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Coast Guard



U.S. Coast Guard Boat Operations and Training (BOAT) Manual

Volume I

“Train, Maintain, Operate”



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- Ref:
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 - b. *U.S. Coast Guard Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series)
 - c. *Marine Safety Manual, Volume VI, Ports and Waterways Activities*, COMDTINST M16000.11 (series)
 - d. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
 - e. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
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 - h. *Sector Maintenance Process Guide*, CGTO PG-85-00-390-S
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 - o. *Shipboard Lookout Manual*, COMDTINST M9450.1 (series)
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- ccc. *Ice Rescue Operations (IROPS) Tactics, Techniques, and Procedures (TTP)*, CGTTP 3-50.1 (series).
- ddd. *Shipboard Launch and Recovery Procedures Manual*, COMDTINST M3120.6 (series)
- eee. *Standard Operating Procedures for the Coast Guards' Training System: Volume 11 Structured On-The-Job Training(SOJT)*, CGTTP 3-17.1
- fff. *U.S. Coast Guard Law Enforcement Competency Qualifications Instruction (LECQI)*, COMDTINST 16247.3 (series)
- ggg. *U.S. Coast Guard Competency Management System Manual*, COMDTINST M5300.2 (series)
- hhh. *U.S. Coast Guard Competency Dictionary*
- iii. *Ordnance Manual*, COMDTINST M8000.2 (series)
- jjj. *Coatings and Color Manual*, COMDTINST M10360.3 (series)

1. PURPOSE.

- a. This Manual prescribes policy, doctrine, and training requirements for Coast Guard Boat Forces operations and is intended for use by all personnel engaged in or supervising boat operations and training.
- b. Every effort has been made to make this Manual useful and applicable to all aspects of boat operations and training. In situations where this Manual does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise Commandant (CG-731) through their chain of command to clarify the provision in question.
- c. The diverse nature of operations at Coast Guard Boat Force units also means that this Manual cannot and is not intended to cover every contingency that may arise. Ultimately, operational success depends on good safety practices, sound judgment, and common sense.

2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVES AFFECTED. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32C is canceled.

4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.
5. MAJOR CHANGES. Major changes to this Manual are as follows.
 - a. Restored Night Vision section to Part 2, Chapter 3.
 - b. Removed all content relating to the Sumner I. Kimball Readiness Award, which was retired effective 01 OCT 2013.
 - c. Removed Ready for Operations (RFO) Teams' requirements to administer knowledge examinations or physical fitness evaluations.
 - d. Changed administrative procedures for Boat Forces and Cutter Operations (BFCO) Standardization (STAN) Team knowledge examinations.
 - e. Changed the basis of BFCO STAN Team assessment report scoring criteria.
 - f. Updated Ice Rescue information throughout.
 - g. Updated policy on Boat Forces Insignia and Coxswain pin.
 - h. Updated policy on Boat Force units.
 - i. Added Light Amplified by Simulated Emissions of Radiation (LASER) Incident Guidance to Part 2, Chapter 3.
 - j. Added policy regarding Engineering Waivers.
 - k. Removed Surf Operations and Surfman Training Advisory Group (SOSTAG).
 - l. Added that a Surfman may be stricken from the Surfman Register if the member is removed from the service based on conduct.
 - m. Added policy and limitations to Procedures for Modifying Station and Station (Small) Alert Postures.
6. IMPACT ASSESSMENT. No impact assessment warranted.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE # 33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Manual contains guidance documents that implement, without substantive change, the applicable Commandant Instruction and other guidance documents, Coast Guard categorical exclusion #33 is appropriate.

- b. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policies in this manual shall be individually evaluated for compliance with the National Environmental Policy Act (NEPA), DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the Office of Boat Forces (CG-731) web site: <http://cgweb.comdt.uscg.mil/G-RCB/Manuals.htm>, as well as the following Commandant (CG-612) web sites: Internet: <http://www.uscg.mil/directives/>, and CGPortal: <https://cgportal2.uscg.mil/library/directives/SitePages/Home.aspx>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Instruction has been evaluated for potential records management impacts. The development of this Instruction has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C.3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. The forms referenced in this Manual are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <http://www.uscg.mil/forms/>; CGPortal at <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>; and Intranet at <http://cgweb.comdt.uscg.mil/CGForms>.
11. REQUESTS FOR CHANGES. To recommend edits and changes to this Manual, please e-mail the Office of Boat Forces (CG-731) technical writer at CG731Manuals@uscg.mil to obtain the proper feedback form.

JOHN P. NADEAU /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Capability



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PART 1 Introduction

Section A. Purpose of this Manual

Introduction This Manual prescribes policy, doctrine, management, standardization, and training requirements pertinent to U.S. Coast Guard Boat Force operations. A U.S. Coast Guard Boat Force Unit is one which has a specific Operating Facility (OPFAC) number assigned and conducts missions or training with boats. Boat operations/training of any unit falls under program management of Commandant (CG-731). All personnel involved with the management or conduct of boat operations or training shall be familiar with this Manual.

This Manual provides guidance for the management of boat operations in general, and unit operations in particular.

In this Section This section contains the following information:

Title	See Page
Procedures	1-1
On Scene Deviations	1-2

Procedures This Manual is not intended to cover every contingency that may arise, nor every rule of unit or boat operations. Successful operations require the exercise of good safety practices, sound judgment and common sense at all levels of command.

NOTE

The changing environment of Boat Force operations occasionally requires clarification of the policies established in this manual. Commandant (CG-731) has established a *Hot and New* web page which contains these clarifications. This web page link is: <http://cgweb.comdt.uscg.mil/G-RCB/WhatsHotandNew.htm>



On Scene Deviations

When the need arises, special instructions or waivers may be issued by Commandant (CG-731). The operational environment or mission demands may require on-scene deviation from prescribed instructions or procedures when, in the judgment of the CO, OIC, or Coxswain, such deviation is necessary for safety or the saving of life.

Such deviation must not be taken lightly and must be tempered by maturity, sound judgment, thorough Operational Risk Management, and a complete understanding of the capabilities of the unit, its boats, mission, and crew.



Section B. How to Use this Manual

Introduction Each *Part* of this Manual includes its own table of contents and is divided into chapters. A glossary and list of acronyms are located at the end of this Manual.

In this Section This section contains the following information:

Title	See Page
Part Layout	1-3
Warnings, Cautions, and Notes	1-3
Generalization	1-4
Should vs. Shall	1-4

Part Layout The first page of each *Part* includes an *Introduction*, and an *In this Part* (which lists each chapter title).

The first page of each chapter includes an *Introduction*, an *In this Chapter*, and *References for this Chapter*, as applicable.

The first page of each section includes an *Introduction*, an *In this Section*, and *References for this Section*, as applicable.

In the left column of each page is the block title, which provides a descriptive word or phrase for the corresponding block of text across from it.

Warnings, Cautions, and Notes The following definitions apply to “Warnings, Cautions, and Notes” found throughout the Manual.

WARNING 

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

CAUTION!

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

NOTE 

An operating procedure or technique that is essential to emphasize.



Generalization Because of the need to generalize, wording such as “normally,” “etc.,” “usually,” and “such as” is employed throughout this Manual. Words or clauses of this nature shall not be used as loopholes, nor shall they be expanded to include a maneuver, situation, or circumstances that should not be performed or encountered.

Should vs. Shall In an attempt to clarify guidance in this Manual revision, the terms “should” and “shall” are applied meticulously, so that – when applied in phrases of direction – “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.



PART 2

Operations and Missions

Introduction

This part prescribes policy, standards, instructions, and capabilities pertinent to Coast Guard unit operations.

In this Part

This part contains the following chapters:

Chapter	Title	See Page
1	Mission Authorization	2-3
2	Mission Planning	2-8
3	Standards of Boat Operations	2-48
4	Boat Units and Boat Types	2-72
5	Mission Types	2-77
6	Boat Force Operations Insignia Criteria	2-114
7	Recognition Awards	2-122
8	Advisory and Intervention	2-133





CHAPTER 1

Mission Authorization

Introduction

This Chapter specifies who authorizes the movement of resources in response to missions at Coast Guard Boat Force units, including deployment of both personnel and boats (including Auxiliary).

This Chapter also contains information covering the authority and responsibilities of Command Cadre, boat Coxswains, and Coast Guard personnel embarked on platforms other than Coast Guard boats.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Authorization of Resources	2-4
B	Authority and Responsibilities	2-6



Section A. Authorization of Resources

Introduction This section specifies who authorizes the movement of resources in response to missions at Coast Guard units, including deployment of both personnel and boats (including Auxiliary).

In this Section This section contains the following information:

Title	See Page
Authorized Uses of Coast Guard Boats and Personnel	2-4
Personnel Authorized to Operate Coast Guard Boats	2-4
Authorized Use of Coast Guard Reservists and Auxiliary Members	2-4
Authority to Approve, Direct, Initiate, and Cease Coast Guard Personnel Deployments Onboard other than Coast Guard Boats	2-5
Boat Operations In Support of Department of Defense (DOD), Allied and Foreign Partners	2-5

A.1. Authorized Uses of Coast Guard Boats and Personnel Coast Guard boats may be used to support any of the employment categories detailed in Reference (a). Use of Coast Guard personnel or property, including boats and equipment, for any purpose that connotes personal or recreational use is prohibited (with the exception of MWR property).

A.2. Personnel Authorized to Operate Coast Guard Boats Boats may not get underway unless crewed as specified in Part 2, Chapter 2, Mission Planning.

Personnel filling the minimum crew requirements must be properly qualified and certified for their position in accordance with Part 4, Training, on the boat type being operated.

Authorized Coast Guard personnel, including Coast Guard Auxiliary members, may be permitted to operate the boat while underway, if a duly certified Coxswain is onboard the boat.

A.3. Authorized Use of Coast Guard Reservists and Auxiliary Members Following is a discussion of how and when Coast Guard reservists and Auxiliary members can be used.



A.3.a. Reservists The Core strategic purpose of the Coast Guard Reserve is to maintain the competencies to be mobilized to perform three prioritized functions:

- (01) Maritime Homeland Security,
- (02) Domestic and Expeditionary support to national defense, and
- (03) Domestic, natural or man-made disaster response and recovery.

A.3.b. Auxiliary Members Coast Guard Auxiliary members may be used in support of any peacetime mission at the discretion of the CO/OIC. More information regarding the application of Auxiliary personnel is found in Part 2, Chapter 2, Section G **Auxiliary** of this Manual.

A.4. Authority to Approve, Direct, Initiate, and Cease Coast Guard Personnel Deployments Onboard other than Coast Guard Boats The unit CO/OIC may approve the participation of unit personnel on platforms belonging to other agencies. Although this authority is primarily used in support of law enforcement missions, it may be evoked in support of any appropriate Coast Guard mission. Guidance for Coast Guard personnel performing onboard other agency platforms in support of law enforcement missions is found in Reference (b).

Guidance for use of Coast Guard personnel in support of port safety and security missions is contained in the Reference (c).

A.5. Boat Operations In Support of Department of Defense (DOD), Allied and Foreign Partners Commanding Officers have the authority to assign certified Coxswains and/or boat crewmembers to operate DOD, allied, or foreign military and government vessels. The cognizant USCG Commanding Officer shall ensure these Coxswains and/or boat crewmembers possess the skills, knowledge and professional competency necessary to proficiently operate one or more USCG standard boats and are prepared to employ host unit's boats, having been provided host unit's platform familiarization and instruction. This should be facilitated through assignment of proficient personnel currently certified on boats of similar types (e.g. USCG CB-OTH to US Navy UK RIB).



Section B. Authority and Responsibilities

Introduction This section contains information covering the authority and responsibilities of Boat Forces Command Cadre and Coxswains, and Coast Guard personnel embarked on platforms other than Coast Guard boats.

In this Section This section contains the following information:

Title	See Page
Operational Commander	2-6
CO/OIC Authority and Responsibilities	2-6
XO/XPO Authority and Responsibilities	2-6
EO/EPO Authority and Responsibilities	2-7
First Lieutenant (1LT) Onboard Cutters	2-7
Coxswain	2-7

B.1. Operational Commander The Operational Commander (OPCON) has the authority and responsibility to exercise *direct* operational control of boat operations and training. The Operational Commander varies depending on unit type and does not include Station CO/OIC exercising operational control of a Station (small).

B.1.a. Tactical Control Tactical Control (TACON) will shift for deployable units from OPCON to the unit the deployable unit is working for unless otherwise stated in the Deployment Order (DEPORD).

B.2. CO/OIC Authority and Responsibilities The authority and responsibilities of the CO/OIC are contained in Reference (d).
The unit CO/OIC is ultimately responsible for authorizing the use of unit resources. The unit CO/OIC shall make every effort to ensure unit boats, equipment, and personnel are prepared and available to respond to urgent and planned missions within the limits of the unit’s capability.

B.3. XO/XPO Authority and Responsibilities The authority and responsibilities of the XO/XPO are contained in Reference (d).



**B.4. EO/EPO
Authority and
Responsibilities**

The authority and responsibilities of the EO/EPO are contained in References (d) and (e).

**B.5. First
Lieutenant (1LT)
Onboard Cutters**

The authority and responsibilities of the First Lieutenant are contained in Reference (d).

B.6. Coxswain

Coxswains are assigned by proper authority to take charge of the boat and to be responsible for a specific mission. The Coxswain holds the highest certification for the boat, giving the Coxswain ultimate authority regardless of rank.

**B.6.a. Coxswain
Authority**

The authority and responsibilities of the Coxswain are contained in Reference (d). The Coxswain has the authority to direct all boat and crew activities during the mission and modify planned missions to provide for the safety of the boat and the crew. All crewmembers must be aware of the Coxswain's identity and authority. Successful completion of the assigned mission or the safety of the crew and boat may be jeopardized by a crewmember that does not know who is in command or fails to recognize the Coxswain's authority and act accordingly. The Coxswain's authority is independent of rank and/or seniority in relation to any other person onboard (POB) the boat.

Coxswains may only be relieved of their duties by the unit CO/OIC or XO/XPO. For a specific mission, the senior officer present as specified in Reference (d), Section 5-1-8c, may relieve a Coxswain.

For example: At the scene of a distress situation, a Coxswain may be directed to take action or be relieved of responsibilities by the senior officer present. The senior officer must make his or her authority known and the Coxswain should immediately take actions as directed and notify the chain of command when the situation permits.

**B.6.b. Coxswain
Responsibilities**

The Coxswain is responsible for the safe, orderly, efficient, and effective performance of the boat, crew and passengers during the entire mission. This responsibility exists from the time the Coxswain first steps onboard the boat with intent to get underway, until leaving it following completion of the mission. The Coxswain shall ensure all POB fully understand their responsibilities and obligations, as a crew and individually, while the boat is underway. Authority and responsibilities of the Coxswain are contained in Reference (d).



CHAPTER 2

Mission Planning

Introduction This chapter provides guidance for conducting mission planning. It is intended to supplement other applicable directives.

In this Chapter This chapter contains the following sections:

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B	Crew Rest and Utilization	2-16
C	General Operational Guidance	2-27
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E	Emergency Management	2-34
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Section A. Underway Mission Planning

Introduction Most mission planning will occur at the unit level. Participation by the command, OOD, Coxswains, and other participating personnel (e.g. boarding team, and other agency personnel) are essential for success.

In this Section This section contains the following information:

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Risk Management

A.1. Concepts and Principles Risk is inherent in all activities regardless of how routine. Risk Management (RM) is a systems oriented process to assess and mitigate risk with any activity.

Successful mission planning begins with a solid understanding of the principals and concepts associated with (RM) and Team Coordination Training (TCT) The most common cause of mission failure, task degradation, or mishaps is the lack of deliberate and systematic execution of RM during mission analysis and planning. The principles of leadership, mission analysis, adaptability/flexibility, situational awareness, decision-making, communication, and assertiveness must be fully understood and employed by every individual involved in mission planning and execution. RM and TCT emphasize the role that teamwork, risk assessment, and decision making play in successful operations. TCT acknowledges that technical knowledge and skills alone will not prevent mishaps.

Crew engaged in mission activities and/or training must continually monitor the situation for changes in risk factors and re-assess risk when the situation



changes. Factors for re-assessment include, but are not limited to:

- (01) Team supervision.
- (02) Deviations from established plan, including impact on crew selection.
- (03) Fatigue.
- (04) Changes in weather, sea state, nightfall etc.
- (05) Changes in event complexity, including creeping change.

In accordance with Team Coordination Training it only takes one voice from anyone on the crew to re-focus the whole crew's attention to a given risk factor. Open communications shall be continuously emphasized.

A full explanation of RM and application of the concepts can be found in References (f) and (g).

**A.2.
Warranted
Risk**

Coast Guard operations are inherently complex, dynamic, dangerous and, by nature, involve the acceptance of some level of risk. However, the decision to accept risk must balance the potential gains of conducting the activity or mission with the inherent risks of the operation. The Coast Guard must constantly carry out this evaluation. With any activity or mission, Coxswains shall operate their boat to minimize the inherent risk involved to the best degree possible.

Damage to or sacrifice of the boat is acceptable risk in the defense of the United States, its citizens, and/or installations.

The probability of saving human life warrants a maximum effort. When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to or abuse of the boat is acceptable, even though such damage or abuse may render the boat unrecoverable.

The possibility of saving human life or the probability of preventing or relieving intense pain or suffering warrants the risk of damage to or abuse of the boat if recovering the boat can reasonably be expected.

The probability of saving property of the United States or its citizens warrants the risk of damage to the boat if the value of the property to be saved is unquestionably greater than the cost of boat damage and the boat is fully expected to be recoverable.

The possibility of recovering evidence and interdicting or apprehending alleged violators of Federal law does not warrant probable damage to or abuse of the boat, unless in defense of self or others.



Boat Considerations

A.3. Boat Selection/ Mission Planning

Deciding which boat to use is one of the most critical decisions made in mission planning. A full understanding of the goals of the mission and its likely duration are essential to determine the most appropriate boat-mission match. An inappropriate choice may result in an inability to complete the mission or severely diminish the team's effectiveness. The following factors should be considered during mission planning and boat selection decisions:

- (01) Boat limitations.
- (02) Boat readiness.
- (03) Boat capabilities.
- (04) Boat endurance.
- (05) Crew experience.
- (06) Number of potential passengers/survivors and their condition.
- (07) Equipment status.

Boat capabilities and limitations are found in each Specific Boat Operator's Handbook. **Table 2-8** shows multi-mission platforms and authorized competencies associated.



A.4. Waivers

Operational Waivers may be issued on a case-by-case basis by the Operational Commander in order to proceed on a specific sortie.

A boat with restrictive discrepancies may be operated only if a written waiver has been issued in accordance with **Table 2-1**, identifying the specific discrepancy, the conditions under which the boat may be operated, and the measures to be taken to lessen or negate hazards posed by the discrepancy. Waivers for restrictive casualties documented in the Asset Logistics Management Information System (ALMIS) are equivalent to official written waivers. A waiver documented in the notes/remarks area of the Partially Mission Capable (PMC) section in ALMIS is as valid as a formal written waiver. Updates to the notes/remarks area of the PMC section by the Operational Commander or designated representative is authorized and may serve as the Operational Commander's granting of a waiver. Additionally, when such documentation is logged into ALMIS, neither the unit nor the Sector need maintain a redundant paper copy.

In instances where a waiver of a boat's operational limits is granted, the final decision regarding the safety of the mission rests with the boat Coxswain and unit CO/OIC. See **Table 2-1** for waiver authority.

Engineering waivers may be issued on a case-by-case basis by the Product Line in order to reclassify a Disabling Discrepancy (as defined in the respective Boat Operator's Handbooks) as a restrictive discrepancy, and to provide deviations from published maintenance procedures, Boat Class Maintenance Plans, or Maintenance Requirements Lists (MRL). Intent, criteria, and procedures for obtaining an engineering waiver can be found in Reference (h). Once an engineering waiver reclassifies a disabling discrepancy as a restrictive discrepancy, the process for a restrictive discrepancy shall be followed.



If waiver is sought for	Then waiver authority is
Operational Parameters	Operational Commander (see Note 1, Note 3, and Note 5)
Fatigue	Operational Commander (see Note 3 and Note 5)
Restrictive Discrepancies	Operational Commander or delegated authority (see Note 2, Note 3, and Note 5)
Disabling Discrepancy	Product Line (PL) (see Note 4)
<p>Note 1- For the purposes of this category, PACAREA and LANTAREA command and Commanding Officers of Area cutters will fulfill the role of Operational Commander.</p> <p>Note 2- The delegated authority must be named in writing vice using position or title. This authority cannot be delegated lower than the individual filling a Response Department Head position or Waterways Management Chief position. A written waiver may be a letter, memorandum, e-mail, Cutter log entry, ALMIS, or record message traffic. The written waiver shall: (1) identify the specific discrepancy which is waived, (2) describe the conditions under which the boat may be operated, and (3) stipulate concurrence on the measures to be taken to lessen or negate the hazard posed by the discrepancy. Written waivers shall be maintained as an annotation to Part 3 of the boat record.</p> <p>Note 3- For the purposes of this category, the Commanding Officers of Maritime Force Protection Units (MFPU) will fulfill the role of Operational Commander. This cannot be delegated below the Commanding Officer or to anyone in the Acting Commanding Officer capacity, and in the CO's absence must be approved up the chain.</p> <p>Note 4- Engineering Waivers are generally initiated by the Boat Product Line (BPL), typically as a result of an equipment issue brought to the attention of the BPL Engineering Section through the Sector Unit/Cutter EO. Field Units may request a waiver from the PL through their respective Sector EO. Full explanation of Engineering Waivers are found in Reference (h).</p> <p>Note 5- If TACON shifts to a unit where the Commanding Officer is an O5 or below, waiver authority will remain with the OPCON/ADCON. The waiver authority for the Operational Commander of Deployable Specialized Forces resides with TACON.</p>	

Table 2-1
Designated Waiver Authority

NOTE 

Only the BPL may issue class-wide Engineering Waivers.



A.5. Other Resources

Consideration must be given to other available resources that may be better suited to a particular mission or may complement unit resources to increase the potential for success. Other resources may include not only other Coast Guard resources, but also those of other agencies.

The CO/OIC may authorize unit personnel to augment other agencies on other than unit platforms in support of joint missions. The cognizant agency is responsible for articulating the skills necessary for augmentation. Units should establish agreements with local agencies regarding agency participation in unit operations. Agreements should cover such issues as notification, resource availability, skill availability and level, processes for requesting agency resources, etc. Agreements shall cover relevant use of force policies for each respective agency.

Personnel Considerations

A.6. Alcohol Consumption

The boat crew, duty section, and any other persons who might reasonably be expected to be recalled to support unit operations are restricted from underway operations for 12 hours after last alcohol use and must have no residual effects. This includes the use of “low” and “no” alcohol beverages. Residual effects include light-headedness, headache, sleepiness, fatigue, nausea, and lack of alertness.

A.7. Drug and Medication Considerations

Guidance on drug and medication considerations for personnel assigned to boat duties, as described in this Manual, are quite vague. This ambiguity protects the member’s right to privacy. Responsibility for advising the Coxswain/Command of prescribed medications, or any medications having possible adverse side effects, lies solely on the members who are taking the drugs/medications. First, members must tell their medical providers that they are assigned to boat duties. This ensures that the medical providers will make the best prescription based on the member’s needs and their operational status. It will also play a significant role in a correct assessment of their duty status recommendations. Secondly, the member must discuss all potential side effects of medications prescribed with their medical providers.

If members return to their units with specific duty status as determined by their medical providers, the unit CO/OIC may further limit a member’s duty status, but may not expand duty status beyond the limitations imposed by the medical professionals, nor disregard a limited duty status or limiting medical condition. While the specific medication or diagnosis may not be relevant to operational risk management, the lists of potential side effects are. Even though it is rare that an individual will experience all the listed side effects, it is the potential that feeds the Operational Risk Assessment once that member



is back on the boats. This is true of both prescription and over-the-counter medications. Unit CO/OICs may impose unit Standing Orders concerning medical considerations as long as they do not violate their member's Privacy Act rights.

Chapter 12 of Reference (i), specifies medication categories for flight crews as well as over-the-counter and prescription medications for each of the categories. These lists have been developed by, and are supported by, the Federal Aviation Administration, which does not cover surface operations.

While units should not adopt these lists as unit policy, the lists may be used as guidelines to determine final duty status.

Personnel engaged in boat operations shall not take any medication unless prescribed and/or approved by a medical doctor or with due consideration given to its effect on their operational performance. Members taking prescribed or over-the-counter medications shall inform the unit command and/or Coxswain.

NOTE 

Ensure Sensitive Personally Identifiable Information (SPII) is protected in accordance with DHS Handbook for Safeguarding PII.

Joint Boat Operations

A.8. Boat Operations In Support of Department of Defense (DOD), Allied and Foreign Partners

It is incumbent upon Commanding Officers and deploying personnel to coordinate in advance with ADCON, OPCON, TACON, and host vessel to ensure assigned Coxswain and/or boat crewmember certification are not so dissimilar as to prohibit safe operations. Personnel shall comply with use and maintenance of all required Personal Protective Equipment (PPE), in accordance with Reference (j).

Upon arrival to temporary duty, Coxswain and or boat crew member shall thoroughly familiarize themselves with the host unit's boat. A successful familiarization check ride with the host unit's designated certifying official is required prior to conducting operational missions. A letter of record from the host unit Commanding Officer or designee will be generated and referenced in message traffic provided back to ADCON/OPCON/TACON prior to conducting joint operations. A more detailed description of the familiarization process can be found later in this manual within the certification section.



Section B. Crew Rest and Utilization

Introduction Evidence exists to associate a high percentage of mishaps with prolonged operations and crew fatigue. Since fatigue adversely affects operational capability and safety, it is necessary to establish reasonable boat crew utilization criteria. In doing so, mandatory boat crew mission hour limits have been established.

In this Section This section contains the following information:

Title	See Page
Fatigued Personnel	2-16
Crew Endurance Management (CEM)	2-17
Review Practices	2-18
Underway Hours	2-18
Maximum Underway Limits	2-20
Boat Crew Scheduling Standards	2-21
Crew Rest and Utilization Policies	2-21
Alert Duty Crews	2-22
Duty Section Watch Relief	2-22
Station Work for Duty Crews (Assuming Afternoon)	2-22
Station Work for Duty Crews (Assuming Morning Relief)	2-23
Total Mission Hours	2-23
Boat Crew Availability	2-23
Assessing and Managing Individual Readiness	2-23
Crew Fatigue Message	2-24
Example Message Formats	2-24

B.1. Fatigued Personnel Fatigued personnel may not realize when their physical or mental state is compromised. A fatigued boat crew is physically and mentally unprepared for the rigors of a mission or to safely manage an underway emergency. They exhibit decreased coordination, a narrowed attention span, and a lower standard of performance. This leads to judgment errors in boat handling, seamanship, and mission related decisions. In addition, they show a decreased concern for safety and a willingness to “cut corners.”



**B.2. Crew
Endurance
Management
(CEM)**

Crew Endurance Management (CEM) can be used to control fatigue - related decrements in safety and performance. CEM is based on operational experience, analysis of boat crew missions, and a wealth of information derived from a variety of studies on the effects of shift work on human performance. The most immediate benefits derived are the reduction of fatigue related mishaps and improved boat crew performance. Although crew endurance is determined by numerous factors including sleep, stress, workload, family, environmental factors, etc., there are five (5) primary factors that can be used to predict fatigue-related crew endurance decrements in operations:

- (01) Time-of-day.
- (02) Sleep duration and quality.
- (03) Stability of sleep/wake schedule.
- (04) Continuous vs. split sleep.
- (05) Period of sustained wakefulness.

**B.2.a. Time-of-
Day**

Human physiology is programmed to release energy resources during day hours, and replenish these same resources during night/early morning hours. During night operations crews are exposed to increased operational risk and experience reduced energy levels. When possible, night operations should be avoided, and only well rested crews should be authorized to perform these missions.

**B.2.b. Sleep
Duration and
Quality**

The average person requires approximately 8 hours of uninterrupted sleep per 24-hour period. Less than 6 hours of sleep per 24-hour period will result in the accumulation of daily sleep debt and produce degradation of alertness, decision-making ability, and mental functions requiring logical ability. Persistent sleep debt throughout a week will result in increased daytime sleepiness and degradation of performance in cognitive and psychomotor tasks. Sleep in noisy, hot, or uncomfortable conditions will be less restorative. Under these conditions, sleep periods of 8+ hours may only restore energy to the 6-hour, or less, level. Restoring energy resources is dependent on sufficient duration and quality of sleep.

**B.2.c. Stability of
Sleep/Wake
Schedule**

Inconsistent sleep/wake patterns (e.g. waking up early on duty days while sleeping in on non-duty days) will disrupt the biological clock and result in reduced alertness, severe sleepiness, insomnia, degradation of mental alertness, and performance degradation in mental and motor tasks. Emphasis on consistent work schedules will minimize disruptions to sleep schedules and improve crew endurance.



B.2.d. Continuous vs. Split Sleep Sleep is most restorative when taken in one continuous period. Crews that experience split sleep on a regular basis experience sleep debt and reduced endurance. Certain operational requirements (e.g. bar patrols and escorts at night) produce split sleep, and crew endurance is severely compromised with each successive patrol.

B.2.e. Period of Sustained Wakefulness Crew endurance can be degraded even in operational scenarios when work occurs during daylight hours. During routine duty, periods of work exceeding 12 hours will inevitably result in fatigue and performance degradation. Good quality naps or sleep is the only proven (non-pharmacological) method to maintain endurance within safe levels. If periods of sustained work beyond 12 hours are anticipated, napping should be encouraged and scheduled to maintain appropriate levels of readiness.

B.3. Review Practices Commanders are encouraged to review their operational requirements and personnel scheduling practices using the crew endurance factors to identify crew endurance deficiencies. A working group format, with representatives from each department or work area, is an ideal way to periodically review practices and brainstorm solutions.

B.4. Underway Hours **Table 2-2** establishes maximum underway limits. These totals may be an accumulation of several missions (SAR, ELT, MS, etc.) over a 24-hour period. However, there are occasions, especially during periods of severe weather, where operations will require a long amount of time to complete. In such cases, the prolonged hours and heavy weather will have an accelerating effect on the onset of fatigue as will the amount of time a crewmember has been on duty or working prior to the mission.

In evaluating boat crew utilization, Operational Commanders should consider the cumulative effects of fatigue-inducing factors and human factors, including those listed in Paragraph **B.5 Maximum Underway Limits** of this Section. Crews that exceed the limits while underway may complete their mission before being required to enter a rest-recovery status.

Underway limits are established to ensure that boat crewmembers are not operating the craft in a fatigued status that might impair their judgment or subdue their motor skills during normal or emergency mission requirements.



B.4.a. Underway Time Computation	<p>Underway time begins when the member reports to the designated place to prepare for a specific boat mission and ends when the mission is complete. For the purposes of determining maximum underway hours and crew underway limits, time computations shall include operational sorties (to include boat and trailer sorties), but does not require all pre and post-mission activities be included. On a case-by-case basis, Operational Commanders should consider other fatigue-inducing factors including heavy weather, temperature, boat motion, etc., and human factors such as motion sickness, survival clothing, changes in sleep and work cycles, work-duty time, etc., and may apply more restrictive guidance as deemed appropriate.</p>
B.4.b. Ice Rescue Fatigue Standard	<p>Ice Rescue fatigue standards are captured in Table 2-3. Due to extreme conditions and the variety of conveyances used during ice rescues, the team leader, rescuers, and command must exercise sound judgment and determine team endurance on a case-by-case basis.</p>



B.5. Maximum Underway Limits

Unit Commanders shall comply with the policies set forth in this chapter. These requirements shall be taken into consideration when developing standard staffing for boat operations.

Boat Size	Maximum Underway Hours (within a 24-hour period)			Rest Hours Required
	Seas < 4 FT	Seas > 4 FT	HWX	
40 FT and above	10	8	6	8
Less Than 40 FT	8	6	N/A	8
Trailing	350 miles or 8 hours (Note 1)			8

Table 2-2
Underway Limits

Note 1: Trailing hours shall be counted towards underway limitations for designated boat crews.

Fatigue Standard (Within a 24-hour Period)	
If Conditions Are	Then Ice Rescue Fatigue Standard Is
(01) Winds exceed 30 kts, (02) or temperature below 10 degrees, (03) or when transiting thin ice (continually breaking through the ice).	4 hours (Note 1)
(01) Winds less than 30 kts, and temperature above 10 degrees, and when transiting thick ice (not breaking through the ice during transit).	6 hours (Note 1)

Table 2-3
Ice Rescue Fatigue Standard

Note 1: Transiting hours shall be counted towards underway limitations for designated boat crews.



B.5.a. Sheltered Anchorage/Moored/Spud Down

Maximum underway hours may be extended during certain activities that do not contribute towards fatigue. The following are some examples:

- (02) Time spent at a sheltered anchorage can extend the maximum underway hours for crew by 50%. For example, if a boat crew takes shelter from a storm and finds a sheltered anchorage for 1 hour that crew gets 30 minutes back towards underway time.
- (03) Time spent spud down does not count towards crew fatigue and is equivalent to being moored at own unit.
- (04) Time spent moored away from own unit does not count towards crew fatigue and is equivalent to being moored at own unit.

B.5.b. Crew Hours for Multiple Platforms

Although the maximum underway hours varies from boat to boat, crews who perform missions on multiple boat types should not exceed 6-10 hours underway in a 24-hr period. Ultimately, the CO/OIC must make an informed decision based on boat types, environmental conditions, and crew fitness / ability.

B.6. Boat Crew Scheduling Standards

The boat crew scheduling standards in this Manual, *Part 2, Chapter 2, Section B, Mission Planning, Paragraph B.15*, provides Operational Commanders maximum underway limits for boat crew personnel in order to maintain mental and physical readiness. Individual benefits derived depend at least in part upon the proper use of off-duty time to ensure good mental and physical condition. It is the responsibility of each crewmember to engage only in those off-duty activities that will ensure reporting to duty fully rested.

B.7. Crew Rest and Utilization Policies

Various policies regarding crew rest and utilization are discussed in the following paragraphs:

B.7.a. Hours of Crew Rest

Alert crews should have a minimum of 8 continuous hours of crew rest before assuming alert duty, and 8 continuous hours of crew rest in every 24-hour duty period. Civilian employment during off-duty hours that interferes with or is not compatible with these crew rest requirements is prohibited.



B.7.b. Sufficient Rest-Recovery Time

Crews that fail to achieve sufficient rest recovery time (i.e., at least a 6 hour sleep period) or who exceed the underway limits in this Manual *Part 2, Chapter 2, Section B, Crew Rest and Utilization, Paragraph B.15*, should not engage in underway operations until they have had sufficient rest-recovery time. See Table 2-1 for waiver authority. When fatigue waivers are granted and fatigued crews undertake missions, the name of the person granting the waiver and the time it was granted shall be noted in the unit's log. SITREPs and other reports shall note that the crew is operating with a waiver. See this Manual *Part 2, Chapter 2, Section B, Crew Rest and Utilization, Paragraph B.13.e*.

B.8. Alert Duty Crews

Alert duty periods of 24 hours (i.e., 1-in-3 or better) are strongly encouraged. Operational tempo on duty days often require crews to work long hours throughout the 24-hour day severely disrupting the crew endurance factors discussed above. Under those conditions, continuing the duty day beyond 24 hours represents high operational risk.

B.9. Duty Section Watch Relief

Afternoon duty section watch relief (i.e., between 1530 and 1800) provides the greatest benefits with respect to maintenance of sleep/wake schedule stability and reduction of fatigue as a result of sustained wakefulness. For most Stations, afternoon relief should be the preferred time for duty section relief. Station work prior to duty day will deplete energy resource that may be essential to respond to missions during the duty night. If afternoon relief is not feasible, efforts should be made to protect duty crews during the workday (e.g. use non-duty personnel to respond to calls) thus protecting the energy resources of the duty crew for possible night operational needs.

B.10. Station Work for Duty Crews (Assuming Afternoon Relief)

Station work and training should be limited to the period immediately following duty section relief until sometime between 2000 and 2200. If the duty crew's sleep is not disrupted for operations, they can be expected to perform normal duty/Station work between 0600 and their afternoon relief.

If the duty crew is expected to be in a duty status for more than 24 hours, the duty crew's work should be limited to operations and light work or training. Station work other than light work or training and operations should be limited to the period between 0600 and duty section relief on the final duty day.



B.11. Station Work for Duty Crews (Assuming Morning Relief)

Duty crews should be restricted to light operations, training, or Station work except as required for direct operations support for the entire duty period.

B.12. Total Mission Hours

These totals may be the result of a single mission or an accumulation of several missions (SAR, ELT, MEP, OPTRA, etc.) during the 24-hour period, including trailering hours.

B.13. Boat Crew Availability

Fatigue standards are not intended to preclude the use of boats. The CO/OIC should not be reluctant to get boats underway on normal operations and training for fear of compromising the boat crew's availability.

B.14. Assessing and Managing Individual Readiness

Individual readiness is a personal responsibility. This is especially true with obtaining sufficient sleep and avoiding fatigue as individuals are the best judges of the extent and quality of their own sleep periods. This paragraph provides guidelines designed to assist individuals and Unit Commanders in assessing and managing individual readiness and opportunities for sleep periods. Unit Commanders should provide crews the opportunity to obtain the sleep periods discussed below. Subsequent to these opportunities, individuals must advise their commands if they believe their personal readiness to be compromised.

B.14.a. Higher Risk Missions

Any mission occurring between 2300 and 0500 should be considered "Higher Risk" because it interrupts crew's normal physiological cycles. At the conclusion of such missions, the sleep period required to ensure the crew is sufficiently rested for a subsequent mission will depend upon the length of the sleep period achieved (if any) before the mission.

B.14.b. Additional Sleep Needed

The following information should be used for scheduling considerations and in risk analysis. For missions that begin or end between 2300 and 0500, if the boat crew has had:

- (01) Less than a six-hour sleep period – they need at least a six-hour sleep period to control fatigue on subsequent missions.
- (02) More than a six-hour sleep period but less than a seven-hour sleep period – they need at least a two-hour sleep period to control fatigue on subsequent missions.



If Initial Sleep Period	Additional Sleep Period Needed
0-6 hours	6+ hours
6-7 hours	2+ hours

**Table 2-4
Sleep Debt**

B.15. Crew Fatigue Message

When a Station's alert posture is compromised due to crew fatigue, a Crew Fatigue Message shall be sent. When the fatigue situation has cleared due to a relief crew reporting aboard or the duty crew having sufficient crew rest, a message referencing the fatigue message stating that operations are normal shall be sent. Whenever a Sector Commander waives the established boat crew utilization limits, the appropriate District Command Center shall be advised of the situation and the actions taken.

B.16. Example Message Formats

Example message formats related to crew fatigue and distress follow.



B.16.a. Fatigue Situation

Units unable to respond to any mission other than SAR should send the following notification message:

(R DTG Z)
FM UNIT
TO SECTOR COMMANDER
INFO CCGDXXX
ADJACENT UNITS (see note)
BT

UNCLAS//N16130//
SUBJ: SAR SITREP

A. Unable to respond to any mission other than SAR due to boat crew fatigue. Anticipate ops normal (local time).

BT

B.16.b. Cancel Fatigue Situation

When the boat crew fatigue situation no longer exists, a follow-up message to that effect should be sent.

(R DTG Z)
FM Unit
TO SECTOR COMMANDER
INFO CCGDXXX
ADJACENT UNITS (see note)
BT

UNCLAS//N16130//
SUBJ: SAR RESPONSE

A. MY

1. Operations normal.

BT



B.16.c. Urgent
SAR

Whenever an Operational Commander waives the established boat crew limits the District Commander should be advised of the situation and the actions taken. Such notification would best be done in conjunction with the first SITREP.

FM SECTOR COMMANDER
TO CCGDXXX

BT

UNCLAS //N16130//

SUBJ: DISTRESS SITREP ONE – P/V IN TROUBLE (UCN-###)

1. Situation

A. (Description of situation)

2. Action taken

A. Boat crew limits waived for urgent SAR. MLB 47XXX underway with Coxswain BM3 A. B. Cee; Engineer MK3 X. Y. Zee; and Crewmembers SN L. M. Kay and SN E. F. Gee.

3. Future plans.

BT

NOTE 

If an adjacent unit is in a different Sector or District, add their respective Sector or District as an info addressee.



Section C. General Operational Guidance

Introduction This section gives guidance on certain types of Coast Guard unit operational activities.

In this Section This section contains the following information:

Title	See Page
Medical Evaluation	2-27
Fire Suppression	2-28
Rescue and Assistance	2-28
Boat Swimmer	2-29
Marine Protected Species	2-29

C.1. Medical Evaluation Some assistance cases require transport of sick or injured individuals from vessels or remote locations either by vessel or helicopter. A competent medical authority establishes the specific need for an individual to be evacuated from a vessel.

C.1.a. MEDEVAC Reference (k) contains specific guidance regarding hoisting operations including: personnel safety, weather considerations, mechanics of preparing for and completing a hoist, and other considerations.

Per Reference (l), in all MEDEVAC operations, the risks of the mission must be weighed against the risks to the patient and the responding resources. When deciding whether a case is sufficiently urgent to justify the risks involved with a MEDEVAC, the SMC should obtain advice from medical personnel, preferably Coast Guard or Department of Defense medical personnel. The final decision to conduct a MEDEVAC rests with the aircraft commander, cutter commanding officer, or coxswain on scene.

C.1.b. Transfer to Medical Facility After the patient is placed onboard a Coast Guard boat and prior to the patient's being transferred to a medical facility, Coast Guard personnel will provide medical care to the level of their training and capability.

In coordination with SMC, the unit receiving the patient is responsible for making further transport arrangement to a medical facility.



C.2. Fire Suppression

Units should work closely with their Operational Commander, the cognizant Marine Safety personnel, and other agencies to develop a comprehensive fire fighting response plan. In general, unit boats are equipped and crews are trained to provide very limited fire fighting capability.

When appropriate, unit crews may attempt to save property, but must balance the risks to the boat crew with any potential benefit. Actions taken to save property shall always be limited to indirect attacks from a safe position. Specific guidance regarding fire fighting and damage control activities is contained in Reference (k).

C.3. Rescue and Assistance

When responding to a request for rescue and assistance, the unit boat crew's first responsibility is to save lives, not property.

*Part 2, Chapter 2, Section A **Underway Mission Planning***, of this Manual details what level of risk is appropriate given the likelihood of saving lives in distress. All boat crewmembers should be familiar with those guidelines.

WARNING

Crews must exercise extreme caution when responding to sinking or capsized vessels due to the inherent dangers associated with being onboard a sinking watercraft.

C.3.a. Towing

Boat crews will be called upon to tow disabled vessels. Boat Coxswains, OOD and unit CO/OIC must be thoroughly familiar with the Coast Guard's non-emergency assistance policy contained in Reference (l).

Boat Coxswains must be familiar with the towing limitations of each unit boat to ensure safety of their crew and the assisted vessel. Specific guidance regarding towing safety, equipment, and techniques is found in Reference (k). Boat type towing limitations can be found in their corresponding specific boat type operator's handbooks.

CAUTION!

The SPC-LE, SPC-TTB, and 39' Midnight Express were built and outfitted for speed and tactical maneuverability. While capable of towing vessels up to 20 gross weight tonnage or 50 FT in length, towing with the SPC-LE/SPC-TTB/Midnight induces stress on the high performance engines resulting in premature lower unit/engine failures.

The SPC-LE, SPC-TTB, and 39' Midnight Express should not be used for routine towing.



C.4. Boat Swimmer

Boat swimmers are collateral-duty swimmers deployed from boats. They are not required to be trained as rescue swimmers; boat swimmer training is accomplished through Personnel Qualification Standard (PQS).

Boat swimmers should enter the water only as a last resort. If a crewmember enters the water as a boat swimmer they shall have the PPE prescribed by Reference (j). Placing a crewmember in the water should be exercised only when:

- (01) No other method of assistance exists,
 - (02) The risk factors have been appropriately assessed,
 - (03) The potential for success sufficiently justifies the risk,
 - (04) The action can be taken without unduly placing the crewmember's safety at risk.
-

C.4.a. Boat Swimmer Harness and Tending Line

The boat swimmer shall wear the boat swimmer harness and tending line on all deployments from platforms equipped with this gear.

WARNING

Boat crews aboard platforms that do not have tending line and harness shall perform thorough Operational Risk Management (ORM) and exercise extreme caution before putting a swimmer in the water.

C.5. Marine Protected Species

Marine protected species includes those species covered under References (m) and (n). The Coast Guard must ensure its operations are environmentally sound and comply with these references, as well as Reference (o), and other Federal, State, and local regulations. References (p) and (q) contain further information regarding protected marine species.

C.5.a. Avoidance Protocols

It is important to know which marine mammal species, endangered species and threatened species exist within an Area of Responsibility (AOR); the regulations in place to protect them; and what role the Coast Guard can play in promoting species recovery. This information is available from National Marine Fisheries Service and U.S. Fish and Wildlife Service regional offices. Operational procedures should be developed that comply with and enforce MMPA and ESA regulations, such as:

- (01) Speed restrictions for non-emergency operations,
- (02) Slower transit speeds in certain waterways, at certain times of the year, or
- (03) Staying the required distance from members of a species.

Balance the urgency of a given mission with the potential damage to protected species or habitats.



C.5.b. Authority

Additional information regarding specific restrictions within the unit's AOR should be obtained by contacting the District (DRE). Should a unit resource strike, injure, or kill a protected species while underway, procedures outlined in District directives shall be followed including notification of the Operational Commander, submission of any reports, and the conducting of any investigations.

Units observing violations of the MMPA or ESA shall take appropriate action in accordance with References (p) and (q).

Points of contact with local marine mammal stranding networks, aquariums, and sanctuaries should be maintained to ensure appropriate response to marine mammal and endangered species incidents (stranding, carcasses, reports of harassment, etc.).

C.4.c. MMPA
Prohibited Acts

Congress enacted the MMPA of 1972 (16 U.S.C. 1361 to 1421(h)) to help maintain the stability of the marine ecosystem and to maintain an optimum sustainable marine mammal population, keeping in mind the carrying capacity of the habitat.

Implementing regulations include:

- (01) 50 CFR 10 (prohibitions on taking possession, sale, etc.).
- (02) 50 CFR 18 (regulations regarding polar bears, sea otters, walruses, dugongs, and manatees).
- (03) 50 CFR 216 (regulations regarding whales, seals, and sea lions).
- (04) 50 CFR 228 (incidental takes).

