP** - Recreational Boating Safety Visitation Program.

**SC** - Squadron Commander (USPS)

**SO-IS** - Auxiliary Division Staff Officer for Information Services.

**SO-MA** -Auxiliary Division Staff Officer for Materials.

**SO-PV** - Auxiliary Division Staff Officer for Recreational Boating Safety Visitation Program

**USCG** - United States Coast Guard

**USPS** - United States Power Squadrons

**VCO** - Auxiliary District Vice Commodore

**VE** - Vessel Examiner

**VSC** - Vessel Safety Check

**WW** - Waterway Watch

**YIC** - You're In Command, Boat Responsibly

# Program Visitor Initial Qualification And Re-certification Application

MEMBER

NAME \_\_\_\_\_  
Initial                                  Last                                  First                                  Middle

MEMBER NUMBER \_\_\_\_\_

### Initial Qualification (or Re-certification)

DATE \_\_\_\_\_ On the date indicated, the above named person achieved a 90 percent or better passing score on the open book Recreational Boating Safety Visitation Program initial qualification exam. The graded answer sheet or on-line examination pass confirmation is attached.

DATE \_\_\_\_\_ On the date(s) indicated, the above named person assisted satisfactorily in the conduct of at least two (2) Partner visits for initial qualification (or re-certification).

Program Visitor supervised by:

\_\_\_\_\_  
Last                                  First                                  Middle Initial  
Member Number

\_\_\_\_\_  
Signature

I hereby certify that the above named person has satisfactorily completed all qualifications to become or recertify as a Program Visitor in the Recreational Boating Safety Visitation Program. He/she has been informed of the annual requirements to retain such certification, has received the latest RBSVP seminar information available and is qualified to become a Program Visitor.

Printed name, position, member number and signature of Elected Officer or Instructor.

\_\_\_\_\_  
Last                                  First                                  Middle Initial

\_\_\_\_\_  
Position                                  Member Number

\_\_\_\_\_  
Signature                                  Date

## SAMPLE PROGRAM VISITOR LETTER OF CERTIFICATION

Department of Homeland Security  
United States Coast Guard  
Director of Auxiliary  
(District address)

Date

To whom it may concern:

This letter will serve as official confirmation that (name, district-division-flotilla), U.S. Coast Guard Auxiliary, is certified as a Program Visitor in the Coast Guard's Recreational Boating Safety Visitation Program. This member has been provided with details concerning this campaign that could prove of great interest to you and the operation of your establishment.

If you have any questions concerning the Recreational Boating Safety program of the Coast Guard, please feel free to ask the Program Visitor. If answers are not readily available, the Program Visitor will be able to obtain them for you.

This campaign can prove to be of great value to all participants: you, the Coast Guard and the Auxiliary. More importantly, it can greatly benefit the general boating public. I strongly encourage your cooperation in this program and welcome any and all recommendations that you may care to offer concerning the Recreational Boating Safety Visitation Program.

Sincerely,

(Director of Auxiliary)



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