The MMPA prohibits “takings” of marine mammals; that is, to harass, hunt, capture, collect, or kill, or attempt to harass, hunt, capture, collect, or kill any marine mammal.

C.4.d. ESA
Prohibited Acts

The Endangered Species Act of 1973 (16 U.S.C. 1531 to 1544) was enacted to help conserve endangered and threatened species and their habitats. Implementing regulations include:

- (01) 50 CFR 223 (prohibitions on takings).
- (02) 50 CFR 224 (requirements for TEDS).
- (03) 50 CFR 226 (designation of critical habitats).

The ESA prohibits “takings” of endangered or threatened species; that is to harass, harm, pursue, hunt, shoot, wound, kill, trap, capture, or collect, or to attempt to engage in any such conduct. The ESA also prohibits persons subject to the jurisdiction of the United States from importing, possessing, or selling endangered or threatened species.



Section D. Crew Selection

Introduction When orders are received to get a CG boat underway for a mission, it is crucial that the boat crew selection meet CG *minimum crew requirements*.

In this Section This section contains the following information:

Title	See Page
Factors	2-31
General Requirements	2-32
Basic Crewing Requirements	2-32
Mission Requirements	2-32

D.1. Factors Minimum crew requirements are based on two factors:

- (01) **Basic Minimum Crew:** the crew has the *basic competencies* required to get the boat safely underway, conduct basic operations, and return to port.

Basic Competencies include Boat Crew Member (BCM), Engineer (ENG), and Coxswain (COXN). A Coxswain and Boat Crew Member are always required, but some boat types do not require an engineer.

- (02) **Mission Crew:** the crew has the required set of *mission-specific competencies*.

Mission Specific Competencies (listed in **Table 2-6**) may also include competency requirements set outside of this Manual (e.g. Boarding Team Member, Boarding Officer, etc.).



D.2. General Requirements

Personnel conducting boat operations must be certified to the competency level required for specific missions/activities and per boat type.

A Coxswain, certified in the type of boat being operated, is required whenever a boat is underway.

Requirements in this section supersede all other publications.

D.3. Basic Crewing Requirements

Unit Commanders shall comply with the basic minimum boat crew requirements for the type of boat being dispatched (**Table 2-5**) and ensure mission competencies (**Table 2-6**) are represented in the boat crew selection. Mission Specific examples for most standard boat types and class-specific crewing exemptions are provided in **Table 2-6**.

Propulsion	Enclosed Cabin			Open Boat		
	COXN	ENG	BCM	COXN	ENG	BCM
Inboard	1	1	1	1	1	0
Outboard	1	0	2	1	0	1

WPB 87' (CB-M) may elect COXN and BCM in lieu of COXN and ENG to satisfy the minimum crew requirement.

Table 2-5
General Minimum Crew Requirements

NOTE 

See Part 3 **CHAPTER 6** for ICE Rescue minimum crew requirements.

D.4. Mission Requirements

Table 2-6 on the next page amplifies, and is used in conjunction with, the requirements of **Table 2-5** above. To use the table, start with the mission on the left; the crew requirements are shown on the right.

Specific missions may require a boarding team to be onboard. Personnel may serve in dual roles (e.g. BCM as BO), provided the Basic Minimum Crew (table 2-4) and Mission Competency Requirements (table 2-5), are met.



Ensure the following Mission Competencies are represented in the boat crew selection:														
Mission	BCM	COXN	ABCM	ACOXN	HWX	SURFMAN	TBCM	TCOXN	PBCM	PCOXN	PMC	BO	BTM	Additional Requirements
Pursuit LVL IV (Cutter)									1	1	1	1	1	
Pursuit LVL IV (Station)									1	1		1	1	
PWCS Lvl 1							2	1				1	1	(1)TBCM mans MAW; (1) TBCM conducts NCV UOF
														Add (1) TBCM for each additional MAW.
														TBCM(s) manning MAW (s) and TCOXN shall remain onboard during MLE boardings.
														See Note 1.
PWCS (non Lvl 1)	1	1										1	1	Add (1) TBCM for each additional MAW.
														COXN and BCM shall remain onboard during MLE boardings.
Surf	1					1								Add (1) BCM to minimum crew requirement in Table 2-4.
Heavy Weather	1				1									Add (1) BCM to minimum crew requirement in Table 2-4.
ATON			1	1										Add (1) ABDS and/or (1) ABCO as needed.
														See Notes 2 and 3.
MLE	1	1										1	1	For closed cabin boats, COXN and 1 BCM shall remain onboard during MLE boardings.
ICMLEO	1	1										1	1	In accordance with Integrated Cross-Border Maritime Law Enforcement Officer Bi-National Standard Operating Procedures, all individuals, including boat engineers, on patrol in support of Integrated Cross-Border Maritime Law Enforcement Officer missions shall be graduates of the ICMLEO (Shiprider) course (502188) held at the Maritime Law Enforcement Academy, Charleston, SC.
Note 1: A boarding team is not required to be on board when a dedicated LE source (boarding capable) is immediately available. "Immediately available" shall be defined by the Operational Commander or TACON for DSF units.														
Note 2: Personnel may hold multiple ATON competencies (e.g. ENG may simultaneously serve as the ABCO).														
Note 3: COXN may conduct ATON logistic operations, e.g. transporting personnel/materiel from pier to pier.														

Table 2-6
 Mission Competency Requirements



Section E. Emergency Management

Introduction

A major disaster to Coast Guard assets, facilities, and resources could easily degrade a unit’s capabilities. Even if the affected local command structure survives, Coast Guard personnel may have their attention diverted from Coast Guard and community recovery operations by personal concerns (safety of their families, damage to homes, etc.).

Any Coast Guard unit can be expected to assign personnel (active duty and/or reserve) and assets to the affected area. Such action may necessitate a temporary degradation in traditional Coast Guard functions/performance within a unit’s AOR.

In this Section

This section contains the following information:

Title	See Page
Description	2-34
Authority	2-34
Planning and Preparation	2-35
Leave/Liberty Policy	2-35
Natural Disaster Evacuation Preparedness	2-36

E.1. Description

A natural disaster is an occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural cause, including fire, flood, earthquake, storm, wind or wave action, volcanic activity, epidemic, contamination, blight or drought.

E.2. Authority

The primary responsibility for disaster response rests at the local and State levels. Federal assistance may be provided when local and State governments are unable to cope with the effects of the disaster. Authorities frequently request Coast Guard assistance in such cases as severe port and waterfront damage caused by coastal storms. Title 14 U.S.C. 88 authorizes the Coast Guard to engage in saving life and property in the broadest possible terms.



E.3. Planning and Preparation

The CO/OIC should consult local Sector and District instructions and directives. All units shall prepare for a natural disaster in accordance with their district's contingency planning procedures. Preparation measures include:

- (01) Compose, disseminate, and exercise a natural disaster preparedness and response plan that covers units under their command.
- (02) Periodically review the contents of this plan.
- (03) Train personnel in disaster response.
- (04) Maintain a current list of reserve personnel with disaster-recovery competencies.
- (05) Periodically update recall lists and establish a command phone tree.
- (06) Exercise the phone tree semi-annually.
- (07) Maintain emergency food, water, medical, and emergency response supplies. Commands should assume a 72-hour supply requirement.
- (08) Assist in Federal response as directed by the Coast Guard chain of command.
- (09) Utilize public volunteers as legally capable and as required for immediate response operations.
- (10) Restore normal operations as conditions allow.

E.4. Leave/Liberty Policy

Leave, liberty, or termination of orders may be granted to Coast Guard military personnel if buildings, work areas, or transportation systems to and from commands pose hazards to personnel. Each CO/OIC shall determine policy regarding duty in this event, depending on personnel requirements and the conditions that exist. Personnel shall:

- (01) Prior to departing on leave, enter their destination address and contact information into PAS.
- (02) Contact their command before assuming or departing on leave or liberty status.
- (03) Not place themselves in danger by transiting areas that are inaccessible and potentially dangerous.
- (04) Report to their units as required and when conditions allow.
- (04) Make every reasonable attempt, including phones, fax, and e-mail, to contact their duty unit for possible recall and personnel accountability.



- (05) If unable to contact assigned duty units, contact the District Crisis Action Center (CAC).
- (06) If unable to contact the District CAC, report to the nearest Coast Guard command or other military command if no Coast Guard command is accessible.

E.4.a. Continuity of Operations

The CO/OIC shall first assess damage to their unit and personnel. Should the disaster be of catastrophic magnitude, the CO/OIC shall attempt to recall all necessary personnel. It is possible that communications may be down and road accesses may be cut off.

Personnel may be injured or may be involved in rescue efforts of family members. For these reasons, it may not be possible for them to report to their units. Therefore, the only personnel who may initially be available will be those who are currently on duty.

E.5. Natural Disaster Evacuation Preparedness

In the event of an impending natural disaster or immediately after the occurrence of a natural disaster, Coast Guard members and dependents are strongly encouraged to remain in their own residence. Members residing on the economy should consult with their landlord or building manager to verify the structural safety of their dwelling. If evacuation is necessary, report to the nearest designated public shelter.

E.5.a. Emergency Management

The CO/OIC shall identify evacuation routes and locations of various public shelters and ensure crew and dependents are aware.

Coast Guard members or dependents relocating to any shelter should bring their own emergency provisions (e.g. food, clothing, sleeping bags, etc.). Do not expect shelters to provide adequate quantities of these supplies for occupants.



Section F. Environmental Health and Safety Programs

Introduction

This section discusses the key components of an effective unit environmental health and safety program. Safety is an all-hands evolution. Proper attention to safety and environmental health are essential to protecting Coast Guard personnel and ensuring mission readiness.

The leadership and responsibility for safety starts with the CO/OIC and continues down the chain of command to each individual. The unit CO/OIC is responsible for ensuring that personnel within their command are provided a safe and healthful environment and that all facilities and operations comply with applicable Federal laws and regulations and Coast Guard directives. At each level of command, the message of safety shall be amplified and the standards for safety shall be enforced.

This Section is not all-inclusive, and the CO/OIC must refer to the referenced instructions for full guidance in establishing and managing various safety programs.

In this Section

This section contains the following information:

Title	See Page
Unit Responsibilities	2-38
Electrical Safety	2-38
Hearing Conservation	2-38
Hazard Communication Standard	2-38
Heat Stress	2-38
Respiratory Protection	2-38
Mishap Response Plan	2-38
Boat Safety Program	2-39
Confined Space Entry Program	2-39
Jewelry	2-39



F.1. Unit Responsibilities	The unit shall have a Safety Officer and Assistant Safety Manager (ASM) to ensure safety prevention, investigate mishaps, and undertake all safety responsibilities in accordance with Reference (d).
F.2. Electrical Safety	Each unit shall develop a comprehensive mandatory Electrical Safety Program and employ equipment lock-out/tag-out procedure per References (e), (r), and (s).
F.3. Hearing Conservation	Unit work environments are filled with many noise hazardous operations. Units shall establish a hearing conservation program per References (s),(t), and (u).
F.4. Hazard Communication Standard	The Occupational Safety and Health Administration (OSHA) issued the Hazard Communication Standard, which is applicable to the Coast Guard, and requires that employers initiate and comply with a hazard communication program. The goal of the program is to provide education on hazardous substances in the workplace, ensure safety of workers who work with hazardous substances and to protect unit personnel from undue exposure per References (t) and (u).
F.5. Heat Stress	Heat stress is any combination of elevated air temperature, thermal radiation, high humidity, low airflow, and workload, which affect the regulation of body temperature. When the body’s ability to adjust is exceeded, body temperature increases, resulting in symptoms of fatigue, severe headache, nausea, and decreased physical and mental performance. Generally, the Engineering Officer EO/EPO is responsible for administering the heat stress program, although all-hands must be aware of symptoms and treatment. For development and implementation refer to References (s), (t), (u), (v), and (w).
F.6. Respiratory Protection	Both Coast Guard policy and Federal law require a written respiratory protection program. Respiratory protection is required whenever engineering or administrative controls of hazardous air contaminants are not feasible or are not in place. Any unit using respirators shall establish a respiratory protection program. Information and guidance for establishing a respiratory protection program can be found in References (s), (t), and (u).
F.7. Mishap Response Plan	Units are required to maintain mishap response plans to ensure responses to all mishaps are adequately coordinated. Plans should enhance the unit’s ability to respond by describing actions and responsible personnel.



NOTE 

Operational Commanders shall develop unit mishap response plans. Mishap response plan information for individual units can be included in a single instruction.

Further information on required and recommended content of a unit mishap response plan is contained in Reference (t).

F.8. Boat Safety Program

A boat safety program is essential if Coast Guard missions are to be performed effectively and safely, protecting both the platforms and the crews. A boat safety program need not be a separate unit instruction, but may be fulfilled through routine practices involving safety stand-downs, mission pre-briefs, and identification and alleviation of as many identifiable hazards as possible.

NOTE 

The Operational Commander and CO/OIC may develop and maintain boat safety program guidance for all subordinate units.

Further guidance on safety programs is contained in Reference (t).

F.9. Confined Space Entry Program

Confined spaces are those that are:

- (01) Large enough and so configured that an employee can bodily enter and perform assigned work.
- (02) Limited or restricted means for entry or exit, such as tanks, vessels, storage bins, vaults, and pits.
- (03) Not designed for continuous employee occupancy.

Intended users are all shore units with confined space work environments. Entry into confined spaces should only occur after evaluation of the hazards and other safety concerns. Units shall prepare a unit instruction identifying confined spaces and the required safety procedures for entering those spaces. Further information on required and recommended content of a unit's confined space entry program is contained in References (e), (t), and (x).

F.10. Jewelry

Coxswains shall ensure jewelry is removed prior to beginning all evolutions including helicopter operations, towing, any line handling, and when working around machinery. The wearing of jewelry, including rings, wristwatches, necklaces, or other items not consisting of organizational clothing, personal protective equipment, or uniform articles by boat crewmembers engaged in hoisting, towing, or other deck evolutions where the potential for snagging exists is prohibited. Personnel embarked in boats should be discouraged to wear jewelry, as it is not a safe practice. The CO/OIC and Coxswains should address this during all pre-underway briefs.



Section G. Auxiliary

Introduction

In 1939, Congress established a U.S. Coast Guard Reserve administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military Reserve and renamed the original volunteer Reserve as the Coast Guard Auxiliary.

Today the Coast Guard Auxiliary is a force composed of approximately 31,000 volunteers, who are not contractually obligated, but eagerly volunteer the use of their privately owned vessels, time and/or expertise toward the completion of Coast Guard missions.

Auxiliary activities range from providing patrols using private vessels or aircraft, manning certain watch stations, to acting as part of a cutter or boat crew during certain missions. Indeed, the Coast Guard Auxiliary is a robust force multiplier when mission tasking is appropriate for the auxiliary platform capability, and mission & training support are provided.

This section addresses only surface operations.

In this Section

This section contains the following information:

Title	See Page
Auxiliary Personnel	2-40
Platform Operations	2-41
Mission Support	2-41
Certification	2-42

G.1. Auxiliary Personnel

Guidance for employment of Auxiliary members and/or their facilities is contained in Reference (y).

Coast Guard Auxiliary personnel may serve in every unit duty section position, except those requiring the exercise of general law enforcement powers (Reference (b)) or direct command authority (e.g. Officer of the Day) provided they meet the same qualification and certification requirements specified for Coast Guard Active Duty and Reserve personnel. These roles may include, but are not limited to, Communications Watch Stander and Assistant/Junior Officer of the Day.

Auxiliary members may perform as crewmembers or engineers onboard Coast Guard boats, if they are properly certified in accordance with this Manual Part 4, Boat Crew Training.



NOTE 

Auxiliary members are prohibited from being Coxswains on Coast Guard owned boats unless the boat is designated as an Auxiliary facility.

G.2. Platform Operations

Per Reference (z), Auxiliary facilities are vessels (usually privately owned) from which the Auxiliary directly conducts authorized CG missions using either an all Auxiliary crew or an Auxiliary crew augmented with CG personnel.

Example: an Auxiliary facility crew may be augmented with a CG Boarding Officer to support certain Coast Guard law enforcement missions and activities in limited circumstances, i.e. when there is a low chance of detecting and/or encountering criminal activities. Specific guidance is contained in References (b) and (y).

G.2.a. Operational Limits

Operational Commanders are required to establish facility operating limitation standards, as necessary, in coordination with the Director of the Auxiliary.

Auxiliary facilities shall be considered non-standard boats when establishing operational limitations and shall never exceed the limits established for non-standard Coast Guard boats of similar size.

Order issuing authorities, including unit Commanders, shall carefully consider the operational capability of each surface vessel and its assigned crew when planning missions and issuing orders.

The operator (or owner) of an Auxiliary facility shall abort a mission in the event they become apprehensive or aware of a situation (mission technicality, crew proficiency, weather, etc.) that could jeopardize the safety of the crew or vessel, regardless of the vessel's operational limitations.

Auxiliary facilities are prohibited from operating in surf.

G.2.b. Law Enforcement Authority

Auxiliarists have no LE authority and shall not participate, as a boarding team member in LE activities. However, provided they are properly trained, Auxiliarists may assist Coast Guard law enforcement in accordance with References (b) and (y). Specific guidance regarding the use of Auxiliary members in support of law enforcement missions is contained in Reference (b).

G.3. Mission Support

In addition to directly performing missions, Auxiliary members may be used in support of any authorized Coast Guard mission at the discretion of the CO/OIC, per References (b) and (z).



G.4. Certification Auxiliarists serving as Boat Crew Members and Coxswains on Auxiliary vessels shall certify in accordance with References (y), (z), (aa), (bb), (cc), and (dd).

When serving as a Boat Crew Member or Engineer on CG operational platforms the Auxiliarists must certify in accordance with this Manual and Reference (dd).



Section H. Reserve Workforce Management

Introduction This section discusses the management of the reserve workforce at Boat Force units. It provides guidance on CO/OIC responsibilities, expectations for reservists, and defines the roles of several key support positions such as the Reserve Force Readiness System (RFRS), Senior Enlisted Reserve Advisor (SERA), and Reserve Training Petty Officer (RTPO) and their roles in managing reservists.

In this Section This section contains the following information:

Title	See Page
Commanding Officer (CO)/Officer in Charge (OIC)	2-43
Reserve Crew Organization	2-44
Reserve Force Readiness System	2-44
Senior Enlisted Reserve Advisor (SERA)	2-44
Duties of the Reserve Training Petty Officer (RTPO)	2-45
Expectations of Reservists	2-46
Reserve Competency and Billet Titles	2-47
Readiness Management Periods (RMP)	2-47
Berthing	2-47
Reserve Web Resources	2-47

H.1. Commanding Officer (CO)/Officer in Charge (OIC) Responsibilities In accordance with Reference (ee) the CO/OIC shall ensure reservists under their authority receive appropriate training and administrative support to fulfill their primary role of mobilization readiness. Mobilization readiness can be maintained by training through augmentation of unit operations. “Mobilization” is the process of making people or resources ready to move or act and “Augmentation” is defined as making something greater, as in size, quantity, or strength. Further, mobilization is the change from drilling Reservist to active duty status in order to augment Coast Guard missions. The CO/OIC must understand the unique role of the Coast Guard Reserve and potential missions, which may include augmenting a Station’s active duty boat crews that are deployed elsewhere or supplementing boat crews for homeland security / national defense operations. With the limited time available to train, the CO/OIC must align reserve-specific training and support in conjunction with sound management skills to maximize the training and resources reservists receive during their drills. The Reserve Force Readiness System (RFRS) was developed to assist the CO/OIC in managing reservists at their units.



H.2. Reserve Crew Organization

The CO/OIC shall establish specific crews that drill together for each designated reserve drill weekend. A crew concept enables better planning and training. Allowing reservists to drill by themselves during the week should be discouraged. The number of reservists assigned to a weekend drill section should be based in part on the available resources (boats/training capacity) available at your unit. For example, at a unit with 14 SELRES members and only one platform available, scheduling all of the reservists on the same weekend is not planning for success. In this case, the reserve boat crews should be scheduled on two separate weekends.

H.3. Reserve Force Readiness System

The Reserve Force Readiness System (RFRS) gives the CO/OIC the Full Time Support (FTS) to carry out their reserve training and readiness responsibilities. The system is comprised of the Senior Reserve Officer at the Sector/Group, Full Time Support (FTS) billets at the Sector, and the Senior Enlisted Reserve Advisor (SERA) billet at the stations. The FTS billets assigned to Sectors and the SERA billet assigned to stations are the two most important reserve senior leadership positions for successful operations at Boat Force units. The FTS billets are led by the Reserve Readiness Chief. Personnel assigned to these billets are responsible for overseeing the administrative readiness and training of the reservists assigned to their Sector. They work in close coordination with station CO/OIC's and their SERA.

H.4. Senior Enlisted Reserve Advisor (SERA)

The SERA billet at Boat Force units can be filled by an E7-E9 reservist in any rating. The SERA reports directly to the CO/OIC and is the subject matter expert on reserve issues. The SERA is the link between the command cadre and the reservists assigned to their unit and as such the SERA must take personal responsibility to ensure all of their reservists are mobilization-ready. As the command cadre's subject matter expert on reserve issues, the SERA should advise the CO/OIC on all Reserve matters. To be effective, the SERA shall constantly engage with the command cadre to ensure communication, support, and coordination are available to the reservists assigned.

NOTE

The SERA shall be available to meet with each reservist as often as possible, and no less than semi-annually.



H.4.a. Duties of the SERA

The SERA shall:

- (01) Act as mentor and leader for reservists assigned.
- (02) Plan and schedule all reservists' IDT, ADT, RMP drills. This shall take into account each members Individual Development Plan (IDP) and Individual Training Plan (ITP).

NOTE 

For more ITP information, visit the Individual Training Plan Portal at:
<https://cg.portal.uscg.mil/communities/individual-training-plan>.

- (03) Ensure all reservists comply with participation and readiness standards as well as competency certifications.
- (04) Maintain appropriate contact with the CO/OIC to ensure effective coordination of the schedule and training of reservists.
- (05) In conjunction with the command cadre and the RTPO, establish reserve duty sections in which reserve boat crews are assigned for one or more weekends a month.

For a complete list of the duties of the SERA, visit
http://www.uscg.mil/reserve/member_resources.asp

H.5. Duties of the Reserve Training Petty Officer (RTPO)

The RTPO is specifically responsible for operational training and readiness, such as boat qualifications. The RTPO shall:

- (01) Ensure the reserve duty section(s) accomplishes all scheduled training or activities.
- (02) Work with the unit Training Petty Officer (TPO) to ensure reserve training is part of the unit training plan.
- (03) See that all necessary resources (day-workers, auxiliarists, and boats, trainers) are coordinated for planned drill weekends.
- (04) Establish and communicate a Plan of the Day that describes the planned activities for the weekend drill(s).

RTPOs are BMCs. They shall be previously coxswain qualified on a Coast Guard boat, at a minimum. The RTPO reports to the SERA, unless otherwise directed by the CO/OIC. Each station shall have at least one RTPO.

NOTE 

RTPOs are strongly encouraged to maintain coxswain certification, but not at the expense of junior petty officers primarily assigned coxswain competencies for mobilization.



H.6. Expectations of Reservists

Reservists at Boat Force units must meet their mobilization requirements. Reserve Augmentation is authorized to achieve mobilization readiness. Reservists assigned to Boat Force units should expect to drill for more than 8 hours per day when drilling. This means that a drilling reservist should expect to work from around 0800 on Saturday through 1600 on Sunday with an appropriate period of rest in between. Working only 0800 to 1600 on Saturday and 0800 to 1600 on Sunday does not allow enough time to achieve or maintain boat crew certification, especially since there is an underway night hour currency requirement to be certified as a member of a boat crew.

Since there is a limited amount of time available for training and interaction, each reservist assigned to a Boat Force unit should know and understand what is expected from them. An Administrative Remarks CG-3307, drafted by the SERA or CO/OIC, which describes the unit's expectations should be signed by each reservist. The Administrative Remarks, Form CG-3307, at a minimum should address the following:

- (01) Member's Acknowledgement of Billet Competency(ies)
 - (02) Participation and Readiness Standards
 - (03) Member's commitment to training and achieving qualification
Recommended timelines for qualification:
 - a) Incident Command System Division Group Supervisor (DIVS) – Within 24 months of reporting.
 - b) Reserve Coxswain – Initial Qualification within 24 months of Reserve Crew Member certification. Recertification within 12 months of reporting.
 - c) Reserve Boat Crew Member – Within 12 months of reporting.
 - d) Reserve Engineer – Within 6 months of Reserve Crew Member certification.
 - e) Boarding Team Member – Within 12 months of reporting.
 - f) Boarding Officer – Within 24 months of Boarding Team Member certification.
 - (04) Consequences for non-performers (discharge, repayment of bonuses as outlined in Reference (ee)).
 - (05) Necessary gear members must bring with them to drill (PQS, PPE, etc.)
-



H.7. Reserve Competency and Billet Titles

Reservists assigned to stations should be assigned at least one of the following competencies.

- (01) SERA – Senior Enlisted Reserve Advisor,
- (02) DIVS – Reserve Training Petty Officer,
- (03) Reserve Coxswain – BM2/1,
- (04) Reserve Boat Crew Member – BM3 & ME3,
- (05) Reserve Engineer – MK,
- (06) Boarding Team Member (OPSBTM) – BM3/MK3/ME3,
- (07) Boarding Officer (OPSBO) – MEC/ME1/ME2.

NOTE 

Billet Titles and Competencies for members of the Reserve are located on the Office of Boat Forces website at <http://cgweb.comdt.uscg.mil/G-RCB/StationStaffing.htm>

Drills Available to Maximize Available IDT Drills for Currency Maintenance

H.8. Readiness Management Periods (RMP)

Readiness Management Periods (RMP) are additional inactive duty periods authorized for reservists in excess of their normal scheduled drills. Their primary purpose is to accomplish training preparation or unit administration and maintenance functions, such as medical and dental readiness exams. Often times these items are completed while in a normal drilling status. This takes valuable time away from maintaining boat currency requirements. Consider utilizing RMP's for the following:

- (01) Mandated Training (online),
- (02) Periodic Health Assessment (PHA),
- (03) Dental Readiness Exam,
- (04) Servicewide Examination,
- (05) Unit Administration (Weigh-Ins, SGLI verification, etc.).

NOTE 

Refer to Reference (ee) for a complete list of available reserve drills.

H.9. Berthing

At many units, berthing for reservists may be an issue if not available at the unit. This can be alleviated through communication and planning.

H.10. Reserve Web Resources

A comprehensive list of manuals, messages and training resources are available on the Office of Boat Forces website:

<http://cgweb.comdt.uscg.mil/G-RCB/>,

and specifically in the Reserve section:

<http://cgweb.comdt.uscg.mil/G-RCB/NewReserveInitiative.htm>.



CHAPTER 3

Standards of Boat Operations

Introduction This chapter provides guidance for operating Coast Guard boats. It is intended to supplement other applicable directives.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Introduction	2-49
B	Readiness	2-50
C	Minimum Equipment for Operation	2-51
D	Passengers and Guests	2-52
E	Position and Status Reports	2-53
F	Team Communications	2-56
G	Float Plan	2-58
H	Navigation Rules, Emergencies, and Maneuvers	2-59
I	Public Affairs Operations	2-62
J	Trailerred / Beach Operations	2-63
K	Use of Personal Watercraft (PWC)	2-66
L	LASER (Light Amplification by Stimulated Emission of Radiation) Guidance	2-67
M	Night Vision	2-70



Section A. Introduction

Introduction This section discusses the role of the Coxswain in the operation of the boat.

In this Section This section contains the following information:

Title	See Page
Operation of the Boat	2-49
Underway Time Use	2-49

A.1. Operation of the Boat The boat Coxswain shall determine who operates the boat during all phases of a mission. Generally, the Coxswain is not permitted to leave the boat during any operation. However, when a situation exists onboard the distressed vessel that only the Coxswain is capable of alleviating, and the Coxswain can ensure the safety of the unit boat, it may be permissible. The Coxswain, in consultation with the unit, should make this decision.

An example of such a situation is if the Coxswain is the only member of the crew capable of delivering the first aid/medical attention and another member of the crew is capable of maintaining control of the boat.

CG boats have a limited number of seats for the crew. Crew seating provides *restraint*; a key design feature aimed at preventing injury, ejections, man overboard and other forms of mishap.

When underway on any asset, proper attention will be paid to the safety of all POB. The use of helmets and restraints increases crew safety. Vessel speed and the availability of crew restraints are two of many factors to be considered when conducting continuous underway Risk Management

PPE Requirements can be found in Reference (i).

A.2. Underway Time Use Although unit boats generally get underway to execute a specific mission, Coxswains should maximize the utility of underway hours by taking advantage of training opportunities.



Section B. Readiness

Introduction This section discusses boat readiness and the handling of discrepancies.

In this Section This section contains the following information:

Title	See Page
Checklists	2-50
Discrepancies	2-50

B.1. Checklists Checklists shall be used for daily check-offs. Specific boat type operator's handbooks for standard and non-standard boats also contain procedures for items to be aware of while underway and prior to securing the boat.

B.2. Discrepancies During daily boat checks, particular attention shall be paid to those items that constitute disabling or restrictive discrepancies. In the event such a discrepancy exists, units shall immediately notify the Operational Commander as directed in this Manual *Part 5, Readiness and Standardization*. Boats with restrictive discrepancies shall not be used in mission performance until the necessary waiver has been granted.

All certified crewmembers will be familiar with the operating characteristics of all unit boats, the details of which are found in the appropriate specific boat type operator's handbook.



Section C. Minimum Equipment for Operation

Introduction This section discusses the minimum equipment to be carried onboard boats.

In this Section This section contains the following information:

Title	See Page
Boat Operator Handbooks (BOH)	2-51
Other Factors to Consider	2-51
Outfitting Non Standard	2-51

C.1. Boat Operator Handbooks (BOH) Specific boat type operator’s handbooks contain a wealth of information including details of the minimum equipment necessary for boat operation, routine and emergency procedures. The boat specific BOH shall be carried onboard each platform while underway unless otherwise stated inside the BOH. BOHs promulgated prior to 2014 are Commandant Manuals and are located on the Office of Boat Forces website, on the Manuals page: <http://cgweb.comdt.uscg.mil/G-RCB/Manuals.htm> as well as the within the CG Directives . BOHs promulgated from 2014 on are Commandant (CG-731)-signed process guides, and are posted on the Office of Boat Forces website’s BOHs page: <http://cgweb.comdt.uscg.mil/G-RCB/CG731BOHandbooks.htm> as well as the CG Portal References tab under BOHs: <https://cgportal2.uscg.mil/library/SitePages/Home.aspx>.

C.2. Other Factors to Consider Coxswains should consider the mission being performed to determine if additional equipment not normally onboard the boat is necessary (additional blankets, personal flotation devices (PFDs), Aqueous FilmFormingFoam (AFFF), etc.). Equipment that is not expressly authorized by the specific boat type operator’s handbooks or the District Commander may not be permanently stored onboard unit boats. Details of this process are contained in this Manual *Part 5, Readiness and Standardization*.

C.3. Outfitting Non Standard Boats District Commanders may use the outfit list provided in Reference (ff) or modify the outfit list to meet particular needs of their resources.



Section D. Passengers and Guests

Introduction This section provides guidance for taking on passengers and guests.

In this Section This section contains the following information:

Title	See Page
Guidelines	2-52
Coxswain Responsibilities	2-52
Public Affairs Operations	2-52
Emergent Mission Requirements	2-52
Coast Guard Members as Passengers on Non- Coast Guard Boats	2-52

D.1. Guidelines Passengers and guests may be taken onboard unit boats, at the discretion of the unit commander, provided the numbers do not exceed the maximum safe number of passengers for the boat type, and all passengers are wearing Personal Flotation Devices (PFD) in accordance with References (d) and (i). Dependents of Coast Guard personnel are permitted onboard Coast Guard boats on a not-to-interfere basis.

D.2. Coxswain Responsibilities The Coxswain is responsible for ensuring that all passengers and guests are aware of necessary safety precautions, including the use of PFDs and emergency procedures.

D.3. Public Affairs Operations Guidance for authorization for public affairs operations is found in this Manual [PART 2CHAPTER 3Section I Public Affairs Operations](#).

D.4. Emergent Mission Requirements If a unit boat is required for mission response while passengers or guests are onboard, the passengers and guests shall be disembarked prior to proceeding with the mission, if at all possible.

D.5. Coast Guard Members as Passengers on Non- Coast Guard Boats In many cases Coast Guard members are required to be passengers onboard boats not operated by the Coast Guard. When this occurs the Coast Guard member is required to be outfitted with the PPE outlined in Reference (i).



Section E. Position and Status Reports

Introduction This section discusses the use and maintenance of various reports made while underway.

In this Section This section contains the following information:

Title	See Page
Policy	2-53
Lost Communications	2-54
Report Exceptions	2-55
Communications Log	2-55

E.1. Policy Position and status reports are required for all boats as per Reference (gg). Boats underway shall establish communications contact at least every thirty (30) minutes. The communication interval between boat and shore facility/Cutter shall be reduced during periods of increased risk of mishap (night, bad weather, etc.), or in environmental conditions that reduce survival time (cold, surf, etc.).



E.2. Lost Communications

A shore facility/Cutter losing contact with a Coast Guard boat is responsible for reestablishing communications with the boat directly or through another unit. If a boat fails to check in on the primary or secondary frequency within ten minutes of the communication schedule, the guarding unit shall initiate the following action. The Command Cadre of the boat's parent command shall be notified first, followed by the Operational Commander (OPCON), then the cognizant District Command Center. If the boat remains un-located, an immediate Urgent Marine Information Broadcast (UMIB) shall be released. Following the UMIB, an immediate precedence message shall be released as follows:

O DDHHMMZ MMYYY (Date-time -group)
FM (Unit reporting the lost communication)
TO COGARD SECTOR (if not the originator)
COGARD DISTRICT RCC
(all adjacent units, e.g. STA, ANT, etc.)
(Boats parent command)
INFO (Appropriate Area Command Center)
(Adjacent Sectors and Cognizant District Command Center)
BT
UNCLAS E F T O//N02001//
SUBJ: LOST COMMS REPORT
1. Orig lost comms with COGARD boat (list hull number).
Last comms on(list appropriate frequency).
Last position(list geographic position and/or latitude/longitude).
Last time comms established(list last time two-way communication was conducted)
2. Req radio equipped units attempt comms and advise.
3. Req unit advise if comms established on VHF equipment or via other means.
4. Will advise all addrees when commsare reestablished.
BT
NNNN

When communications are reestablished with the boat, an immediate cancel of UMIB and precedence message will be sent to all addresses listed in the LOST COMMS REPORT with notification that communications have been restored.



**E.3. Report
Exceptions**

Exceptions to status reports are as follows:

- (01) When maintaining communications with an On-Scene Coordinator (OSC) in conjunction with a SAR mission.
- (02) When directed to maintain radio silence by a competent authority.
- (03) Surf operations.

**E.4.
Communications
Log**

If the unit maintains a written communications log, the contents of position and status reports will be logged in the unit communications log. If the unit maintains a recorded communications log, no written report of position or status reports is necessary.



Section F. Team Communications

Introduction

Poor interactions among individuals, crew, and teams involved with the planning and execution of a mission can easily result in human error and lead to unsafe situations.

Effective communications between shore command and the unit, as well as among boat crew, are essential for proper coordination of mission tasks, mission safety, and mission success. It is crucial that:

- (01) All members share an understanding of evolving mission conditions and plans.
- (02) All members monitor, assist or back up each other’s actions or decisions.
- (03) Leadership delegates tasks as needed to prevent crewmembers from becoming overloaded.
- (04) All members ensure critical information is provided in a timely manner.
- (05) All members provide and require acknowledgement when information is communicated.

In this Section

This section contains the following information:

Title	See Page
Boat Crew Communications System (BCCS)	2-56
Cell Phones and Texting	2-57

F.1. Boat Crew Communications System (BCCS)

The Boat Crew Communications System (BCCS), if outfitted, is designed to mitigate the risks of noise interference and physical barriers to communication while supporting team coordination and the rapid identification, recognition and control of risks by the crew.

Crews shall practice BCCS loss and the timely transition to the use of secondary team communication methods (e.g. loud hailer and direct verbal reports/commands) ensuring on-deck personnel are kept in the team communication loop.

The BCCS:

- (01) Is required to be used for Security Zone enforcement, including training.



- (02) Should be considered for use any time there is interfering noise, physical barriers to communications, or need for heightened team coordination.
- (03) If lost or unavailable, shall be reported in ALMIS.

NOTE 

Lost or broken BCCS does not prevent an asset from performing assigned missions.

NOTE 

The requirement to use the Boat Crew Communications System (BCCS) provided in accordance with Reference (b) is waived for MSRT and MSST San Diego as long as it is replaced with the Harris PRC-152 communications system.

F.2. Cell Phones and Texting

UHF or VHF encrypted comms are the primary method for communications and should be used for official business.

The use of cell phones/texting devices and phone applications aboard Boat Force assets is prohibited without permission of the Coxswain; permission can be granted only on a case by case basis.

The Coxswain should take into consideration a variety of factors – including evaluating operational risk management – before allowing the use of cell phones/texting devices.

When a crew member is allowed to use a cell phone/texting device the Coxswain will assure that there is a proper lookout posted and the rest of the crew are attentive to their duties.

Helmsman is prohibited from using a cell phone/texting device.

NOTE 

Cell phones are NOT a substitute for secure communications. Communications on cellular phones are easily intercepted by anyone with a scanner; however, there may be times when it is appropriate: poor radio comms, Sector Command Center has info that they don't want passed over the radio, etc.



Section G. Float Plan

Introduction A verbal float plan, or intended course of movement and action, must be completed by the Coxswain and the OOD and/or communications watch prior to getting underway.

In this Section This section contains the following information:

Title	See Page
Parts of a Float Plan	2-58
Emergent Situation	2-58

G.1. Parts of a Float Plan A detailed float plan consists of these parts:

- (01) Intended course of action shown on applicable chart.
- (02) Mission particulars such as LE boarding, training, etc.
- (03) Description of general course and area where operations are to be conducted.

Any deviation from the original float plan shall be relayed to one of the following: OOD, XO/XPO, CO/OIC.

G.2. Emergent Situation In an emergent situation (e.g. SAR), a float plan is not required. The communications watch should assume the boat crew will take the fastest/safe course and should advise of any operating conditions that may hinder a rapid response (low tide, weather, dredging, etc).



Section H. Navigation Rules, Emergencies, and Maneuvers

Introduction This section provides a brief discussion of the Navigation Rules of the Road, handling emergency situations, and boat maneuvers.

In this Section This section contains the following information:

Title	See Page
Underway Rules	2-59
Lookout	2-59
Underway Emergencies/ Mishap Reports	2-60
Maneuvers	2-61

H.1. Underway Rules All personnel operating Coast Guard boats are obligated to abide by Reference (hh). Beyond compliance with these rules, crewmembers must remain alert for vessels or people in distress, potential obstructions such as fishing nets or “deadheads,” and the status of local aids to navigation.

H.2. Lookout The Coast Guard has had severe mishaps resulting from lookouts not properly executing their duties. Reference (hh) states in Rule 5, “*every vessel shall at all times maintain a proper look-out by sight and hearing as well as by all available means appropriate in the prevailing circumstances and conditions so as to make a full appraisal of the situation and of the risk of collision.*”

H.2.a. Proper Lookout Keeping a *proper lookout* (sight and hearing) is a critical boat operating process that shall be maintained at all times.

A *proper lookout* requires that a three hundred and sixty degree visual scan from the boat is completed at regular intervals and reports are communicated, acknowledged and appropriately acted on by the boat crew. Additional policy and guidance on how to maintain a proper lookout is contained in Reference (o).

All members of the boat shall act as lookouts. Proper coordination of mission tasks may require the Coxswain to direct a specific crewmember to serve as the primary lookout or to assign personnel specific sectors of responsibility; in all cases the boat crew should provide back-up lookout coverage as they are able.



H.2.b Visibility

Coxswains and boat crew members must constantly remain aware of potential visibility limitations when operating Coast Guard boats. All seated or standing positions may be restricted by a cabin structure, console design, appendages such as handrails; gun mounts, or glare from electronic equipment. Visibility may be restricted when a boat is transitioning between displacement and planning mode or during turns when inboard heel may restrict outboard visibility. Environmental conditions such as rain, snow, sleet, fog and on-shore background lighting may also obstruct visibility. Safe speed must be considered at all times.

The Coxswain is ultimately responsible for verbally assigning lookouts and ensuring that visibility limitations are taken into account during operations.

H.3. Underway Emergencies/ Mishap Reports

Emergencies occur even onboard the best-maintained platforms and despite practices of proper seamanship.

H.3.a. Person in Water (PIW)

A mishap involving a PIW can be classified one of two ways:

(01) Fall:

A PIW as a result of a fall is an event where an individual enters the water unexpected or unexplained (e.g. slipping, losing balance, falling, etc.) off a moving structure (e.g. Ship, boat, paint float etc.) or fixed structure (e.g. pier, jetty, etc.) into the water.

(02) Ejection:

A PIW as a result of an ejection is a situation where the individual enters the water due to inertial force on a moving platform (e.g. turning fast causing member to be propelled out of the boat or ship, catching the chine and propelling the member off the boat or ship, catching a wave and propelling member outward of the vessel, etc.)

In cases where the person *intentionally* entered the water due to safety concerns or other reasons, then it is neither a fall nor an ejection mishap. Such an incident should be classified a mishap only if it meets other mishap thresholds.

If in doubt whether a mishap is a fall or an ejection, classify the mishap as an ejection.



H.3.b. Crew
Preparedness

Well-trained crews are best able to respond in a timely fashion, thereby maximizing the potential for successful resolution. Frequent underway casualty control drills increase crew readiness.

Specific casualty control actions for emergencies onboard boats, and required post emergency checks to ensure vessel integrity are contained in the specific boat type BOH and in this Manual Part 5, Readiness and Standardization. Area/District Boat Managers shall outline, in writing, emergency procedures and follow-up actions for all assigned non-standard boats.

H.3.c. Crew
Responsibilities

As soon as practicable after the declaration of an emergency onboard the boat, the Coxswain shall notify the unit of the emergency and the actions taken and planned. Responsibility for the safety of the crew; boat and the successful resolution of the emergency lies solely with the Coxswain.

H.3.d. Filing
Mishap Reports

Mishap reports must be filed in accordance with References (t) and (ii).

H.4. Maneuvers

Each boat type operates differently in various environmental conditions. Specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations are contained in each specific boat type BOH. Crewmembers shall be familiar with BOH provisions and operate boats accordingly. Districts shall develop similar specific guidance regarding techniques for maximum performance, hazardous conditions, and limitations for all non-standard boats attached to units within the District.



Section I. Public Affairs Operations

Introduction This section discusses when unit boats can participate in community affairs and who authorizes this request.

In this Section This section contains the following information:

Title	See Page
Guidelines	2-62
Underway or Static Displays	2-62

I.1. Guidelines Unit boats may be used in support of community and media relations on a not-to-interfere basis with operations, and in accordance Reference (jj). Unit readiness shall not be compromised for such participation. Units shall ensure the Operational Commander is informed of all unit commitments. All requests should be routed through the unit’s Operational Commander.

I.2. Underway or Static Displays Various organizations request the participation of Coast Guard boats in local demonstrations and celebrations. Although approval for such events rests with the CO/OIC, the Operational Commander should be kept informed regarding all such events and changes in resource availability, if any, that such participation brings. The provisions of Reference (jj), Chapter 3 are applicable.



Section J. Trailered / Beach Operations

Introduction This section discusses guidance and procedure development for loading boats on trailers, beach rescue, and shoreline delivery.

In this Section This section contains the following information:

Title	See Page
Boat Trailers and Vehicles	2-63
Beach Rescue	2-64
Shoreline Delivery	2-64

J.1. Boat Trailers and Vehicles Units, including Cutters, with standard boats that have been assigned a trailer, shall keep the trailer/boat combination as a set. If the boat is transferred to another unit, the assigned trailer shall accompany it.

Units that respond to missions by trailering their boat shall maintain a minimum of one ready vehicle that has the capacity to tow the assigned boat and trailer combination within all Federal and State vehicle regulations. Cutters with standard boats shall ensure that they have access to a capable towing vehicle.

J.1.a. Trailering Boats Units shall develop boat trailering guidance per Reference (kk) to include (at a minimum):

- (01) Vehicle towing capacity.
- (02) Permissible speed limit.
- (03) Trailer hitch, safety chains, breakaway cable, lights, trailer wheel bearings.
- (04) Expected increase in stopping distance.
- (05) Expected increase in turning radius.
- (06) Procedures for launching boat.
- (07) Boat recovery.

Area/District Boat Managers will develop procedures for trailering boats and conducting beach responses using trailered boats, vehicles, and equipment.



J.2. Beach Rescue

Helicopter response is the preferred method of retrieving people in the water from beach surf areas.

CAUTION!

Units that attempt off road beach/shore launching do so at extreme risk. Units should verify GSA vehicle policies regarding use of GSA vehicles or commercially leased vehicles in off road environments.

J.2.a. Unit or Local Agencies

Generally, local agencies are better equipped and trained for beach rescue. Units will not normally undertake beach rescues alone. Liaison with local rescue authorities is strongly encouraged. Units in AORs where local agencies may call upon the Coast Guard to assist with beach rescues should establish each agency's responsibilities and limitations.

J.2.b. Developing Procedures

When developing procedures for participating in beach responses in support of other agencies, units should establish the following:

- (01) What agency retains jurisdiction in beach areas within the unit's AOR?
- (02) Does that agency have trained swimmers and appropriate equipment?
- (03) Under what circumstances will the Coast Guard be called upon to perform as the OSC?

J.3. Shoreline Delivery

Boat crews conduct operations that may require access to shore in locations where traditional docking facilities are not available. While intentionally grounding a boat is not often preferred, sometimes it can be accomplished with minimal risk when necessitated by mission requirements.

A detailed risk assessment of all on-scene conditions should be conducted by the boat crew, and the proposed plan communicated to OPCON, before attempting operation.

CAUTION!

Certain platforms and environmental conditions may not be suitable for shoreline delivery or recovery without causing permanent damage. Coxswains shall evaluate the warranted risk when voluntarily beaching the boat.



J.3.a. Delivering
/ Recovering
Personnel

The below steps shall be utilized when delivering or recovering personnel along the shoreline when required by the mission:

- (01) Upon arriving and assessing the scene, assign crew duties and brief plans for the operation based on risk assessment to include potential physical and environmental threats.
 - (02) Place lookout(s) in a safe location(s) where they have a clear view in front of and behind the boat. Lookout(s) can also have a boat hook (or similar device) to assist with depth sounding or pushing off obstructions.
 - (03) If a boat is an inboard/outboard or outboard, trim up the lower-unit/outdrive to a point where maneuverability is maintained but boat's draft is reduced.
 - (04) Approach the landing point at a slow speed.
 - (05) Once contact with shore is made, determine if that location will be safe to offload/retrieve equipment/personnel. If landing point is unsatisfactory, slowly back away to clear water.
 - (06) Once it is determined that the boat's location will be safe for offloading/retrieving equipment/personnel, begin the transfer.
 - (07) Movement of personnel/equipment will change the draft of the boat. This may require small amounts of power: to be applied to ensure the bow stays in contact with the landing point.
 - (08) Pay close attention to the boat's stem and propulsion system. Wind or currents may cause the stem to swing towards hazards making departure difficult or impossible. Maintain position perpendicular to the shore, keeping the boat's propulsion system safe in the water.
 - (09) Once equipment/personnel have been transferred, back the boat away from shore slowly, following the same path used for the approach.
-



Section K. Use of Personal Watercraft (PWC)

Introduction “Personal Watercraft” means a vessel designed to be operated by a person or persons sitting, standing, or kneeling on, rather than within, the confines of a hull.

In this Section This section contains the following information:

Title	See Page
Procurement, Ownership, and Operation	2-66

K.1. Procurement, Ownership, and Operation Procurement, ownership, and operation of personal watercraft by Coast Guard units is not authorized without a specific written waiver from Commandant (CG-731).

K.1.a. Requests for Waivers Requests for waivers must include a plan that includes concept of operation.

K.1.b. Expenditure of Funds Account Certifying Officers and other procurement officials shall not authorize the expenditure of funds for the purchase, support, or operation of personal watercraft in the absence of a waiver from Commandant (CG-731) allowing purchase and operation.



Section L. LASER (Light Amplification by Stimulated Emission of Radiation) Guidance

Introduction This Section provides policy guidance to boat crews and Operational Commanders in responding to incidents in which Coast Guard boat crews are illuminated by a laser (lased), directing operations in high laser incident areas, and reporting requirements after a laser illumination incident. A laser is a device that emits light through a process of optical amplification based on stimulated emission of electromagnetic radiation.

In this Section This section contains the following information:

Title	See Page
General Laser Policy	2-67
Immediate Response	2-68
Post-Mission Responsibilities	2-68
Signs of Laser Exposure	2-68
Amsler Grid Eye Chart	2-69
Designating High Laser Threat Areas	2-69
Reporting Requirements	2-69

L.1. General Laser Policy Boat crews operating in areas of laser activity should exercise sound Operational Risk Management to ensure the safety of their crew during mission execution.

L.1.a. Action Following Eye-Strike When a member receives a direct eye-strike from a laser, the crew shall act to ensure the safety of vessel and minimize further exposure to lasers. Crewmembers should not look for the source of the laser using binoculars or other magnifying optics since this could lead to significant eye injury.

After an incident, crew members receiving a direct eye strike from a laser should be assessed using the Amsler Grid Eye Chart (see L.5. below) and the coxswain shall determine if the crew can safely continue the mission. Upon return to base, anyone receiving a direct eye strike from a laser shall be assessed by medical personnel in accordance with reference (t).

WARNING

If involved in a lasing incident resulting in direct eye-strike to any crew member, the overriding consideration is to ensure the safety of the crew and mitigating the threat.



**L.2.
Immediate
Response**

Appropriate response in the immediate aftermath of laser activity shall include:

- (01) Maneuver: When a laser is perceived, coxswains shall take necessary action to minimize exposure of the crew. Crewmembers shall shield eyes and avoid looking at the laser illumination.
- (02) Navigate: Changes to course and speed will be at the discretion of the coxswain, based upon current operations, weather conditions and risk of exposure. If able, crew should mark its position and the distance of the source from the boat's position.
- (03) Communicate: The coxswain shall report the incident, approximate origin of the laser and status of the impacted crewmember to their Operational Commander. To assist in the possible dispatch of local law enforcement to search for the origin of the laser, boat crew shall inform the Operational Commander (include the location and direction of the beam, your location, and altitude). Do not agree to investigate the source. Reassess risk vs. gain for existing mission using Crew Resource Management / Operational Risk Management (CRM/ORM) practices.
- (04) Conduct self assessment using Amsler Grid Chart (required only for personnel directly illuminated or if vision impairment is suspected). The Operational Commander and coxswain shall consider the condition of the crew, ongoing laser activity in the area, assigned mission, weather conditions, and other relevant factors in determining whether to continue current operations.

**L.3.
Post-Mission
Responsibilities**

Boat crew who received a direct eye strike from a laser shall be evaluated by medical personnel within 24 hours following exposure. Any crewmember experiencing persistent effects to vision or other symptoms of laser exposure shall report to the clinic for evaluation as soon as possible after the lasing incident. Contact the duty Health Safety (HS) for further guidance.

**L.4. Signs of
Laser Exposure**

Obvious signs of laser exposure include blindness, temporary blindness or blind spots, any visual distortion, light sensitivity, eye irritation/pain or intraocular bleeding, headaches, redness, itching or tenderness of the skin, or burned areas on exposed clothing. However, possible retinal injury can occur with no apparent symptoms. Furthermore, delay in evaluation may later increase medical risks to exposed crew.



L.5. Amsler Grid Eye Chart The Amsler Grid is a convenient tool for assessment of laser impact on vision. Each grid includes easy to follow instructions designed for field use. Cards may be procured from the U. S. Army Public Health Command, <https://usaphcapps.amedd.army.mil/HIOShoppingCart/viewItem.aspx?id=452>. Unit printed Amsler Grids (i.e. downloaded grids) are not recommended.

L.6. Designating High Laser Threat Areas Operational Commanders shall track lasing incidents impacting Coast Guard crews in their respective AORs. Areas where repeated laser activity occurs should be designated as laser zones. When launching resources into these areas during times of anticipated laser activity, Operational Commanders should consider risk mitigation strategies such as requesting local law enforcement to determine if there is any ongoing laser activity on the shore (i.e., beaches, boardwalks) in that area.

Crews shall consider laser zones while conducting their operational risk assessment.

L.7. Reporting Requirements All lasing incidents shall be reported, at a minimum, as a Class D MISHAP, in accordance with Reference (t). All lasing incidents shall be reported in the e-MisReps system within 72 hours of the event. Information about the incident should also be reported to the Sector Intelligence Officer or District INTEL Staff.



Section M. Night Vision

Introduction This section discusses the use of night vision devices on boat operations. More information on is located in Reference (II).

In this Section This section contains the following information:

Title	See Page
Requirements	2-70
Limitations	2-70
Restrictions	2-71

M.1. Requirements Any boat crewmember using a night vision device shall first become familiar with its functions and characteristics. It is recommended that crewmembers train with the device while underway. Members are not required to wear the device.

M.2. Limitations Limitations of night vision include:

- (01) Decrease in peripheral vision,
- (02) Skewed depth perception,
- (03) Tunnel vision,
- (04) Contrast reversal,
- (05) Delay in return to normal vision.

M.2.a. Peripheral Vision Night vision devices will limit a person’s peripheral vision substantially. A normal field of view is 190°. With night vision, this may go as low as 40°.

M.2.b. Depth Perception Depth perception is skewed with the use of night vision. Objects will be closer than they appear.

M.2.c. Tunnel Vision Tunnel vision, which means a person has fixated on an object and is ignoring the other things around him/her, is a strong tendency with night vision, making it essential that a person continually scan when using night vision devices.



M.3. Restrictions Personnel operating (helmsman) Coast Guard boats are not permitted to use night vision while the boat is making way. Personnel who have been wearing night vision equipment shall wait a minimum of two minutes before assuming control (helmsman).



CHAPTER 4

Boat Units and Boat Types

Introduction

This chapter provides an overview of the various types, locations, and missions of Coast Guard boat units, as well as the types of boats used in the execution of assigned missions. It prescribes general operating procedures for Coast Guard units that are applicable to all boat operations. Units operate a variety of boats because of the variety of missions and operating areas.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Coast Guard Boat Units	2-73
B	Coast Guard Boat Types and Associated Competencies	2-76



Section A. Coast Guard Boat Units

Introduction This section defines the following types of Coast Guard boat units and discusses their functions and elements.

In this Section This section contains the following information:

Title	See Page
Definitions	2-74

Unit Types	Boat Operating Policy Applies	Boat Force Units Commandant (CG-731) Programmatic Management)
Station	X	X
Station (small)	X	X
Auxiliary-Operated Station (small)	X	X
Aid to Navigation Team (ANT)	X	X
Station Aids to Navigation Team (STANT)	X	X
Cutter	X	
Maritime Safety Security Team (MSST)	X	
Maritime Security Response Team (MSRT)	X	
Maritime Force Protection Unit (MFPU)	X	
Marine Safety Unit (MSU)	X	
Marine Safety Detachment (MSD)	X	
Sector	X	
Port Security Unit (PSU)	X	
Strike Team	X	
Training Centers (to include HITRON)	X	

**Table 2-7
 Boat Force Unit Policy and Program Management**



A.1. Definitions

Coast Guard boat units for the purpose/applicability of this Manual are defined in this section.

A.1.a. Station

A **Station** is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.

A.1.b. Station (small)

A **Station (small)** is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.

A.1.b.1. Auxiliary-Operated Station (small)

An **Auxiliary-Operated Station (small)** is a **Station (small)** that relies on auxiliary members for its primary duty section staffing for three or more months per year. Auxiliary operated units may or may not have an active duty Command Cadre (e.g. OIC).

A.1.c. Aids to Navigation Team

An **Aids to Navigation Team (ANT)** is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.

A.1.d. Station Aids to Navigation Team (STANT)

A **STANT** is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.

A.1.e. Cutter

A **Cutter** is a Coast Guard facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment.

A.1.f. Maritime Safety and Security Team (MSST)

A **MSST** is a Coast Guard shore facility – with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment – which reports to an Area Commander.

A.1.g. Marine Safety Unit (MSU) / Marine Safety Detachment (MSD)

A **MSU** is a Coast Guard shore facility with an OPFAC, Command Cadre, and equipment which reports to a Sector Commander. Some MSUs have a unit boat allowance.

A **MSD** is a subordinate unit of a Sector that is created when a Prevention workforce is needed in a geographically separated location.



A.1.h. Port Security Unit (PSU) A **PSU** is a Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to an Area Commander.

A.1.j. Sector A **Sector** is a Coast Guard shore facility with an OPFAC, Command Cadre, Command Center and permanently assigned duty-standers, unit boat allowance, and equipment which reports to a District Commander.

A.1.k. Maritime Force Protection Unit (MFPU) An **MFPU** is a Coast Guard shore facility with an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment which reports to the District.

A.1.l. Maritime Security Response Team (MSRT) An **MSRT** is a Coast Guard unit which provides active counter-terrorism and advanced interdiction operations, and addresses capacity and capability gaps in national maritime counter-terrorism response.

A.1.m. Strike Team A **Strike Team** is a Coast Guard shore facility with an OPFAC, Command Cadre, unit boat allowance, and response equipment for the detection and mitigation of oil, chemical, and weapons of mass destruction incidents. The three Strike Teams (Atlantic, Gulf, and Pacific) make up the National Strike Force (NSF), which is managed by the NSF Coordination Center and reports directly to an Area Commander. The members of the Strike Teams are highly trained Coast Guard professionals who maintain and rapidly deploy with specialized equipment and incident management skills at any time, to any place, for any environmental hazard.

A.1.n. Training Centers A **Training Center** is a Coast Guard shore facility with an OPFAC, Command Cadre, unit boat allowance, permanently assigned instructors, and equipment to train personnel to carry out missions at Boat Force units.

- (01) Training Center Yorktown,
- (02) National Motor Lifeboat School,
- (03) Special Missions Training Center,
- (04) Maritime Law Enforcement Academy.

While not a Boat Force training center, HITRON maintains boat allowances in support of Helo training.



Section B. Coast Guard Boat Types and Associated Competencies

Introduction Platforms, based on their configuration, capability, and outfit are authorized to perform specific mission activities and, as a result, have competencies assigned that allow them to perform those mission activities.

In this Section This section contains the following information:

Title	See Page
Boat Types	2-76
Boat Competencies	2-76

B.1. Boat Types To view Coast Guard boat types see: <http://cgweb.comdt.uscg.mil/G-RCB/BoatBranch.htm>.

B.2. Boat Competencies While all of our boats are multi-mission capable, higher level competencies and the missions associated are only applied to specific platforms.

Table 2-8 below is not all-inclusive, but shows multi-mission platforms and the higher level competencies assigned to them. Updates to the below table that come after the publication of this Manual appear on the Office of Boat Forces Website’s Boat Branch page. Refer to <http://cgweb.comdt.uscg.mil/G-RCB/BoatBranch.htm> for the most current table.

Pursuit Platforms (PCOXN, PBCM)	Tactical Platforms (TCOXN, TBCM)	Heavy Weather Platforms (HWX COXN)	Surf Platforms (Surfman)	Advanced Interdiction Platforms (AIBTL, AICOXN, AIBCM)
SPC-LE	RB-S	MLB	MLB	SPC-BTD
SPC-BTD	RB-S II	NLB	NLB	SPC-LE
RB-S	TPSB (MK-IV)	SPC-HWX	SPC-HWX	CB-OTH (CB-OTH MK-IV)
RB-S II	RB-M			CB-OTH (CB-OTH MK-III)
RB-M	MLB			
LRI (MK-II)	SPC-LE			
CB-OTH (CB-OTH MK-III)				
CB-OTH (CB-OTH-MK-IV)				

Table 2-8
Multi-Mission Platforms and Associated Higher Level Competencies



CHAPTER 5

Mission Types

Introduction

Boat resources are the Coast Guard's most numerous and widely distributed assets. As such, they may be called on to perform in or support any Coast Guard mission area.

Mission tasking shall be based on each unit's ability to support and fulfill required operational requirements. No lack of formal assignment of a mission area shall preclude units from performing the full range of Coast Guard missions. The following mission types and employment categories are those most frequently supported by Boat Force units (**Table 2-9**).

This chapter contains the following sections:

Section	Title	See Page
A	Mission Types	2-78
B	Search and Rescue (SAR)	2-80
C	Enforcement of Laws and Treaties (ELT)	2-89
D	Recreational Boating Safety	2-97
E	Marine Safety (MS)	2-100
F	Military Operations (MILOPS)	2-103
G	Ports, Waterways and Coastal Security (PWCS)	2-106
H	Short Range Aids to Navigation (SRA)	2-111
I	Marine Environmental Protection (MEP)	2-112



Section A. Mission Types

In this Section This section contains the following information:

Title	See Page
Core Mission	2-78

A.1. Core Mission Units are universally expected to be able to:

- (01) Safely operate assigned boats to the environmental and mission limitations described in the BOH or in Coast Guard doctrine/policy, whichever is more restrictive.
- (02) Support the District mandated “Alert” posture.

NOTE 

The Operational Commander shall be immediately notified whenever either of these aforementioned conditions are not met.

Unit CO/OIC shall ensure boat crews and individual members undertake only those missions and tasks for which they are fully qualified. Inherent risk for all missions shall be assessed and managed using the principles of Operational Risk Management (ORM).

The number and complexity of Coast Guard missions makes it impossible for each unit to have personnel qualified in every task in every mission area. Limitations in personnel, training, and qualification mean that providing transportation for qualified personnel from other units or organizations (e.g. ATON, MEP) may be the full extent of a particular unit’s support.



Mission Type	Employment Category
Search and Rescue (SAR)	(01) No employment categories
Enforcement of Laws and Treaties (ELT)	(01) Drugs Surface Interdiction (DRUGS SURF) (02) Fisheries Enforcement Domestic (FISH-DOM) (03) Migrant (MIGRANT) (04) Other (OTHER) (05) Protected Living Marine Resources (PLMR)
Marine Safety (MS)	(01) Port Safety (PORT SAFE) (02) Recreational Boating Safety (RBS)
Military Operations	(01) Exercises (EX) (02) Peace (PEACE) (03) War (WAR)
Ports, Waterways and Coastal Security (PWCS)	(01) Military Prevention (Mil Prevent) (02) Military Protection (Mil Protect) (03) Domestic Prevention (Dom Prevent) (04) Domestic Protection (Dom Protect)
Aids to Navigation (ATON)	(01) Short Range (SRA) (02) Trail (TRAIL)
Marine Environmental Protection (MEP)	(01) Marine Environmental Protection (ENFORCE) (02) Response (RESP)

Table 2-9
Mission Types and Employment Categories



Section B. Search and Rescue (SAR)

Introduction This section provides an overview of the role of all boats in support of the Coast Guard’s Search and Rescue (SAR) program.

In this Section This section contains the following information:

Title	See Page
Description and Authority	2-81
Description	2-81
Authority	2-81
SAR System, Program Objectives, and Program Standards	2-82
SAR System	2-82
Program Objectives	2-82
Program Standards	2-82
SAR Mission Organization	2-83
SAR Coordinator (SC)	2-83
SAR Communications	2-84
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SAR Communications Coordination	2-84
Communications Searches	2-85
Initial Action	2-86
Unit Initial Action	2-86
SAR Planning	2-86
Planning Procedures	2-86
Operations Procedures	2-87
Public Relations Procedures	2-88



Description and Authority

B.1. Description Boat unit responsibilities, organization, and operations in regards to search and rescue missions include:

- (01) Maintaining assigned boats and equipment in a readiness condition to respond to SAR missions,
- (02) Maintaining trained crews to respond to SAR missions,
- (03) Conducting SAR missions in accordance with established Coast Guard instructions,
- (04) Evaluating mission risk to ensure Coast Guard personnel are not unduly put in harm's way.

NOTE 

During SAR missions, SAR Mission Coordinator (SMC) exercises Tactical Control (TACON) over all search and rescue units (SRU) assigned to the case.
--

B.2. Authority

The Coast Guard is authorized by Sections 2, 88, and 141 of Title 14 U.S.C. to:

- (01) Develop, establish, maintain, and operate search and rescue facilities.
- (02) Perform any and all acts necessary to rescue and aid persons.
- (03) To protect and save property at any time and at any place where its facilities and personnel are available and can be effectively used.

It is important to note that the law authorizes the Coast Guard to undertake SAR missions, but, because of the critical importance of evaluating each mission and risk individually, the law does not compel the Coast Guard to undertake any particular mission.



SAR System, Program Objectives, and Program Standards

B.3. SAR System The SAR system is an arrangement of components activated, as needed, to assist persons or property in potential or actual distress. Unit SAR system components may include:

- (01) Unit personnel,
- (02) Communications watches,
- (03) Unit training program,
- (04) Boat crews,
- (05) Boats and equipment,
- (06) Vehicles and equipment,
- (07) Buildings, property, and equipment.

B.4. Program Objectives The expectations of the Coast Guard’s maritime SAR system are defined in Reference (1).

B.5. Program Standards The response standards of particular applicability to unit operations include:

- (01) Command and Control. Initiate action within five minutes of initial notification of a distress incident.
- (02) SAR Response. A Bravo-Zero (B-0) response time is defined as a SAR unit underway within 30 minutes of notification of a distress.

NOTE 

Area/District Commanders establish unit readiness (i.e. “Bravo”) requirements. A readiness lower than B-0 (e.g. B-2) may be appropriate in certain areas at certain times of the year.



SAR Mission Organization

B.6. SAR Coordinator (SC) The District Commander, as SAR Coordinator (SC) for a SAR Rescue Regions (SRR), is responsible for establishing, staffing, equipping and managing the SAR system; providing appropriate legal and funding support; establishing RCCs and RSCs; providing or arranging for SAR facilities and SAR resources; coordinating SAR training and exercises; and, promulgating SAR policies and supporting documents.

B.6.a. SAR Mission Coordinator (SMC) SAR Mission Coordinator (SMC) within the Coast Guard operates within the SAR chain of command as the person assigned to carry out all aspects of planning, coordinating, and managing the response to a SAR incident. The SMC must be assigned at the appropriate level within the SAR organization, so as to provide effective SAR incident oversight and supervision, as well as ensuring proper SAR mission execution. SAR missions are normally coordinated at the lowest practicable level within an SRR for both efficiency and practicality reasons, but SMC responsibilities shall not be delegated below the Sector level. At the District level, the SMC is the direct representative of the SAR Coordinator (SC). At the Sector level, the SMC is the direct representative of SC through the Sector Commander.

B.6.b. On-Scene Coordinator (OSC) An SMC may designate an OSC to manage SAR operations at the scene. The OSC is usually the best qualified person or unit among those available, which may mean the OSC will be someone without any special SAR training for the task. In such cases the SMC must assess and take into account the OSC's capabilities when assigning OSC duties. Like an SMC, the OSC may be assigned by name or position, or a particular facility may be named as OSC. An OSC is not required for all operations, although one is usually assigned if two or more facilities on scene are involved in the SAR operations. A Coast Guard unit may serve as a shore-based OSC if communications and adequately trained personnel are available.

- (01) If an OSC is not designated, the first unit on scene should assume OSC duties and advise the responsible SMC.
 - (02) OSCs should be thoroughly familiar with Reference (k) and appropriate SAR plans (District, Area, Sector, etc.).
-



B.6.c. Search and Rescue Unit (SRU)

A Search and Rescue Unit (SRU) is a unit with trained personnel and equipment for SAR operations. Unit personnel, boats, or vehicles may be used as SRUs.

- (01) SRUs are subordinate to the OSC (and SMC).
- (02) SRUs should be staffed, equipped and proficient in the SAR skills necessary to accomplish the mission.

SRU duties are further delineated in Reference (mm).

NOTE

If an SRU is alone on scene, the SRU shall perform OSC duties and keep the SMC advised.

SAR Communications

B.7. Objective

The objectives of SAR communications are:

- (01) To activate the SAR System upon notification of a distress situation.
- (02) To safely facilitate coordination of SAR facilities participating in a SAR cas.

B.8. SAR Communications Coordination

Shore and underway units shall guard distress frequencies, as appropriate to specific unit capabilities. Units shall guard distress channels when the Sector cannot adequately satisfy mission requirements (e.g. bad communications in a particular area, equipment failure).

Coordination of SAR telecommunications closely follows the SAR organization structure. Units, boats or vehicles, and personnel shall communicate in accordance with the following:

- (01) SMC designates SAR frequencies, informs OSC or SRUs, and establishes communications with parent agencies.
- (02) OSC controls communications on scene subject to the instructions and direction of the SMC.

NOTE

When an OSC is assigned, SRUs communicate through the OSC. Boats shall communicate with their unit via the OSC unless otherwise directed. Other than Sectors and Communications Command (COMMCOM), boat forces units are not normally staffed or trained to maintain a continuous national distress system communications watch.



B.8.a. Role of Unit Communications Watch

There is no requirement for units to maintain a live communications watch. While not staffed to do so, if a unit decides to maintain a watch, unit operational tempo, communications capabilities of the unit's parent command, and the needs of the unit should be considered.

If a boat unit decides to assume radio guard, watchstanders shall complete Communications Watchstander Qualification in Reference (nn).

B.8.b. Communications Watch Personnel

The communications watch is often the first person to become aware of an emergency or potential emergency. They will:

- (01) Collect and disseminate the incident information in accordance with applicable Quick Reference Card (QRC).
 - (02) Perform duties as directed by the SMC (or OSC if the unit is designated a shore-based OSC), including:
 - a) Facilitate the flow of information between the distress party, SMC, OSC, SRU's, and other entities as necessary (e.g. OGA's volunteers, etc).
 - b) Assist in the prosecution of the SAR case as directed by SMC [e.g. Broadcasts, call-outs, relays, Preliminary Communications (PRECOM), Extended Communications (EXCOMS), etc.].
 - c) Assist in the coordination of a local SAR response.
-

B.8.b.1. Collocated Units and Sectors

Where Sector and units are collocated, the Sector communications watch personnel normally serve the communications watch function for the unit.

B.9. Communications Searches

SMCs conduct communications search when facts are needed to supplement initially reported SAR information. The two types of communications searches are the PRECOM search and EXCOM search. They are usually conducted sequentially. In many instances, SMCs may request subordinate units to actually perform the local PRECOM/EXCOM functions due to the subordinate unit's increased familiarity with their own AOR. Units shall maintain accurate up-to-date lists of contacts (e.g. major facilities and agencies) for PRECOM and EXCOM searches for their AOR. These lists shall be made available to the SMC.



Initial Action

B.10. Unit Initial Action Upon receipt of a distress or potential distress report, the communications watch or underway unit shall notify their respective Sector, or, when under TACON of District, the appropriate District Rescue Coordination Center (RCC), and take appropriate actions to prepare for a potential SAR response.

SAR Planning

B.11. Planning Procedures SAR case planning shall be conducted by the SMC. SAR planning for a SRU shall be restricted to mission execution planning for the initial, single-unit response and should include these steps:

- (01) Recommend to SMC the appropriate resource, equipment, and crewing.
- (02) Establish datum [i.e., the expected or most likely location of the distressed vessel(s) or person(s)].
- (03) Develop an initial response and search plan, and communicate recommendations to SMC.
- (04) Utilize Operational Risk Management (ORM) and the principles of Team Coordination Training (TCT) to determine what response, if any, is appropriate.
- (05) Consider need for or possible designation of OSC and provide recommendation to SMC.

NOTE

The first SRU on scene for a search mission should deploy a datum marker upon arrival; time, position, and description of the datum marker should be reported to the SMC. Further details regarding considerations for datum marker deployment, conditions under which deployment should not be considered, etc., can be found in Reference (1).



SAR Operations

B.12. Operations Procedures SAR operations should begin with the least possible delay, starting with SRU briefing and dispatch, and ending when the search objective is located and recovered, or the search is suspended. Initial mission planning and crew briefing are extremely critical to effective mission performance and most importantly, crew safety.

NOTE 

SAR operations shall be conducted in a professional and predictable manner. SAR briefings, communications search execution, and all reports shall be conducted in accordance with References (l) and (oo). Any deviations from prescribed procedures shall be communicated to the SMC via the OSC, when assigned.

B.12.a. Family Member Participation Participation of family members in SAR operations should be limited, because their emotional distress could detract from mission execution. Keeping family members informed of case progress is an essential element of SAR case management.

While unit commanders may not be able to control family members' actions (e.g. self-launching to conduct their own search), it is important to convey to the family that untrained vessels in the search area are likely to complicate and slow the efforts of the Coast Guard and trained SRUs.

B.12.b. Trespassing Coast Guard personnel engaged in SAR operations should obtain permission from the owner or occupant before entering private property.

(01) If this is not possible, then the SMC must grant permission before private property is entered.

(02) Only when saving a person's life can immediate action be taken.

B.12.c. Searches for Bodies The Coast Guard is not required to conduct searches for bodies. If requests are received from responsible agencies, such as local police, military commands, etc., Coast Guard units may participate in body searches provided that these searches do not interfere with the primary duties of the units. Units are not provided the specific gear or training to conduct underwater searches for bodies; their involvement is usually as a support platform for other agencies.



Public Relations

B.13. Public Relations Procedures

SAR operations often create a great interest with the general public and the media. Units should seek concurrence from the SMC before responding to public relations inquiries.

Relatives of missing persons may also seek information. Proper concern must be shown for their stressful situation. Relatives should be referred to the SMC for any information. Next-of-kin notifications should be made by the unit's Operational Commander. Reference (l) recommends the person exercising Active Search Suspended Pending Further Development (ACTSUS) authority personally handle this interaction. However, in the event that is not possible, this responsibility may be delegated to a mature member of the Command who may be physically proximate to the next of kin and who is thoroughly familiar with the case (e.g., Station CO/OIC). When an Area or District assumes SMC from a subordinate command that has ongoing communication with the next-of-kin, it may be appropriate to continue contact with the next of kin at the lower level.

Unit Commanders should establish local policy in accordance with District and/or Sector SOPs and Reference (jj).



Section C. Enforcement of Laws and Treaties (ELT)

Introduction

The modern ELT program is directed primarily at protecting fisheries and other marine resources, combating illicit drug trafficking, interdicting illegal migrants at sea, ensuring compliance with recreational and other vessel safety laws, including Boating Under the Influence (BUI), enforcement of environmental protection statutes, LE in relation to Ports, Waterways, and Coastal Security (PWCS), and responding to vessel incidents involving violent acts or other criminal activity.

The vast majority of recreational and commercial vessels encountered by the Coast Guard in the course of ELT operations are operated by law-abiding citizens who are entitled to be treated with courtesy, respect, and due consideration for the nature of any legitimate activity in which they are engaged. Coast Guard personnel must recognize that the continued effectiveness of the ELT program depends upon public support for the importance of the laws we enforce and public recognition of the professional manner in which we discharge our enforcement responsibilities. MLE under the ELT program is primarily accomplished by conducting vessel boardings to detect and suppress violations of all federal laws, as well as by engaging in surveillance or interdiction to enforce or assist in the enforcement of these laws.



In this Section This section contains the following information:

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Description and Authority	2-90
Description	2-90
Authority	2-90
ELT Response	2-91
Procedures	2-91
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Patrols	2-91
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Vessel Safety and Related Law Enforcement Patrols	2-93
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Non-Compliant Vessel Pursuit (NCVP)	2-94
ELT Boarding	2-95
Conducting Boarding	2-95
Coordinating ELT Activity	2-95
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Involving other Federal Agencies in Maritime Law	2-96

Description and Authority

C.1. Description Unit law enforcement operations generally include a variety of activities within the unit’s Area of Responsibility (AOR), including:

- (01) Responding to reports of observed violations of maritime laws or regulations.
- (02) Patrolling to detect and deter unsafe boating and unlawful maritime activity.
- (03) Boarding to detect and suppress violations of all Federal laws and educate the boating public.
- (04) Coordinating activities with waterways user groups (e.g. fishing associations, recreational boating groups), community leaders, and other law enforcement entities.

C.2. Authority Various sections of Titles 8, 14, 16, and 46 U.S.C., several Executive Orders, and Presidential Decision Directives contain authority to conduct the Coast Guard’s ELT mission. Refer to Reference (b) for more specific guidance.



ELT Response

C.3. Procedures Units shall respond to reports of observed violations of U.S. laws or regulations (including pollution laws) in their AOR when it is (1) lawful and appropriate, and (2) the resources required to respond in a safe and effective manner are available. Units shall contact their Operational Commander before dispatching any resources:

- (01) If there is any question whether or not the requested (or intended) action is lawful and appropriate.
- (02) When there are significant potential risks to people or property, including Coast Guard persons or property (e.g. shots fired).
- (03) If the unit's resources (people or equipment) are inadequate for a safe and effective response.

Units shall integrate the principals of ORM into daily processes, as appropriate, to help ensure mission success and safety of personnel. ELT response actions generally require close coordination with other agencies. Up-to-date agency contacts for ELT response operations within the unit's AOR should be maintained at the Area, District, Sector, and unit.

ELT Patrols

C.4. Patrols Patrols are the action of traversing an area for observation or the maintenance of security. Coast Guard LE patrol activity is conducted on, under, and above waters subject to the jurisdiction of the United States and the high seas, and ashore at facilities adjacent to waters subject to the jurisdiction of the United States. The purpose of patrol activity is to:

- (01) Deter unlawful activity.
- (02) Detect unlawful activity.
- (03) Preempt or interdict unlawful activity.
- (04) Maintain organizational situational awareness.

Coast Guard LE officers often engage in domestic LE activities, such as maritime and facility patrols, that generally do not involve either the ongoing investigation of specific criminal activities or the prevention of catastrophic events or harm to the national security.



C.5. Planning

Unit law enforcement operations must be sharply focused on national and regional law enforcement objectives. Factors to be considered in planning and executing law enforcement operations should include the following:

- (01) Law enforcement threat,
- (02) Unit AOR,
- (03) Resource status,
- (04) Availability of personnel,
- (05) Assessment of risk using ORM.

The following conditions should be established and briefed prior to the patrol:

- (06) The intended objective or objectives,
- (07) Potential risks and expected benefits,
- (08) The ORM process, as applied to mission planning, and the continuous evaluation of mission risk throughout the evolution,
- (09) Contacts to ensure effective patrol coordination (e.g. other Coast Guard units and law enforcement entities),
- (10) Location, time, and manner to conduct the patrol to achieve the desired results and maximize the opportunity to be successful.

NOTE

Boardings may be conducted in conjunction with patrols to ensure compliance with applicable U.S. laws and regulations.
--



C.6. Vessel Safety and Related Law Enforcement Patrols Patrols to detect recreational and other vessel safety violations and deter unsafe boating practices can normally be considered low risk. Expected benefits include a potential reduction in the number and severity of SAR incidents.

C.6.a. Recreational Vessel Safety Patrols
Patrols intended to detect and deter unsafe boating should normally be conducted in high traffic density areas during times when traffic density is expected to be the greatest, or during times when SAR cases have historically occurred. In most instances, these patrols should be conducted in a highly visible manner to maximize the potential deterrent effect. The use of Coast Guard Auxiliary facilities to provide a Coast Guard presence is strongly encouraged.

C.6.b. Commercial Vessel Safety Patrols
Commercial vessel safety patrols (e.g. commercial fishing vessels, towboats, un-inspected passenger vessels) shall be coordinated with the cognizant Sector Personnel through their Operational Commander.

- (01) At-sea enforcement of commercial fishing vessel safety regulations is normally conducted in conjunction with fisheries law enforcement operations.
- (02) At-sea enforcement of safety regulations for commercial vessels, other than commercial fishing vessels, will normally require the involvement of Sector Personnel because of the complex nature of commercial vessel regulations.

C.7. Drug Law Enforcement Patrols Unit drug LE operations should be restricted to action taken in response to drug smuggling information (i.e., response operations). Units should not conduct drug LE patrols unless the District Commander has assigned this mission. Drug LE patrols shall be coordinated with the District or Sector Commander.

C.8. Immigration Law Enforcement Patrols Unit immigration LE operations should be restricted to action taken in response to migrants smuggling information and illegal entry information (i.e., response operations). Units should not conduct immigration LE patrols unless this mission has been assigned in accordance with the District Commander’s mission designation statements. Immigration LE patrols shall be coordinated with the District Commander.



**C.9. Fisheries
Law Enforcement
Patrols**

These patrols should be coordinated with the District, Sector Commander or other Coast Guard units, and other Federal (e.g. National Marine Fisheries Service (NMFS) and U.S. Fish and Wildlife Service (FWS)), State, and local fisheries enforcement agencies.

Fishing activity is generally area/location, time/season, species, and gear specific.

The patrol times and locations should be based on the specific enforcement objective.

- (01) Patrols on the fishing grounds allow for effective enforcement of gear, catch, permit, and safety laws and regulations.
- (02) Patrols in the transit areas can allow for effective enforcement of catch-related laws and regulations (inbound transits) as well as applicable safety laws and regulations (inbound or outbound transits).

**C.10. Non-
Compliant Vessel
Pursuit (NCVP)**

When a vessel fails to heave-to and the Law Enforcement Unit (LEU) decides to maintain contact, the LEU is in *pursuit*. The *use of force continuum* against non-compliant vessels applies as soon as a (LEU) initiates contact with a vessel.

A unit does not have to be designated as a Pursuit Level IV Unit to conduct pursuit. However, higher authority may choose not to authorize employment of certain tactics if the boat crew is not certified in pursuit competencies. Regardless of certification level, all Coxswains should have a solid understanding of the *use of force continuum* against non-compliant vessels per Reference (b) and pursuit tactics per Reference (pp).

Certain missions and operating areas have increased probabilities that higher use of force levels and potential multi-LEU tactics will be required to stop non-compliant vessels, including the use of disabling fire. (Disabling Fire is assigned Level IV in the *use of force continuum* against non-compliant vessels.)

The Coast Guard has developed a specialized *Pursuit Level IV* program to meet the demanding requirements of these high probability missions and operating areas. The program includes pursuit competencies, tactics, training and unit designation. See Reference (pp) for a complete description.

Reference (b) provides comprehensive policy on stopping non-compliant vessels, including the *use of force continuum* against non-compliant vessels.



ELT Boarding

C.11. Conducting Boarding ELT boarding may be conducted in conjunction with ELT patrols or an ELT response, or at the conclusion of a SAR case. ELT boarding is conducted to enforce all applicable U.S. laws and to educate mariners on the proper and safe practices associated with operating vessels. In most instances, unit ELT boarding activities should be focused on a certain activity (e.g. recreational boating, commercial fishing). In every instance, vessel inspections, as well as any searches for criminal activity (based on reasonable suspicion developed during the course of the vessel inspection), shall be done as thoroughly and expeditiously as possible so as to interfere as little as possible with legitimate voyages.

NOTE 

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boarding.

Coordinating ELT Activity

C.12. Working with other Law Enforcement Agencies To ensure safe and effective ELT operations, units should establish and maintain a close, working relationship with local law enforcement entities. Units should meet with local law enforcement entities on a regular basis to discuss enforcement issues of mutual concern and identify opportunities to improve coordination and cooperation. Joint training is highly encouraged.

C.12.a. Assisting State and Local Law Enforcement Agencies Units may assist State and local law enforcement agencies, resources permitting. Specific guidance regarding assistance to State and local law enforcement agencies is contained in Reference (b).



**C.13. Involving
other Federal
Agencies in
Maritime Law
Enforcement
Operations**

In all cases where other Federal law enforcement agency or DoD personnel are included in a USCG boarding team from a USCG platform, the:

- (01) USCG Boarding Officer shall remain in charge of the boarding team, and
- (02) Non-Coast Guard personnel from a federal, state, or local government agency may, in some instances, participate in a Coast Guard boarding. When the Coast Guard is designated as lead agency for a boarding, the Coast Guard Boarding Officer shall remain in charge of the boarding team, and all non-Coast Guard personnel must agree in advance to follow his/her direction. If another agency is designated as the lead agency for a boarding, or the lead agency has shifted from the Coast Guard to another agency, then the Coast Guard boarding team may assist/continue with the boarding, but still must comply with the Coast Guard Use of Force Policy. Non-Coast Guard personnel from a federal, state, or local government agency participating in Coast Guard boardings shall be armed, if authorized, and outfitted in accordance with policy established by their parent organization. For most current specific policy, refer to Reference (b).

NOTE 

DoD personnel are prohibited from direct participation in search, seizure and arrest. All concerned must be sensitive to the extent of the statutory authority of non-USCG personnel for participation in at-sea boarding.



Section D. Recreational Boating Safety

Introduction The purpose of the Recreational Boating Safety (RBS) program is to minimize the loss of life, personal injury, property damage, and environmental impact associated with the use of recreational boats, through preventive means, in order to maximize safe use and enjoyment of U.S. waterways.

In this Section This section contains the following information:

Title	See Page
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Description	2-98
Authority	2-98
RBS Patrols and Boarding	2-98
RBS Patrols	2-98
RBS Boarding	2-99
Education and Support	2-99
Community Education	2-99
Support of Auxiliary RBS Programs	2-99



Description and Authority

D.1. Description Units support the RBS program through their interactions with the boating public, State and local boating authorities, and their support of the Coast Guard Auxiliary per References (qq) and (rr). RBS activities supported by units include:

- (01) RBS patrols and boarding.
- (02) Community education efforts.
- (03) Support of Coast Guard Auxiliary RBS programs which include:
 - a) Vessel Safety Check (VSC).
 - b) Marine Dealer Visit (MDV).
 - c) Boater Education Classes.

D.2. Authority Various sections of Titles 14 and 46 U.S.C. contain authority to conduct the Coast Guard's RBS mission.

RBS Patrols and Boarding

D.3. RBS Patrols RBS patrols should normally be conducted in high traffic areas during times when traffic density is expected to be the greatest. In most instances, RBS patrols should be conducted in a highly visible manner to maximize the potential deterrent effect on unsafe boating practices.

- (01) Coordinating RBS patrols with Auxiliary VSC efforts (e.g. just off a busy boat ramp) can have a highly desirable effect on the level of boater participation.

NOTE 

The U.S. Power Squadron also participates in the VSC program.

- (02) The use of Auxiliary boats to conduct RBS patrols with or without boarding teams can significantly enhance area coverage.
-



D.4. RBS Boarding

RBS boardings, like all other boardings, are conducted to enforce all applicable U.S. laws and to educate mariners on the proper and safe practices associated with operating vessels. In every instance, boardings shall be done as thoroughly and expeditiously as possible to minimize interference with legitimate voyages.

NOTE 

All boardings must be complete and thorough. Superficial checks defeat the purpose of vessel boardings.

D.4.a. Vessels with Vessel Safety Check (VSC) Decals

Award of the VSC decal is not intended to give boats immunity from being boarded.

- (01) A VSC decal is considered current for one year.
- (02) Boaters should be told that they are receiving an abbreviated boarding because they have the VSC decal.

Education and Support

D.5. Community Education

Units should meet regularly with recreational boating groups and participate, as time and resources allow, in boat shows and other events that can be used to promote boating safety. Community education efforts should be closely coordinated with the Coast Guard Auxiliary.

D.6. Support of Auxiliary RBS Programs

Unit support of Auxiliary RBS programs (i.e., VSC, MDV, and boater education classes) can have a significantly positive effect on these extremely valuable programs. Units should contact their local Auxiliary Flotilla Commanders to coordinate support activities.



Section E. Marine Safety (MS)

Introduction The Coast Guard’s Marine Safety (MS) mission prevents and mitigates marine incidents, thereby protecting the public, the environment, and U.S. economic interests.

In this Section This section contains the following information:

Title	See Page
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Description	2-100
Authority	2-100
Marine Safety Program	2-101
Unit Requirements	2-101
Ports and Waterways	2-101
Mission Components/ Purpose	2-101
Unit Responsibilities	2-102

Description and Authority

E.1. Description The U.S. Coast Guard oversees commercial vessel safety and operations and hazardous material transport and enforces standards for domestic and foreign flag vessels. The Coast Guard also provides a safeguard to the nation’s ports, waterways, port facilities, vessels, persons, and property in the vicinity of the port from accidental destruction, damage, loss, injury, or environmental harm.

E.2. Authority Various sections of Titles 14, 16, 33, 46, and 50 U.S.C. contain authority to conduct the Coast Guard’s marine safety mission.



Marine Safety Program

E.3. Unit Requirements Unit requirements in support of the Marine Safety Program consist of the following:

- (01) Receiving and relaying information regarding commercial vessel operations such as special interest vessels, dangerous cargo transfer, and bulk liquid cargo transfers.
- (02) Educating the public regarding closure of navigable waterways, marine events, limited access areas, or other port conditions.
- (03) Transporting specially trained boarding teams.
- (04) Providing escorts of vessels.
- (05) Performing harbor patrols and patrols of limited access areas to detect and intercept intruders or possible threats to controlled ports.

All of the above activities will be coordinated between the cognizant COTP and the unit's Operational Commander.

Ports and Waterways

E.4. Mission Components/Purpose The chief mission components of units engaged in ports and waterways operations are:

- (01) To minimize deaths, personal injuries, and property loss or damage associated with vessels and onshore and offshore facilities engaged in commercial, scientific, or exploratory activity in the marine environment.
 - (02) To protect the navigable waters and adjacent shore areas of the U.S. and adjacent resources from environmental harm.
 - (03) To prevent pollution of the marine environment from accidental or intentional discharges of oil, hazardous substances, dredged spoils, sewage, and wastes from vessels.
-



**E.5. Unit
Responsibilities**

When ports and waterways patrol is directed by the Sector or Operational Commander, units shall:

- (01) Survey waterfront facilities to provide baseline data of facility capability that would be useful in emergency response.
 - (02) Monitor port operations including certain types of marine events.
 - (03) Locate and report the presence of oil or hazardous substance pollution around vessels and along the waterfront.
 - (04) Locate and report the presence of dangerous or illegal conditions or situations, such as improperly moored vessels, vessel or waterfront fires, or oil spills.
-



Section F. Military Operations (MILOPS)

Introduction Safeguarding America’s maritime security through complementary and non-redundant military and law enforcement capabilities is the Coast Guard’s unique contribution to U.S. national security. Maritime security is a critical element in ensuring homeland security and protecting critical infrastructure, enforcing sovereignty, and defending American citizens and interests.

In this Section This section contains the following information:

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Authority	2-104
MILOPS Support and Planning	2-104
MILOPS Support	2-104
MILOPS Planning	2-104
Unit Requirements	2-104

Description and Authority

F.1. Description The Coast Guard has five major national defense capabilities:

- (01) Coastal Sea control
- (02) Maritime interception operations
- (03) Military environmental response operations
- (04) Port operations security and defense
- (05) Peacetime military engagement

In the U.S., these capabilities are used to meet the United States Coast Guard’s *Title 14 U.S.C.* responsibilities. It is likely that units will be directly or indirectly involved in performance of or support to the Coast Guard’s national defense missions.



F.2. Authority

The statutory authority for the Coast Guard’s national defense role is contained in *Title 14 U.S.C. Sections 1, 2, and 141*. *Title 14* states that the Coast Guard shall be a military service and a branch of the armed forces at all times.

The Coast Guard is specifically authorized to assist the Department of Defense in performance of any activity for which the Coast Guard is especially qualified. The Coast Guard’s national defense role is to provide non-redundant, complementary naval forces that support the National Military Strategy.

MILOPS Support and Planning

F.3. MILOPS Support

The Coast Guard’s role in National Military Strategy is to assist the Department of Defense (DoD) in activities in which it is especially qualified, including:

- (01) Maritime Safety and Security
 - (02) Maritime Law Enforcement
 - (03) Marine Environmental Protection
 - (04) Marine Mobility (includes ATON)
 - (05) National Defense (includes conducting military and defense operations in peacetime, smaller scale contingencies, military operations other than war, and major theater war)
-

F.4. MILOPS Planning

COTP planners will normally coordinate unit involvement in the MILOPS planning process. The COTP is responsible for the security of vessels and waterfront facilities in the port, as well as the safety of the general public and environment. It is likely that when supporting or performing MILOPS missions, units will be tasked by the cognizant COTP through their Operational Commander.

F.5. Unit Requirements

Unit requirements in support of MILOPS consist of the following:

- (01) Provide credible presence and conduct surveillance of critical maritime areas.
- (02) Detect, classify, and identify targets of interest, and intercept and prosecute targets as directed.
- (03) For those units whose AOR contains a designated strategic port, conduct boarding as necessary of vessels in and around strategic ports during Threat Conditions (MARSEC).
- (04) For those units whose AOR contains a designated strategic port:



- a) Conduct boardings as necessary of vessels in and around strategic ports consistent with operational guidance.
 - b) Maintain capability to take necessary actions to detect, deter, intercept, and incapacitate hostile vessels.
 - c) Conduct patrols as necessary.
 - d) Conduct boardings and support missions to DoD as directed.
 - e) All the above activities will be coordinated by the Sector.
-



Section G. Ports, Waterways and Coastal Security (PWCS)

Introduction The Coast Guard Ports, Waterways and Coastal (PWCS) mission is to prevent and disrupt terrorist attacks, sabotage, espionage, or subversive acts in the maritime domain and the U.S. Marine Transportation System (MTS). To conduct the PWCS mission the Coast Guard employs a maritime security governance approach that includes maritime security regime, maritime domain awareness, and maritime security and response operations (MSRO) components. For the purposes of this manual, the focus is on MSRO activities conducted in the inshore and near-shore regions. Leveraging Captain of the Port authorities and the Coast Guard's relationships with State and local authorities, as well as the maritime industry, MSRO activities contribute to the layered defense established to protect the Nation's interests. For more information, see Reference (ss) on CGPortal:
<https://cg.portal.uscg.mil/search/Pages/results.aspx?k=Maritime%20Security%20Operations%20Program%20Performance%20Plan%20Fiscal%20Years%202012-2017.%20September%202011>.

In this Section This section contains the following information:

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Awareness, Surveillance, and Tracking	2-107
Fixed Security Zone Protection	2-108
Vessel Escorts	2-108
Unit Responsibilities	2-108
Unit Responsibilities	2-108
Port Operations	2-108
Security and Defense Role	2-108

Description

G.1. The Boat Forces mission activities most used in PWCS/MSRO activities include:

Description

- (01) Patrols,
 - (02) Awareness, Surveillance and Tracking,
 - (03) Fixed Security Zone Protection,
 - (04) Vessel Escorts,
 - (05) Security Boardings.
-



Authorities

G.2. Authorities Authorities governing PWCS missions are outlined in References (b), (pp), (ss), and (tt).

Definitions

G.3. Patrol Boat Forces contribute to patrol by maintaining a varied and unpredictable presence, as well as an increased awareness in order to detect, deter, and/or disrupt the surveillance, planning, and/or execution of activities by terrorists in the maritime domain. Increased presence also enhances the USCG's readiness to respond to events or suspicious activity and to mitigate the consequences of a maritime Transportation Security Incident (TSI). The goal of patrol activity is to:

- (01) Deter unlawful activity.
- (02) Detect unlawful activity.
- (03) Preempt or interdict unlawful activity.
- (04) Maintain organizational situational awareness.

Patrol and presence activities should be conducted by a mix of air, surface, and shore assets when possible in order to make USCG presence less predictable and to expand our awareness and visibility of both the water and shoreside approaches to Maritime Critical Infrastructure and Key Resources (MCI/KR).

G.4. Awareness, Surveillance, and Tracking Boat Forces contribute to awareness, surveillance and tracking by maintaining real-time knowledge of location and movements of all High Interest Vessels (HIVs), High Value Assets (HVAs), Certain Dangerous Cargos (CDC) vessels and High Capacity Passenger Vessels (HCPVs). An objective is that no vessel 300 GT or greater shall enter port without USCG knowledge and authorization.

Situational awareness includes status of friendly vessels, HIVs, HVUs, CDC vessels, facilities, and HCPVs. Sustain situational awareness through a combination of fixed sensors, surface and aerial surveillance of ports, offshore approaches, and coastal areas, as well as shoreside patrols at waterfront facilities. The use of technologies that will allow all weather and all illumination identification, classification, tracking, etc. is essential and should be used when available and possible to maximize situational awareness/MDA.



G.5. Fixed Security Zone Protection

Boat Forces contribute to security zone protection by (a) protecting people and preventing damage or injury to vessels or waterfront facilities; or (b) preventing or responding to an act of terrorism.

Fixed security zones are primarily aimed at providing protection against surface attacks. However, assets enforcing fixed security zones will maintain awareness of airborne, shoreside, and underwater threats and will, if circumstances and capabilities permit, take defensive/enforcement action, as appropriate.

G.6. Vessel Escorts

Boat Forces contribute to vessel escorts by protecting the vessel under escort, as well as key port areas through which they transit, from the effects of a successful external attack and/or the potential release of CDCs.

Unit Responsibilities

G.7. Unit Responsibilities

Units must remain prepared, equipped and trained to conduct MSRO activities. Boat Force units patrol ports, waterways, coastal or offshore areas of the U.S. or U.S. territories to provide presence, monitor activity, gather information, and generally increase awareness. Patrols aim to detect, deter, and disrupt the activities, surveillance, planning and execution of terrorism, sabotage, espionage, and other subversive acts.

Port Operations

G.8. Security and Defense Role

In the wake of the USS COLE (DDG-67) incident, the terrorists attacks of September 11th 2001, and Operations ENDURING FREEDOM and IRAQI FREEDOM, the Coast Guard's wartime port security role has grown significantly with Coast Guard forces being included in DoD OPLANs and validated in action. Under the mandates of the Espionage Act, the Magnuson Act and related Executive Orders, the Coast Guard has explicit responsibility to maintain the security of the nation's ports and harbors.



G.8.a. Deployable
Specialized
Forces

In keeping with the rich history and tradition of Coast Guard boarding operations, the U. S. Congress mandated the establishment of deployable specialized forces (DSF). The specific statutory basis for the Coast Guard DSF is 46 USC 70106:

(a) Establishment-

(1) IN GENERAL- To enhance the domestic maritime security capability of the United States, the Secretary shall establish deployable specialized forces of varying capabilities as are needed to safeguard the public and protect vessels, harbors, ports, facilities, and cargo in waters subject to the jurisdiction of the United States from destruction, loss or injury from crime, or sabotage due to terrorist activity, and to respond to such activity in accordance with the transportation security plans developed under section 70103.

(2) ENHANCED TEAMS- Such specialized forces shall include no less than two enhanced teams to serve as deployable forces capable of combating terrorism, engaging in interdiction, law enforcement, and advanced tactical maritime security operations to address known or potentially armed security threats (including non-compliant actors at sea), and participating in homeland security, homeland defense, and counterterrorism exercises in the maritime environment.

(b) Mission- The combined force of the specialized forces established under subsection (a) shall be trained, equipped, and capable of being deployed to—

(1) deter, protect against, and rapidly respond to threats of maritime terrorism;

(2) conduct maritime operations to protect against and disrupt illegal use, access to, or proliferation of weapons of mass destruction;

(3) enforce moving or fixed safety or security zones established pursuant to law;

(4) conduct high speed intercepts;

(5) board, search, and seize any article or thing on or at, respectively, a vessel or facility found to present a risk to the vessel or facility, or to a port;

(6) rapidly deploy to supplement United States armed forces domestically or overseas;

(7) respond to criminal or terrorist acts so as to minimize, insofar as possible, the disruption caused by such acts;



(8) assist with facility vulnerability assessments required under this chapter; and

(9) carry out any other missions of the Coast Guard as are assigned to it by the Secretary.

(c) Minimization of Response Times- The enhanced teams established under subsection (a)(2) shall, to the extent practicable, be stationed in such a way so as to minimize the response time to maritime terrorist threats and potential or actual transportation security incidents.

(d) Coordination With Other Agencies- To the maximum extent feasible, the combined force of the specialized forces established under subsection (a) shall coordinate their activities with other Federal, State, and local law enforcement and emergency response agencies.



Section H. Short Range Aids to Navigation (SRA)

Introduction Short Range Aids to Navigation (SRA) promotes the safety of marine transportation and commerce on United States navigable waters by establishing, maintaining, and operating visual and sound signals to mark safe water or warn of dangers. This program also develops and enforces private aids to navigation regulations.

In this Section This section contains the following information:

Title	See Page
Description and Authority	2-111
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Authority	2-111

Description and Authority

H.1. Description Other than Buoy Tenders and ANTs, most units do not have assigned Aids To Navigation (ATON) responsibilities. All units have a responsibility to report ATON which appear to be missing, off-station, or operating improperly. Units with assigned ATON responsibilities (i.e., primary or secondary responsibility) shall normally have specially trained ATON personnel, as well as specialized boats and equipment to accomplish their assigned mission.

H.2. Authority Authority for the Coast Guard's ATON program is covered under *Sections 2 and 81 of Title 14 U.S.C.*



Section I. Marine Environmental Protection (MEP)

Introduction The Coast Guard’s Marine Environmental Protection (MEP) mission primarily protects public health and safety, natural resources, property, and economic resources and activities from the consequences of oil and hazardous material incidents through prevention and, if prevention fails, appropriate response.

In this Section This section contains the following information:

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Description and Authority	2-112
Description	2-112
Authority	2-112
MEP Program Objectives and Response	2-112
MEP Program Objectives	2-112
Pollution Response	2-113

Description and Authority

I.1. Description The enforcement of pollution laws is primarily accomplished by Sector Personnel. Unit personnel actively enforce marine pollution laws by detecting, investigating, and reporting violations of law relating to marine environmental pollution as well as each instance of pollution.

I.2. Authority Various specific laws, treaties, and sections of Title 16 U.S.C. contain authority to conduct the Coast Guard’s MEP mission.

MEP Program Objectives and Response

I.3. MEP Program Objectives Objectives of the MEP program of particular applicability to unit operations include:

- (01) Minimize damage caused by pollutants released into navigable waters.
- (02) Overcome or reduce threats to the marine environment caused by potential spills of oil or other hazardous substances.



I.4. Pollution Response

Pollution response activity must be coordinated with the cognizant Sector Personnel.

While underway or engaged in unit operations, unit boats often detect pollution incidents or other violations of related laws and regulations. Units should:

- (01) Report apparent pollution violations/observations to the cognizant Sector Personnel, via the chain of command, and await instructions.
- (02) If a visual, on-site investigation is indicated, and the Sector Personnel has determined it is safe to do so, the unit may be requested to further investigate for source or cause.
- (03) Due to the potential hazardous nature of pollution materials and the lack of protective equipment, units first on scene should not engage in any other activity unless specifically directed to do so by the Sector Personnel.

I.4.a. Oil Spill

When responding to an oil spill, unit personnel should be prepared to take the following actions:

- (01) Report discharges (and threatened discharges) through the chain of command. If the information can be determined safely, include the following:
 - a) Nature, amount, and location of the pollutant.
 - b) Apparent potential impact on public health and the environment (e.g. environmentally sensitive areas, water intakes, beaches, etc.).
 - c) Countermeasures that seem necessary to adequately contain, control, or remove the pollutants.
- (02) Unit personnel must remain aware of the potential that discharges/spills contain hazardous materials and must use appropriate risk assessment tools in accordance with the ORM process prior to taking any action.

NOTE

No specific containment mitigation investigation or sampling should be undertaken without express permission of the COTP and then only within the bounds of appropriate hazardous waste training.



CHAPTER 6

Boat Force Operations Insignia Criteria

Introduction The Boat Force Operations Insignias are intended to identify Coast Guard personnel with Boat Force operations, management, knowledge and expertise. In addition to development as subject matter experts, these insignia recognize members with a career path in Boat Forces.

The insignia are awarded to recognize demonstrated level of proficiency with Boat Forces operations, management and oversight. The Basic level insignia recognizes an operators' level of proficiency with Boat Forces operations and oversight policy. The Advanced (Gold-and-Pewter-tone) insignia recognizes attainment of a comprehensive understanding of the Boat Forces corpus of knowledge expected of leaders in Boat Forces operations.

More Boat Forces insignia information, including award templates and supporting forms are posted on the Office of Boat Forces website:
<http://cgweb.comdt.uscg.mil/G-RCB/Insignia.htm>

**In this
Chapter**

This chapter contains the following sections:

Section	Title	See Page
A	Insignia Overview	2-115
B	Basic Boat Forces Insignia (Pewter-Tone Insignia)	2-117
C	Gold- and Pewter-Tone Insignia	2-119



Section A. Insignia Overview

In this Section This section contains the following information:

Title	See Page
Description and Design	2-115
Entitlement	2-115
Boat Forces Units	2-116
Prior Qualification Criteria	2-116
PQS Instructors	2-116

A.1. Description and Design

Two color schemes are used to designate levels of professional development and expertise.

The Basic Insignia consists of pewter-tone waves (representative of operations), crossed boathook and oar (representative of boats), and a superimposed compass rose (representing leadership and direction).

The Advanced Insignia consists of Pewter-tone highlighted with a gold compass rose further distinguishes those members of the Boat Force operations community who have achieved a heightened level of qualification, knowledge and experience that includes both practical and operational components, with a broader understanding and appreciation for Boat Force command, management, support and leadership issues.

A.2. Entitlement

Enlisted members and officers of the Coast Guard, Coast Guard Reserve (including inactive reservists), and Coast Guard Auxiliary, who complete the criteria listed below, are entitled to wear the Boat Force Operations Insignia.



A.3. Boat Forces Units

The following qualify as Boat Forces units:

- (01) Aids to Navigation Teams (ANTS)
- (02) Centers of Excellence (NMLBS, BFCO, SMTC- Boat Tactics Branch, MLEA-Pursuit School)
- (03) MFPU
- (04) MSST/MSRT
- (05) MSU/MSD in boat crew assigned position (certified time only)
- (06) PSU
- (07) Sector (Response Department Head, Incident Management Division, Enforcement Division, Waterways Management with direct supervision of ANTs, SAR Mission Coordinators, Command Duty Officers, Operational Unit Watchstanders, Ready For Operations Teams)
- (08) Standardization Teams
- (09) Stations
- (10) Strike Team in boat crew assigned position (certified time only)
- (11) Cutters in boat crew assigned position (certified time only)
- (12) Commandant (CG-731)

Units not listed above may submit a written request for determination of eligibility to Commandant (CG-731) via their chain of command.

A.4. Prior Qualification Criteria

Personnel who earned the Basic or Advanced Boat Forces Insignia Prior to September 1, 2015, are grandfathered in under the new program and can continue to wear the insignia.

Members who have command certification of completing Reference (uu) prior to September 1, 2015, have satisfied the PQS and Certification board requirements. Members authorized temporary wear of the Basic (Pewter tone) Insignia may request permanent authorization from their command provided they have served at least one year at a boat forces unit.

A.5. PQS Instructors

The authority to be an instructor and the key responsibilities associated are outlined in Reference (uu). Authority to be an Instructor does not grandfather personnel to wear the Insignia. Instructors still need to complete the requirements and procedures outlined for each insignia in order to earn the Insignia.



Section B. Basic Boat Forces Insignia (Pewter-Tone Insignia)

In this Section This section contains the following information:

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Qualification Requirements	2-117
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Service Requirements	2-118
Command Responsibilities	2-118
Manner of Wear	2-118

B.1. Insignia

The Pewter-Tone Insignia represents the basic knowledge level expected of an individual at the beginning of a Boat Forces career path.



Figure 2-1
Pewter-Tone Insignia

B.2. Qualification Requirements

For active duty and reservists, qualification requirements consist of the following:

- (01) Boat Crew Member (BCM) certification on a standard boat, consisting of
 - a) PQS,
 - b) Oral Board,
 - c) Check Ride.
- (02) Maintain BCM currency for 1 currency cycle in accordance with this Manual, and References (dd) and (uu).
- (03) Complete Basic Boat Forces PQS contained in Reference (uu).
- (04) Have one year at a Boat Forces unit.

NOTE

For the purpose of time qualifying towards the Boat Forces insignia- (basic or advanced), Auxiliary members’ requirement includes attainment of Auxiliary boat crew qualification completed in accordance with Reference (aa).



B.3. Member’s Responsibility

At the successful completion of 1 currency cycle, member should submit their package requesting approval for the Basic Boat Forces Insignia to their chain of command. Only unit commanders who fall under Commandant (CG-731) programmatic management as outlined in **Table 2-7** are authorized to approve Boat Forces Insignia, along with Sector Commanders and Commanding Officers of MSSTs/MSRTs. All other members shall submit their request to Commandant (CG-731), Office of Boat Forces, for approval.

B.4. Service Requirements

Permanent entitlement is earned at the completion of requirements outlined in B.2 above and Command approval outlined in A.3. Temporary entitlement no longer exists. The insignia is considered permanent upon earning.

Coast Guard Auxiliary service requirements include a minimum of 1 day per week of support, patrol, or watches at a Boat Force unit for 5 years (or an equivalent amount of service representing a prolonged and dedicated commitment directly impacting Boat Force operations community).

B.5. Command Responsibilities

Command responsibilities include:

- (01) Attain favorable recommendation from the member’s chain of command,
 - (02) Ensure all requirements have been met,
 - (03) Document issuance with an Administrative Remarks, Form CG-3307,
 - (04) Issue Boat Force Operations Insignia certificate. See Commandant (CG-731) web site, Boat Force Operations Insignia Certificate (Basic), Form CG-5068.
-

B.6. Manner of Wear

The pewter-tone insignia will not be worn in conjunction with the Coxswain, Surfman or gold- and pewter-tone Boat Force Operations Insignia.

Auxiliary members are authorized to wear *both* the Auxiliary Coxswain insignia and the pewter-tone insignia together.



Section C. Gold- and Pewter-Tone Insignia

In this Section This section contains the following information:

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Advanced Boat Forces PQS Qualification Board	2-120
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Member’s Responsibilities	2-121
Exceptions	2-121
Command Responsibilities	2-121
Manner of Wear	2-121

C.1. Insignia The Gold- and Pewter-Tone Insignia represents advanced knowledge and expertise expected of an individual who has both operational and management experience within Boat Forces.



Gold- and Pewter-Tone Insignia

**C.2.
 Qualification
 Requirements**

Qualification requirements are as follows:

- (01) Complete Boat Forces PQS (both Basic and Advanced) per Reference (uu).
- (02) Pass an Adanced Boat Forces PQS qualification board.
- (03) Maintain BCM certification on a standard boat for two currency cycles.
- (04) Complete one of the following (Auxiliary members are exempt from this requirement):
 - a) SAR Fundamentals Course,
 - b) BTM/BO certification.
- (05) Five years cumulative service at Boat Forces units.



NOTE 

Individuals who have earned an OIC Ashore certification have satisfied the requirements above and are qualified to wear the Advanced Boat Forces Insignia as long as they meet the five years cumulative service at a Boat Forces unit requirement.

NOTE 

Maintaining certification through two currency cycles ensures the member has a comprehensive understanding of the currency maintenance process.

C.3. Advanced Boat Forces PQS Qualification Board

A PQS Qualification Board is required prior to authorizing the Advanced insignia. Individuals who have earned an OIC Ashore certification (either ATON or Multi-Mission) have satisfied this requirement.

The purpose of the examination board is to ensure the member has in-depth knowledge and understanding of Boat Force operations and policy and to instill rigor into the process. The Advanced Boat Forces PQS Board is required prior to completing Reference (uu).

The Qualification Board shall be convened by an authority overseeing a boat forces unit, to include OICs, COs or Sector Commanders. The board’s composition shall include at least three persons, including a Board President (at least one rank higher than the person sitting before the board, with Advanced Insignia), current or former OIC of a boat forces unit, and another individual with the Advanced Insignia. The Board will evaluate the candidate and make a recommendation to the Operational Commander.

A best practice is to schedule the board annually following OIC boards.

C.3.a. PQS Qualification Board Scope

The Qualification Board may ask questions to determine the candidate’s grasp of boat forces policy as developed through completing Reference (uu). Questions should be based on Coast Guard-wide operations and not limited to a particular district’s procedures. Written tests and questions that are graded elsewhere are discouraged. Boards should ask open-ended questions to determine a candidate’s knowledge of policy. Board members will be directed to refrain from the use of role-playing scenarios and asking obscure questions not directly related to Boat Forces operations. Topics covered should ensure knowledge and understanding of both the basic and advanced PQS, the qualification/training process, and Boat Forces policy.

C.4. Service Requirements

Permanent entitlement requires five years of cumulative service at Boat Force field units as defined in **A.3 Boat Forces Units** at the beginning of this chapter. Temporary entitlement is not authorized.



C.5. Member's Responsibilities

Members should request to sit before an Advanced Boat Forces Insignia review board through the Chain of Command once they have completed qualification requirements listed in B.2. Only unit commanders who fall under Comandant (CG-731) programmatic management as outlined in [Table 2-7](#) are authorized to approve Boat Forces Insignia, along with Sector Commanders and Commanding Officers of MSRT/MSSTs. All other members shall submit their request through Comandant (CG-731), Office of Boat Forces, for approval.

C.6. Exceptions

Standardization Team members who previously earned the Basic Boat Forces insignia are not required to maintain currency for time to count towards the Advanced Boat Forces insignia.

Individuals who have achieved the Officer in Charge Ashore certification (either Multi-Mission or ATON) are exempt from the requirement to complete Reference (uu) and the certification board.

C.7. Command Responsibilities

Command responsibilities include:

- (01) Attain favorable recommendation from the member's chain of command.
 - (02) Ensure all requirements have been met. The completion of all qualifications must be documented in the Training Management Tool (TMT). Document issuance with an Administrative Remarks, Form CG-3307.
 - (03) Issue Boat Force Operations Insignia Certificate. See Comandant (CG-731) web site, Boat Force Operations Insignia Certificate (Advanced), Form CG-5067 after positive endorsement from review board.
-

C.8. Manner of Wear

The gold- and pewter-tone insignia may be worn in conjunction with the Coxswain, Surfman, or Cutterman insignia.

The gold- and pewter-tone insignia shall not be worn with the pewter-tone Boat Force Operations insignia.



CHAPTER 7

Recognition Awards

Introduction

The purpose of recognition awards is to recognize exceptional achievement by Boat Force units.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Joshua James Ancient Keeper Award	2-123
B	Fireman First Class Paul Clark Engineering Award	2-127
C	CDR Ray Evans Coxswain Award	2-130



Section A. Joshua James Ancient Keeper Award

Introduction The purpose of the Joshua James Ancient Keeper Award is to recognize those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James.

In this Section This section contains the following information:

Title	See Page
Origin	2-123
Recipients Duties and Responsibilities	2-125
Nominations and Selection Process	2-125
Award Ceremony	2-126

A.1. Origin The Joshua James Ancient Keeper Award was established to honor longevity and outstanding performance in Coast Guard boat operations. The award's namesake, Captain Joshua James, is the most celebrated lifesaver in Coast Guard History with 626 lives saved. Only those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Ancient Keeper Award recipient will hold the distinction until retirement, release from active duty, or upon display of unsatisfactory performance or conduct. One officer or enlisted member will hold the title at any given time.

A.1.a. Description The award is a large bronze and wooden display plaque, which depicts Joshua James and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be displayed at the Boat Forces Command Cadre school, Boatswain's Mate "A" school and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

- (01) The award recipient will receive custody of the United States Life Saving Service Keeper's hat and other regalia that will be transferred during the award ceremony.
- (02) The award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be 1/4 inch for the individual's last name and 3/16 inch for the legend "Joshua James Ancient Keeper." Commandant (CG-731) will fund and procure two nonstandard nametags per recipient.



- (03) The recipient is authorized to wear these items during subsequent retirement ceremonies, commissioning, decommissioning, and other appropriate gatherings in holder capacity as holder of the Joshua James Ancient Keeper Award.
 - (04) Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in-an appropriate display case when not in use.
-

A.1.b. Eligibility

To be eligible, a candidate shall:

- (01) Be a Coast Guard Chief Warrant Officer or enlisted member who has served on continuous active duty with ten or more years of accumulated service at Boat Force units, of which five years shall have been as commanding officer or officer in charge of Stations or ANTs.
 - (02) Be qualified as a Coxswain in accordance with directives and guidelines in effect at the time of certification. Certification must have been completed on any Coast Guard boat (excluding skiffs and punts) attached to a shore unit.
 - (03) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in Conduct and no mark less than “4” on his or her enlisted performance evaluation and must have maintained Good Conduct eligibility. Have not received a derogatory report for any Officer Evaluation Report (OER) and have not received a mark less than “4” on his or her Officer Evaluation Report.
 - (04) Be eligible to hold the distinction for at least two years – candidate may have no more than 28 years of service when designated as awardee.
 - (05) Have a distinguished record of seamanship and leadership in the Boat Forces community.
-



**A.1.c. Selection
Criteria**

The Joshua James Ancient Keeper will be selected from the group of candidates meeting the above criteria and, among them, will have the most cumulative service at Boat Force units.

In the case where candidates have the same amount of cumulative service at Boat Force units, the member who possesses the most service as commanding officer or officer in charge will be selected.

**A.2. Recipients
Duties and
Responsibilities**

Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service's tradition of professionalism remains intact. Ancient Keeper shall serve as chair of the Boat Forces Advisory Council (BFAC) for the same span that the award is held. Award winners should be invited by Area, District, Sector and Unit commanders to attend and take part in any official ceremony which involves our boat community. In addition to Station commissioning, decommissionings, dinings in/out, and changes of command, recipients should participate in public affairs events and public ceremonies that highlight our rich heritage. Recipients should also speak at one Coxswain, Surfman, or Boat Forces Command Cadre resident course annually. Travel will be funded by Commandant (CG-731).

**A.3. Nominations
and Selection
Process**

Commandant (CG-731) will initiate screening for the next candidate upon notification of the incumbent award holder's retirement, release from active duty, or unsatisfactory conduct.

The steps in the selection process are as follows:

- (01) The incumbent Ancient Keeper and Commander, Coast Guard Personnel Service Center (PSC) will notify Commandant (CG-731) as soon as it is determined that the incumbent Ancient Keeper is retiring or being released from active duty in order to facilitate timely selection and change of watch.
 - (02) Commandant (CG-7) shall promulgate a notification message with notification pending Ancient Keeper vacancy and solicitation for nominations of qualified candidates to be submitted via district commanders. District commanders shall not submit more than one nomination package. Each district should nominate the most deserving of the award per the outlined criteria. Headquarters units shall submit nominations directly to Commandant (CG-731).
 - (03) Commandant (CG-731) shall review the finalists and select the finalist who best meets the outlined criteria, and shall submit selection to Commandant (CG-7) for approval.
-



A.4. Award Ceremony

Commandant (CG-731) will arrange for formal announcement of the award and official ceremony. The ceremony should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. The incumbent's command shall assign a project officer and Commandant (CG -731) will also assign a project officer to liaise and assist with the planning as necessary.

Commandant (CG-731) will provide funding for travel and per diem for the principals to participate in appropriate ceremonies. Funding for the spouse of the Ancient Keeper select will be funded in accordance with Reference (vv). Commandant (CG-731) will serve as the Travel Approving Official for the purposes of the Joshua James Ancient Keeper Award Ceremony.



Section B. Fireman First Class Paul Clark Engineering Award

Introduction

The purpose of the Fireman First Class Paul Clark Boat Forces Engineer Award is to recognize exemplary Boat Forces engineers. Only those engineers who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the Fireman First Class Paul Clark Boat Forces Engineer Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

In this Section

This section contains the following information:

Title	See Page
Origin	2-127
Nominations and Selection Process	2-128
Award Ceremony	2-129

B.1. Origin

The award's namesake, Fireman First Class Paul Clark, was honored with the Navy Cross for extraordinary heroism while serving as engineer of a landing boat during an assault on an occupation of French Morocco in 1942. When a hostile aircraft strafed his boat with machinegun fire, mortally wounding the bowman and severely injuring the Coxswain, Fireman Clark quickly assumed control of the craft and immediately withdrew from the beach. He sped to an offshore ship, placed the wounded men aboard and; although his craft was riddled with enemy gunfire, courageously returned to his station at the beach and completed his boat's mission.

B.1.a. Description

The award recipient will receive:

- (01) A miniature plaque which depicts an original lifeboat with a brief inscription.
- (02) The award's recipients name inscribed on a large bronze and wooden plaque permanently displayed at Machinery Technician "A" school in Yorktown, Virginia, and Coast Guard Headquarters.



B.1.b. Eligibility

To be eligible, a candidate shall:

- (01) Be active duty or reserve; E-3(with designator) through E-6.
- (02) Be a certified boat engineer.
- (03) Be assigned to a Boat Force unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (06) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in Conduct and no mark less than “4” on his or her enlisted performance evaluation.

**B.1.c. Award
Criteria**

The award recipient will be the candidate who possesses the strongest combination of:

- (01) Leadership,
- (02) Proficiencies,
- (03) Performance of duty.

**B.2. Nominations
and Selection
Process**

The nominations and selection process will adhere to the following guidelines:

- (01) Commandant (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee’s commanding officer/officer in charge to the Commandant (CG-731) via the chain of command using the format using the format provided on the Office of Boat Forces Website at <http://cgweb.comdt.uscg.mil/G-RCB/PaulClarkAward.htm>.
 - (02) Nominations shall not exceed three pages.
 - (03) The Office of Boat Forces will convene a selection panel during March.
 - (04) The Selection panel will consist of representatives from the Office of Boat Forces, Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard, and the Machinery Technician’s Rating Force Master Chief.
 - (05) The panel will select an award recipient based on the criteria listed above.
 - (06) A selection will be made and recommendation forwarded to Commandant (CG-731) by 30 March.
-



B.3. Award Ceremony

The Office of Boat Forces, will announce the Fireman First Class Paul Clark Boat Forces Engineering Award recipient via notification message in April. The Office of Boat Forces will notify the Area boat manager where the recipient's unit is located and provide the award citation and plaque.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. The Office of Boat Forces shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to the Office of Boat Forces for inclusion on the Office of Boat Forces website.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by Commandant (CG-731).



Section C. CDR Ray Evans Coxswain Award

Introduction

The intent of the CDR Ray Evans Outstanding Coxswain Trophy is to recognize exemplary Coxswains. Only those Coxswains who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the CDR Ray Evans Outstanding Coxswain Trophy. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

The award nominee’s activities shall have occurred during the designated calendar year. The CDR Ray Evans Outstanding Coxswain Trophy winner will hold the distinction for one year.

In this Section

This section contains the following information:

Title	See Page
Origin	2-130
Description	2-131
Nominations and Selection	2-132
Award Ceremony	2-132

C.1. Origin

The trophy’s namesake, CDR Ray Evans, is one of the most celebrated heroes in Coast Guard history. CDR Evans received the Navy Cross, as a Signalmen First Class, for his gallant efforts while fighting alongside fellow Coxswain Douglas Munro on 27 September 1942 at Point Cruz on Guadalcanal. CDR Evans provided covering fire for and evacuated elements of the 1st Battalion, 7th Marines, who were under the command of Lieutenant Colonel Lewis B. "Chesty" Puller. CDR Evans remained at his post for the entire operation and, with every other member of his crew killed or wounded, he maintained control of the boat with one hand on the wheel and continued to fire his automatic machine gun with the other, until the last boat cleared the beach. Only those who displayed extreme acts of combat heroism and other distinguished service were awarded the Navy Cross. CDR Evans demonstrated exemplary performance and superior technical, professional, leadership, and seamanship abilities while operating his Higgins boat.



C.2. Description The award recipient will receive:

- (01) A miniature plaque, which depicts an original lifeboat, with a brief inscription.
- (02) The recipient’s name inscribed on a large bronze and wooden plaque permanently displayed at Boat Forces Center in Yorktown, Virginia, and CoastGuard Headquarters’ Office of Boat Forces.

C.2.a. Eligibility To be eligible, a candidate shall:

- (01) Be active duty or reserve; E-3 (with designator) through E-6.
- (02) Be a certified Coxswain.
- (03) Be assigned to a Boat Force unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (05) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in Conduct and no mark less than “4” on his or her enlisted performance evaluation.

C.2.b. Award Criteria The award recipient will be the candidate who possesses the strongest combination of:

- (01) Leadership.
- (02) Proficiencies.
- (03) Performance of Duty.



C.3. Nominations and Selection

The Office of Boat Forces, Commandant (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's commanding officer/officer in charge to the Office of Boat Forces via the chain of command using the format provided on the Office of Boat Forces Website at:

<http://cgweb.comdt.uscg.mil/G-RCB/RayEvansAward.htm>.

- (01) Nominations shall not exceed three pages.
- (02) The Office of Boat Forces will convene a selection panel during March.
- (03) The selection panel will consist of representatives from the Office of Boat Forces Commandant (CG-731), Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard (CG-00B), and the Boatswain's Mate Rating Force Master Chief.
- (04) The panel will select an award recipient based on the criteria listed above.
- (05) Selection will be made and recommendation forwarded to Commandant (CG-731) by 30 March.

C.4. Award Ceremony

The Office of Boat Forces Commandant (CG-731) will announce the award recipient via notification message in April. The Office of Boat Forces will notify the Area boat manager where the recipient's unit is located and provide the award citation and plaque.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. The Office of Boat Forces shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to the Office of Boat Forces for inclusion on the Office of Boat Forces website.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by Commandant (CG-731).



CHAPTER 8

Advisory and Intervention

Introduction The purpose of the programs outlined in this chapter are to provide advisory and intervention guidance to Boat Force units.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	MAB Procedure and Mishap Policy	2-134
B	Boat Forces Advisory Council	2-137



Section A. MAB Procedure and Mishap Policy

Introduction

This section discusses the Boat Forces Mishap Analysis, Assistance, Team (MAAT) policy and procedures and identifies the MAAT’s relationship with the Mishap Analysis Board’s (MABs) and Permanent Mishap Board’s (PMBs).

The MAAT is a joint program initiative between the Office of Boat Forces, Commandant (CG-731) and the Office of Safety, and Environmental Health, Commandant (CG-113) to prevent mishaps through the deliberate analysis of human factors in mishap events. The MAAT is not a substitute for the normal mishap reporting and analysis requirements as per ref (t). The MAAT analysis is integral to capture lessons learned from mishap events and prevent future occurrence

In this Section

This section contains the following information:

Title	See Page
MAAT	2-134

A.1. MAAT

The primary role of the MAAT is to respond immediately to mishaps for the purpose of gathering and preserving evidence in advance of a Commandant - Level MAB and assisting the Health Safety and Work-life Service Center (HSWL SC (se)) level MAB. The MAAT is comprised of trained experienced Boat Forces cadre across the Coast Guard and is a fact finding not fault finding analysis team. Their objective is to conduct mishap analysis to prevent future mishaps using the DoD Human Factors Analysis Classification System (HFACS), and Reference (s). The MAAT is a force multiplier for Commandant CG-113 and HSWL SC (se), allowing for greater analysis and data collection.

The MAAT is a tremendous resource for the HSWL SC (se) MAB and the unit PMB because it ensures timely identification and deployment of trained Subject Matter Experts (SMEs), some of whom may serve as MAB members. When requested by the unit, Area, District, or Sectors, MAAT personnel may also be called upon to analyze incidents that do not rise to the criteria of a MAB.

The MAAT can be viewed as another tool in the CO/OIC’s toolbox, specifically to the unit PMB. The team can be called upon to assist in a variety of roles in a mishap investigation; such as offering guidance to the mishap investigator, aid in properly entering mishap data into eMisReps, or aid the first level and command reviewers in evaluating the mishap report and writing detailed comments.



A.1.a.
Membership

MAAT membership reflects the highest level of Boat Forces knowledge, professionalism, and personal conduct. Members shall be committed to the concepts of operational risk management and dedicated to the pursuit of safe and effective boat operations. The Office of Boat Forces, Commandant (CG-731) will solicit for members as needed. Members shall meet the following requirements:

- (01) Have command endorsement acknowledging that the applicant will periodically be on-call, and in the event of a mishap may be assigned TAD for an undetermined time (generally fewer than 30 days).
- (02) Be in the pay-grade E-7 through E-9, W-2 through W-4, or O-3 through O-6 (O-1 and O-2 with prior enlisted Boat Forces experience may apply).

Boat Forces Command Cadre experience (CO/XO, OIC/XPO, EO/EPO) is preferred but not required. Enlisted members certified to command may apply. Those with Sector Response experience are also strongly encouraged to apply.

A.1.b. Training
and Qualification

MAAT Members shall be provided training in marine accident investigation procedures, mishap administration, legal requirements, and HFACS.



A.1.d. Concept of Operation On receipt of information regarding the occurrence of a mishap, Commandant (CG-731) may direct one of several Courses of Action to support Commandant (CG-113) or HSWL SC with mishap response/analysis:

If Information Indicates:	Take Course of Action:
<p>Class A or B Mishap has occurred.</p>	<p>Commandant (CG-731) may direct a MAAT member to the scene to assist the unit with post-mishap response requirements from Reference (s). If Commandant (CG-11) convenes a MAB, the MAAT member may serve on the MAB as the Commandant (CG-731) subject matter expert.</p>
<p>Class C, D, or HIPO mishap of high interest has occurred.</p>	<p>HSWL SC will convene a MAB for those mishaps of high interest. Commandant (CG-731) will provide a MAAT member to serve on the MAB. The MAAT member will act as a Commandant (CG-731) subject matter expert and may serve as MAB President in some instances.</p>

Table 2-10
Mishap Courses of Action

NOTE 

MAAT members are spread out around the CG to assist with decreasing time and cost for members to get on scene. Additionally, tremendous insight can be gathered over the phone and can still be a great resource for a unit even if MAAT is not on scene



Section B. Boat Forces Advisory Council

Introduction The purpose of the Boat Forces Advisory Council (BFAC) is to ensure that the unique requirements of Boat Force units are recognized. The BFAC reviews training, operating doctrine, mishaps and policies, and serves as a sounding board for all Boat Forces issues. Council members serve as communications conduit between the field and the program to ensure program leadership is continually linked to the capability needs of the boat forces community.

In this Section This section contains the following information:

Title	See Page
Membership	2-138
Nomination Process	2-140

Background The Office of Boat Forces is responsible for the Coast Guard's boats dispersed across the nation and its operators who perform every Coast Guard mission and consume approximately 50% of all Coast Guard resource hours. The Office of Boat Forces must remain well connected with this workforce to ensure the office can support safe and effective boat operations.



B.1. Membership

The BFAC is chaired by the Joshua James Ancient Keeper. The standing members will typically serve as indicated in **Table 2-11 BFAC Standing Members**. Members must reflect the highest level of Boat Forces knowledge, professionalism, and personal conduct. The additional members are referred to as Nominated Members. Solicitation will occur upon change of the Ancient Keeper. Nominated Members shall be in a command cadre position at Boat Force units and the Senior Boat Operator on Cutters. The nominated members will represent a cross section of the Boat Forces community as outlined in **Table 2-11** and **Table 2-12**.

Chair
Joshua James Ancient Keeper
Standing Members
Boat Forces and cutter operations Branch, Training Center Yorktown (TCY) (E-8 or below, instructor, certified Coxswain)
National Motor Life Boat School (NMLBS) (E-8 or below, instructor, certified Coxswain)
Special Missions Training Center (SMTC) (E-8 or below, instructor, certified tactical Coxswain)
Boat Forces Command Cadre Course, School Chief
Enlisted Personnel Management (EPM) Detailer (BM or MK Detailer)
CDR Ray Evans Outstanding Coxswain of the Year Recipient (one year term)
FN First Class Paul Clark Boat Forces Engineer Award Recipient (one year term)

**Table 2-11
BFAC Standing Members**



Nominated Members
ANT Representative
Cutter Boat (4) Representative CB-S, CB-M, CB-L CB-OTH
EPO Station Representative
RBS Station Representative
Pursuit Level IV Station Representative
MSST (WSS) Representative
PSU (WSS) Representative
Ice Rescuer Representative
PWCS Level 1 Station Representative
STANT Representative
MLB Station Representative
RB-M Station Representative
Surf Station Representative
MLB Heavy Weather Representative
Standing Observer
Commandant (CG-731)
Commandant (CG-731) Doctrine Staff Representative
Members at Large
(3) E-4 or above duty Coxswain/engineer
Advisors
Commanding Officer NMLBS
STAN Team Supervisor

Table 2-12
 BFAC Nominated Members



B.2. Nomination Process

Members interested in serving on the BFAC are encouraged to submit an application per the following guidance. Nomination packages in memo format not to exceed two pages shall be submitted by the applicant via their Operational Commander and District/Area Boat Manager to the current Joshua James Ancient Keeper. E-mail submissions must be in PDF format with required signature or scanned copies with all required signatures. Signatures will assume Command endorsement. The memo shall include:

- (01) Type of unit member will be representing.
 - (02) Anticipated rotation date.
 - (03) Brief summary of members career and duties performed.
 - (04) Brief narrative on how the BFAC and Coast Guard will benefit from the applicants membership.
 - (05) Statement indicating the applicants ability to attend annual meeting and fulfill the responsibilities listed above and in the BFAC Charter.
-



PART 3 Operations

Introduction

This part prescribes policy, standards, instructions, and capabilities pertinent to Coast Guard Station and ANT unit operations.

In this Part

This part contains the following chapters:

Chapter	Title	See Page
1	Station/ANT Organization	3-2
2	Station (Small) Standard Operating Procedures	3-29
3	Heavy Weather Stations	3-37
4	Designated Surf Stations	3-43
5	Level 1 / 2 PWCS and Pursuit Level IV Units	3-63
6	Ice Rescue	3-68
7	Cutter Boat	3-72



CHAPTER 1

Station/ANT Organization

Introduction

This chapter provides the basic format for a standard organization of a Coast Guard Station and ANT. It also sets forth the minimum requirements for organizing, administering, and operating Stations and ANTs. This format should be modified only when necessary to meet individual Station/ANT requirements.

The CO/OIC shall promulgate the organization manuals for their Station/ANT. The first section shall cover any general principles desired, including the mission of the Station/ANT and any other general information appropriate to the scope of the chapter. The second section shall cover department organization and detailed duties. The third section shall cover watch organization as developed for the Station/ANT. The fourth section shall cover the system of unit orders and instructions. Additional sections are authorized as necessary.

Coast Guard Stations/ANT units shall be organized and operated in accordance with the basic principles contained in References (d) and (vv).

While both are laid out together in this Chapter, Stations and ANTs are uniquely organized, and not all content in this Chapter applies to both.

NOTE

Station-ATON Teams (STANTs) operate under the same organizational principles and requirements as Coast Guard Stations. Policy laid out in this chapter applies to STANTs as well as to Stations.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Station/ANT Organization	3-3
B	Watch Organization, Mission Requirements and Limitations	3-5
C	Duties and Responsibilities	3-10
D	Station Duty Section Rotation	3-19



Section A. Station/ANT Organization

Introduction The core element of every Station’s organizational structure is the duty section. Each Station’s organizational structure should be designed to support and develop the duty section’s capability to perform assigned missions.

The core element of every Aids to Navigation Team’s organizational structure is AtoN maintenance and discrepancy response. Each Aids to Navigation Team’s organizational structure should be designed to support assigned AtoN missions.

In this Section

This section contains the following information:

Title	See Page
Unit Functions	3-3
Standard Unit Organization	3-3
Station (small)	3-4

A.1. Unit Functions

The primary functions of every Station/ANT include the following:

- (01) TRAIN. Provide essential training for boat crews and other operations support personnel for the safe and effective execution of assigned duties.
- (02) MAINTAIN. Accomplish scheduled maintenance and limited repairs for assigned boats and equipment, and perform general housekeeping for unit boats and facilities.
- (03) OPERATE. Successfully execute assigned Coast Guard missions in a safe and effective manner.

Training, maintenance, and operations requirements may vary from unit to unit.

A.2. Standard Unit Organization

The standard organizational structure for all:

A Station/ANT is a Coast Guard shore facility with an OPFAC, Command Cadre, permanently assigned crew, boats, and equipment.



A.2.a. Organization Chart All Station/ANTs functions must be stated in a unit organization chart. Station/ANTs are authorized to make additions or deletions of functions and duties where necessary.

A.2.b. Elements The elements of a Station/ANT include all of the following:

- (01) Shore facility
- (02) Duty crew berthing (Station)
- (03) Vessel moorings
- (04) Operation of boats in support of assigned missions
- (05) Administration

A.2.c. Parent Unit A parent unit is a Station with one or more subordinate Stations (small). Its Command Cadre allowance may be different from that of a typical Station to account for the increased responsibility associated with the assignment of subordinate Stations (small).

A.3. Station (small) A Station (small) is a minimally staffed and resource constrained Station that receives operational direction, command, and support from its parent Station. The parent unit has additional personnel to operate a boat from a physical location of the Station (small). Essentially the Station (small) becomes a remote operating location.

A.3.a. Auxiliary-Operated Station (small) A Station (small) that relies on Coast Guard Auxiliary members for its primary duty section staffing is considered to be an Auxiliary-Operated Station (small). Auxiliary operated units may or may not have an active duty Command Cadre (i.e., OIC), boats or personnel assigned.



Section B. Watch Organization, Mission Requirements and Limitations

Introduction This section discusses mission response requirements and gives guidance on self-imposed requirements to be avoided.

Stations are required to maintain duty sections to provide an immediate boat response capability (i.e., B-0) for search and rescue, or other mission areas as required by the District Commander.

ATON units are required to maintain a Discrepancy Response Capability for Aids to Navigation verification or other mission areas as required by the District Commander.

In this Section This section contains the following information:

Title	See Page
Mission Requirements	3-5
Duty Section / Discrepancy Response Crew	3-6
Response Boat Readiness	3-7
Watch-Stander Designation Training	3-7
Duty Section Requirements	3-7
OOD Position	3-8

B.1. Mission Requirements District Commanders establish Station/ANT mission requirements. Mission requirements are District-wide requirements with regional variations, as required, to meet the demands for Coast Guard services.

NOTE

While performing assigned missions, Station/ANT personnel should be aware that Community relations/public affairs activities and responsibilities are embedded.

B.1.a. Response Mission Requirements Station/ANT shall maintain the appropriate alert status for all Coast Guard missions requiring a response of 24 hours or less.

- (01) Bravo-Zero (B-0) alert is required for missions requiring Coast Guard response within 30 minutes of notification, or less.
- (02) Additional personnel shall be placed in the appropriate alert status when the projected response mission requirements exceed the capability of the primary response crew(s).

Unit watch composition (e.g. duty crew) should be limited to the minimum required to support response mission requirements.



For Stations, the number of duty personnel maintaining a B-0 alert status should be limited to the minimum required for appropriate Coast Guard response.

Ants shall maintain an adequate level for correction of discrepancies in accordance with the Discrepancy Response Factor Decision Guide (DRF), and should be limited to the minimum required for appropriate Coast Guard response.

B.1.b.
Additional/Self-imposed Requirements for Stations to Avoid

Additional/self-imposed requirements beyond regularly assigned missions shall be avoided. Staffing and assigned boat capability does not support additional or self imposed requirements. The following are examples the Station CO/OIC or Operational Commander should avoid:

- (01) Staffing Auxiliary-operated units with active duty boat crews in order to maintain a Bravo-Zero response capability.
- (02) Staffing duty sections in excess of requirements (communications watch where the Sector has adequate coverage, OOD, security watch, etc.).
- (03) Requiring routine harbor pollution patrols.
- (04) Conducting activities on inland lakes (minus the Great Lakes) and rivers.
- (05) Refusing to close down buildings or portions of buildings so as to maintain “flexibility.”
- (06) Supporting additional tasking not related to operations.

NOTE

Communications watchstanding policy – including the choice of whether to use communications watchstanders – is local policy. Unless explicitly prohibited by the unit, communications watch and OOD may be members of the boat crew.

NOTE

Stations/ANTs are minimally staffed to meet assigned mission requirements. The unit CO/OIC shall maintain open communication with Sector Commanders to structure tasking and support accordingly.

B.2. Duty Section / Discrepancy Response Crew

Maintaining the integrity of the duty section / discrepancy response crew must be the primary focus of all personnel. Unit Commanders shall organize duty sections to:

- (01) Ensure successful execution of assigned missions.
- (02) Protect the integrity of response boat duty crews / discrepancy response crews.
- (03) Minimize the unproductive time members spend at the Unit for worklife and crew rest considerations.



B.2.a. Duty Rotation The CO's/OIC's choice of Unit watch/duty rotation is a critical decision. The duty rotation will:

- (01) Define the minimum requirement for Coast Guard boat response in the Unit's AOR.
- (02) Be the primary workweek driver.
- (03) Define the amount and nature of the time available for training/work/mission requirements.

B.2.b. Tasking Tasking for discrepancy response crews, duty crews and other members of the duty section should be restricted to proficiency training, routine/minor boat and facility maintenance, or housekeeping and operations. Duty standers should not be assigned management or administrative duties or responsibilities beyond those required in support of duty section / discrepancy response crew operations.

B.2.c. Factors of Organization A Station's duty section organization should be based on:

- (01) District mandated response readiness requirement (e.g. Number B-O boats / crews),
- (02) Tempo of Unit operations (e.g. OOD).

If assigned, the OOD may be required to facilitate the Unit's response mission capability.

B.3. Response Boat Readiness District Commanders establish response (or "ready") boat readiness requirements based on the demand for Coast Guard response services, and the projected workload associated with that demand. Units shall not exceed District mandated boat readiness requirements without concurrence from the District Commander.

B.4. Watch-Stander Designation Training Stations are not staffed for designated communications watch standers. If assigned, stations must carefully manage workload/fatigue risks associated with watch-stander designation training. Watch-stander designation training conducted in conjunction with the duty day, including underway training, should be scheduled.

B.5. Duty Section Requirements All Stations require:

- (01) Boat crew personnel (consisting of Coxswain/Surfman, Engineer, and crew) for the number of boats required to remain in a Bravo-Zero (B-0) status.



Most Aids to Navigation Teams require:

- (02) Boat crew personnel (e.g.: Coxswain/, Engineer, and crew) for the number of boats required to respond to ATON maintenance and discrepancies according to Discrepancy Response Factor Decision Guide (DRF).
- (03) The ANT OIC shall assign personnel to manage duty section operations, manage ATON discrepancies, administration (including the daily routine), and security as the OIC's direct representative.

Duty Crewmember/Engineer shall return to the unit at the OIC's discretion to inspect pyrotechnics, ensure that there are no ATON discrepancies described by notification message, and to check for watertight integrity of the unit's vessel if left in the water.

B.6. OOD Position The OOD is a designated watch position. The OOD provides operations planning or execution oversight for Unit missions.

- (01) An OOD is not normally required for low operational tempo Units. Units with seasonal variation in operational tempo should not maintain an OOD watch position during low activity periods.
- (02) Units with two or more response missions after normal working hours on two or more days a week may require an OOD.
- (03) The OOD is the direct representative of the CO/OIC.

Not every unit requires an OOD or has specific billets to support the position. In the event the unit has an OOD, they shall operate within the above guidelines.

B.6.a. OOD Responsibilities

The OOD shall be responsible for Unit operations, administrative requirements, and the physical security of the unit as the designated representative of the CO/OIC. The OOD, with the authority as delegated by the CO/OIC, shall:

- (01) Interact with the media and local community after normal working hours.
- (02) Plan and manage the execution of operations.
- (03) Direct the duty section's / discrepancy response crew's daily routine:
 - a. Facility emergency plans (e.g. fire, bomb threats).
 - b. Unit security.
 - c. Housekeeping and routine maintenance.



d. Operations related administration (e.g. messages and reports).

Specific duties of the OOD shall be defined in Unit instructions. The authorities delegated to the OOD shall be designated in writing.



Section C. Duties and Responsibilities

Introduction

The Station/ANT Command Cadre is responsible to its chain of command and for the support of overall mission accomplishment, administrative functions, good order and discipline, and maintenance of shore and boat assets.

This section discusses the duties and responsibilities of Command Cadre, Department Heads, and collateral duty assignments.

In this Section

This section contains the following information:

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CO and OIC	3-11
XO and XPO	3-11
EPO	3-11
Collateral Duties	3-12
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Support Petty Officer	3-17
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Command Cadre

C.1. CO and OIC

The duties of the CO/OIC are as follows:

- (01) Perform the duties of the CO or OIC as specified in Reference (d).
- (02) Be responsible for the administration and direction of all activities of the Unit.
- (03) Monitor the seamanship proficiency and training of all assigned boat crewmembers, and ensure that personnel assigned to operational duties meet all appropriate recurrent training requirements.

C.2. XO and XPO

The duties of the XO/XPO are as follows:

- (01) Perform the duties of the XO or XPO as specified in Reference (d).
- (02) Assist the CO or OIC generally in the administration of the functions of the Unit.
- (03) Serve as Administration Officer and or Supply Officer unless a support Petty Officers is assigned.

NOTE

A Station XO/XPO shall maintain Boarding Officer certification. No waiver is permitted for this requirement.
--

C.3. EPO

The duties of the EPO are as follows:

- (01) Perform the duties of the head of a department as specified in Reference (d).
- (02) Manage the Engineering Department in accordance with all controlling directives and be responsible to the CO/OIC for the maintenance of boats, associated equipment, vehicles, and the Unit facilities.
- (03) Establish and maintain a program for the maintenance and repair of buildings, grounds, boats, and vehicles.
- (04) Establish and maintain a vehicle operator training and qualification program.
- (05) Provide physical security services.
- (06) Approve or reject completed maintenance or repair work based on appropriate standards.
- (07) Initiate action for survey in the event of loss, damage, or



- destruction of accountable items
- (08) Maintain liaison with the Supply Department; provide technical advice for procuring and requisitioning engineering materiel, supplies, and allowance list spares.
 - (09) Be responsible for procurement, custody, issue, and condition of all general and special tools required by the Engineering Department.
 - (10) Establish internal methods and procedures by which maintenance personnel can obtain required materiel to support the maintenance effort.
-

Collateral Duties

C.4. Assignment

If staffing does not allow for an average workweek of 68 hours or less, department and Assistant Department Heads should retain responsibility for all collateral duties. Collateral duty tasks may be assigned to duty standers on an ad-hoc basis as long as those tasks do not interfere with duty standers' primary responsibilities (i.e., training and operations).

C.5. Operations Petty Officer

A senior Boatswain's Mate (i.e. BM1 or above), subordinate to the XO/XPO, shall perform the duties as Operations Petty Officer:

- (01) Coordinate and control movements of boats (and vehicles, when operationally employed).
- (02) Prepare the daily operations schedule and duty section watch schedules.
- (03) Maintain boat and Unit emergency bills.
- (04) Administer the Unit's operational readiness program for boats and associated equipment, including towing vehicles and trailers.
- (05) Manage and direct training of all required certifications.
- (06) Coordinate training syllabi in accordance with pertinent Commandant directives.
- (07) Provide communications, weather, navigation, and public information services as required.
- (08) Supervise the Qualification Examining.
- (09) Serve as Communications Officer.
- (10) Serve as Navigation Petty Officer.



NOTE 

If the requirement for an E-6 Boatswain's Mate is unachievable due to the Unit billet structure, the next senior BM shall perform this duty.

**C.6. Deck
Department Head**

The duties and responsibilities of the Deck Department Head shall include the following:

- (01) Perform the duties of the head of a department as specified by Reference (d).
- (02) Manage the Deck Department and be responsible to the CO/OIC for the topside maintenance of boats and associated equipment.

NOTE 

If unachievable due to unit billet structure, the collateral duty of Deck Department Head may be filled by operations petty officer.

**C.7. Communications
Petty Officer**

The duties and responsibilities of the Unit Communications Petty Officer shall include the following:

- (01) Provide communications services as required.
- (02) Supervise the handling of message traffic.
- (03) Administer communications procedures and training.
- (04) Provide control of classified material and cryptographic devices.
- (05) Provide control of communications equipment including portable radios.

C.8. Boat-Keeper

Unit Commanders may assign boat-keepers (deck and engineering) to:

- (01) Oversee all aspects of deck standardization and maintenance for their assigned boat.
- (02) Coordinate maintenance and scheduling between the Deck and Engineering Departments.

**C.9. Assistant
Engineering Petty
Officer**

The CO/OIC may assign an Assistant Engineering Petty Officer (AEPO) to:

- (01) Assist the EPO generally in the administration of the functions of the Engineering Department.
- (02) Serve as Engineering Department "Shop Supervisor":
 - a) Direct preventive and corrective maintenance of boats, vehicles, facilities, and all associated equipment.



- b) Plan, schedule, and control all phases of maintenance.
- c) Perform progress checks on all work assigned.
- d) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
- e) Ensure maintenance instructions are prepared when required.
- f) Ensure prompt and safe movement of boats to facilitate the maintenance effort.
- g) Prepare necessary boat docking or parking plans.
- h) Process repairable materiel in a serviceable status.

Initiate requests for required shop materiel, periodically review shop usage, and establish inventory re-order points.

C.10. Rescue and Survival Systems Petty Officer

The CO/OIC shall designate a Petty Officer, in writing, to manage the Unit's rescue and survival equipment. This individual shall conduct the duties and responsibilities of the Rescue and Survival Systems Petty Officer (R&SS PO) in accordance with Reference (j).

C.11. Law Enforcement/ Weapons Petty Officer & FAI

The senior Maritime Enforcement Specialist (ME) assigned to a Station is the Law Enforcement Instructor (LEI), Weapons Petty Officer & Firearms Instructor (FAI). Their duties and responsibilities shall include the following:

- (01) Sets up and supervises the unit's law enforcement training program in accordance with Reference (b).
- (02) Serve as Small Arms Instructor (FAI) and lead the unit's weapons training program.
- (03) Serve as Boarding Officer.
- (04) Perform all applicable duties of Weapons Officer as outlined in Reference (d).
- (05) Serve on the unit's LE training board.
- (06) Cultivate and nurture relationships with local Law Enforcement Agencies.
- (07) Maintain regular contact with Sector Intel Officer and serve as conduit for LE intelligence to and from the unit.



- (08) Encouraged to certify as Boat Crew Member (not required to stand regular duty).

If Station PAL does not include an ME, these collateral duties will be assigned by the CO/OIC.

C.12. Training Petty Officer

The CO/OIC shall designate a Petty Officer, in writing, to manage the Unit's Training Program. The duties and responsibilities of the Training Petty Officer (E-6 or above) shall include the following:

- (01) Plan, coordinate, and execute the training program, and maintain Unit training program guidance.
- (02) Maintain a central file of lesson plan outlines for all recurring training.
- (03) Procure and maintain Unit training aids.
- (04) Maintain Unit personnel training records.
- (05) Maintain a record of general military training conducted in accordance with this Manual.
- (06) Maintain a record of PQS/JQR qualified personnel in accordance with this Manual, and act as PQS/JQR Coordinator.
- (07) Maintain a record of completed drills and exercises in accordance with this Manual.
- (08) Become proficient in the use of TMT.

NOTE

If the requirement for an E-6 Training Petty Officer is unachievable due to the Unit billet structure, the next senior BM shall perform this duty.
--

C.13. PWCS Lvl 1/Pursuit Lvl IV Designated Trainers

The unit CO/OIC shall identify Designated Trainer(s), in writing for units classified as Pursuit Level IV and/or PWCS Level 1. The Designated Trainer is responsible for higher level tactical training and shall:

- (01) Provide safe and effective training for Level 1 / 2 PWCS and Pursuit Level IV units,
- (02) Sign off PQS for tactical or pursuit competencies,
- (03) Have completed formal Coast Guard resident tactical or pursuit training.

For additional requirements of the Designated Trainer, refer to Reference (pp).



C.14. Administration Officer

The XO/XPO or Support Petty Officer (if assigned) shall coordinate the following functions as Administration Officer:

- (01) Administer all functions pertaining to personnel.
- (02) Maintain general directives and general message files.
- (03) Provide clerical and mail services.
- (04) Provide medical services, including dental and sanitary services.
- (05) Provide special services such as housing, recreation, voting, bond sales, charity drives, and legal assistance.
- (06) Contact the area or district Records Coordinator, for assistance with records management standards, guidance, and compliance with the requirements of Reference (ww).

C.15. Navigation Petty Officer

The unit CO/OIC shall designate a Navigation Petty Officer, in writing, to manage the unit's navigation information, as specified in the unit's Command Navigation Standards.

The duties and responsibilities of the Navigation Petty Officer shall include the following:

- (01) Maintaining up-to-date Command Master Chart(s), showing command approved tracklines, hazardous areas, etc. Items required to be included on Master Charts are described in Reference (xx),
 - (02) Procuring and providing paper charts, publications, navigation equipment, and records,
 - (03) Maintaining a list with the names of local and charted geographic points in the unit's Area of Responsibility (AOR),
 - (04) Maintaining a local chart and publication correction information system,
 - (05) Maintaining electronic chart data,
 - (06) Maintaining unit navigational publication library, as defined in the Command Navigation Standards.
-



Support

C.16. Support Petty Officer

The position of Support Petty Officer (SPO) was created to reduce the Unit finance, supply, and administrative workload from the Command Cadre. The SPO position will be a Storekeeper (SK) or Yeoman (YN) billet. These positions are day-worker positions and not intended to be station duty standers. The SPO may perform the following duties:

- (01) Budgeting and accounting for, purchase/requisition, receipt, inspection, issue, stowage and preservation, packaging, shipment, disposal of, reutilization, and performance of inventory control for all property and materiel belonging to the Unit(s).
- (02) Maintenance of all allowance documentation, and preparation of configuration change reports and allowance change requests; preparation of public vouchers, transportation requests and shipping documents.
- (03) Performance of traffic management/transportation functions including shipments, inspection, reservation, service orders, and claims relating to Government and personnel personal property.
- (04) Preparation of returns covering the receipts and expenditures of public monies.
- (05) Operation of office labor saving devices and automated data processing equipment.
- (06) Preparation and maintenance of required forms, records, publications, correspondence, reports, and files.
- (07) Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the custody of the SPO, maintaining all stores and equipment of the assigned Unit(s), except as otherwise prescribed in appropriate directives or regulations.
- (08) Inspecting services and materiel received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the CO/OIC to another department having technical jurisdiction over the services or materiel.
- (09) When specifically designated by the Commandant, the SPO shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the Unit. This includes the procurement and disbursement of official funds for the Coast Guard, the payment of personnel, and payment for material and



services procured by the Coast Guard, in accordance with procedures prescribed in Reference (yy).

- (10) Specific SPO duties and responsibilities may also include, but not be limited to, the following
 - a) Procurement Desktop or other ledger updates
 - b) IMPAC verification report
 - c) Requisitions and procurements including automated requisitions, procurement requests (PRs), and any related research
 - d) Mail usage reports
 - e) UPH usage reports
 - f) Property reports and surveys
 - g) PI/MI inspection follow-up
 - h) CDAR follow-up and aftercare – requires training
 - i) GSA vehicle report
 - j) Inventory management
 - k) Mutual assistance
 - l) Combined Federal Campaign
 - m) Enlisted evaluations (EPES) – (coordination only)
 - n) Performing other collateral duties as assigned by the CO/OIC.

C.17. Food Services Officer

The duties of the station Food Services Officer are:

- (01) Provide meals.
 - (02) Ensure cleanliness and sanitation in the galley and commissary.
 - (03) Prepare commissary reports, inventories, and requisitions.
 - (04) Carry out such instructions as are promulgated in References (d) and (zz).
 - (05) Direct training of Food Service Specialists (FS).
-



Section D. Station Duty Section Rotation

Introduction The CO's/OIC's choice of Station watch/duty section rotation is a critical decision.

NOTE 

The commandant work standard is NTE 68 hours per week, per *Coast Guard Staffing Logic and Manpower Requirements Manual, Volume II – Policy*, COMDTINST M5310.5 (series).

This Section provides sample duty section rotations from which the CO/OIC may select for their Station, along with advantages and disadvantages of each. See [Table 3-2](#) through [Table 3-7](#).

In this Section This section contains the following information:

Title	See Page
Modified One-in-Three (1-in-3)	3-20
One-in-Four (1-in-4)	3-21
One-in-Three (1-in-3)	3-23
Firefighter One-in-Three (1-in-3)	3-24
Modified One-in-Three (1-in-3) with Sliding Weekends	3-25
Port and Starboard (1-in-2)	3-27
Reduced Readiness Port and Starboard	3-28



NOTE

The sample duty sections depicted below assume a sufficient number of certified watch personnel for each of the duty sections.

D.1. Modified One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
Day work	3	3	3	3	3		
OFF	2	2	1	1	2	2,3	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	3	3	1	1	3	3	3
Day work	2	2	2	2	2		
OFF	1	1	3	3	1	1,2	1,2
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	3	3	2	2	2
Day work	1	1	1	1	1		
OFF	3	3	2	2	3	1,3	1,3

**Table 3-1
Modified One-in-Three**

NOTE

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

D.1.a. Advantages The Modified 1-in-3 duty rotation provides an average of 82 work hours (i.e., 72 duty hours and 10 day work hours) and 74 hours of liberty each week and provides the following advantages:

- (01) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.



D.1.b.
 Disadvantages

The modified 1-in-3 duty rotation requires duty standers to maintain a port and starboard duty rotation creating significant potential for duty crews to exceed fatigue standards. The “day working” duty section may be required to work on the weekend to fulfill non-response/scheduled missions (i.e. potential for working two or three weekends a month). Duty crews are at significant risk of exceeding fatigue standards.

D.2. One-in-Four
 (1-in-4)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	4	1	2	3
Day work	2,4	1,3,4	1,2,4	1,2,3	2,4		
OFF	3				3	1,3,4	1,2,4
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	4	1	2	3	4	1	2
Day work	1,3	2,3,4	1,3,4	1,2,4	1,3		
OFF	2				2	2,3,4	1,3,4
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	4	1	2	3	4	1
Day work	2,4	1,2,3	2,3,4	1,3,4	2,4		
OFF	1				1	1,2,3	2,3,4
Week Four							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	4	1	2	3	4
Day work	1,3	1,2,4	1,2,3	2,3,4	1,3		
OFF	4				4	1,2,4	1,2,3

Table 3-2
 One-in-Four Duty Rotation



-
- D.2.a. Advantages The 1-in-4 duty rotation provides an average of 68 work hours (i.e., 42 duty hours and 26 day work hours) and 100 hours of liberty each week, and provides the following advantages:
- (01) Minimizes potential that duty crews will exceed fatigue standards.
 - (02) Minimizes unproductive work time (i.e., for messing and berthing).
 - (03) Accommodates all-hands evolutions easily without recalling crew.
 - (04) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
 - (05) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.
 - (06) The straight 1-in-4 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty standers can expect to have duty on at least two (of four) weekends every month.

D.2.b. Disadvantages Sliding weekends can be used with a 1-in-4 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is, for most Stations, the busiest time of the duty week.



D.3. One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
Day work	3	1,3	1,2	2,3	3		
OFF	2				1	1,2	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
Day work	1	1,2	2,3	1,3	1		
OFF	3				2	2,3	1,3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
Day work	2	2,3	1,3	1,2	2		
OFF	1				3	1,3	1,2

**Table 3-3
 One-in-Three Rotation**

D.3.a. Advantages The 1-in-3 duty rotation provides for an average of 77 work hours (i.e. 56 duty hours and 21 day work hours) and 91 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized.
- (02) Unproductive work time (i.e. for messing and berthing) is minimized.
- (03) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.

The straight 1-in-3 duty rotation (i.e. no sliding weekends) does not allow for 3 day weekends unless the member takes leave; duty standers can expect to have duty on at least 2 weekends every month.



D.3.b. Disadvantages

Sliding weekends can be used with a 1-in-3 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during, what is for most Stations, the busiest time of the duty week.

D.4. Firefighter One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
OFF	2,3	1,3		2,3	1,3	1,2	2,3
Day Work			1,2				
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
OFF	1,3	1,2		1,3	1,2	2,3	1,3
Day Work			2,3				
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
OFF	1,2	2,3		1,2	2,3	1,3	1,2
Day Work			1,3				

**Table 3-4
Firefighter One-in-Three**

NOTE

For the Firefighter 1-in-3 schedule, Wednesday should represent a weekly training day, with all three sections on.

D.4.a. Advantages

The firefighter 1-in-3 duty rotation provides for an average of 56 work hours (i.e., 56 duty hours) and 112 hours of liberty each week. This section also provides the following advantages:

- (01) All duty standers are “professional” duty standers (i.e., duty is all they do).
- (02) Exceptional quality of life for all unit personnel – duty standers only work 7 out of 21 days).
- (03) The potential for duty crews exceeding fatigue standards is minimized.
- (04) Non-duty standing personnel (i.e., maintenance and support personnel) can work a normal workweek.



D.4.b.
 Disadvantages

The firefighter 1-in-3 duty rotation requires more non-duty standing positions than more traditional duty rotations. This rotation also includes the following disadvantages:

- (01) The duty section must accomplish all training.
- (02) Potential for operational tasking outside of scheduled work hours (unless non-response crews are available).
- (03) All-hands evolutions not easily accommodated.

D.5. Modified One-in-Three (1-in-3) with Sliding Weekends

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	3	2	2	1	3	3
Day work		1	1,3	3			
OFF	2,3	2		1	2,3	1,2	1,2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	1	3	3	2	1	1
Day work	-	2	1,2	1	-	-	-
OFF	1,3	3	-	2	1,3	2,3	2,3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	2	1	1	3	2	2
Day work	-	3	2,3	2	-	-	-
OFF	1,2	1	-	3	1,2	1,3	1,3

**Table 3-5
 One-in-Three Duty Rotation with Sliding Weekends**

NOTE

Recommended for Stations with a moderate to high response mission workload because of the increased rest periods.

D.5.a. Advantages

The modified 1-in-3 duty rotation with sliding weekends provides for an average of 68 work hours per week (i.e. 56 duty hours and 12 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized compared to port-and-starboard rotation (i.e. no 3-day duty periods).
- (02) Increased rest for high to moderate response mission workload Stations. Each weekend is a 3-day liberty weekend except for one 2-day duty weekend per rotation.



- (03) Wednesdays are ideal for “all hands” quarters, training and/or maintenance tasks since all 3 sections are onboard with no “off-going” section sacrificing liberty time.
 - (04) Tuesdays/Thursdays are ideal for scheduled maintenance or multiple boat operations/training evolutions.
 - (05) Unproductive work time (i.e. for messing and berthing) is minimized.
 - (06) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, and training and maintenance tasks.
 - (07) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.
-

D.5.b.
Disadvantages

The modified 1-in-3 duty rotation with sliding weekends requires increased duty standers compared to the port-and-starboard rotation.

The day working or off duty section may be required to work on the weekend to fulfill emergent or surge operations, but flexibility exists for liberty compensation on subsequent day work days.



D.6. Port and Starboard (1-in-2)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
OFF	2	2	1	1	2	2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	1	1	2	2	2
OFF	1	1	2	2	1	1	1

Table 3-6 Port and Starboard (1-in-2)

NOTE

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

D.6.a. Advantages The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following advantages:

- (01) Duty section personnel only work 7 out of every 14 days.
- (02) Fewer duty standers required than other rotations.
- (03) Fixed duty schedule (i.e. very difficult to require more than port and starboard).

D.6.b. Disadvantages The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following disadvantages:

- (01) Duty section personnel are required to perform all operational missions and training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) cannot normally be accommodated during normal work hours.
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



D.7. Reduced Readiness Port and Starboard

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty					1	1	1
Day work	1	1	1,2	2	2		
OFF	2	2		1		2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty					2	2	2
Day work		2	1,2	1	1		
OFF	1	1		2		1	1

**Table 3-7
Reduced Readiness Port and Starboard Duty Rotation**

NOTE

Normally restricted to Stations with a low response mission workload because of the port/starboard duty rotation requirement.

D.7.a. Advantages The reduced readiness port and starboard duty rotation requires an average 60-hour workweek (i.e., 36 duty hours and 24 day work hours) and 108 hours of liberty each week. The rotation provides the following advantages:

- (01) Training and maintenance tasks can be accomplished while duty standers are in a non-duty status.
- (02) Duty standers only required to work an average of 4 days/week.
- (03) Fewer duty standers required than other rotations.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be accommodated during normal work hours.

D.7.b. Disadvantages The reduced readiness 1-in-2 duty rotation only provides for B-0 boat response three days a week. This rotation also provides the following disadvantages:

- (01) Limited Bravo-Zero (B-0) response capability; requires SAR system support.
- (02) High potential for operational tasking outside of scheduled work hours (during the workweek).
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



CHAPTER 2

Station (Small) Standard Operating Procedures

Introduction Stations (small) are structured to conduct missions more economically than their parent Stations and have a very limited organic logistic and administrative support capability. Parent stations retain ADCON of subordinate stations.

**In this
Chapter**

This chapter contains the following sections:

Section	Title	See Page
A	Station (small) Operation	3-30
B	Station (small) Duties and Responsibilities	3-33



Section A. Station (small) Operation

Introduction Stations (small) are organized and located to meet limited mission requirements that may be seasonal or intermittent in demand. These Stations (small) are excellent opportunities for reserve and auxiliary participation and training while meeting operational requirements of the Coast Guard. Special considerations for their management are discussed in this Section.

In this Section This section contains the following information:

Title	See Page
Mission Limitations	3-30
List of Coast Guard Stations (Small)	3-30
Readiness Response Standards	3-31
Procedures for Modifying Station and Station (Small) Alert Postures	3-31
Boat and Facility Maintenance	3-32

A.1. Mission Limitations Stations (small) are limited, resource-constrained units that are designed to meet limited mission requirements. Parent CO/OIC and Operational Commanders should structure tasking and support of these Stations accordingly. Experience has shown that inattention can rapidly lead to over-tasking.

A.2. List of Coast Guard Stations (Small) A current Unit Classification list that includes Stations (Small) is linked on the Unit Classification page on the Office of Boat Forces Website: <http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>



A.3. Readiness Response Standards

Stations (small) have mission readiness response standards based upon:

Commandant standards; appropriate key local factors such as mission demands of:

- (01) SAR
- (02) ELT
- (03) PWCS
- (04) Marine Environmental Response (MER)
- (05) RBS mission demand
- (06) Local environmental factors

Additionally, the SAR readiness response standard reflects the following:

- (01) Availability of other Coast Guard forces in their locality
- (02) Stations adjacent to or nearby to Station (small) can be the primary means to provide a SAR response capability within a Sector's AOR.
- (03) Stations (small) are operated on a seasonal basis only and some may operate on weekends only. Stations (small) should not be operated year-round.
- (04) The Commandant's standard of a 68-hour workweek for duty standers at alert shore Stations.

A.4. Procedures for Modifying Station and Station (Small) Alert Postures

District Commanders shall publish alert postures for their District boat stations to include open/close dates for seasonal station (small). 14 U.S.C. 675 requires that any change to a station or station (small) alert posture requires a determination by the Coast Guard that (1) remaining SAR capabilities maintain the safety of the maritime public, (2) regional or local prevailing weather and marine condition do not require continued operation of the unit, (3) SAR standards in the area of the proposed change are met. It also requires that an opportunity for public comment and for public meetings in the area of the proposed change be provided. Changes in alert posture include changes to seasonal operations, i.e. closing on 1 October vs. 15 October or reducing summer weeks to summer weekends as well as full closure of the unit, downgrade (station to station (small)), or conversion to a different type of Coast Guard unit (i.e. station to ANT). The following procedures apply:

- (01) Feasibility of any modification must first be assessed with Commandant (CG-092).



- (02) District Commanders shall forward proposed alert posture modification plans to Commandant (CG-DCO) via Area Commanders for approval.
- (03) Alert posture modification plans must provide enough information for a 14 U.S.C. 675 determination to be made. In order to do so, a CGSARVA analysis should be completed and submitted as part of the plan. Contact Commandant (CG-771) for assistance with CGSARVA. Information on regional and prevailing weather conditions must also be submitted. The plan should request permission to conduct the required public notification.
- (04) Once a proposed modification plan is received in Commandant (CG-DCO), it will be assessed against 14 U.S.C. 675 requirements. At this point a decision will be made whether and how to conduct public notification.
- (05) If public notification is completed, all information concerning the public notification including any public comments should be forwarded to Commandant (CG-DCO).
- (06) Commandant (CG-731) will forward a determination package to the Commandant of the Coast Guard (CCG) for approval. No changes to station or station (small) alert postures can be made until approval by the CCG.
- (07) Area Commanders are requested to forward District plans as they are received and not combine them into a single Area product to ease outreach efforts and expedite the Headquarters approval process.

The above procedures do not apply to unexpected temporary alert posture changes, i.e. platform/crew unavailability, catastrophic failure of infrastructure due to fire, flooding, etc. Districts have the latitude to open or close a seasonal station no more than 30 days earlier or later than prescribed based on operational requirements, e.g. prevailing weather conditions, anticipated influx of boating activity. Districts shall document the reasons why a seasonal unit opened or closed other than prescribed.

A.5. Boat and Facility Maintenance

Stations (small) shall limit their boat and facility maintenance to normal housekeeping and minor repairs. Parent Stations shall manage the budgets and inventories for their Stations (small), and minimize any financial procurement, administrative, and reporting responsibilities for these Stations.



Section B. Station (small) Duties and Responsibilities

Introduction Personnel assigned to Stations (small) have duties and responsibilities particular to that assignment. Special considerations attendant with Stations (small) are discussed in this Section.

In this Section This section contains the following information:

Title	See Page
District Commanders and Sector Commanders	3-34
District Commander's, Sector Commander's, and CO/OIC's Responsibilities	3-34
District Commanders' Responsibilities	3-34
Sector Commanders' Responsibilities	3-35
Parent Stations	3-35
CO/OIC Responsibilities	3-35



District Commanders and Sector Commanders

B.1. District Commander's, Sector Commander's, and CO/OIC's Responsibilities

The District Commander, Sector Commander, CO/OIC shall:

- (01) Not impose operational or other requirements that conflict with the policies herein.
 - (02) Schedule work and readiness in response to peak demand/maritime activity in the AOR.
 - (03) Set a goal of a 68-hour maximum work week (including duty).
 - (04) Not impose self-generated requirements that conflict with the policy herein or in higher existing Commandant Directives.
-

B.2. District Commanders' Responsibilities

District Commanders shall:

- (01) Determine an appropriate mission employment for each Station (small) subject to the policies contained herein and without exceeding Commandant standards.
- (02) Develop a comprehensive mission plan for their District [Station (small)] Concept of Operations. Readiness postures for Station (small) shall be based upon:
 - a) Operational requirements including, but not limited to, SAR demand, SAR system capabilities, and other Coast Guard missions and associated system capabilities.
 - b) Local requirements including, but not limited to, operating area demographics, proximity to the parent Station, and prevailing weather and marine conditions.
 - c) Workload factors including, but not limited to, the additional workload required to achieve and maintain certification on multiple boat types, and transit time that may impact fatigue and mission execution.

District Commanders may make written recommendation for designation as Station (small).



B.3. Sector Commanders' Responsibilities

Sector Commanders shall:

- (01) Authorize off-Station (cell phone) watches for Stations (small), as appropriate.
 - (02) Authorize Stations (small), consistent with system capabilities, to forward telephones to the parent Station after hours and at any other time assigned personnel are unavailable (e.g. underway in support of Coast Guard operations).
 - (03) Review policies and procedures at Station (small) to determine what activities and requirements are self-imposed and not required.
-

Parent Stations

B.4. CO/OIC Responsibilities

The parent Station CO/OIC shall:

- (01) Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent units, local government forces, etc.).
- (02) Ensure communications guards in accordance with current directives. Stations (small) are not staffed to maintain a communications guard.
- (03) Augment, as appropriate, Station (small) duty crews with fully qualified auxiliary /reserve members in accordance with applicable directives and regulations.
- (04) Guard against self-imposed training requirements (e.g. qualifying on boats not assigned to the unit, in multiple AORs, etc.) that overburden crews and add little practical value to conduct of daily operations.
- (05) Ensure a safe, positive working environment is maintained for all assigned personnel, including those assigned to subordinate units.
- (06) Manage and coordinate administrative responsibilities in the most efficient and effective manner possible subject to the following recommendations.
- (07) Maintain the response standard as specified by the governing District Operations Order (OPORDER).
- (08) Ensure a qualified boat crew can get underway to meet District readiness requirements.



- (09) Designate a senior (Coxswain qualified) BM assigned for duty to the physical location of the Station (small) as supervisor for the watch section.
- (10) Confer all operational qualifications, including Coxswain, Engineer, Boat Crew Member, Boarding Officer, Boarding Team Member qualifications in accordance with all current directives and regulations.
- (11) Maintain qualification, certification and recertification requirements in accordance with existing policies.
- (12) Ensure operations information system entries are completed in accordance with current directives. i.e., Reference (a).
- (13) Capture workload done by Station (Small) in CG information systems.

NOTE *GS*

Station (Small) information shall be captured specifically as Station (Small) data. The parent unit entering this data in CG information systems shall enter it not under the parent unit, but under the Station (Small) to ensure proper use of tracked data.



CHAPTER 3

Heavy Weather Stations

Introduction This chapter describes the criteria for Heavy Weather Stations and outlines heavy weather training doctrine.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Criteria for Designated Coast Guard Heavy Weather Stations	3-38
B	Heavy Weather Training Doctrine	3-41



Section A. Criteria for Designated Coast Guard Heavy Weather Stations

Introduction This section establishes the criteria for Coast Guard Heavy Weather Stations. It does not identify specific Stations as Heavy Weather Stations, nor is it for the purpose of resource planning or allocation. It does not alter the organizational structure of any Station or its relationship with other Stations or the public.

NOTE 

“Heavy Weather” is a Boat Forces term whose specific meanings are dependent on context. “Heavy Weather” may be used to define:

- (a) “Heavy Weather Station,” see Part 3, Chapter 3, of this Manual,
- (b) Boat-type -specific environmental parameters and capability (per applicable Boat Operator’s Handbook),
- (c) Coxswain guidelines, see [Table 3-8](#),
- (d) Training limitations, see [Table 3-9](#).

In this Section This section contains the following information:

Title	See Page
Requirements	3-39
Heavy Weather (HWX) Station Criteria	3-39
Boat Requirements	3-40
Responsibility	3-40
Heavy Weather Waivers	3-40
Operational Guidelines for HWX Stations	3-40



A.1. Requirements

In order to conduct heavy weather operations, the following are required:

- (01) Designation as Heavy Weather Station.
 - (02) Assignment of heavy weather capable boats.
 - (03) Assignment of Heavy Weather competencies.
 - (04) Use of certified HWX Coxswain.
-

A.2. Heavy Weather (HWX) Station Criteria

Units which meet the following criteria should request to be designated as a Heavy Weather Station via chain of command.

The criteria for designating Heavy Weather Stations consists of two components: (1) Environment, and (2) Frequency of heavy weather.

Heavy Weather Stations do not meet the criteria for a Surf Station but are located in areas where:

- (01) For the MLB platforms, seas (height) are greater than 10 FT and/or winds exceed 30 KTS (**Environment**)
- (02) For at least 10% of the calendar year (36 days), averaged over at least five-years. A heavy weather day consists of a minimum of three hours of sustained HWX conditions (**Frequency**).

A current Unit Classification list that includes Heavy Weather Stations is linked on the Unit Classification page on the Office of Boat Forces Website: <http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>.

A.2.a. Heavy Weather Conditions Documentation

Abstract of Operations (AOPS) will be used to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Heavy Weather Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Heavy Weather Station, and it is used to make policy and resource allocation decisions for designated Heavy Weather Stations and non-designated Heavy Weather Stations. Heavy Weather Stations shall enter heavy weather data into AOPS. Stations not designated as Heavy Weather Stations may track local environmental conditions to justify Heavy Weather Station designation. District Commanders may use this accumulated data to seek unit designation as a Heavy Weather Station. See **Figure 3-2**.



A.3. Boat Requirements

Heavy Weather Stations shall have a minimum of two heavy weather-capable boats assigned. To the greatest extent possible, these boats shall be of the same class and type.

A.4. Responsibility

One of the Station CO's/OIC's greatest responsibilities is to ensure boat crews and individual members undertake only those missions and tasks for which they are fully qualified, and for which the inherent risk has been properly assessed and managed using the principals of Operational Risk Management (ORM). The Operational Commander, CO/OIC, and boat Coxswains are faced with making mission decisions and must carefully weigh the urgency of each mission and assess the benefits to be gained versus the risks involved. The Station CO/OIC shall make every effort to ensure unit boats, equipment, and personnel are prepared and available to respond to missions within the limits of the Station's capability (see Table 3-7).

A.5. Heavy Weather Waivers

Operational limitations may be waived only on a case-by-case basis in order to proceed on a specific mission. See Table 2-1 for waiver authority.

A.6. Operational Guidelines for HWX Stations

All Table Values are Maximum			
MLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT

**Table 3-8
HWX Stations Operational Guidelines**



Section B. Heavy Weather Training Doctrine

Introduction

The following guidance has been established to ensure the safety of unit personnel involved in heavy weather training:

- (01) Environmental restrictions shall not be exceeded.
- (02) District Commanders may require additional restrictions/requirements for Stations under their control.
- (03) District imposed restrictions/requirements shall be published in writing and copies provided to Commandant (CG-731) and the National Motor Lifeboat School.

In this Section

This section contains the following information:

Title	See Page
Minimum Requirements	3-41
HWX Training Limits	3-42

B.1. Minimum Requirements

The following minimum requirements shall be met prior to commencing heavy weather training:

- (01) Stations shall conduct a pre-brief (including elements of risk assessment) of the heavy weather training plan prior to commencing training.
 - (02) Crews shall be properly outfitted with personal protective equipment in accordance with Reference (j).
 - (03) The CO/OIC shall notify the Operational Commander when wind conditions exceed 40 KTS.
 - (04) A certified Heavy Weather Coxswain shall be onboard each heavy weather capable boat.
-



**B.2. HWX
Training Limits**

When conducting heavy weather training, do not exceed maximum platform conditions listed in Table 3-7, or the parameters below, whichever is smaller.

Sea	Wind	Surf/ Breaking Seas
<15 FT	<50 KTS	<8 FT (MLB only)

**Table 3-9
HWX Training Limits**

NOTE 

HWX training policy does not apply to Surfmen. Surfmen have the ability to train up to the boats limitations in HWX environment (HWX does not include surf).

**B.2.a. Two-Boat
Training**

The preferred method of conducting heavy weather training involves two heavy weather capable platforms operating in tandem, with each boat acting as a backup/safety boat for the other. Some units may experience difficulty conducting two-boat training due to lack of a second heavy weather capable boat and/or certified Heavy Weather Coxswains. Possible solutions are:

- (01) Local Cutter support.
- (02) Neighboring heavy weather Coast Guard Stations.
- (03) Local fishermen, police, or fire rescue vessels of appropriate size/capability.

**B.2.b. Single-
Boat Training**

Single-boat heavy weather training is authorized when two heavy weather capable platforms are not available.

If training (i.e. towing, dewatering) requires two platforms, then both platforms must be heavy-weather capable.



CHAPTER 4

Designated Surf Stations

Introduction This chapter describes the criteria and requirements for designated Surf Stations and outlines surf training doctrine for MLBs.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Criteria and Requirements for Coast Guard Designated Surf Stations	3-44
B	Surf Operations and Surf Training Doctrine	3-48
C	Surfman Management Program	3-51
D	Prospective Surfman Program	3-53
E	Register of Surfmen	3-59



Section A. Criteria and Requirements for Coast Guard Designated Surf Stations

Introduction This section establishes the criteria for and identifies selected Coast Guard Stations as Surf Stations (see Table 3-8). Identification of a unit as a Surf Station is for the purpose of resource planning and allocation only. It does not alter the organizational structure of any unit or its relationship with other units or the public. Station titles and names will remain unchanged.

In this Section This section contains the following information:

Title	See Page
Surf Station Criteria	3-44
List of Coast Guard Surf Stations	3-45
Operational Guidelines for Surf Stations	3-45
Heavy Weather Conditions Documentation	3-46
AOPS Surf Conditions Reporting	3-46
Surf Hours	3-47

A.1. Surf Station Criteria The criteria for designating existing Coast Guard Stations as Surf Stations consists of two components:

- (01) Environment,
 - (02) Frequency of surf.
-

A.1.a. Environment Surf Stations are designated in areas where surf is greater than eight (8) feet, on a Federally maintained navigable bar or entrance, of sufficient water depth to allow the operation of a surf capable boat. Beach surf is not considered in designating Surf Stations.

A.1.b. Frequency of Surf Surf Stations are designated in areas where surf greater than 8 FT occurs ten percent or more days during a calendar year (36 days) averaged over a minimum period of 5 years.

If surf greater than 8 FT occurs less than 36 days a year, a Surf Station is not appropriate. In such locations, public risk/exposure is minimal, and the training and qualification for Coast Guard personnel to conduct safe operations cannot be maintained at even minimum levels. In those instances when surf occurs in these locations, additional efforts should be made to educate the public and prevent bar crossings awaiting better weather. Surf boats at adjacent Stations and helicopters will be used for SAR responses if and when needed.



A.2. List of Coast Guard Surf Stations A current Unit Classification list that includes Surf Stations is linked on the Unit Classification page on the Office of Boat Forces Website: <http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm> .

A.3. Operational Guidelines for Surf Stations

All Table Values are Maximum			
MLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	30 FT	50KTS	20 FT
NLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	20 FT	50 KTS	15 FT
SPC-HWX Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	35 FT	65KTS	25 FT

**Table 3-10
 Surf Stations Operational Guidelines**



**A.4. Heavy
Weather
Conditions
Documentation**

Abstract of Operations (AOPS) will be used to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Surf Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Surf Station, and it is used to make policy and resource allocation decisions for designated Surf Stations and non-designated Surf Stations. Surf Stations shall enter surf data into AOPS. Stations not designated as Surf Stations may track local environmental conditions to justify Surf Station designation. District Commanders may use this accumulated data to seek unit designation as a Surf Station. See [Figure 3-1](#).

**A.5. AOPS Surf
Conditions
Reporting**

Surf exists when breaking seas exceed 8 FT and/or when, in the judgment of the CO/OIC, rough bar/surf conditions exist and/or whenever there is doubt in the mind of the Coxswain as to the present conditions. Document surf conditions in AOPS. Make an entry into the system where surf conditions exist for at least one hour on a federally maintained navigable bar or entrance that falls within the Station's area of responsibility.

Stations shall choose one of three categories of sea height:

- (01) Seas < 8 FT
- (02) Seas 8 - 15 FT
- (03) Seas >15 FT

At the AOPS/TMT opening screen, click on 'Launch AOPS', select

'Unit Maintenance', then click the 'Surf Conditions' tab at the top of the screen. This will bring up the surf log. The system will display previous entries by date and surf height. To make a new entry, fill in the date and select the surf height in the 'Insert New Surf Conditions' box at the bottom of the page and then click 'Insert'. The new entry is now recorded. Inaccurate entries can be deleted by clicking the 'delete' button next to the entry.



A.6. Surf Hours

If units choose, the Training Management Tool (TMT) can be used to track the number of hours that crewmembers operate in the surf. Follow the same process that is currently used to track night boat hours by using the “SURF OPERATIONS, USE TO TRACK SURF HOURS” task. All time spent in the surf, regardless of surf location, may be counted.

Tracking time in surf is encouraged but not required.

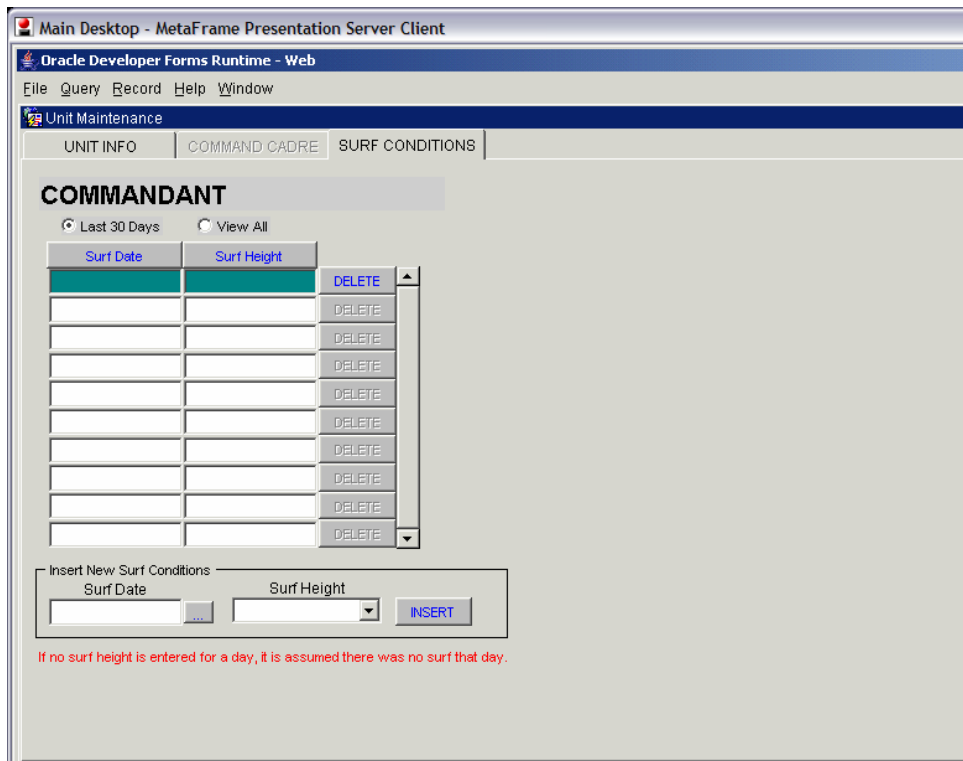


Figure 3-1
Surf Log



Section B. Surf Operations and Surf Training Doctrine

Introduction In order to ensure safe and effective surf training and operations, the following guidance has been established. Surf stations operate in both Heavy Weather and Surf and shall apply policies/certifications associated with each.

In this Section This section contains the following information:

Title	See Page
Surfman Trainer	3-48
Minimum Requirements for Operations and Training	3-49
Surf Training Matrix	3-50

NOTE 

A Standard Surfman Training Package is available at: <http://cgweb.tcyorktown.uscg.mil/UTB/>. Surfman Trainers are encouraged to incorporate this training aid into their training program.

B.1. Surfman Trainer

In addition to the duties of the Training Petty Officer, the Surfman Trainer shall train prospective Heavy Weather Coxswains and Surfmen. The Surfman Trainer is not considered part of the Command Cadre and fills a designated Surfman billet and as such is available to stand duty in the Surfman rotation. The duty rotation shall be mandated by the CO/OIC so that the Surfman Trainer’s experience and knowledge will be available to all duty sections. Surfman Trainer duty shall be as needed by the training program not only when surf conditions exist. The CO/OIC shall ensure collateral duties are commensurate to assigned Surfman Trainer duties and do not interfere with the Surfman Trainer’s primary job of training prospective Heavy Weather Coxswains and Surfmen. Surfman Trainers shall attend the Coast Guard’s Instructor Development Course, course code 230140, within six months of being placed in the Surfman Trainer billet. Surfman Trainers shall work closely with the National Motor Lifeboat School to ensure adherence to standardized training techniques to the maximum extent possible.



B.2. Minimum Requirements for Operations and Training

Meet the following requirements prior to commencing surf operations:

For surf operations or surf training, Surf Stations require two B-0 surf-capable boats to ensure safety backup and/or self rescue capability.

A certified Surfman shall be onboard each boat when surf exceeds 8 ft or at the discretion of the CO/OIC.

A dedicated land-based observer shall maintain visual and radio contact with the boats at all times, and radio contact with the parent Station at all times. When unable to comply with this requirement due to geographic limitations, the Sector shall be notified.

Stations shall conduct a pre-brief (including elements of risk assessment) of the surf training plan prior to commencing training.

Boat crews shall be properly outfitted with personal protective equipment in accordance with References (j) and (k).

A handheld backup VHF-FM radio shall be carried onboard each boat.

NOTE 

Surf training shall not be conducted at night.



B.3. Surf Training Matrix

<p>Training – Single Boat</p>	<p>Stations will observe these environmental limits when conducting single boat surf training:</p>	<p>(01) 10 FT Surf. (02) 50 KTS Sustained Wind. (03) Current less than 5 KTS (04) Visibility greater than 1 nautical mile. (05) Daytime Only.</p>
<p>Training - Dual Boat</p>	<p>Stations will observe these environmental limits when conducting dual boat surf training:</p>	<p>(06) 15 FT Surf. (07) 50 KTS Sustained Wind. (08) Visibility greater than 1 nautical mile. (09) Daytime only.</p>

**Table 3-11
Surf Training Matrix**

NOTE 

Surf and wind are highly variable environmental conditions. It is understood occasional surf and/or wind greater than established training limitations will likely be encountered.



Section C. Surfman Management Program

Introduction This Section explains the Surfman Management Program and its procedures.

In this Section This section contains the following information:

Title	See Page
Surfman Management Program (SMP) Purpose	3-51
SMP Procedure	3-52

C.1. Surfman Management Program (SMP) Purpose

The Surfman Management Program recognizes the unique requirements of the Surfman community and provides the necessary management attention to build and maintain a community of surfmen sufficient to meet the needs of the Coast Guard.

C.1.a. SMP Background

Coast Guard surfmen are the service's most highly trained boat handlers. Surfmen are the only Coxswains qualified to operate rescue boats in surf conditions, which are extremely dynamic, challenging and dangerous. The Coast Guard also leverages the knowledge and skills of surfmen to train boat forces personnel service-wide through the National Motor Lifeboat School, Command Cadre positions at designated heavy weather stations, and Standardization Teams. Maintaining enough surfmen to meet service needs is a perpetual challenge; few Coxswains possess the skills and desire to complete the long and difficult training process to become a Surfman. The uniqueness and importance of the Surfman program requires it to be managed as a separate and distinct community within boat forces. A coordinated effort from several headquarters offices including the Office of Boat Forces Commandant (CG-731), Coast Guard Personnel Service Center (CG-PSC-epm), and the Human Resources Directorate Commandant (CG-1) is necessary to ensure the Coast Guard trains and maintains sufficient numbers of qualified surfmen.



C.2. SMP Procedure

Chief, Office of Boat Forces, is responsible for establishing and maintaining the Surfman Management Program (SMP).

Chief, Office of Boat Forces, will designate a specific officer on staff as the SMP Officer. Duties of the SMP Officer will include primary liaison with all field and staff offices on management of surfmen, surf stations, staffing, and policy concerning surfmen monitor status of and liaise with field and staff offices to develop and recommend improvements to the following:

- (01) Recruitment of surfmen prospects.
 - (02) Identification and selection of potential surfmen.
 - (03) Surfman training and qualification system.
 - (04) Surfman professional and career development.
 - (05) Surfman motivation and incentive system.
 - (06) Primary liaison with the National Motor Lifeboat School (NMLBS).
-



Section D. Prospective Surfman Program

In this Section This section contains the following information:

Title	See Page
Prospective Surfman Program (PSP) Purpose	3-53
PSP Eligibility	3-54
Procedures	3-54
Application and Selection	3-55
Program Completion and Exits	3-56
Withdrawal or Removal from PSP	3-57
Rewards and Incentives	3-58

D.1. Prospective Surfman Program (PSP) Purpose

This updates the Prospective Surfman Program (PSP), a system of identification, selection, training, and assignment of surfmen trainees.

D.1.a. PSP Background

Coast Guard surfmen are the service's most highly trained boat handlers. They are part of a long tradition of lifesavers, dating back almost 200 years, responsible for some of our service's greatest rescues. Operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. The Surfman qualification process is long (due in part to limited training opportunity) and is extremely demanding.



D.2. PSP Eligibility

The PSP consists of three training levels: (1) entry, (2) intermediate, and (3) advanced. All Boatswain’s Mate Third Class (BM3) and Boatswain’s Mate Strikers (SNBM) are eligible to enter the PSP at level (1). BM3s are eligible to enter the PSP at level (2), and BM2s and BM1s are eligible to enter the PSP at level (2) or (3) if prerequisites listed in Table 3-10 are met. Members that do not meet the prerequisites may apply as alternates.

	Level 1	Level 2	Level 3
Rank	SNBM or BM3	BM3 or BM2	BM2 or BM1
Qualifications	None required	MLB Coxswain or other Coxswain*	MLB Heavy Weather Coxswain
Time remaining on enlistment		4 years	2 years
*Qualified Coxswains on any standard boat who apply for the PSP will be alternates to MLB Coxswains.			

**Table 3-12
PSP Prerequisites**

D.3. Procedures

Final Surfman qualification can only be completed at a surf station or the National Motor Lifeboat School (NMLBS). All rated BMs assigned to these units are considered to be in the PSP. Procedures for other rated BMs desiring to become surfmen are listed below.

- (01) Members at Surf Stations. No action necessary. Rated BMs not wishing to qualify as surfmen should immediately advise their Commanding Officer/Officer in Charge (CO/OIC), modify their e-resume, and may be subject to transfer at the discretion of the command and the respective Assignment Officer.
- (02) Members at Non-Surf Motor Lifeboat (MLB) Stations. Members should notify their CO/OIC, apply for the PSP using the application procedures below, and begin working on PSP objectives listed in table 3-12 as they are able.
- (03) Members at Non-MLB Stations. Members should notify their CO/OIC, apply for the PSP using the application procedures below, and begin working on PSP objectives listed in table 3-12 as they are able. Members should qualify as Coxswain on all unit boats.



D.4. Application and Selection

Application Procedures. To apply for the PSP, members must complete a Direct Access e-resume. On the e-resume, members must:

- (01) State their desire to become a Surfman.
- (02) Indicate PSP level training completed or in progress.
- (03) Obtain a command endorsement.
- (04) Request assignment to any surf unit. The member may list desires on the e-resume, however service needs will dictate which surf station the member is assigned to.

D.4.a. Command Screening

Command recommendation is the primary method to screen potential prospective Surfman. At a minimum, commands should assess the following characteristics when preparing a Direct Access endorsement:

- (01) Surfman job description. A Surfman is a leader and an expert in boat handling and Search and Rescue Operations that is expected to execute Search and Rescue under extreme pressure and weather conditions. Only time, training, and exposure can give a member the experience and judgment needed to perform under these conditions, thus making the training and certification process long and rigorous. This process should be expected to take up to four years before initial certification. The certification of Surfman is much more than just obtaining a competency, it is better described as a career path. With the follow on tour requirements after initial certification as outlined in the Reference (aaa), a member seeking to become a Surfman should expect to dedicate the next 8-10 years or longer to the surf community.
- (02) Eligibility. The member shall meet all requirements to enter the program.
- (03) Desire / motivation. The member shall possess the drive to persevere through a long and difficult qualification process.
- (04) Performance. Member shall have been proactive in performance of duties and in pursuing qualifications and advancement.
- (05) Judgment. The member shall have exercised good judgment and decision-making skills. Member shall have shown sufficient maturity.
- (06) Unit Location. Member should be aware of all surf unit locations and the fact that some are semi-isolated.

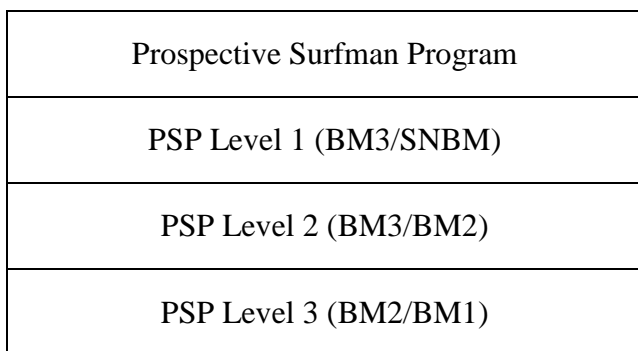
D.4.b. Notice of Selection

Non-Surfman BM rated members who receive assignment to a surf station or NMLBS based upon their request are enrolled in the PSP. A notation to that effect will be made in the member's orders.



D.5. Program Completion and Exits

- (01) Program Completion. Upon qualification as surfmen, members will begin an assignment in accordance with Reference (aaa) at their current unit as duty surfmen. If no billets are available at their current unit, members may be transferred to another surf unit.
- (02) Follow-on Assignments. Follow-on assignments for surfmen include command cadre positions at boat stations and NMLBS instructor. Surfmen will also have opportunities for non-surf billets. Some recommended career paths for surfmen are listed in **Table 3-13** below:



Surfman Career Path 1		Surfman Career Path 2	
Surfman (Duty)	BM2/BM1	Surfman (Duty)	BM2/BM1
Non-surf Billet	BM1/BMC	Surfman (Training) or	BM1/BMC (Duty)
Surfman (Training) or	BMC (Duty)	Surfman (OPS)	BM1/BMC
Surfman (OPS)	BMC	Non-surf Billet	BMC/W2
Non-surf Billet or Surfman (XPO/OIC)	BMC/BMCS/W2	Surfman (XPO or CO/OIC)	BMC/BMCS
Surfman (OIC)	BMCS/BMCM/W3	Surfman (CO/OIC)	BMCS/BMCM/W3

**Table 3-13
Recommended Surfman Career Paths**



D.6. Withdrawal or Removal from PSP

Members that withdraw or are dismissed from the PSP will be reassigned when replacements are identified and will be restricted from future assignment to surf stations.

- (01) Withdrawal. Members may withdraw from the PSP at any level of the process by notifying their CO/OIC and completing a new Direct Access e-resume. Members may be subject to immediate transfer at the discretion of the command after a discussion with the respective Assignment Officer.
- (02) Removal. Members may be removed from the PSP by their CO/OIC. Reasons for removal include but are not limited to the following:
 - a) Failure to progress towards qualification. PSP levels should be completed within or reasonably near the times limits listed in **Table 3-14**.
 - b) UCMJ violation or other misconduct.

	Level 1 Entry Level	Level 2 Intermediate	Level 3 Advanced
Unit Type	MLB Station	Heavy Weather or Surf Station	Surf Station
Objective	Complete Boat Crew PQS Complete MLB Coxswain PQS	Complete all non-surf MLB Heavy Weather Coxswain PQS	Complete Surfman PQS
Goal	Qualify as a MLB Coxswain	Qualify as a MLB Heavy Weather Coxswain	Qualify as Surfman
Time to complete level	2 yrs	1yr	1yr

**Table 3-14
 PSP Goals and Objectives**



D.6.a. Resignation of Surfman Qualification

Qualified surfmen that wish to resign from the Surfman program must make a request in writing to Coast Guard Personnel Service Center (CG PSC) via their CO/OIC and copy Commandant (CG-731). If approved, members lose credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

D.6.b. Reinstatement of Surfman Qualification

Members that have resigned from the Surfman program may attempt to reenter the program no earlier than one year after the date that Surfman designation was removed. Members must requalify as surfmen, do not receive credit for prior service as surfmen towards advancement, and must complete all requirements for advancement.

D.7. Rewards and Incentives

- (01) Register of Surfmen. Members that certify as surfmen are added to the United States Coast Guard Register of Surfmen, maintained at the NMLBS.
 - (02) Surfman Insignia. Members who have earned a Surfman qualification code are entitled to wear the Surfman insignia in accordance with Reference (w).
 - (03) Special Duty Assignment Pay (SDAP). Certified surfmen in a designated Surfman billet who routinely serves in the unit’s rotational watch schedule or serves in a designated Surfman instructor billet at NMLBS, are normally entitled to receive SDAP in accordance with 37 USC 307. SDAP eligibility and payment level is determined annually by a review board and published in a notification message.
 - (04) Assignment Priority.
 - a) Back-to-back tours. In accordance with Reference (aaa), certified surfmen will receive an assignment priority of ‘3’ after successfully completing 2 consecutive tours at surf stations.
 - b) Station Quillayute River. In accordance with Reference (aaa), all members serving full tours at this surf station will receive an assignment priority of ‘3’ for their next assignment due to the semi-isolated location of this station.
-



Section E. Register of Surfmen

Introduction

Coast Guard Surfmen are part of a tradition of lifesavers that dates back almost 200 years. The title “surfmen” is derived from the United States Lifesaving Service (USLSS). The rescuers of the USLSS were known as surfmen; these brave and daring men rescued over 178,000 people in distress during the 44-year history of their service. Today, the Coast Guard has retained the title of surfmen for its most highly trained boat handlers. While technology has both reduced the risk of peril on the sea and improved our ability to render aid; operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. Very few people complete the extensive and difficult training to prove their ability to operate in these conditions and achieve qualification as surfmen.

In this Section

This section contains the following information:

Title	See Page
Register of Surfmen	3-59
Register Maintenance	3-59
Register Entries	3-60
Registry Numbering	3-60
Reserved Numbers	3-60
Members with Existing Qualification	3-60
Newly Certified Surfmen	3-61
Surfmen Retired/Released from Active Duty	3-61
Records	3-62
Removal	3-62

E.1. Register of Surfmen

The Register is an official list of members who achieve qualification as surfmen. Members will be entered in the Register in order of their original certification date and be assigned a unique register number. The Register recognizes the significant accomplishment of qualifying as surfmen, signifies the membership of individuals in this elite community and honors the shore-based lifesavers from which Surfman have received their legacy.

E.2. Register Maintenance

Commanding Officer, National Motor Lifeboat School (NMLBS) shall maintain the Register of Surfmen. The Register shall be maintained electronically and in hard copy in an appropriate bound volume.



E.3. Register Entries

Register entries in the hard-copy volume shall be made by hand in pen-and-ink under the supervision of the Commanding Officer, NMLBS. Register entries shall consist of:

- (01) Number,
- (02) Full name,
- (03) Rank at time of qualification,
- (04) Date of qualification,
- (05) Unit of qualification, and
- (06) Platform type.

Additionally, notation shall be made in the register when any member retires or departs the service.

E.4. Registry Numbering

All members entered in the register shall be assigned a number. Numbers shall be issued in consecutive order beginning with number 1.

E.5. Reserved Numbers

Numbers 1 through 134 are reserved as follows:

Register Number(s)	Dedicated to:
1	All men and women who, from the shores of our nation, have rendered aid to those in peril upon the sea.
2-45	Surfmen of the United States Life Saving Service (1871-1915): Each register number from 2 through 45 corresponds to a year of USLSS history from 1871 to 1915.
46-134	Surfmen of the United States Coast Guard (1915-2003): Each register number from 46 through 134 corresponds to a year of Coast Guard history from 1915 to 2003.

**Table 3-15
Reserved Surfman Numbers**

E.6. Members with Existing Qualification

All qualified surfmen on active duty on 31 Dec 2003 shall be entered in the register in order of original certification as surfmen. Individual numbers shall be assigned in consecutive order to each member, beginning with number 135. Commandant (CG-731) will issue a certificate to each member that indicates official entry into the Register.



E.7. Newly Certified Surfmen

Members that certify as surfmen shall be entered in the register upon initial certification as surfmen. Individual numbers shall be assigned in consecutive order to each member. Upon certification as surfmen, members shall forward a copy of their qualification letter to Commanding Officer, NMLBS. NMLBS shall enter each member’s name into the register and notify Commandant (CG-731). Commandant (CG-731) will then issue a certificate to the member that indicates official entry into the Register.

E.8. Surfmen Retired/Released from Active Duty

Members who have retired or been released from active duty prior to 1 Jan 2004 will be entered in the Register under a reserved number. A register number has been reserved for each year of Coast Guard history prior to 2004 as described in [Table 3-15](#) above. Surfmen will be entered in the register in the year he or she retired or was released from active duty.

Years and their corresponding register numbers are listed in [Table 3-16](#) below.

Register Number	Year Group	Register Number	Year Group	Register Number	Year Group	Register Number	Year Group
46	1915	69	1938	92	1961	115	1984
47	1916	70	1939	93	1962	116	1985
48	1917	71	1940	94	1963	117	1986
49	1918	72	1941	95	1964	118	1987
50	1919	73	1942	96	1965	119	1988
51	1920	74	1943	97	1966	120	1989
52	1921	75	1944	98	1967	121	1990
53	1922	76	1945	99	1968	122	1991
54	1923	77	1946	100	1969	123	1992
55	1924	78	1947	101	1970	124	1993
56	1925	79	1948	102	1971	125	1994
57	1926	80	1949	103	1972	126	1995
58	1927	81	1950	104	1973	127	1996
59	1928	82	1951	105	1974	128	1997
60	1929	83	1952	106	1975	129	1998
61	1930	84	1953	107	1976	130	1999
62	1931	85	1954	108	1977	131	2000
63	1932	86	1955	109	1978	132	2001
64	1933	87	1956	110	1979	133	2001
65	1934	88	1957	111	1980	134	2003
66	1935	89	1958	112	1981		
67	1936	90	1959	113	1982		
68	1937	91	1960	114	1983		

Table 3-16
Register Numbers with Corresponding Years



E.9. Records

NMLBS shall maintain copies of all Surfman qualification letters.

E.10. Removal

If a Surfman fails to adhere to Coast Guard Core Values and/or the Surfman's Creed, resulting in removal from the service, Commandant (CG-731) will direct the member's name and associated number stricken from the Surfman Register.



CHAPTER 5

Level 1 / 2 PWCS and Pursuit Level IV Units

Introduction This chapter describes the criteria and outlines training doctrine for designated Level 1 and 2 PWCS and Pursuit Level IV Units.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Level 1 / 2 PWCS Units	3-64
B	Pursuit Level IV Units	3-66



Section A. Level 1 / 2 PWCS Units

Introduction

This section establishes the criteria for Coast Guard Level 1 and 2 PWCS Units. All Level 1 and 2 PWCS activities require tactical competencies consisting of certified Tactical Coxswains and Tactical Boat Crew Members. Designation as a Level 1 or 2 PWCS Unit does not alter the organizational structure of any unit or its relationship with other units or the public. Reference (pp) explains the distinction between Level 1 and Level 2 PWCS Units.

PWCS training should be highly structured. Training shall be planned, not spontaneous. PWCS tactics and training requirements are contained in References (pp) and (bbb).

In this Section

This section contains the following information:

Title	See Page
Level 1 / 2 PWCS Activity Criteria	3-64
List of Coast Guard Level 1 and 2 Units	3-64
Training	3-64
Training Roles	3-65
Training Asset Availability	3-65

A.1. Level 1 / 2 PWCS Activity Criteria

PWCS activities are categorized using a risk-based approach. Reference (pp) explains the criteria, policy, and certifications for PWCS units.

A.2. List of Coast Guard Level 1 and 2 Units

A current Unit Classification list that includes Level 1/ 2 units is linked on the Unit Classification page on the Office of Boat Forces Website: <http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>

A.3. Training

Training and maintaining certification in tactical competencies is a dangerous, multi-asset evolution that involves *manageable risk*.

Standardized “force package” training uses an intentional layer of risk controls to safely provide boat crews the appropriate knowledge, skills and abilities, as described in Reference (pp).

Personnel seeking certification in tactical competencies shall follow training requirements outlined in Reference (pp).

Crew weapons training requirements can be found in References (b) and (pp) and will not be addressed in this section.



WARNING 

Extreme caution shall be used when practicing and demonstrating these tactics!

A.4. Training Roles

The role of supervisors is to provide their personnel with training opportunities to develop skills, judgment and decision-making capabilities. To do this, supervisors, regardless of their supervisory level, must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (pp) for details on the following mandated roles:

- (01) Designated Trainer,
- (02) OPFOR Operator,
- (03) Safety Observer.

A.5. Training Asset Availability

PWCS training and currency pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to accomplish the training. Units experiencing difficulty in scheduling the training should notify their Operational Commands and request assistance.



Section B. Pursuit Level IV Units

Introduction This chapter describes the criteria for designated Boat Force units that conduct non-compliant vessel pursuit in support of the Maritime Counter Drug & Alien Migrant Interdiction mission. (These units were formerly known as *MLE Units*).

Pursuit tactics and training requirements are contained in Reference (pp).

In this Section This section contains the following information:

Title	See Page
Pursuit Level IV Activity Criteria	3-66
List of Coast Guard Level IV Units	3-66
Training	3-66
Training Roles	3-67
Training Asset Availability	3-67

B.1. Pursuit Level IV Activity Criteria The criteria for designation as Pursuit Level IV units is that the Unit routinely conducts Non-Compliant Vessel Pursuit (NCVP) during Counter Drug/Alien Migrant Interdiction Operations (CD/AMIO).

B.2. List of Coast Guard Level IV Units A current Unit Classification list that includes Level IV units is linked on the Unit Classification page on the Office of Boat Forces Website: <http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>.

B.3. Training Training and maintaining certification in pursuit competencies is a dangerous, multi-asset evolution that involves manageable risk.

A “Force Package,” consisting of a pursuit crew, tactics and weapons proficiency, is required to meet Pursuit Level IV activities.

Standardized “force package” training uses an intentional layer of risk controls to safely provide boat crews the appropriate knowledge, skills and abilities, as described in Reference (pp).

Personnel seeking certification in Pursuit Level IV competencies shall follow training requirements outlined in Reference (pp).

Crew weapons training requirements can be found in References (b) and (pp) and will not be addressed in this section.



WARNING 

Extreme caution shall be used when practicing and demonstrating these tactics!

B.4. Training Roles

The role of supervisors is to provide their personnel with training opportunities to develop skills, judgment and decision-making capabilities. To do this, supervisors, regardless of their supervisory level, must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (pp) for details on the following mandated roles:

- (01) Designated Trainer
- (02) OPFOR Operator
- (03) Safety Observer

B.5. Training Asset Availability

Pursuit training and qualification currency can pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to accomplish the training. Units experiencing difficulty in scheduling the training should notify their Operational Commands and request assistance.



CHAPTER 6

Ice Rescue

Introduction

This chapter describes the criteria for designated Boat Force units that conduct Ice Rescue operations.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Ice Rescue Execution	3-69



Section A. Ice Rescue Execution

Introduction Effective execution of ice rescue operations requires knowledgeable, well trained personnel who have been certified in ice rescue. Due to the harsh environmental conditions encountered when conducting ice rescue, response crews must be especially cognizant of the additional risks associated with on-ice and cold water operations. The ice rescue team leader, rescuers, and command must exercise sound judgment on a case-by-case basis and make appropriate recommendations to Operational Commander (OPCON).

In this Section This section contains the following information:

Title	See Page
Ice Rescue Unit Criteria	3-69
Response Policy	3-70
Minimum Crew Requirements	3-70
Equipment Requirements	3-70
Station Ice Rescue Equipment	3-71
VHF-FM Radio	3-71
Ice Rescue Procedures	3-71
Additional Requirements	3-71
List of Ice Rescue Units	3-71

A.1. Ice Rescue Unit Criteria Ice Rescue Units meet ALL of the following criteria:

- (01) Federal Lakes, rivers and tributaries in the AOR develop ice coverage that persists during an average winter, and
- (02) Recreational ice activities have historically occurred on federal waterways within the AOR, and
- (03) Ice and cold water related mishaps have occurred on federal waterways within the AOR.



A.2. Response Policy

Freezing air and water temperatures significantly decrease survivability time for subjects trapped in the water or on the ice. Therefore, Search and Rescue Mission Coordinators (SMCs) must utilize the quickest on scene resources without unduly risking the safety of responding personnel. Helicopters are the primary ice rescue resource. If the case cannot be prosecuted by an aviation asset, a shore side station will conduct ice operations to the best of its ability. Coordination with appropriate state/local ice rescue agencies is highly encouraged. Units must conduct a risk assessment utilizing Operational Risk Management (ORM) prior to mission acceptance. Unit COs/OICs and the SAR chain of command shall strongly consider implementing additional conservative limitations, as conditions warrant, to effectively manage crew risk, endurance, and safety.

A.2.a. Case Categories

Ice Rescue cases are classified as short or long haul:

- (01) Short-Haul cases are **defined as one-half nautical mile or less from shore**. These cases will normally be a rapid recovery by an ice rescue team consisting of three qualified team members on the ice and a fourth team member relaying communications from a government vehicle..
 - (02) Long-Haul cases are defined **as greater than one-half nautical mile and less than ten nautical miles from shore**. These cases anticipate extended exposure times for the ice rescue team. In order to limit the effects of exposure and expedite the rescue, these cases may require a conveyance to transport gear and the ice rescue team. Helicopters will normally be the primary resource for cases more than ten nautical miles from shore.
-

A.3. Minimum Crew Requirements

An Ice Rescue team consists of a minimum of four (4) persons:

- (01) The Team Leader (Coxswain qualified if using a powered conveyance with the exception of SKF/ICE),
 - (02) Two (2) Rescuers,
 - (03) One (1) Communications Safeguard person to remain on shore at the launch point, monitor operations while maintaining communications with the team and the station.
-

A.4. Equipment Requirements

In accordance with Reference (j), COs/OICs are required to ensure that all of their personnel (ice rescue trained or not) are properly trained in use of the appropriate PPE and equipment to be able to provide “self rescue” for unit personnel in distress.



A.5. Station Ice Rescue Equipment

Reference (j) contains a list of ice rescue equipment required at Stations.

A.6. VHF-FM Radio

The VHF-FM radio shall be mounted in the government vehicle for all ice rescue operations. Units shall use Reference (gg) when installing radios in government vehicles.

A.7. Ice Rescue Procedures

Ice Rescuers shall comply with the procedures detailed in Reference (ccc).

A.8. Additional Requirements

Handheld GPS receivers shall be used on all deployments to provide reliable positioning information. All crewmembers shall be outfitted with a boat crew survival vest at all times.

A.8.a. Risk Management

Factors such as wind burn, frost bite, and exposure will significantly reduce the responder's functional readiness and capability to safely respond. Poor ice conditions and extreme negative temperatures are just a few of the additional factors that must be accounted for within the elements of the ORM model. The ice rescue team leader, rescuers, and command must exercise sound judgment on a case by case basis and make appropriate recommendations to OPCON.

At **NO TIME** will ice rescue operations be conducted when the combination of air temperature and wind velocity exceeds a wind chill factor of -54 degrees Fahrenheit (F) without first obtaining approval from OPCON.

At **NO TIME** shall a Government Vehicle be driven on the ice.

A.9. List of Ice Rescue Units

A current Unit Classification list that includes Ice Rescue units is linked on the Unit Classification page on the Office of Boat Forces Website:
<http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>.



CHAPTER 7

Cutter Boat

Introduction This chapter outlines the organizational aspects of boats assigned to a Cutter.

In this Chapter This chapter contains the following sections:

Section	Title	See Page
A	Cutter Boat Duties and Responsibilities	3-73



Section A. Cutter Boat Duties and Responsibilities

Introduction

This section discusses the duties of the Commanding Officer (CO)/Officer in Charge (OIC), Officer of the Deck (OOD), Engineer Officer, First Lieutenant and collateral duty assignments as they pertain to Cutter boat operations.

In this Section

This section contains the following information:

Title	See Page
Commanding Officer/Officer in Charge	3-73
Officer of the Deck	3-73
Engineer Officer	3-74
First Lieutenant	3-74
Duties of Most Senior BM Assigned to Boat Operations	3-74
Duties of Most Senior Engineer Assigned to Boat	3-75
Rescue and Survival Petty Officer	3-75
Boat Keepers	3-75

A.1. Commanding Officer/Officer in Charge

In addition to the duties of the CO/OIC that are specified in Reference (d), the duties of the CO/OIC are as follows:

- (01) Ensure that personnel assigned to operate boats meet all certification and currency training requirements.

A.2. Officer of the Deck

The duties of the OOD are as follows:

- (01) Ensure a boat brief and ORM are conducted before and after each mission.
 - (02) Ensure the safe launch and recovery of the Cutter's boats per Reference (ddd).
 - (03) Establish and monitor communications with boat crew.
-



A.3. Engineer Officer

The duties of the Engineer Officer are as follows:

- (01) Be responsible to the CO for establishing and maintaining a program for the maintenance and repair of the cutter boats.
- (02) Establish internal methods and procedures by which maintenance personnel can obtain required materiel to support the maintenance effort.

A.4. First Lieutenant

The duties of the First Lieutenant are as follows:

- (01) Be responsible, under the direction of the Executive Officer, for maintaining the cutter boat operations bill.
- (02) Ensure that all cutter boat Coxswains, engineers, crew members are qualified and certified in accordance with this Manual, Part 4, Reference (dd), and Reference (pp), and proper entries are made in AOPS/TMT.
- (03) Ensure all personnel involved in cutter boat launch and recovery evolutions are qualified and certified in accordance with Reference (ddd).
- (04) Ensure all members of the cutter boat crew are outfitted with the proper personal protective equipment in accordance with Reference (j).
- (05) Ensure the proper readiness and materiel condition of cutter boats.
- (06) Ensure all cutter boats are operated in accordance with References (dd) and (pp).

A.5. Duties of Most Senior BM Assigned to Boat Operations

The most senior BM assigned to cutter boat operations has the following duties:

- (01) Obtain and maintain the highest level of certification required per assigned cutter boat missions.
 - (02) Maintain readiness and materiel condition of cutter boats.
 - (03) Supervise the Rescue and Survival Petty Officer with duties and responsibilities.
 - (04) Supervise the deck boat keeper with duties and responsibilities.
-



A.6. Duties of Most Senior Engineer Assigned to Boat Operations

The most senior Engineer assigned to cutter boat operations has the following duties:

- (01) Obtain and maintain the highest level of certification required per assigned cutter boat missions.
- (02) Direct preventive and corrective maintenance of cutter boats.
- (03) Plan, coordinate, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
- (04) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.

A.7. Rescue and Survival Petty Officer

The CO shall appoint in writing a Rescue and Survival Petty Officer in accordance with Reference (j).

A.8. Boat Keepers

The First Lieutenant may assign boat-keepers (deck and engineering) to:

- (01) Oversee all aspects of deck standardization and maintenance for their assigned boat.
 - (02) Coordinate maintenance and scheduling between the Deck and Engineering Departments.
-



Part 3 – Station Operations
Chapter 7 – Cutter Boat



PART 4 Training

Introduction

This part provides the basic guidelines for implementing the Boat Forces Training System. Training requirements set forth in this Manual are established by various Program Managers to ensure the readiness and proficiency of unit and boat crews to complete assigned missions or carry out programmatic responsibilities safely and effectively. The following chapters provide a general description of various training sources and programs used to assist the unit in the execution of its unit training program. The availability of individual training sources for each unit may be dependent on missions and geographic location.

The training system is a continuous cycle that involves qualification, certification, currency, decertification, and recertification.

Upon arrival at a unit, each member shall be entered into the unit training program. Members shall then commence the qualification process, which is followed by the certification process, and then maintained through the currency process for for each assigned competency.

In this Part

This part contains the following chapters:

Chapter	Title	See Page
1	Training	4-2
2	Competencies	4-23
3	Qualification	4-32
4	Certification	4-59
5	Currency	4-76
6	Documentation	4-94



CHAPTER 1

Training

Introduction

Active duty, reserve, auxiliary, and civilian personnel conduct unit operational missions. This chapter describes the training system and the policies and procedures established to assure the continued development and availability of Boat Forces professionals.

This policy does not limit Area and District Commanders from specifying additional training requirements. However, District Commanders are encouraged to establish a central approval authority to ensure a coordinated view of all training mandated on their units is maintained. They are also encouraged to provide a single instruction that specifies all training required by the Area or District.

This chapter also provides a broad overview of the training infrastructure and how it relates to the unit training program. Follow-on Sections describe the unit training program and its various elements in greater detail.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Organization	4-3
B	Formal Training	4-8
C	Unit Training	4-16



Section A. Organization

Introduction This Section describes the organization and responsibilities of various components with respect to Boat Forces training.

In this Section This section contains the following information:

Title	See Page
Commandant (CG-731) Responsibilities	4-4
FC-T Responsibilities	4-5
TQC Responsibilities	4-6
District Commander Responsibilities	4-6
Operational Commanders	4-7
Sector Responsibilities	4-7



**A.1.
Commandant
(CG-731)
Responsibilities**

Chief, Office of Boat Forces Commandant (CG-731), as program manager for boats, shall:

- (01) Promulgate and maintain this Manual and Reference (dd).
 - (02) Collate resident training and general military training requirements based upon input from Course Managers.
 - (03) Develop and maintain standards for boat training exercises.
 - (04) Establish duty stander qualification requirements.
 - (05) Establish requirements and doctrine for implementation of the unit training program.
 - (06) Monitor Coast Guard boat operations to determine future training needs, and adjust the system accordingly.
 - (07) Maintain liaison with the Training Quota Management Center, other U.S. Government training commands and training sources, as appropriate and authorized by Commandant (CG-132), in order to maintain an integrated quota management system. This system should allow for improved quota management including:
 - a) The acquisition of non-Coast Guard quotas necessary to meet program needs
 - b) An equitable allocation process given program priorities
 - c) Out-year quota projections.
 - (08) Provide system documentation for the boat crew training program by:
 - a) Establishing guidelines for implementing boat crew training.
 - b) Recommending documentation for maintaining the system records (i.e., AOPS/TMT).
 - (09) Serve as Headquarters Planning Coordinator for Boat Standardization Team staffs.
 - (10) Monitor boat training programs offered by the Boat Forces and Cutter Operations Branch, National Motor Lifeboat School, National Ice Rescue School (NIRS), and Special Missions Training Center.
-



A.1.a. Program
Manager

The Program Manager (PM) is a Commandant (CG-731), Office of Boat Forces, representative and is responsible for detailed management of Boat Forces particular courses and schools. PMs, in conjunction with Forcecom (FC-TOT), shall:

- (01) Establish training requirements.
- (02) Manage assigned resident training courses and training programs in coordination with Forcecom (FC-TOT).
- (03) Act as waiver authority for all resident training courses and training requirements under their cognizance.

**A.2. FC-T
Responsibilities**

The following FORCECOM (FC-T) responsibilities are provided for a training manager and course manager.

A.2.a. Training
Manager

Training and Educational Branch FORCECOM (FC-T), as the Coast Guard's training manager, shall:

- (01) Act as final approving authority for new resident training and general military training requirements.
 - (02) Provide training policies and processes needed to manage unit training.
 - (03) Establish and monitor measures of effectiveness and efficiency of training.
 - (04) Manage AFC-56 budget and training quota control systems in support of unit training.
 - (05) Provide training consultation services for course managers when requested.
 - (06) Assist course managers in determining equivalencies between resident training courses and training received from other sources including exportable training and commercial and government schools.
 - (07) Coordinate unit training needed as a result of major acquisitions (provide appropriate databases).
-



A.3. TQC Responsibilities

The Training Quota Management Center (TQC) is a headquarters unit located in Chesapeake, VA, responsible for the order-issuing functions for class “C” Schools. TQC shall:

- (01) Administer the Coast Guard’s quota allocation process and serve as the class “C” school order-issuing authority for all Headquarters program managers in accordance Reference (bbb) and this Manual.
- (02) Advise FORCECOM (FC-T) of any inconsistencies in unit or boat crew resident training with information copies to Commandant (CG-731).
- (03) Assign quotas based upon the training requirements identified in this Manual in conjunction with the Operating Logistics Support Plan for assigned boats and program direction.
- (04) Schedule training for unit personnel in accordance with this Manual, the Operating Logistics Support Plan for assigned boats and program direction.
- (05) Maintain liaison with other U.S. Government training commands and training sources, as appropriate and authorized by Forcecom (FC-TOT), in order to maintain an integrated quota management system. This system should allow for improved quota management including historical utilization data.

A.4. District Commander Responsibilities

Within the District, the District Commander is responsible for carrying out the functions and duties of the Coast Guard and for assuring that these duties are performed efficiently, safely, and economically. District Commanders shall:

- (01) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.
 - (02) During MLC technical and compliance inspections, ensure the unit training program is implemented in accordance with this Manual and area directives.
 - (03) Schedule District Training Team visits.
 - (04) Submit an annual training plan as required by Reference (bbb).
 - (05) Submit requests to the Area Commander for the use of training facilities that are not maintained by the Coast Guard or U.S. Navy. Fund training conducted at these facilities upon Area approval.
-



A.5. Operational Commanders

Operational Commanders provide training support for subordinate units primarily by monitoring and active engagement in the training and operational performance of each unit. The procedures set forth in this Manual *Part 5, Readiness and Standardization*, shall be used to ensure personnel are well versed and engaged in the evaluation process and the conduct of underway drills.

A.5.a. Responsibilities

Operational Commanders are responsible for ensuring that all Command Cadre personnel maintain certification in accordance with this Manual *Part 4, Chapter 3, Section C*. All initial and recertifications within the E-Training System for CO/OICs ashore, or letters for Cutter CO/OICs, shall be signed by the Operational Commander (this authority may be delegated in writing).

To emphasize the importance of the system, Operational Commanders are encouraged to periodically get underway on boats assigned to their units.

A.6. Sector Responsibilities

Sector Commanders provide direction, support and coordination for functions performed by subordinate units. They provide training support for subordinate units primarily by monitoring the training and operational performance of each unit. Sectors shall:

- (01) Oversee all unit training and qualification programs under their respective cognizance.
- (02) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual, and all other applicable objectives.
- (03) During unit inspections, ensure the unit training program is implemented in accordance with this Manual and District and Area directives.
- (04) Use standardization team publications and check sheets as guides for conducting ready for operations inspections and drills.

NOTE 

Responsibility levels for the Standardization Team requirements are listed in **PART 5 CHAPTER 1** of this Manual.



Section B. Formal Training

Introduction

Formal training is provided through FORCECOM-approved curricula delivered by training center personnel. This can be done through C Schools (resident) or Mobile Training Teams (MTT) approved by training centers.

Formal training provides each student the opportunity to return to their station having performed and completed all required tasks. Tasks not completed will be documented. Completion of a formal course is not in itself certification. The certification process shall be followed in accordance with **CHAPTER 4 Certification**.

In this Section

This section contains the following information:

Title	See Page
Resident Training	4-8
Policies	4-8
Resident Training Quota Management	4-9
Resident Training Quota Procedures	4-9
Prerequisites	4-9
Prerequisite Waiver	4-10
Training Centers	4-10
Boat Forces Command Cadre Course	4-11
Resident Course	4-11
Boat Forces Underwater Egress Trainer	4-11
Master Training Lists (MTLs)	4-11
Non-Resident Training	4-14
Mobile Training Teams	4-14
ADL Training	4-15

Resident Training

B.1. Policies

The Office of Boat Forces, Commandant (CG-731), tries to plan for resident training quotas that meet the field’s needs. Resident training availability is limited by funding constraints, quota restrictions, and/or class size.

- (01) Resident training quotas are allocated for units or positions.
- (02) When quotas and funding fall short of meeting all resident training/course requirements, the Office of Boat Forces works with FORCECOM and the field to identify solutions or ways to mitigate the consequences of insufficient quotas.



- (03) Units must rely on the PQS system and/or On-the-Job Training (OJT) to qualify personnel for many jobs and watch positions.
-

B.2. Resident Training Quota Management

The Coast Guard Personnel Service Center (PSC) will make every effort to assign personnel to units in accordance with the training requirements identified in this Manual.

Quotas assigned should be used, unless a significant degradation in mission performance would result due to the individual's absence, or there no longer is a need for the course (i.e., PQS qualification as substitute). Notification procedures for these instances are outlined in Reference (aaa).

B.3. Resident Training Quota Procedures

The procedures for units to obtain resident training quotas are provided in Reference (aaa).

- (01) Members shall submit an Electronic Training Request (ETR) for all formal class "C" schools.
 - (02) Class Convening Schedule for Coast Guard Class "A" and "C" Resident and Exportable Training Courses may be accessed via the Internet.
 - (03) Other managed quotas. Some course managers receive ETRs and prepare class rosters for some resident training courses. The class rosters are forwarded to TQC who approves the entitlements and issues message orders. Units should contact the appropriate course manager, as indicated on the TQC Internet home page for specific information regarding quota allocation.
-

B.4. Prerequisites

Prerequisites exist to ensure the safety and effectiveness of training. Required prerequisites are listed on the TQC website:
<http://www2.tracenetpetaluma.com/tqc/cschoo selectC.asp?c=15>.

Units shall review and familiarize themselves with requirements prior to submitting Electronic Training Requests (ETR). When submitting ETRs, members should have completed all prerequisites at the time of submission.

Orders will be cancelled for members who have ETRs in the system that do not have a waiver on file with the Office of Boat Forces, Commandant (CG-731), and the school house. In an effort to ensure all quotas are filled, orders may be cancelled as much two weeks out from the convening date.

NOTE

Unit CO/OICs shall review member competencies and underway hours prior to submitting ETRs. Submittal of an ETR without a waiver request in place is the commands certification that all prerequisites have been met.
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B.4.a. Instructor
Resident Training

When possible, personnel designated as Heavy Weather Coxswain Instructors should graduate from the NMLBS Heavy WX Coxswain Course (Course Code 230330), located at National Motor Lifeboat School.

**B.5. Prerequisite
Waiver**

The Office of Boat Forces, Commandant (CG-731), does not take lightly waiving these prerequisites, but does understand that extraordinary circumstances can exist. Members who do not meet prerequisites prior to the class convening shall submit a waiver request to the Office of Boat Forces, Commandant (CG-731), prior to submitting an ETR.

Waivers should be submitted no fewer than 10 business days from course convening. Waivers submitted within 10 business days do not allow enough time to process and find a suitable replacement, which often results in valuable training seats left vacant.

Commands requesting attendance of unit personnel not meeting the prerequisites should request specific quota approval by email to the Office of Boat Forces, Commandant (CG-731). Units should ensure they provide the Office of Boat Forces a copy of the member's TMT report and specific information to justify a waiver.

At a minimum, waiver requests shall include the following information:

- (01) Specific requirement being waived (this includes the prerequisite and the position in the course),
- (02) Who the waiver applies to (rate, rank, name, EMPLID),
- (03) Validity period for the waiver (specific date range),
- (04) Mitigating and extenuating circumstances (this is where you make your case. Mitigating circumstances include anything that reduces the risk of the waiver, such as prior or equivalent experience. Extenuating circumstances describe why the prerequisite could not be met, such as platform availability, seasonal impact, etc.),
- (05) Potential impact if the waiver is not approved.

Prerequisite waivers are reviewed by Commandant (CG-731), FC-T, and the resident schoolhouse.

**B.6. Training
Centers**

Training centers include:

- (01) Boat Forces Training Center, Yorktown, VA,
 - (02) Maritime Law Enforcement Academy, Charleston, SC,
 - (03) Special Missions Training Center, Camp Lejeune, NC,
 - (04) National Motor Lifeboat School, Cape Disappointment, Oregon,
 - (05) National Ice Rescue School (NIRS), Essexville, MI,
 - (06) Coast Guard Academy Leadership Development Center, New London, CT,
 - (07) Aviation Technical Training Center, Elizabeth City, North Carolina.
-



**B.7. Boat Forces
Command Cadre
Course**

The Boat Forces Command Cadre Course (Course code 230277) is required training for all members in receipt of orders to assignment as Commanding Officer, Officer in Charge, Executive Officer, Executive Petty Officer, and Engineering Petty Officer of a Station, Aids to Navigation Team (ANTS), Maritime Force Protection Unit or Maritime Safety and Security Team. Additionally, personnel with repeat Boat Forces Command Cadre tours who have not attended the course within the last five years shall attend. Members shall make all efforts to attend the course prior to reporting, or, if unable to attend prior, within 6 months of being in command cadre position. Members in a back to back boat forces command cadre tour may request a waiver from their Operational Commander.

**B.8. Resident
Course**

All available resident courses can be found at the Training Quota Management Center web link found at:
<http://www.uscg.mil/hq/tqc/Index.shtm>.

**B.9. Boat Forces
Underwater Egress
Trainer**

The Boat Forces Underwater Egress (BFUE) Trainer (course code 502471) is designed to introduce boat crews to underwater problem solving and egress procedures in a capsized scenario. This is not a pass/fail course, but a course designed to expose and build confidence of boat crew members to the disorientation, uncertainty, and anxiety associated with capsizing.

This is a one-time training requirement. All personnel assigned into billets marked with boat crew competencies at a unit with enclosed cabin boats shall attend this course within the first 12 months of assignment to their first Boat Forces Unit

**B.10. Master
Training Lists
(MTLs)**

Master Training Lists (MTLs) are a table-formatted administrative tool used to establish resident training options available to Stations and Aids to Navigation Teams (ANTs), based on position. Other boat units may use the table as a recommended guide if applicable. **Table 4-1** lists resident training requirements tied to specific ranks/rates and positions at most units, including course titles and course numbers.



Commanding Officer (CO)/Officer-in-Charge (OIC)	Course Code	Course Title
	230277	Boat Forces Command Cadre
ANT Assigned	500126	Officer-in-Charge ATON Team
	400385	Search Coordination and Execution (SC&E)
Executive Petty Officer (XPO)/Executive Officer (XO)	Course Code	Course Title
	230277	Boat Forces Command Cadre
	400385	Search Coordination and Execution (SC&E)
Engineering Petty Officer (EPO)	Course Code	Course Title
	230990	Engineering Administration (Ashore)
	230277	Boat Forces Command Cadre
	500096	Shore Confined Space Entry
Outboard Boat Assigned	Commercial	Outboard Motor Maintenance & Repair
Assistant EPO (if assigned)	Course Code	Course Title
	230990	Engineering Administration (Ashore)
Outboard Boat Assigned	Commercial	Outboard Motor Maintenance & Repair
Surfman Trainer	Course Code	Course Title
	230140	Coast Guard's Instructor Development Course
Ice Rescue Trainer	Course Code	Course Title
	502891	Ice Rescue Trainer Course (IRTC)
Designated Trainer (PWCS Level I)	Course Code	Course Title
	502436	Tactical Coxswain Course-A
	100051	Opposing Force Tactical Coswain Course
Designated Trainer (Pursuit Level IV)	Course Code	Course Title
	502064	Non-Compliant Vessel Pursuit (NCVP) – Station

**Table 4-1
Resident Training**



Designated Trainer (Cutters with Pursuit Competencies)	Course Code	Course Title
	502823	Non-Compliant Vessel Pursuit – Cutter
ANT Supervisor (ANT assigned)	Course Code	Course Title
	230277	Boat Forces Command Cadre
	500126	Officer-in-Charge ATON Team
	230020	Advanced Minor Aids to Navigation
	230460	Aid Positioning
	500622	Minor ATON Maintenance Service Tech.
Senior Boatswain Mate (CO Station)	Course Code	Course Title
	230277	Boat Forces Command Cadre
	400385	Search Coordination and Execution (SC&E)
Officer-of-the-Day (OOD)	Course Code	Course Title
	400385	Search Coordination and Execution (SC&E)
Boat Engineer (MK2 & Above)	Course Code	Course Title
O/B Bt Assigned	Commercial	Outboard Motor Maintenance & Repair

**Table 4-1 (continued)
 Resident Training**



Non-Resident Training

B.11. Mobile Training Teams

Mobile Training Teams (MTT) are FORCECOM-sponsored and -administered courses used to provide training to units with unique challenges in obtaining required advanced boat competencies. Units should first endeavor to make use of available resident training quotas prior to requesting a MTT. MTTs are designed to provide resident training curricula at a unit-sponsored location.

Requests for MTTs should be sent by e-mail to FC-T and the Office of Boat Forces, Commandant (CG-731), at least 60 days prior to the desired training dates. Requests shall include the type of training, location, proposed dates, boat availability, number of students and their associated competency level.

B.11.a. Non-Resident Heavy Weather Training

A Non-Resident Heavy Weather Training course is available at <http://cgweb.tcyorktown.uscg.mil/UTB/>. Heavy Weather Coxswain Instructors are encouraged to incorporate this course into their training program when they teach students.

B.11.b. Structured On-The-Job Training (SOJT)

Structured on-the-job training (SOJT) is an alternative or supplement to existing training that, as explained in Reference (eee), is typically conducted as part of the member's actual work. In SOJT, trainees have the opportunity to develop skills while familiarizing themselves with their environments and their coworkers.



B.12. ADL Training

Advanced Distributed Learning is an online tool to assist in the qualification process. Benefits of ADL include detailed familiarity with the subject matter, such as a new boat platform or navigational equipment, without having to use the actual equipment. The Office of Boat Forces partnered with FORCECOM's Advanced Distributed Learning Branch (FC-TADL) to develop interactive training material in such a way that it provides the learner with all the basic boat information in an interactive environment.

This training will assist new members with additional basic boat familiarization and ultimately help with the qualification process.

The courses are available in the Coast Guard Learning Management System (LMS) in the CG Portal <https://elearning.uscg.mil/>. The courses are listed under the Boat/Cutter Operations.

Some of the courses offered are listed here:

- (01) 502127 - RB-S Defender Class Introduction Course
 - (02) 502312 - 49' Boat Utility Stern Loading (BUSL) Qualification Course
 - (03) 502365 - RB-S Defender Class Familiarization Course
 - (04) 502453 - Motor Lifeboat Familiarization
 - (05) 502454 - Trailerable Aids to Navigation Boat (TANB) Familiarization
 - (06) 502455 - Special Purpose Craft-Law Enforcement (SPC-LE) Familiarization
 - (07) 502506 - RB-S II Familiarization Course
 - (08) 502507 - RB-M Familiarization Course
 - (09) 502822 - Scalable Integrated Navigation Systems Introduction
 - (10) 100010- Transportable Port Security Boat-Generation IV (TPSB IV)
-



Section C. Unit Training

Introduction

A strong unit training program is vital to a successful operational unit. A worthwhile unit training program may be realized only through the dedicated efforts and commitment of all unit personnel. It begins with the CO/OIC who must provide an appropriate level of “command emphasis” to ensure a viable training program. Implementing that program then becomes largely an all-hands responsibility. Virtually every member of the crew will participate as a PQS qualifier, drill evaluator, instructor, and mentor or as a member of the Training Board. Responsibilities and duties to be carried out by these personnel are described throughout this Section.

In this Section

This section contains the following information:

Title	See Page
Command	4-16
CO/OIC Responsibilities	4-16
XO/XPO Responsibilities	4-17
Training Petty Officer	4-17
Training Board	4-18
Written Guidance	4-19
Unit Training Plan	4-19
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Boat Crew Training System	4-21
Duty Stander Qualification	4-22
Training Documentation	4-22
Electronic Files	4-22
Unit Files	4-22
Individual Records	4-22

Command

C.1. CO/OIC Responsibilities

The unit CO/OIC shall carry out an active unit training program based on the requirements of this Manual and Area/District directives. The CO/OIC shall:

- (01) Become thoroughly familiar with the contents of this chapter and ensure personnel are following all applicable training, qualification, certification, and currency policies outlined in this Manual, Part 4.



- (02) Provide an appropriate level of guidance to ensure unit personnel, including subordinate unit (i.e., Station (small)) personnel, receive the quantity and quality of training needed to carry out assigned missions
- (03) Monitor the unit training program and approve unit training plans.
- (04) Maintain file of Crew Proficiency Reports (electronic documentation is sufficient).
- (05) Analyze local needs and promulgate any additional requirements for certification at the unit.

NOTE 

A Station (small) OIC/Supervisor shall also perform the duties of unit XPO and unit Training Officer.

C.2. XO/XPO Responsibilities

The unit XO/XPO shall:

- (01) Serve as chairman of the unit's Training Board.
- (02) Supervise the Training Officer/Training Petty Officer.
- (03) Maintain liaison with the designated Educational Services Officer.
- (04) Establish and administer the Indoctrination Program.
- (05) Publish scheduled training activities in the Plan-of-the-Day/Week.
- (06) Establish ETR release authority personnel on the unit collateral duty list.

C.3. Training Petty Officer

Most units do not have billeted Training Petty Officer (TPO) and is filled as a collateral duty. TPOs manage the unit training program which includes oversight of the unit's reserve training program, coordinating with RTPO, and facilitating improvements in reserve readiness for mobilization, reserve administration and reserve education opportunities. The TPO will normally be staffed with a Boatswain's Mate (BM) E-6 or above. Smaller units may instead assign an E-5 after notifying the Office of Boat Forces (CG-731) in writing of the deviation from policy. The TPO shall maintain Coxswain qualifications on all platforms assigned in accordance with this Manual *Part 4*, Boat Crew Training, or as directed by the CO/OIC. The TPO shall maintain certification as Boarding Officer in accordance with Reference (fff). The TPO shall work directly for the XO/XPO.



NOTE

If a unit is assigned a billeted TPO (this does not pertain to units with collateral duty TPO), it is at the discretion of the CO/OIC to determine whether the TPO is a day worker or duty watch stander.

TPO shall:

- (01) Coordinate all unit training.
- (02) Monitor the unit training program.
- (03) Maintain unit training program guidance and files.
- (04) Submit unit ETRs.
- (05) Ensure underway drills and exercises are captured in the E-Training System.
- (06) Maintain a central file of lesson plan outlines for all recurring training.
- (07) Manage competency assignments. This includes reviewing assigned competencies attached to the members billet and ensuring appropriate competencies are assigned in AOPS/TMT.

NOTE

It is recommended that units designate a Petty Officer (recommended E-4), in writing, as Assistant Training Petty Officer, who shall assist the TPO with their responsibilities.

C.4. Training Board

The Training Board shall:

- (01) Prepare the unit training plan to establish training policies and priorities; define unit needs and specify training objectives to meet mission responsibilities.
- (02) Supervise and control training and periodically review and modify training policies and programs to adapt to changing needs and conditions.
- (03) Manage the unit training plan by scheduling unit drills and exercises, departmental training periods, professional development training, and schedules for accomplishing general military training.

C.4.a. Training Board Membership

Training board membership shall, at a minimum, include the following:

- (01) XO/XPO,
- (02) All department heads,
- (03) Training Petty Officer,
- (04) ANT Supervisor (if assigned).

CO/OICs shall identify additional training board members based on highest competencies assigned to the unit.



C.5. Written Guidance

Each unit shall maintain written guidance for training that, at a minimum, addresses the following:

- (01) Internal procedures and guidelines for conduct of the Training Board including the required frequency of meetings.
- (02) Training Board memberships by name and position/title.
- (03) Duty stander Training Program, including:
 - a) Qualification Examining Board (QEB) memberships by name and position/title.
 - b) A list of personnel qualification standards (PQS) and job qualification requirements (JQR) qualifiers by name and subject matter.
 - c) Processes for:
 - (i) Successful completion of PQS/JQR tasks.
 - (ii) Practical evaluation of trainees.
 - (iii) Conduct of QEBs in accordance with prescribed procedures.
- (04) Internal routing procedures for PQS/JQR qualification records (including practical evaluations and Qualification Examining Board recommendations), exercise evaluation [e.g. Ready for Operations (RFO) self-audit] sheets, and departmental and duty section training records.
- (05) Indoctrination Program responsibilities, policies and procedures.
- (06) List of personnel with AOPS / TMT access level.

C.6. Unit Training Plan

The Unit Training Plan Form, CG-5293, (or locally produced form) is the foundation of the unit training program and is prepared by the Training Board.

C.6.a. Training Schedule

The training schedule shall, at a minimum, identify time slots for all scheduled drills, exercises, all-hands training, and departmental/divisional training.

The unit training plan is in the form of a universal calendar and provides the unit with a flexible means of scheduling training to be accomplished over a specific period of time. It is anticipated that the unit will prepare unit training plans that correspond with the duty cycle. Unit Training Plan Form, CG-5293, may be locally reproduced and is part of USCG Electronic Forms on Standard Work Station III.



C.6.b.
“This is a drill”

Regardless of mission/activity being trained, boats operating at high speed convey a sense of urgency to non-participating observers. As with any training exercise, crews should diligently communicate the nature of activity with the words “This is a drill” during radio transmissions.

C.6.c. Trainee
Status

Members “in-training” may participate in boat operations or other related operational activities as trainees. A trainee shall not be used as a substitute for a certified member of a boat crew, boarding team, or duty section.

C.7. Designated Trainers

Some higher level competencies require a Designated Trainers for training and signing PQS. Unit Commanders shall assign, in writing Designated Trainers as required based on unit competencies.

Designated Trainers must have completed the applicable formal Coast Guard resident training course. CO/OICs shall ensure Designated Trainers possess the appropriate level of certification, ability, maturity, and demeanor required of this position.

C.7.a. Designated
Trainer
Pursuit/Tactical

Designated trainers for pursuit and tactical competencies shall be graduates of the required resident training course per Reference (pp).

C.7.b. Designated
Surfman Trainer

Personnel filling Designated Surfman Trainer billets are required to complete the resident Instructor Development Course (Course code 230140) within six months of being placed in the Surfman Trainer billet.

C.7.c. Ice Rescue
Trainer

Personnel assigned as Ice Rescue Trainers are required to complete the resident Ice Rescue Trainer Course (Course code 502891).

Only certified Ice Rescue Trainers are authorized to sign-off Ice Rescuer PQS Tasks.

C.8. Live Survivors in Training Environment

Unit CO/OIC may assign Coast Guard members to serve as “live survivors” during training evolutions when risk is deemed acceptable.

Unit CO/OICs shall use sound judgment in selecting persons to serve as “live survivors” in training evolutions. A dedicated safety observer, certified as a Coast Guard Ice Rescuer shall oversee the evolution.

Any individual assigned to enter the water shall be properly outfitted in accordance with this chapter and shall be briefed on basic self rescue techniques and the training evolution.



Training Programs

C.9. Boat Crew Training System

The Coast Guard's boat crew training system establishes minimum standards of knowledge, performance, and currency maintenance requirements for all personnel (regular, reserve, and auxiliary) serving as crewmembers on all shore-based and Cutter-based Coast Guard boats. It explicitly tasks the CO/OIC with the responsibility for the training of boat crews, and provides them with guidelines for the establishment of a successful training program.

In this system:

- (01) A trainee is apprenticed to an instructor who guides the trainee through the qualification phase, providing hands-on training and assisting with a program of study.
- (02) Reading materiel is based on the references specified for each task.
- (03) Successful completion of personnel qualification standards.
- (04) Practical assessment of trainee.
- (05) Comprehensive examination in accordance with prescribed standards. An oral board is an example of a comprehensive examination.

C.9.a. Underway Boat Operations

The best boat crew training programs combine classroom instruction, shore-side practical exercises, and technology with an abundance of underway time. Most of the underway training requirements in this system can be accomplished coincidental with multi-mission operations. When the tempo of operations does not provide sufficient underway opportunities, as in winter or in the off-season, frequent dedicated underway training sorties should be scheduled. For shore units that maintain a readiness response posture, there should be very few days when one or more boats are not underway for operations or training.



**C.10. Duty
Standar
Qualification**

Units shall establish and maintain duty stander qualification training programs to fully prepare assigned personnel for certification and to maintain desired skills through recurrent training. At a minimum, duty stander training programs shall provide for an efficient, effective process for:

- (01) Successful completion of personnel qualification standards.
 - (02) Practical assessment of the trainee.
 - (03) Comprehensive examination in accordance with prescribed standards.
-

Training Documentation

**C.11. Electronic
Files**

Required training information shall be entered into the E-Training system or appropriate database.

C.12. Unit Files

Boat Crew currency Reports, Individual Development Plan (IDP), Personal Fitness Plan and additional training requirements not yet captured by the E-Training System shall be maintained in a unit training file.

**C.13. Individual
Records**

Members are encouraged to maintain an Individual Training Record to ensure historical maintenance of training: Copies of Boat Crew Currency Reports, Individual Development Plan (IDP), Personal Fitness Plan and additional training requirements not yet captured by the E-Training System are encouraged to be maintained by each member.

- (01) Crew Currency (TMT Report or other documentation affecting crew certification status),
 - (02) Resident Training,
 - (03) GMT,
 - (04) Correspondence Courses,
 - (05) Weapons,
 - (06) MICS.
-



CHAPTER 2

Competencies

Introduction

This Chapter discusses the purpose and importance of competencies as defined in Reference (ggg). It also discusses the relationship between billet competencies and personal competencies. A representative list of competencies appears in Section B, and a complete list of competencies can be found in Reference (hhh), which is available on the Coast Guard Pay & Personnel Center (PPC) web site and on the Competency Management System CG Portal Collaboration site.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Competency Management	4-24
B	Available Competencies	4-26
C	Description of Competencies	4-28



Section A. Competency Management

Introduction This section explains competency codes and how to manage them.

In this Section This section contains the following information:

Title	See Page
Competency Codes Management	4-24
Competency Codes	4-25

A.1. Competency Codes Management The appropriate competency code is assigned and entry made in the individual’s personnel record when they have met the requirements set forth in this Manual and are certified by the CO/OIC. The CO/OIC is responsible to ensure the PERSRU/unit Yeoman will make an entry in Direct Access.

A.1.a. Unit Competencies Competencies are assigned to specific units based on the platforms. As platforms change at a unit so should the competencies associated; old ones need to be removed and new ones added. For example, a unit that replaced a UTB with an RB-M would no longer require CXNUTB or CREWUTB but rather require RBM COXN and RBM BCM competencies.

CO/OICs should review their unit competencies annually to ensure competencies are accurate or upon any change to unit platforms or unit designation.

To ensure units are updated in a timely manner, COs/OICs may request updates to their assigned competencies as guided by reference (a) and (b) and in accordance with the following steps:

- (01) Compare platform competencies assigned to the unit (found in CGBI/Cubes/Reports/Position Required Comps and Degrees) to what platforms are currently assigned to the unit. (Found in the Boat Siting Plan link at the bottom of the following: <http://cgweb.comdt.uscg.mil/G-RCB/BoatAllowances.htm>),
- (02) Determine which competencies need to be removed and which ones need to be added for each billet number at the unit, CO/OIC down to E-2. Put them on a spreadsheet. (Template can be requested from POC below),
- (03) Complete a “Request to Assign Competencies, Education, or Officer Specialty to a Position,” Form CG-5311,



- (04) Email the completed “Request to Assign Competencies, Education, or Officer Specialty to a Position,” Form CG-5311 and spreadsheet showing competencies and billets that require attention to the Commandant (CG-731) POC listed below,
 - (05) Commandant (CG-731) will validate the request and work to have the unit’s platform competencies updated in DA/TMT.
-

A.1.b. Billet
Competencies

Billets refer to a position at a unit and are represented on the personnel allowance list. The type of billets assigned to a unit are based on the unit’s mission requirements and boat mix. Competencies are assigned to these positions to ensure the unit is capable of meeting its mission requirements, competencies are assigned to positions based on Commandant (CG-731) business rules, available on the Boat Forces Web site: <http://cgweb.comdt.uscg.mil/G-RCB/StationStaffing.htm>. As the PAL is built out with these considerations it forms the personnel structure of the unit. People are then assigned to fill these positions and are expected to meet the associated requirements.

A.1.c. Personal
Competencies

When a person is assigned to a billet the unit should review what competencies are required of the position in Direct Access and assign them to that person in TMT.

**A.2. Competency
Codes**

Competency codes reflect the type of boat and the crew position for which a member is certified. When a certified boat crewmember has met the requirements set forth in this Manual, the appropriate competency code is assigned and an entry made in the individual’s personnel record. The PERSRU yeoman will make a CGHRMS entry in the members PDR and electronic PDR after receipt of supporting documentation provided by the unit command. **Submission of the necessary documentation into the personnel management system is critical to the member as well as all levels of the Coast Guard. See [Table 2-6 Mission Competency Requirements](#).**



Section B. Available Competencies

Introduction

This section discusses unit competencies and explains the special characteristics of Reserve competencies.

In this Section

This section contains the following information:

Title	See Page
Competencies	4-26
Reserve Competencies	4-27
Cross-Designation	4-27
Coast Guard Auxiliary	4-27

B.1. Competencies Every unit has unique operational requirements based on their Area of Responsibility and tempo of operations or demand for Coast Guard services. The following list of unit competencies is considered representative, but not all inclusive:

- (01) Boat Crew Member,
- (02) Boarding Officer/Boarding Team Member (BO/BTM),
- (03) Reserve Boat Crew Member
- (04) Engineer,
- (05) Ice Rescuer,
- (06) Ice Rescue Trainer,
- (07) ATON Boat Crew Member,
- (08) Boom/Crane Operator,
- (09) Buoy Deck Supervisor,
- (10) Tactical Boat Crew Member,
- (11) Pursuit Boat Crew Member,
- (12) Advanced Interdiction Boat Crew Member,
- (13) Reserve Coxswain,
- (14) Coxswain,
- (15) ATON Coxswain,
- (16) Heavy Weather Coxswain,
- (17) Tactical Coxswain,



- (18) Pursuit Coxswain,
- (19) Advanced Interdiction Coxswain,
- (20) Advanced Interdiction Boat Team Leader,
- (21) Surfman.

NOTE 

For information regarding the Coxswain Insignia and Surfman Insignia, please refer to the *Enlisted Accessions, Advancements, and Evaluations Manual*, COMDTINST M1000.2 (series).

B.2. Reserve Competencies

Reserve competencies are designed to meet mission need, while accounting for the unique constraints of a reservists drill schedule. Reserve competencies exist for COXN, BCM, and ENG positions on nearly all platforms. They are on par with Active competencies, but follow an annual currency cycle. Initial qualification tasks are identical to Active requirements. Currency requirements are scaled to ten months worth of Active requirements to account for the possibility of up to two months per year of mobilization. Crews certified with Reserve competencies can seamlessly stand in for an Active crew. Reservists are generally not expected to attain higher level (Tactical, Heavy Weather, etc.) competencies due to the limited amount of time available and complexity of qualification. Reservists wishing to achieve higher level competencies shall do so at the established task and currency requirements. These requirements will not be scaled to any degree. However, reservists may still adhere to the Reserve competency hours. For example, a reservist TCOXN would need to meet the ten-month annual Reserve currency requirements, and then add the appropriate TCOXN currency tasks on top of that.

B.3. Cross-Designation

Members of the boat crew may be cross-designated as Boarding Team Members or Boarding Officers, but all members of the boat crew are not required to be cross-designated. Personnel assigned to boat Stations are expected to achieve Boarding Team Member certification.

B.4. Coast Guard Auxiliary

Coast Guard Auxiliary members may only be assigned the following boat crew competencies on Coast Guard boats upon completing the qualification and certification requirements as detailed in this Manual [PART 4 Training](#):

- (01) Boat Crew Member (ATON Boat Crew Member for ATON units),
 - (02) Engineer (including ATON).
-



Section C. Description of Competencies

Introduction This section describes various boat crew competencies.

In this Section This section contains the following information:

Title	See Page
Descriptions	4-28

C.1. Descriptions Below are descriptions of various Boat Forces competencies and the associated responsibilities.

Position	Responsibilities
Reserve Boat Crew Member	Duties include standing helm, lookout, towing watches, and anchor watch. Furthermore, they rig towing and mooring lines, act as the surface swimmer (or tender), administer first aid, and operate damage control equipment under the supervision of a Coxswain.
Boat Crew Member	Duties include standing helm, lookout, towing watches, and anchor watch. They also rig towing and mooring lines, act as the surface swimmer (or tender), administer first aid, and operate damage control equipment under the supervision of a Coxswain.
ATON Boat Crew Member	In addition to the duties of Boat Crew Member, duties include understanding of ATON procedures, buoy deck terminology and hand signals, ATON tools, buoy deck limitations and parameters, aid inspection and maintenance, and buoy deck evolutions.
Tactical Boat Crew Member	In addition to the duties of Boat Crew Member, duties include weapons employment principles during PWCS missions.
Pursuit Boat Crew Member	In addition to the duties of Boat Crew Member, duties include weapons employment for stopping non-compliant vessels in counter drug and alien migrant interdiction operations.

Table 4-2
Boat Crew Position Duties



Advanced Interdiction Boat Crew Member	In addition to the duties of the Tactical Boat Crew Member and Pursuit Boat Crew Member, duties include delivery of warning shots, disabling fire, and cover fire against NCVs to carry out Advanced Interdiction operations.
Reserve Engineer	Duties include responsibility for propulsion and auxiliary machinery while underway, preventive and corrective maintenance while in port, in addition to the duties of Boat Crew Member.
Engineer	Duties include responsibility for propulsion and auxiliary machinery while underway, preventive and corrective maintenance while in port, in addition to the duties of Boat Crew Member.
Ice Rescuer	The Ice Rescuer is able to identify and describe various Ice Characteristics, demonstrate accepted cold water Survival Techniques, maintain required Ice Rescue readiness status, safely conduct ice rescue Preparations, coordinate On-scene Response, demonstrate approved Ice Rescue Techniques, and Transport Victims in accordance with Surface Ice Rescue Tactics, Techniques and Procedures.
Ice Rescue Trainer	In addition to the duties of the Ice Rescuer, the Ice Rescue Trainer delivers the Ice Rescuer Course at the unit level. He/she is able to apply communication skills, presentation skills, question and answering techniques, ice rescue instructor responsibilities, and establish and maintain a positive learning environment. The Ice Rescue Trainer plans and coordinates ice rescue training exercises and site preparation, reinforcing TTP, equipment, and PPE used by an ice rescuer.
Boom/Crane Operator	In addition to the duties of ATON Boat Crew Member, duties include responsibility for safety awareness, boom or crane operation, and an in-depth understanding of system components.
Buoy Deck Supervisor	In addition to the duties of Boom/Crane Operator, duties include responsibility for buoy deck safety, proficiency in buoy deck rigging, and ability to supervise buoy deck evolutions.

Table 4-2 (continued)
Boat Crew Position Duties



<p>Reserve Coxswain</p>	<p>The extent of the Coxswain’s responsibilities and authority are specified in Reference (d). Reserve Coxswains shall be responsible, in order of priority, for the following:</p> <ul style="list-style-type: none"> (01) Safety and conduct of passengers and crew. (02) Safe operations and navigation of the boat. (03) Completion of the sortie(s) and mission(s). <p>Reserve Coxswains will respond to the following:</p> <ul style="list-style-type: none"> (04) Hazards to life and property. (05) Violations of laws or regulations, except for Auxiliarists. (06) Discrepancies to Aids to Navigation.
<p>Coxswain</p>	<p>The extent of the Coxswain’s responsibilities and authority are specified in Reference (d). Coxswains shall be responsible, in order of priority, for the following:</p> <ul style="list-style-type: none"> (01) Safety and conduct of passengers and crew. (02) Safe operations and navigation of the boat. (03) Completion of the sortie(s) or mission(s). <p>Coxswains will respond to the following:</p> <ul style="list-style-type: none"> (04) Hazards to life and property, (05) Violations of laws or regulations (Auxiliary coxswains do not respond to item (05)), (06) Discrepancies to Aids to Navigation.

Table 4-2 (continued)
Boat Crew Position Duties



ATON Coxswain	In addition to the duties of Coxswain, duties include having an understanding of ATON administration, positioning/systems, wreckage locating, and servicing of fixed and floating aids.
Heavy Weather Coxswain	Coxswain duties in heavy weather conditions.
Tactical Coxswain	In addition to the duties of Coxswain, duties include close quarters maneuvers and applying law enforcement principles during PWCS missions.
Pursuit Coxswain	In addition to the duties of Coxswain, duties include close quarters maneuvers and applying law enforcement principles for stopping non-compliant vessels in counter drug and alien migrant interdiction operations.
Advanced Interdiction Coxswain	In addition to the duties of the Tactical Coxswain and Pursuit Coxswain, duties include close quarters maneuvers, unannounced and undetected delivery of an Advanced Interdiction (AI) boarding team with multiple boats, through the use of hook and climb boarding operations.
Advanced Interdiction Boat Team Leader	In addition to the duties of the Advanced Interdiction (AI) Coxswain, duties include command and control of Advanced Interdiction boat crews in order to accomplish the unannounced, undetected delivery of an AI boarding team.
Surfman	Coxswain duties in heavy weather and surf conditions.

Table 4-3 Continued



CHAPTER 3 Qualification

Introduction This Chapter discusses the elements of trainee selection. It provides an overview of the qualification tasks, qualification process, and the progression of qualifications.

Qualification is the one time attainment of performance tasks for a specific competency (completion of Personnel Qualification Standards (PQS)). This is not to be confused with certification which is outlined in Chapter 4 of this Part.

**In this
Chapter**

This Chapter contains the following information:

Title	See Page
Suitability	4-33
Progression of Qualifications	4-35
Qualification Process	4-38
Physical Fitness Standards	4-52



Section A. Suitability

Introduction

This section describes the maturity, willingness, and responsibility of the trainee during the qualification process. This section also describes the relationship between the instructor and trainee.

In this Section

This section contains the following information:

Title	See Page
Maturity to Take on New Responsibilities	4-33
Willingness and Ability to Act as the Coast Guard's Direct Representative	4-33
Trainees	4-33
Instructor	4-34
Trainee / Instructor Relationship	4-34
Inability to Qualify for Boat Crew Duties	4-34

A.1. Maturity to Take on New Responsibilities

The trainee shall have the maturity to take on the duties and responsibilities related to the specific competency.

A.2. Willingness and Ability to Act as the Coast Guard's Direct Representative

Boat crews are often the boating public's first and only contact with the Coast Guard. Therefore, trainees are duty-bound and shall be willing and able to interact appropriately with the public. This requires attention to both appearance and attitude, along with a good professional knowledge of applicable Coast Guard policies and procedures.

A.3. Trainees

Primary responsibility for qualification resides with the member. The individual trainee (regular, reserve, and auxiliary) shall make every effort to learn and develop the knowledge and skills required by the training system. Trainees should make their command aware of any qualification challenges well in advance of their expected qualification completion date.

In addition, the trainee must maintain a level of physical fitness and mental alertness appropriate to the duties to be performed.

Trainee status shall not be used to allow undesignated members to work as a certified member of a boat crew, boarding team, or duty section.



A.4. Instructor It is imperative that a very high level of professionalism be maintained among all unit instructors. All instructors must ensure that their certification remains current. In addition, instructors must ensure that they retain their proficiency with all installed boat equipment.

A.5. Trainee / Instructor Relationship Instructors are assigned by the Unit Commander after consultation with the Training Petty Officer. Each trainee shall have an assigned instructor. Trainees and instructors should be in the same duty section.

A.6. Inability to Qualify for Boat Crew Duties Boat Force units are classified based on assigned mission activities. Unit Personnel Allowance Lists are assigned billet titles and competencies to ensure members possess the required skills and knowledge for the assigned mission activities.

Personnel shall not be allowed to remain in a qualification program without satisfactory progress for extended periods. Whenever personnel, after a reasonable amount of time, are unable to meet the competencies required of their billet, administrative action shall be taken in accordance with *Military Separations*, COMDTINT M1000.4 (series).

NOTE 

CO/OIC shall prescribe, in the unit standing orders, the “reasonable amount of time” to get certified in a specific competency.



Section B. Progression of Qualifications

Introduction

This section lays out the sequence of qualifications for particular mission roles.

In this Section

This section contains the following information:

Title	See Page
Progression of Qualification	4-35
Certified in Lower Crew Position	4-35

B.1. Progression of Qualification

Boat Crew skills are obtained via a building-block approach. **Table 4-3 Progression of Qualifications** describes the proper sequence of qualification for each competency.

B.2. Certified in Lower Crew Position

Prior to training for an advanced crew position, the trainee shall be previously certified in the next lower crew position, except when entering training for the crewmember position. Coxswain trainees do not have to complete engineer certification.



Mission	Role	Progression of Qualifications									
		<i>Starting on left, moving to right</i>									
Boat Assault Force	Boat Team Leader	BCM	TBCM (Note 1)	PBCM (Note 1)	AIBCM	COXN	TCOXN (Note 1)	PCOXN (Note 1)	AIBCM	AICOXN	B T L
	Advanced Interdiction Coxswain	BCM	TBCM	PBCM	AIBCM	COXN	PCOXN	TCOXN	AIBCM	AICOXN	
	Advanced Interdiction Boat Crew Member	BCM	TBCM	PBCM	AIBCM	COXN	PCOXN	TCOXN	AIBCM		
Pursuit Level IV	Pursuit Coxswain	BCM	PBCM	COXN	PCOXN						
	Pursuit Boat Crew Member	BCM	PBCM								
Tactical (Level 1 PWCS)	Tactical Coxswain	BCM	TBCM	COXN	TCOXN						
	Tactical Boat Crew Member	BCM	TBCM								
Surf	Surfman	BCM	COXN	HWX	SURF						
Heavy Weather	Heavy Weather Coxswain	BCM	COXN	HWX							
ATON	ATON Coxswain	BCM	ABC M	BCO (Note 2)	BDS	COXN	ACOXN				
	ATON Buoy Deck Supervisor	BCM	ABC M	BCO (Note 2)	BDS						
	ATON Engineer	BCM	ABC M	BCO (Note 2)	ENG						
	ATON Boat Crew Member	BCM	ABC M								
Basic Operations	Coxswain	BCM	COXN								
	Engineer	BCM	ENG								
	Boat Crew Member	BCM									
<p>Note 1: Tactical Competencies and Pursuit Competencies are equivalent with regards to progression. Tactical competencies may be accomplished prior to Pursuit or vice versa if both competencies are needed for required progression.</p> <p>Note 2: If assigned on platform.</p>											

Table 4-3
Progression of Qualifications



Mission	Role	Progression of Qualifications			
		<i>Starting on left, moving to right</i>			
Tactical (Level 1 PWCS)	Tactical Coxswain	Reserve BCM	TBCM	Reserve Coxswain	TCOXN
	Tactical Boat Crew Member	Reserve BCM	TBCM		
Basic Operations	Reserve Coxswain	Reserve BCM	Reserve COXN		
	Reserve Engineer	Reserve BCM	Reserve ENG		
	Reserve Boat Crew Member	Reserve BCM			
NOTE		Reserve competencies are on par with Active competencies, but with annual currency cycle. Separate competency codes are established for Reserves solely for HQ program management to aid in monitoring certification trends and is not a reflection of the degree of certification.			

Table 4-4
Progression of Qualifications Reserve Competencies



Section C. Qualification Process

Introduction

This section lays out the sequence of qualifications for particular mission roles.

In this Section

This section contains the following information:

Title	See Page
Assigning Competencies	4-38
Personnel Qualification Standards	4-38
Job Qualification Requirements (JQR)	4-39
Instructor Assigned	4-40
Training Continuity for Higher-Level Mission Skills	4-40
Officer-of-the-Day Qualification	4-40
Boarding Team Training Program Requirements	4-41
Boarding Officer Qualification Requirements	4-41
Ice Rescue Training Program	4-41
Qualification Examining Board	4-42
Checklists	4-43
Evaluators	4-43
Oral Board	4-43
Practical Evaluations	4-44
Underway Check-Rides	4-44
Local Area Knowledge	4-51
Recommending Certification	4-51

C.1. Assigning Competencies

Unit Training Petty Officer shall ensure that all unit personnel have assigned competencies in accordance with Commandant (CG-731) business rules <http://cgweb.comdt.uscg.mil/G-RCB/StationStaffing.htm>. Additional competencies may be assigned at CO/OIC discretion.

C.2. Personnel Qualification Standards

Personnel qualification standards (PQS) are those standards required for an individual to perform the duties of the assigned competency or duty section. The goal of PQS is to standardize and facilitate these qualifications. They are compilations of the minimum knowledge and skills that an individual must demonstrate in order to complete the qualification process.

The trainee must satisfactorily complete the applicable qualification tasks including all type requirements for which the trainee is being certified.



C.2.a. Command Responsibilities

The unit CO/OIC shall analyze PQS and promulgate additional requirements as required to address local needs for certification at the unit.

To ensure unit crew members develop and maintain a high standard of proficiency, the CO/OIC shall ensure completion of PQS training.

The unit CO/OIC shall analyze PQS and promulgate additional requirements as required to address local needs for certification at the unit. Unit Commanders shall advise Commandant (CG-731) and the appropriate program manager (e.g. Commandant (CG-MLE) for the Boarding Officer/Boarding Team Member Personnel Qualification Standard BO/BTM Law Enforcement Competency Qualifications Instruction (LECQI), by letter via the chain of command, of recommendations for improvement of PQS used to certify unit personnel.

C.2.b. PQS Signer

PQS signers are the baseline integrity of the system, and therefore should possess the according maturity, judgment, and expertise. The member who signs off PQS shall meet the following qualifications:

- (01) Currently certified in position being sought,
- (02) Designated (active/reserve members) by CO/OIC via memorandum.
- (03) For tactical or pursuit competencies be a graduate of the designated resident course per Reference (pp).

NOTE 

Some basic tasks may be instructed by an otherwise qualified person who is not currently certified in the position being sought, PQS signers shall verify completion of those tasks prior to signing off. For example, an EMT may instruct first aid and CPR tasks and provide a training roster for the PQS signer to verify before signing off.

C.3. Job Qualification Requirements (JQR)

The unit CO/OIC shall analyze PQS and promulgate additional requirements to address local needs for certification at the unit.

Job Qualification Requirements (JQR) shall be developed for duty-standing positions for which there is no prescribed Coast Guard PQS (e.g. OOD). Where Coast Guard PQS exists, it shall be used in lieu of JQR. JQRs shall be written in the same format as Coast Guard qualification guides or PQS.

Sharing of JQRs among units will help standardize the program and mitigate the administrative burden on individual units.



NOTE 

Providing copies of JQRs to Commandant (CG-731) via the chain of command can aid in the development of Coast Guard specific PQS in those areas where no PQS exists.

C.4. Instructor Assigned

An instructor is assigned to a trainee, and the instructor guides the trainee through the qualification phase, providing hands-on training and assisting with a program of study. Upon successful completion of the PQS, and with an endorsement from the instructor, the trainee shall submit a request for an oral board to the Qualification Examination Board.

C.5. Training Continuity for Higher-Level Mission Skills

In order to maintain training continuity for the higher-level mission skill sets, it is strongly encouraged that instructors complete the respective resident course for that competency:

- (01) Heavy Weather- HWX Coxswain Course
- (02) Designated Surfman Trainer- 47' MLB Surfman Course
- (03) Ice Rescue Trainer- Ice Rescue Trainer Course (**Required**)
- (04) Designated Trainer (Tactical - Competencies) - Courses listed per Reference (pp) (**Required**)
- (05) Designated Trainer (Pursuit Competencies) - Courses listed per Reference (pp) (**Required**)

C.6. Officer-of-the-Day Qualification

If the unit has a requirement for an OOD, job qualification requirements (JQR) shall address the following:

- (01) Unit operations, including SAR, LE, RBS, MS, PWCS.
- (02) Unit Area of Operation.
- (03) Boat operations.
- (04) Unit/facility emergencies (e.g. fire, bomb scare, civil unrest).
- (05) Duty section daily routine.
- (06) Public affairs and community affairs.
- (07) The Station OOD shall successfully complete Search Coordination and Execution (SC&E) exportable course (400385) prior to certification. If SC&E course availability prohibits attendance before qualification the OOD shall complete SAR Fundamentals E-SAR course prior to qualification and must attend SC&E at the next available convening.



**C.7. Boarding
Team Training
Program
Requirements**

All unit personnel tasked with boarding team responsibilities shall be guided by the requirements specified herein.

Prospective Boarding Team Members (BTMs) and Boarding Officers (BOs) shall complete the LECQI tasks as prescribed in Reference (fff). Upon completion of required PQS, oral board, and practical evaluation, the LEQB may recommend certification to the Unit Commander.

**C.8. Boarding
Officer
Qualification
Requirements**

Qualification as Boarding Officer requires successful completion of section 3 contained in Reference (fff).

Completion of the Maritime Law Enforcement Academy (MLEA) BO resident training (Basic Boarding Officer Course BBOC) or Boarding Officer Practical Course (BOPC) is the minimum requirement for qualifying as a Boarding Officer. Upon returning to the unit, Boarding Officers can receive certification only from the Unit Commander following oral board, practical evaluation, and recommendation from the LEQB. Once certified as BOs by the Unit Commander, BOs are required to maintain currency as directed in Reference (fff).

Boarding Officer PQS tasks, with the exception of specialty and optional qualification tasks, can be completed in approximately 90 days or less for a newly assigned member with no experience.

Member experience, other unit work or duty, and unit specific PQS requirements, including specialty and optional law enforcement requirements, are the primary factors that should be considered in determining the time to allot.

**C.9. Ice Rescue
Training Program**

All unit personnel tasked with Ice Rescue responsibilities shall be guided by the requirements specified herein.

Prospective Ice Rescuers shall complete the applicable PQS tasks in Reference (dd). Tasks should be learned through constant practice and under the guidance of the instructor.

A record of the training accomplished shall be kept using the Task Accomplishment Record. The designated Ice Rescue Trainer is responsible for keeping the trainee's qualification tasks correct and current at all times. Only the Ice Rescue Trainer is authorized to sign-off ice rescuer PQS tasks



C.10. Qualification Examining Board

The purpose of a Qualification Examining Board (QEBs) is to assess a trainee’s knowledge and capability to perform in a specific competency following the successful completion of the associated PQS. The Boat Crew Examining Board (BCEB), Law Enforcement Qualification Board (LEQB), Ice Rescue Examination Board (IREB)] are all examples of a QEB. From this point on in this chapter the use of QEB will be for general policies and requirements associated across all QEBs. Specific QEB types, like the BCEB, will be used when referring to a specific QEB. All QEBs shall be established, designated in writing, and maintained in accordance with specific guidance contained in qualification guides, personnel qualification standards, and this Manual.

The XO/XPO shall chair all QEBs.

C.10.a.1. BCEB

The BCEB should consist of at least:

- (01) One experienced Engineer.
- (02) One experienced Coxswain.
- (03) If applicable, one experienced ATON, Tactical, Pursuit, Heavy Weather Coxswain or Surfman.
- (04) If applicable, senior Law Enforcement Instructor (LEI).

The size of the unit, as well as the number of personnel requiring certification, determines the size of board membership.

For cutter boat crew, the senior BM and engineer assigned to the cutter shall be a member of the BCEB.

C.10.a.2. IREB

The IREB should consist of at least two certified ice rescuers.

The size of the unit, as well as the number of personnel requiring certification, determines the size of board membership.

C.10.a.3. Purpose

Examining boards serve as the quality control source for the qualification being sought, and shall:

- (01) Ensure all phases of the qualification process have been successfully completed in the manner prescribed by qualification guides, personnel qualification standards, and this Manual.
- (02) Prepare and administer practical evaluations (i.e. check rides, supervised break-ins, mock boardings) to be administered in conjunction with the qualification process.



- (03) Administer oral examination boards to evaluate candidates leadership ability, judgement, maturity, and knowledge.
 - (04) Provide Unit Commander a written report on the individual that recommends or does not recommend certification.
 - (05) Provide guidance to the member for additional training as required.
 - (06) Advise the CO/OIC on matters pertaining to the qualification process.
-

C.11. Checklists

QEB checklists shall be prepared and administered to assess the required knowledge and skill identified in qualification guides, personnel qualification standards, and all applicable directives.

- (01) Checklists shall be used for all practical evaluations.
 - (02) Completed checklists shall be reviewed and signed by the trainee and evaluator at the conclusion of the practical evaluation.
 - (03) Boat type specific tasks should be specifically identified on boat crew evaluation checklists.
 - (04) The use of checklists developed by standardization teams should be used when applicable.
-

C.12. Evaluators

CO/OIC designated evaluators shall complete QEB checklists. For practical evaluations, evaluators shall be:

- (01) The most qualified and experienced members available.
 - (02) Thoroughly familiar with the references and the QEB checklists for the desired designation.
 - (03) Designated in writing by the unit CO/OIC.
 - (04) Currently certified.
 - (05) The trainee's trainer/mentor should be excluded from the evaluation process.
-

C.13. Oral Board

Successfully complete an oral examination to be conducted by the appropriate unit QEB on the following topics:

- (01) Policies and procedures,
- (02) Local knowledge without reference to charts and publications (may not be applicable to Cutters),
- (03) Application of team coordination and risk assessment standards and concepts,
- (04) Any particularly hazardous conditions that exist.



The board interview should include questions which will evaluate the member in terms of:

- (05) Leadership ability,
 - (06) Judgement,
 - (07) Maturity.
-

C.14. Practical Evaluations

Practical evaluations (i.e., check-rides, supervised break-ins, or mock boarding), shall be prepared and administered in conjunction with the qualification process for all competencies outlined in **PART 4 CHAPTER 3 Section C** of this Manual:

- (01) Boat crew (i.e., Boat Crew Member, Engineer, Coxswain, Surfman),
 - (02) Boarding team (i.e., Boarding Team Member, Boarding Officers),
 - (03) Other duty standers (e.g. Communications Watch, OOD).
-

C.15. Underway Check-Rides

The BCEB shall plan and conduct check-rides in order to evaluate prospective boat crew members underway. The trainee should be able to perform all duties required for the boat crew position and boat type for which certification is sought, up to the standards established in the qualification tasks for the crew position. Check-rides shall be conducted by an experienced, certified Coxswain from the BCEB.

C.15.a. Boat Crew Member

The check-ride will be conducted by an experienced, certified Coxswain from the QEB. The evaluation should include drills involving the use of various equipment and line handling. Skills to observe include:

- (01) Boat familiarization.
 - (02) Watch-standing.
 - (03) Area familiarization.
 - (04) Basic navigation.
 - (05) Boat handling.
 - (06) Use of rescue and survival gear.
 - (07) Emergency procedures.
 - (08) Application of team coordination and risk assessment standards.
 - (09) Operational Risk Management (ORM).
-



C.15.b. ATON
Boat Crew
Member

The check-ride will be conducted by an experienced, certified ATON Coxswain (ACOXN) or ATON Boat Crew Member (ABCM) from the QEB. The evaluation should include:

- (01) ATON procedures.
- (02) Safety and responsibilities.
- (03) Terminology.
- (04) Equipment/associated hardware use and application.
- (05) Mooring maintenance.
- (06) Mooring evolution.
- (07) Towing a buoy.
- (08) Rigging safety precaution fundamentals.
- (09) Operational Risk Management (ORM).

C.15.c. Boom/
Crane Operator

The check-ride will be conducted by an experienced, certified ATON Coxswain or Boom/Crane Operator from the QEB. The evaluation should include:

- (01) Boom/crane operation.
- (02) Safety fundamentals.
- (03) Operational Risk Management (ORM).

C.15.d. Buoy Deck
Supervisor (BDS)

The check-ride will be conducted by an experienced, certified ATON Coxswain or Buoy Deck Supervisor from the QEB. The evaluation should include:

- (01) Buoy deck safety.
- (02) Buoy deck procedures.
- (03) Equipment fundamentals.
- (04) Operational Risk Management (ORM).

C.15.e. Tactical
Boat Crew
Member

The check-ride will be conducted by an experienced, certified Tactical Coxswain from the QEB. The evaluation should include:

- (01) Knowledge of tactical boat maneuvers.
 - (02) Use of Force against vessels posing imminent threat.
 - (03) Weapons Employment.
 - (04) Communications.
 - (05) Operational Risk Management (ORM).
-



C.15.f. Pursuit
Boat Crew
Member

The check-ride will be conducted by an experienced, certified Pursuit Coxswain from the QEB. The evaluation should include:

- (01) Knowledge of pursuit boat maneuvers.
 - (02) Use of Force against non-compliant vessels.
 - (03) Weapons Employment.
 - (04) Communications.
 - (05) Operational Risk Management (ORM).
-

C.15.g. Engineer
(including
Reserve)

The check-ride will be conducted by an experienced, certified Engineer from the QEB. The evaluation should include drills involving propulsion equipment, damage control, and casualty control. Skills to observe include:

- (01) Area familiarization.
 - (02) Boat engineering systems familiarization.
 - (03) Pre-start checks and adjustments.
 - (04) Monitoring of all engineering systems.
 - (05) Simulated engineering casualties and correction procedures.
 - (06) Shutdown and securing procedures.
 - (07) Knowledge of general engineering specifications of the boat type.
 - (08) Use of rescue and survival gear.
 - (09) Emergency procedures.
 - (10) Required preventive maintenance for the boat type.
 - (11) Application of team coordination and risk assessment standards.
 - (12) Operational Risk Management (ORM).
-



C.15.h.
Reserve
Coxswain

The check-ride will be conducted by an experienced, certified Coxswain from the QEB. The evaluation should include drills involving boat type familiarization, boat operations, crew control, mission management and the maturity and judgment necessary to perform as the boat Coxswain in the performance of PWCS missions. Skills and attributes to include:

- (01) Departure Planning,
 - (02) Crew brief/debrief,
 - (03) Area familiarization,
 - (04) Navigation and piloting,
 - (05) Boat handling,
 - (06) Towing,
 - (07) Person-in-the-water recovery,
 - (08) Engineering casualty control,
 - (09) Judgment,
 - (10) Operational Risk Management (ORM),
 - (11) Leadership,
 - (12) Use of rescue and survival gear,
 - (13) Emergency procedures,
 - (14) Evolutions specific to unit mission,
 - (15) Local knowledge without reference to charts and publications, including any probable trouble spots (shallow water, sunken pilings, etc.),
 - (16) Application of team coordination and risk assessment standards,
 - (17) Coast Guard, District, **Sector**, and unit operating procedures and policies.
-



C.15.i. Coxswain The check-ride will be conducted by an experienced, certified Coxswain, Heavy Weather Coxswain, or Surfman from the QEB. The evaluation should include drills involving boat type familiarization, boat operations, crew control, mission management, and the maturity and judgment necessary to perform as a boat Coxswain. Skills and attributes to observe include:

- (01) Departure planning,
- (02) Crew brief/debrief,
- (03) Area familiarization,
- (04) Navigation and piloting,
- (05) Plot and execute basic search patterns,
- (06) Boat handling,
- (07) Towing,
- (08) Person-in-the-water recovery,
- (09) Engineering casualty control procedures,
- (10) Judgment,
- (11) Leadership,
- (12) Use of rescue and survival gear,
- (13) Emergency procedures,
- (14) Evolutions specific to unit mission,
- (15) Local knowledge without reference to charts and publications, including and probable trouble spots (shallow water, sunken pilings, etc.),
- (16) Application of team coordination and risk assessment standards,
- (17) Coast Guard, District, Sector, and unit standard operating procedures and policies,
- (18) Operational Risk Management (ORM)

C.15.j. ATON Coxswain The check-ride will be conducted by an experienced, certified ATON Coxswain from the QEB. The evaluation should include:

- (01) Drills involving ATON positioning.
 - (02) Locating wreckage.
 - (03) ATON administration.
 - (04) Servicing floating/fixed aids.
 - (05) Crew control.
 - (06) Operational Risk Management (ORM).
-



C.15.k. Tactical
Coxswain

The check-ride will be conducted by an experienced, certified Tactical Coxswain from the QEB. The evaluation should include drills involving tactical boat maneuvering, use of force against non-compliant vessels, decision making, weapons usage, crew control, PWCS mission management and the maturity and judgment necessary to perform as a Tactical Coxswain. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills and attributes to include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/ personal protective gear.
- (06) PWCS operations (Security Zones/Escorts).
- (07) Multi-boat operations.
- (08) Tactical boat maneuvering.
- (09) Weapons command and control.
- (10) Use of Force policy for stopping a non-compliant vessel and/or vessel posing an imminent threat.
- (11) Operational Risk Management (ORM).

C.15.l. Pursuit
Coxswain

The check-ride will be conducted by an experienced, certified Pursuit Coxswain from the QEB. The evaluation should include drills involving pursuit boat maneuvering, use of force against non-compliant vessels, decision making, weapons usage, crew control, LE mission management and the maturity and judgment necessary to perform as a Pursuit Coxswain. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills and attributes to include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/ personal protective gear.
- (06) LE mission management.
- (07) Multi-boat operations.
- (08) Pursuit boat maneuvering.
- (09) Weapons command and control.



- (10) Use of Force policy for stopping non-compliant vessels.
 - (11) Operational Risk Management (ORM).
-

C.15.m. Heavy
Weather
Coxswain

The check-ride will be conducted by an experienced, certified Heavy Weather Coxswain, or Surfman from the QEB. The evaluation should include drills involving boat operations in heavy weather and surf (less than 8 FT), crew control, mission management, and the maturity and judgment necessary to perform as a Heavy Weather Coxswain.

In the absence of a Heavy Weather Coxswain or Surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the qualification tasks. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival gear.
- (06) Emergency procedures.
- (07) Boat handling in heavy weather and surf.
- (08) Piloting in heavy weather.
- (09) Heavy weather towing.
- (10) Wave avoidance techniques.
- (11) Surf Station keeping.
- (12) Transiting a breaking bar.
- (13) Person-in-the-water recovery in heavy weather and surf.
- (14) Application of team coordination and risk assessment standards.
- (15) Operational Risk Management (ORM).

NOTE 

A guideline for “reasonable amount of time to certify” is the average amount of time for previously uncertified unit Coxswains to certify.
--

C.15.n. Surfman

The check-ride will be conducted by an experienced, certified Surfman from the QEB. The evaluation should include drills involving boat operations in surf, crew control, mission management, and the maturity and judgment necessary to perform as a Surfman.

In the absence of a Surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the



qualification tasks. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills to observe include:

- (01) Departure planning,
- (02) Crew brief/debrief,
- (03) Judgment,
- (04) Leadership,
- (05) Use of rescue and survival gear,
- (06) Emergency procedures,
- (07) Piloting procedures applicable to operating in a surf environment,
- (08) Boat handling in surf,
- (09) Wave avoidance techniques,
- (10) Surf Station keeping,
- (11) Transiting a breaking bar or entrance,
- (12) Person-in-the-water recovery in surf,
- (13) Application of team coordination and risk assessment standards,
- (14) Operational Risk Management (ORM).

C.15.o. Member on Joint Operations

A successful familiarization check ride with the host unit's designated certifying official is required prior to conducting operational missions. This check ride will evaluate the borrowed member in the same role he will fulfill in the mission. A letter of record from the host unit Commanding Officer or designee shall be generated and referenced in message traffic provided back to ADCON/OPCON/TACON prior to conducting joint operations.

C.16. Local Area Knowledge

Units shall prepare and administer local area knowledge and geographic point examinations to satisfy communications watch, Boat Crew Member, Engineer, Coxswain, Surfman, PQS, and OOD JQR task requirements. Examinations shall include "open and closed book" tests [i.e., with and without lists of common (i.e., local and charted) names of geographic points], as well as underway AOR trips for shore units.

C.17. Recommending Certification

Once a candidate has completed the check-ride and oral board interview, the Chairman of the QEB shall document the results in the E-Training System. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience.



Section D. Physical Fitness Standards

In this Section

This section contains the following information:

Title	See Page
Physical Fitness Test	4-52
Physical Fitness	4-52
Physical Fitness Procedures	4-54
Arm and Shoulder Strength	4-55
Abdominal and Trunk Strength	4-56
Endurance	4-57

D.1. Physical Fitness Test

The trainee must have passed a physical fitness test at the current unit within the past six months. See requirements in [Table 4-5](#).

D.2. Physical Fitness

All Coast Guard boat crewmembers are required to meet the standards of physical fitness shown in [Table 4-5](#). Physical fitness standards are required to ensure crewmembers have sufficient strength and endurance to safely perform duties during normal and adverse conditions. Knowing these standards will ensure that personnel are able to accurately gauge their level of fitness and make improvements where necessary.

The Physical Fitness Standard is required during qualification, recertification, and semi-annually (proficiency requirement), however, Commanding Officers, Officers-in-Charge, or Boat Forces School Chiefs may require members to meet the Physical Fitness Standard whenever they deem necessary to ensure members can safely perform their Boat Crew duties.

Personnel who cannot meet the standard due to sickness, injury, recent pregnancy, etc. should not perform boat crew duties for the safety of the member, crew and public. For these reasons – sickness, injury, recent pregnancy, etc. – a CO/OIC will not necessarily rescind a member’s certification for not meeting the standard, but will weigh all factors in their decision-making process.

NOTE

All sections of the physical fitness test must be completed one after the other with a reasonable amount of time (no more than 30 minutes) between each section. If a section of the test is not completed successfully the entire test must be completed again as a retest.



Males	Push-ups	Sit-ups	1.5-Mile Run	12-Minute Swim*
Under 30	29	38	12:51	500 YDS
30 to 39	24	35	13:36	450 YDS
40 to 49	18	29	14:29	400 YDS
50 to 59	13	25	15:26	350 YDS
60+	10	22	16:43	300 YDS

Females	Push-ups	Sit-ups	1.5-Mile Run	12-Minute Swim*
Under 30	15	32	15:26	400 YDS
30 to 39	11	25	15:57	350 YDS
40 to 49	9	20	16:58	300 YDS
50 to 59	9	16	17:55	250 YDS
60+	9	15	18:44	200 YDS

Notes:

- (01) 12-minute swim test chart is based on Dr. Kenneth Cooper’s research.
- (02) Push-ups and sit-ups must be performed within a one-minute time period.
- (03) Either the 1.5-mile run or the 12-minute swim may be performed to meet the standard.

Table 4-5
Physical Fitness Standards



**D.3. Physical
Fitness
Procedures**

The following physical fitness standards are provided with specific procedures:

- (01) Arm and shoulder strength.
 - (02) Abdominal and trunk strength.
-



D.4. Arm and Shoulder Strength


One Minute Push-Ups	Step	Procedure
Perform as many correct push-ups as possible in one minute.	1	On all fours, place hands approximately shoulder width apart and positioned directly beneath the shoulders.
	2	Extend the legs straight back, supported by the balls of the feet. Keep the torso in a straight line.
	3	Smoothly bend the elbows and lower the body as a unit, then push back up. Arms should be fully extended without locking the elbows.
	4	For a proper push-up to be completed, lower the body until the chest is within one fist distance of the deck, and then return to the up position.
<p>NOTE  The back must be kept straight the entire time.</p>		

Table 4-6
Push-Ups



D.5. Abdominal and Trunk Strength



One Minute Sit-Ups	Step	Procedure
Perform as many correct sit-ups as possible in one minute.	1	Lie on back, bend knees, place heels flat on floor about 18 inches away from buttocks, and keep fingers loosely on side of head. Hands may not come off of side of head for sit-up to count.
	2	In the up position, elbows will touch the knees, then return so that both shoulder blades are touching the deck.
	3	The buttocks should never leave the deck.
NOTE 	Feet may be anchored.	
NOTE 	Any resting should be in the up position.	

Table 4-7
Sit-Ups



D.6. Endurance

1.5 Mile Run/Walk	Step	Procedure
<p>For the endurance qualification, an individual will be required to run/walk 1.5 miles. The run / walk may be completed on a pre-mapped course or on a treadmill.</p> <p>Note 1: Tests conducted on a treadmill shall follow the procedures found in the Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series). The test must also be monitored by an authorized PQS signer.</p>	1	Refrain from smoking or eating for 2 hours prior to this test.
	2	Warm up and stretch sufficiently.
	3	Run or walk 1.5 miles in the required amount of time for the appropriate age bracket.
	4	If possible, receive pacing assistance, either by having a trained pacer run alongside or by calling out lap times during the test.
	5	Be forewarned not to start out too fast and not to run to complete exhaustion during the test.
	6	At the end of the test, walk for an additional 5 minutes to aid in recovery.

Table 4-8
1.5 Mile Run/Walk




12 Minute Swim	Step	Procedure
The 12-minute swim is an alternative method to fulfill the endurance qualification.	1	Warm up and stretch sufficiently.
	2	Swim the required distance for the appropriate age bracket in 12 minutes.
	3	Use whichever stroke desired and rest as necessary.
NOTE 	Members shall not use snorkel, mask, or fins to complete the swim.	

Table 4-9
12 Minute Swim



CHAPTER 4

Certification

Introduction

This Chapter explains the types of certifications, decertification, and the process for recertification.

In this Chapter

This Chapter contains the following information:

Title	See Page
Certification	4-60
Authority	4-61
Types of Certification	4-62
Boat Crew Certification Requirements for Command Cadre	4-70
Decertification	4-73



Section A. Certification

Introduction

The CO/OIC shall only consider members for certification after they have successfully completed the applicable PQS and a thorough practical evaluation, and have been recommended by the appropriate Qualification Examination Board.

In this Section

This section contains the following information:

Title	See Page
Final Certification	4-60

A.1. Final Certification

Final certification is the official statement of the CO/OIC that the member has demonstrated:

- (01) The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation, and the positive recommendation of the qualification examining board.
- (02) The judgment and maturity required to:
 - a) Act responsibly.
 - b) Perform assigned duties in the manner prescribed by Coast Guard directives and regulations.
 - c) Function as a team member.
 - d) Interact positively with the public in the execution of Coast Guard duties.

For Boarding Officers and Boarding Team Members, the necessary temperament and judgment to carry and properly use weapons in the performance of their duties.



Section B. Authority

Introduction

This section describes the authority for certification as well as CO approvals in the E-Training System

In this Section

This section contains the following information:

Title	See Page
Authority	4-61
Certification Approval in TMT	4-61

B.1. Authority

The CO/OIC of a unit has the authority and responsibility to certify unit personnel to operate unit facilities. By certifying an individual, the unit Commander is both verifying the individual’s professional expertise and authorizing the individual to operate a unit boat type in the crew position the certification specifies. The CO/OIC of a unit has the authority to revoke certification of an individual attached to the unit. This action shall be formally documented and a copy filed in the E-Training System.

The CO/OIC has the authority to temporarily suspend a certification. This action should be formally documented in writing and is up to the CO/OIC how and when to reinstate certification.

B.2. Certification Approval in TMT

The only Command Cadre positions allowed to process CO Approvals in TMT without a waiver from the Office of Boat Forces, Commandant (CG-731) are Sector Commander, Deputy Sector Commander, Response Department Head, Prevention Department Head, Commanding Officer, and Officer in Charge, and when in the absence of the Station CO/OIC the acting XO/XPO may process CO approvals in TMT.

B.2.a. Absence of Unit Commander

An officer who succeeds to command due to the incapacity, death, departure on leave or absence due to orders of the duty appointed commanding officer has the same authority and responsibility as the predecessor

Accordingly, those members who succeed to command during the absence of the Commanding Officer or Officer in Charge may properly exercise the certification authority and responsibility described in this Manual. Acting COs or OICs shall be designated in TMT as “ACTING COMMANDING OFFICER” when exercising this authority. This authority applies only during the absence of the Unit Commander.



Section C. Types of Certification

Introduction There are four types of certification:

- (01) [Initial Certification](#),
 - (02) [Recertification](#),
 - (03) [Interim Certification](#),
 - (04) [Temporary Duty Certification](#).
-

In this Section This section contains the following information:

Title	See Page
Certification Process	4-62
Initial Certification	4-62
Recertification	4-63
Exceptions to Certification Process	4-65
Interim Certification	4-65
Temporary Duty Certification	4-68
Deferred Tasks	4-68
Heavy Weather Coxswain Exception	4-69

Certification Process

C.1. Initial Certification Initial certification represents first time certification of a specific competency. For initial certification, the following requirements must be met:

- (01) Complete the applicable PQS tasks.
- (02) Pass a physical fitness test.
- (03) Complete an oral examination conducted by the unit BCEB.
- (04) Demonstrate proficiency during a check-ride.

Certification shall be entered into the E-Training System, which is the official system of record for all boat competency certification. If a competency does not exist in the E-Training system, paper copies of members certification shall be kept until they can be entered into the E-Training system.

Reservists released from active duty and remaining at the same station, can be certified in a reserve competency without having to pass the tasks listed above as long as the member was certified at the equivalent competency level or higher when on active duty. The initial date of certification for reserve competencies shall be the first day in the reserve.



**C.2.
Recertification**

Recertification can only occur for a boat type on which the member has previously been certified. Possible reasons a member may need to recertify include:

- (01) PCS to new unit with same boat type.
- (02) Disciplinary action/loss of confidence.
- (03) Failure to meet currency requirements.
- (04) Currency lapse.

To recertify, members shall:

- (05) Pass a physical fitness test (Table 4-6).
- (06) Pass underway area familiarization exercise.
- (07) Pass underway check-ride. If lapse in currency requirement triggered decertification, then checkride will additionally include completing *deficient task(s)*, to the maximum extent feasible.
- (08) Pass oral examination conducted by the BCEB.

NOTE 

Following any break in certification (based on date of decertification) greater than 12 months, member shall, in addition to the above, complete the Water Survival Exercise, First Aid recertification, and Operational Risk Management currency tasks prior to recertification.

**C.2.a. Electronic
Acknowledgment**

Currency Drills, Exercises and Crew Hours shall be electronically acknowledged by the unit Commander for the most recent currency cycle. The unit Commander may not delegate this verification process:

- (01) The boat crew position.
 - (02) The boat type for which the recertification or currency maintenance was accomplished.
 - (03) For Heavy Weather Coxswains, status of surf tasks.
-



C.2.b. Permanent Change of Station When a member is permanently transferred, the following table applies:

If at previous Boat Force unit member was:	And new Boat Force unit:	Then
Not certified.	Requires initial certification	Complete certifications, starting with BCM, in the orders prescribed in PART 4CHAPTER 3Section B , of this Manual Progression of Qualifications .
Certified on certain boat types.	Has same boat types	Recertify as follows: <ol style="list-style-type: none"> 1. Ensure all previously deferred tasks are completed, up to requirements & capabilities of new unit. 2. Complete highest level certification, according to order prescribed in PART 4CHAPTER 3Section B, of this Manual Progression of Qualifications. Note: If break in certification is greater than 12 months follow Note in C.2. above.
	Has different boat types	<ol style="list-style-type: none"> 1. Complete all assigned “type tasks” for new boat types. 2. Complete certifications, starting with BCM, in the orders prescribed in PART 4CHAPTER 3Section B, of this Manual Progression of Qualifications.
Example 1: A member, certified RB-S TCOXN at Station “A”, is transferred to “Station B” which has a TCOXN requirement for RB-S and MLB. The member is authorized to recertify as RB-S TCOXN, but must certify as BCM on MLB, and then must complete certifications in the order prescribed in PART 4CHAPTER 3Section B Progression of Qualifications of this Manual in order to certify as TCOXN on MLB also.		

Table 4-10
PCS Certification Procedures



Exceptions to Certification Process

C.3. Interim Certification

Interim certifications are used to address situations where resources, platforms or operations prevent a normal certification process from occurring. *Each interim certification type is named for clarity. However, TMT uses only “interim certification”:*

- (01) New Platform- Interim certifications are provided when unit receives a new boat “type” on which no one has been previously qualified or certified.
- (02) Provisional Interim- Interim certifications are provided when unit has an inability to complete training towards a specific competency either due to a new competency designation at a unit or a unit-wide decertification.
- (03) Temporary Deferred Tasks- Interim certifications may be provided to allow member to operate when specific qualification tasks cannot be accomplished in a reasonable amount of time.

Interim certifications should not exceed 60 days. However, CO/OICs may issue extensions until requirements are met. See, [Unit CO and OIC](#), Part 4, Chapter 3, Section C of this Manual for details.

C.3.a. New Platform Interim Certification

When a unit receives a new “type” boat on which no one has been previously qualified or certified, the unit’s CO/OIC shall designate, via interim certification letters, a core group of the unit’s most experienced certified coxswain(s), engineer(s), and crew member(s). The letter will clearly state that the vessel shall only be operated during transit to the unit, initial training and familiarization, and for the engine break-in period.

Once qualification and certification is met, in accordance with *Part 4, Chapters 3 and 4* of this Manual, the certified coxswain(s), engineer(s), and crew member(s) can provide training to remaining unit personnel. Coxswains and engineers operating under interim certification letters shall complete all crew member “type” tasks during this period. Upon completion of all applicable qualification tasks, including all type requirements, crew members shall receive certification letters for the new boat type. Certification letters for coxswains and engineers may be combined to document boat crew member and engineer or boat crew member and coxswain certification on the new boat type.



Certified CO/OICs must receive interim certification in writing by their Operational Commander (this cannot be delegated) until completion of qualification and certification. The CO/OIC may issue interim certification letters to crew members regardless of their own certification status.

Units should seek all available resources while transitioning to a new platform. Training teams or other local units that operate the type of platform in question are good resources.

Upon completion of all applicable qualification tasks, including all type requirements, the **unit will document full certification in the ETraining System and notify the Operational Commander.**

C.3.b.
Provisional
Interim
Certification

A unit-wide de-certification (e.g. from lapsed qualifications) may result in an inability to complete training and BCEB functions unless a neighboring unit can provide currently certified personnel to sign-off on certification tasks and augment the BCEB.

If neighboring unit certified personnel are not available, the Operational Commander may issue a *provisional interim certification* to a CO/OIC to complete qualification, certification and BCEB activities. A provisional interim certification is contingent toward certification activities and is tentative in nature.

The CO/OIC first requests provisional interim certification from the operational commander via memo. The request memo shall designate a core group of the unit's most experienced certified Coxswain(s), Engineer(s), and Boat Crew Member(s).

Following approval, the CO/OIC issues interim certification letters to the persons designated in the request memo; these certifications remain in effect until completion of qualification and certification.

The provisional interim certification letters will clearly state recertification tasks to be conducted. Once qualification and certification is met, per *Part 4, Chapters 4, Qualification, and 5, Certification*, the certified

Coxswain(s), Engineer(s), and Boat Crew Member(s) can provide training to remaining unit personnel.

Upon completion of all applicable qualification tasks, including all type requirements, the unit will document full certification in the ETraining System and notify the interim certification granting authority.

The authority for provisional interim certifications resides with the Operational Commander; this authority may be delegated in writing, but remains higher than the unit CO/OIC.



C.3.b.1. Interim
Certification
Example

MEMORANDUM

Commanding Officer
United States Coast Guard
Training Center Yorktown
Yorktown, VA 23690-5000

Staff Symbol :t-bfc
Phone: (757) 856-2180
Fax: (757) 856-2322
Email:

1500
20 Jul 06

From: I. M. Incharge, CDR
CG TRACEN Yorktown (t-bfc) Reply to TPO
Attn of: BMC Hammer

To: BM1 U. B. Underway

Subj: NEW PLATFORM INTERIM CERTIFICATION AS RB-M
COXSWAIN

Ref: (a) *United States Coast Guard Regulations 1992*, COMDTINST
M5000.3 (series), Section 5-1-8
(b) *U.S. Coast Guard Boat Operations and Training (BOAT)
Manual, Volume I*, COMDTINST M16114.32 (series)
(c) *U.S. Coast Guard Boat Operations and Training (BOAT)
Manual, Volume II*, COMDTINST M16114.33 (series)
(d) *Boat Forces and Cutter Operations Branch SOP*

1. In accordance with above reference, you are hereby granted an Interim Certification to perform the duties of boat Coxswain onboard the ##' RB-M while completing the remainder of the Boat Crew Member and Coxswain type specific qualification requirements.
 2. You shall only operate this vessel during transit to this unit, initial training and familiarization missions, and engine break-in requirements.
 3. After successful completion of the qualification requirements you will receive full certification entries in the E-Training AOPS/TMT program for this platform.
 4. You shall comply with the guidelines contained in the above references and such instructions or policies issued by appropriate authority in performing your duties as a member of a boat crew.
-



C.4. Temporary Duty Certification

Unit Commanders may authorize personnel certified at other commands to operate unit boats when those personnel are assigned under:

- (01) Temporary Duty (TD).
- (02) Temporary Additional Duty (TAD).
- (03) (Reservists) Active Duty for Training to Satisfy Annual Training Required (ADT-AT).
- (04) (Reservists) Active Duty or Operational Support (ADOS).
- (05) Inactive Duty Training (IDT).

An area familiarization exercise and a check-ride are required prior to such authorization. Deployable Operations Units under TAD orders shall ensure area familiarization rides are completed, when possible, prior to commencement of operations. This authorization shall be documented via memo from the command to the TAD member.

C.5. Deferred Tasks

When situations exist that preclude a member from completing qualification tasks, the CO/OICs may defer tasks. The decision to defer a task should not be taken lightly. There are times, however, when a task cannot be completed in a timely manner or not at all and is outside the units ability to control it (e.g. due to availability of TCT/ORM, First Aid/CPR, and Helicopter Operations, or they do not have the equipment required of the task).

When situations exist that preclude a member from completing qualification tasks, issue *deferred task(s)* as follows:

C.5.a. Temporary Deferment

Temporary deferments are appropriate when training resources (or other limitations, e.g. heavy weather) are not available (or not economically feasible) within the qualification time frames required to maintain unit mission capability. Deferments lasting more than 60 days require command level documentation of actions within the E-Training System which provide the next level in the chain of command visibility of resource issues.

In TMT, enter appropriate comments for all deferred task(s).



C.5.b. Permanent
Deferment

Permanent deferment applies to a unit’s inability to complete a task due to AOR constraints and/or equipment/platform constraints. Unit shall obtain a waiver from Commandant (CG-731) via Operational Commander to request a permanent deferment of a task that applies. Reference (dd) provides notes where specific exemptions exist for specific tasks. These notes serve as approved permanent deferment for the specific task associated and do not required a separate memo from Commandant (CG-731). All approved permanent deferred tasks, whether listed in Reference (dd) or via a waiver from COMDT (CG-731), Office of Boat Forces, need to be listed in the Unit Organizational Manual.

NOTE 

Upon personnel transfer, previously deferred tasks must be reconsidered for completion based on new unit capabilities.

**C.6. Heavy
Weather
Coxswain
Exception**

A member may be certified as a Heavy Weather Coxswain without completion of the surf tasks in Reference (ff). The member’s completion or non-completion must be documented in the certification letter. Coxswains and Heavy Weather Coxswains shall not attempt to operate in surf, except in a supervised training environment, until they have demonstrated the proper skills through satisfactory accomplishment of the surf tasks in Reference (dd), Part 5, Chapter 2, Section D.

At some units, the infrequency of heavy weather and surf conditions may not allow completion of the surf tasks associated with the Heavy Weather Coxswain qualification code. The unit command should ensure Heavy Weather Coxswains are prepared to meet the environmental challenges found in their AOR by having them complete as many of the knowledge and skills tasks as possible. This will provide the command with a gauge of the individual’s professional competency and the unit’s capacity to meet higher risk situations.



Section D. Boat Crew Certification Requirements for Command Cadre

Introduction This section explains the process for Unit Commander certification.

In this Section This section contains the following information:

Title	See Page
Unit Commander's Certification	4-70
Maintenance Applicability	4-71
Certification Timeline	4-72
Relief for Cause	4-72

D.1. Unit Commander's Certification

The CO/OIC (with the exception of Cutter CO/OIC) must be certified in the E-Training system by the Operational Commander or designated Sector Department Head (this cannot be delegated lower than the Department Head) .

The CO/OIC must be certified in writing by the Operational Commander within one (1) year to certify after reporting to the unit.



D.1.a. Unit
Commander’s
Certification
Process

CO and OICs shall complete the certification process as follows:

Is member previously certified COXN on boat type?	Then
Yes	Operational commander conduct records review to ensure member was certified on previous unit platforms.
	Conduct area familiarization exercise.
	If Unit Commander has previously deferred tasks they shall be completed unless reason for deferment still exists. If show, deferment shall be coumented in the E-Training System and follow the deferral process in Section B of this Chapter.
No	Pass physical fitness test
	Complete initial certification process for boat type
	Complete initial certification process for boat type
	Complete initial certification process for boat type. Complete underway check-ride

Table 4-11
CO/OIC Certification Process

**D.2. Maintenance
Applicability**

Command Cadre (CO/OIC, XO/XPO, EPO) must complete the semi-annual/annual currency maintenance requirements in this Manual *Part 4, Chapter 6*, and maintain certification while assigned to the unit.

Except for medical situations of a temporary nature, a Command Cadre member unable or unwilling to attain certification or maintain currency shall normally be relieved for cause. Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of not more than 12 months.



D.3. Certification Timeline

Boat Forces Command Cadre shall certify within a reasonable amount of time (within six months of reporting aboard, unless stated otherwise below).

- (01) Boat Forces COs (CWOs only), OICs, XPOs, Station (small) Supervisors and Senior Boatswain's Mates) shall certify as Coxswain. ATON Coxswain, Tactical Coxswain, Pursuit Coxswain, Heavy Weather Coxswain, as applicable, shall be completed within one year of reporting aboard.
- (02) Station and ANT EPOs shall certify as Engineer. EPOs at units with boat types that do not require Engineer certification shall maintain a minimum of currency as a Boat Crew Member. No waivers are permitted for this requirement.
- (03) ANT EPOs shall certify as Boom/Crane Operators.
- (04) Station COs/XOs (above CWO) shall certify as Boat Crew Member.
- (05) Onboard cutters, the senior BM within 6 months of being designated. Higher level certification (e.g. Pursuit Coxswain) shall be completed within 1 year of reporting aboard. The engineer designated to boat operations shall complete engineer (as appropriate) within 6 months of being designated.
- (06) CO/OIC of a unit tasked with Ice Rescue responsibilities shall certify as an Ice Rescuer within one year of reporting aboard.

All other Boat Forces Units Command Cadre personnel under the command of a commissioned officer (Ex. MSU, Sector, MSST/MSRT, Strike Teams, PSU, and Cutters) shall not be expected to attain Coxswain or Boat Crew Member certification.

D.4. Relief for Cause

In all cases except medical situations of a temporary nature, a member of the Command Cadre unable or unwilling to attain required certification or maintain currency shall normally be relieved for cause.



Section E. Decertification

Introduction This section explains the process of removing certification from previously certified members. Decertification will occur if the minimum currency requirements listed in this chapter are not met.

In this Section This section contains the following information:

Title	See Page
Decertification	4-73
Decertification Override	4-75
Decertification Exemption	4-75
Certification Downgrade	4-75

E.1. Decertification Decertification is the removal of certification for a specific individual. Member is no longer authorized to perform the boat crew duties at a specific level aboard a particular boat type.

Decertification will occur based on reasons listed below.

E.1.a. Certification Lapse Certification will lapse upon either of the following:

- (01) PCS transfer (no action necessary).
- (02) Failure to meet the minimum currency requirements in accordance with [PART 4CHAPTER 5Section C Minimum Currency Requirements](#), of this Manual.

This action shall be formally documented in the E-Training System. The member must complete the recertification process in accordance with this Manual [PART 4CHAPTER 4C.2 Recertification](#)

E.1.b. Decertification Based on Disciplinary Action/Loss of Confidence The CO/OIC of a unit has the authority to revoke the certification(s) of any individual attached to the unit. The CO/OIC shall rescind certification upon loss of trust or confidence in the member's ability to perform assigned duties.



E.1.c.
Decertification
Based on Currency
Lapse

The CO/OIC shall take appropriate action when members do not maintain a current qualification/certification, or fail to meet recurrent training minimums. Decertification will occur if the minimum currency requirements listed in [PART 4CHAPTER 5Section C Minimum Currency Requirements](#), of this Manual are not met.

AOPS/TMT will notify the CO/OIC (via e-mail) whenever the system decertifies a member for failure to meet currency. This will eliminate any need to print and sign currency proficiency reports at the end of each currency cycle. Except as noted below, if a member is decertified, then member must complete the recertification process in accordance with this Manual, [PART 4CHAPTER 4C.2 Recertification](#).

E.1.d.
Decertification
Based on Medical
Condition

When the CO/OIC revokes a member's certification based on a medical condition causing repetitive lapses of certification, prolonged loss of currency, or loss of confidence in the individual's judgment, a medical recommendation for duty status should be pursued. If the command believes that the medical recommendation was made in error, they may direct a second opinion, or even a Command Directed Mental Health Evaluation. See Reference (u) Chapter 5-C.3. It is recommended that the second opinion be directed to a military Medical Officer if the first one was issued by a civilian professional. Written responses should be requested. Typically, a clear, specific and direct dialogue between the command and the Medical Officer is enough to resolve any differences of opinion about duty status.

If any uncertainty still exists, the Command should initiate a Medical Examination Board (MEB). The clinic or other Operational Commander Medical Representative should agree to do the MEB even if they disagree that it is justified. Once a MEB is initiated, the unit can contact the detailee to request a replacement. Operational Commanders should support the unit CO/OIC by maintaining any necessary communications with the Area Maintenance and Logistics Command.

E.1.e.
Decertification
Based on Currency
Lapse

Decertification will occur if the minimum currency requirements listed in [PART 4CHAPTER 5Section C Minimum Currency Requirements](#), of this Manual are not met.

AOPS/TMT will notify the CO/OIC (via e-mail) whenever the system decertifies a member for failure to meet currency. This will eliminate any need to print and sign currency proficiency reports at the end of each currency cycle. Except as noted below, if a member is decertified, then member must complete the recertification process in accordance with this Manual, [PART 4CHAPTER 4C.2 Recertification](#).



E.1.f.
Decertification
Based on
Disciplinary
Action/Loss of
Confidence

The CO/OIC of a unit has the authority to revoke the certification(s) of any individual attached to the unit. The CO/OIC shall rescind certification upon loss of trust or confidence in the member’s ability to perform assigned duties.

**E.2.
Decertification
Override**

The unit commander will have the ability to override the system’s decertification of any member at their unit in the event of system errors.

**E.3.
Decertification
Exemption**

If tasks have been waived by Commandant (CG-731), then units shall enter decertification into TMT. Units are required to maintain a filed copy of the waiver to produce for RFO or STAN team members upon request. Electronic files are authorized.

In TMT remarks, clearly describe why the tasks were exempted from the certification program. Example:

Tasks COXN-XX-YY-ANY waived for Coxswains at STA NONESUCH by Reference (dd) or Commandant (CG-731) in accordance with this Manual.

**E.4. Certification
Downgrade**

Boat competency downgrade function is an option to address circumstances where a reservist is demobilized and wishes to have their currency requirements reduced to the Reserve level, but may be utilized for active duty as well. The Competency Downgrade button is available on the TMT main menu, click on “all certifications” and then on the “Competency Downgrade” button. Those who have permissions to see the “Certifications” button will also be able to see the “Competency Downgrade” button.

The competency downgrade section will allow members to have their certified boat currency competencies downgraded to a lower boat competency based on the hierarchy outlined by the Office of Boat Forces. See [PART 4CHAPTER 3Section B Progression of Qualifications](#).

Example: downgrading an RB-S tactical Coxswain to an RB-S Coxswain competency. The downgrade process consists of the member being decertified and unassigned in the higher competency, and being assigned and certified in the lower competency. Only those AOPS/TMT users who can complete the CO approval process for initial qualifications and boat recertification will be able to complete a competency downgrade (CO, OIC, etc.)



CHAPTER 5

Currency

Introduction

The requirements tabulated in this chapter represent the minimum semi-annual and annual recurrent task completion requirements for all certified boat crew personnel. Due to mission needs, the Unit Commander may impose additional task completion requirements.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Purpose	4-77
B	General Guidance	4-78
C	Minimum Currency Requirements	4-80
D	Exceptions/Specific Requirements	4-91



Section A. Purpose

Introduction Initial certification is the demonstration of the minimum knowledge and skills necessary to perform the associated competency. Proficiency is developed after initial certification. The purpose of currency is to build and maintain proficiency.

In this Section This section contains the following information:

Title	See Page
CO/OIC Responsibilities	4-77
Currency Maintenance	4-77

A.1. CO/OIC Responsibilities The CO/OIC shall ensure that all designated boat crew members under their command are afforded sufficient opportunity to comply with the prescribed minimum requirements listed in this Chapter.

A.2. Currency Maintenance The training module of AOPS/TMT is the required system to record and track currency maintenance. At the end of each currency cycle, the unit CO/OIC shall acknowledge the AOPS/TMT Crew Proficiency Report. Auxiliary documentation should be forwarded to the District Director of Auxiliary.

The Operational Commander, or designated Department Head, is responsible for acknowledging the AOPS/TMT Crew Proficiency Report for all their unit CO/OICs.



Section B. General Guidance

Introduction This section provides general guidance for currency requirements.

In this Section This section contains the following information:

Title	See Page
Minimum Requirements	4-78
Currency Status Board	4-78
Currency Cycle	4-79

B.1. Minimum Requirements Listed in [PART 4CHAPTER 5Section C Minimum Currency Requirements](#), of this Manual are the minimum currency requirements for maintaining current crew position certification.

- (01) Only those tasks required for the highest certification held need be completed.
 - (02) All currency tasks are considered “ANY” tasks. Completion of the task on a single boat type satisfies the currency requirement for all boats for which the member is certified, even if the task says to complete in accordance with an initial qualification “TYPE” task.
 - (03) Currency maintenance tasks will be accomplished on boats assigned to the unit or identical standard boats.
 - (04) Requirements may be met through performance during normal operations or dedicated training operations.
 - (05) Additional requirements to complete some tasks on every boat type or to get a certain number of hours on every boat type is left to the individual command to manage as they see fit.
 - (06) Personnel who are students at Boat Forces Training Centers will not be credited currency hours for underway time accrued while attending courses.
-

B.2. Currency Status Board Many units find it helpful to use a currency Status Board as a visual aid to track individual currency. This sample boat crew status board does not encompass all currency maintenance requirements. Units should tailor status boards to reflect unit requirements.



B.3. Currency Cycle

Each crew member's currency period normally commences upon effective date of certification or recertification. However, due to the complexity of managing individual currency maintenance cycles, currency will be tracked through the periods 01 January through 30 June and 01 July through 31 December.

Personnel need to only maintain currency in the most senior crew position held.

NOTE 

A crewmember who is certified or recertified within the last HALF of the end of the currency/proficiency period does not have to complete the minimum proficiency requirements for that period.

B.3.a. Active Duty

An Active Duty member that certifies or recertifies after 01 April or after 01 October would be within the last half of the currency cycle and would not have to complete the minimum proficiency requirements for the respective period.

B.3.b. Reserve

Reserve currency cycle is annual with the exception of the Physical Fitness Test, which remains semi-annual.

Reserve currency requirements are built to 83 percent of what the Active Duty Component must accomplish in a year. This is a specific readiness factor to account for the possibility of up to two months of mobilization without placing undue hardships on the member to maintain currency. Specifically, underway hours for Reserve Currency are now a total of 66, with a minimum of 17 hours at night.

A Reserve member that certifies or recertifies after 01 July would be within the last half of the currency cycle and would not have to complete the minimum proficiency requirements for the respective period.



Section C. Minimum Currency Requirements

Introduction The currency tables listed in this Section reflect currency requirements for all certification levels. These are the minimum currency requirements for maintaining current crew position certification.

In this Section

This section contains the following information:

Title	See Page
All Boat Crew Positions	4-80
ATON Boat Crew Positions	4-82
Ice Rescuer	4-83
SPC-AIR Boat Crew Member	4-84
Engineers	4-85
Coxswains	4-85
SPC-AIR Boat Coxswains	4-86
HWX Coxswains and Surfman	4-87
Tactical Competencies	4-88
Pursuit Competencies	4-90
Notes 1 and 2 to all Currency Tables Above	4-90

C.1. All Boat Crew Positions All boat crew positions shall complete the currency tasks listed below. This table includes Ice Rescuer unless note states otherwise.

Task	Requirement	Frequency
Physical Fitness Test	Conduct in accordance with PART 4CHAPTER 3Section D of this Manual.	Semi-annual
Water Survival Exercise	Conduct in accordance with TASK BCM-02-18-ANY of Reference (dd)	Annual
First-Aid (Training should be conducted by an EMT or paramedic)	Burns, hypothermia, shock, bleeding, CPR treatment	Annual
Operational Risk Management	Review ORM with emphasis on mission analysis (risk management principles and use of SPE/GAR)	Annual
Basic Engineering Casualty Control *Not required for Ice Rescuer	Conduct in accordance with Readiness and Standardization BECCE Drill checklists for each standard boat type. (For boat types not listed, drills should be adapted/modified as appropriate)	1 set of drills semi-annually.



Task	Requirement	Frequency
<p>Man Overboard</p> <p>*Not required for Ice Rescuer or SKF-ICE Operator.</p> <p>*Engineers and Boat Crew Members shall receive credit for either drill performed</p>	<p>Conduct in accordance with Readiness and STAN MOB checklist.</p> <hr/> <p>Conduct in accordance with TASK HWX-03-05-TYPE of Reference (dd)</p>	<p>1 day and 1 night semi-annual.</p>
<p>AOR</p> <p>*Not required for cutterboat, DSF units or SKF-ICE Operator.</p>	<p>Equivalent of one day and one night trip through all designated areas of interest within the AOR. (see paragraph D.2. of this chapter)</p>	<p>1 day and 1 night semi-annually.</p> <p>1 day and 1 night annually for Ice Recuer.</p>
<p>Underway hours</p> <p>*Not required for cutterboat, skiff or punt boat crews.</p>	<p>Active Duty: minimum of 40 hrs total, with a minimum of 10 nighttime hours (see Note 1 in paragraph C.11. below.)</p> <p>Reserve: minimum of 66 hours total with a minimum of 17 nighttime hours (see Note 1 in paragraph C.11. below.)</p> <p>Ice Rescue Crew: minimum of 10 hours total with a minimum of 2 nighttime hours</p>	<p>Active Duty: 1 time semi-annually</p> <p>Reserve: 1 time annully</p>
<p>Boat Launch and Recovery</p> <p>*Only required for cutterboat crews</p>	<p>Participate in the lauch and recovery of the cutterboat.</p>	<p>Cutterboats</p> <p>8 days amd 2 nights semi-annually</p>
<p>Towing</p> <p>*Not required for cutterboat, skiff or punt boat crews.</p>	<p>Conduct in accordance with Readiness and STAN towing checklist.</p> <p>Towing should be applicable to unit primary mission (i.e., other boats, buoys, etc.)</p>	<p>1 day and 1 night (stern/alongside) semi-annually.</p> <p>ATON units shall conduct 2 day-tows</p>
<p>Boat Handling</p> <p>*Not required for coxswains, Ice Rescuer, or SKF-ICE</p>	<p>Conduct in accordance with TASKs BCM-04-10-TYPE, BCM-04-11-TYPE, and BCM-04-12-TYPE of Reference (dd). Air boat COXN shall also conduct Emergency Stop and “J” turn listed in Air Boat Coxswain Qualification tasks.</p>	<p>1 day and 1 night semi-annually</p>
<p>Operate in an Ice Environment</p>	<p>Conduct in accordance with TASK AIRBCM-01-02 of reference (dd).</p>	<p>Annual</p>



**C.2. ATON Boat
Crew Positions**

In addition to the tasks listed under paragraph C.1. for all boat crew positions, ATON boat crew positions shall complete the following:

Task	Requirement	Frequency
Mooring Evolution *Required for ATON BCM	Conduct in accordance with TASK ABCM-01-15-TYPE of Reference (dd).	2 times semi-annually
Boom/Crane Operation *Required for Boom Crane Operator and ENG (on ATON platform)	Conduct loading/ offloading of sinker, chain, and buoy following hand signals from the Buoy Deck Supervisor.	2 times semi-annually
Supervise Buoy Deck Evolution *Required for Buoy Deck Supervisor	Perform buoy deck evolutions as the Buoy Deck Supervisor	2 times semi-annually



C.3. Ice Rescuer In addition to tasks listed under para C.1. for all boat crew positions, Ice Rescuers and Ice Rescue crew (where noted) shall complete the following:

Task	Requirement	Frequency
Demonstrate Technique for Transiting on Ice	Conduct in accordance with TASK IR-06-01-ICE of Reference (dd)	1 day or night annually
Demonstrate Procedures for Rigging MARSARS Shuttle for Victim Retrieval	Conduct in accordance with TASK IR-06-02-ICE of Reference (dd)	1 day or night annually
Demonstrate Actions as a Line Tender	Conduct in accordance with TASK IR-06-03-ICE of Reference (dd)	1 day or night annually
Explain and Demonstrate a Self-Rescue Technique	Conduct in accordance with TASK IR-06-04-ICE of Reference (dd)	1 day or night annually
Explain and Demonstrate a Reach Technique using the MARSARS Shuttle Board Forearm Sling	Conduct in accordance with TASK IR-06-05-ICE of Reference (dd)	1 day or night annually
Explain and Demonstrate a rescue using the MARSARS Cold Water Rescue Sling	Conduct in accordance with TASK-IR-06-06 of reference (dd)	1 day or night annually
Explain and Demonstrate a rescue using the MARSARS Shuttle Board and Cold Water Rescue Sling	Conduct in accordance with TASK IR-06-07-ICE of Reference (dd)	1 day or night annually
Explain and Demonstrate Victim Transport Procedures	Conduct in accordance with TASK IR-06-08-ICE of Reference (dd)	1 day or night annually



Task	Requirement	Frequency
Prepare the SKF-ICE for Use	Conduct in accordance with TASK IR-06-09-ICE of Reference (dd)	1 day or night annually
Perform a Rescue Using the SKF-ICE	Conduct in accordance with TASK IR-06-10-ICE of Reference (dd)	1 day or night annually
Pre-Start Check and Starting the Boat *required for all Ice Rescue boat crew positions	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified	1 time annually
Secure the Boat *required for all Ice Rescue boat crew positions	Conduct securing procedures for each boat for which the member is certified.	1 time semi-annually

C.4. SPC-AIR Boat Crew Member In addition to tasks listed under para C.1. for all boat crew positions, SPC-AIR boat crew members shall complete the following:

Task	Requirement	Frequency
Demonstrate the Appropriate Response to the Basic Engineering Casualty Control Exercises (BECCE)	Conduct in accordance with TASK AIRBCM-01-01-TYPE of Reference (dd)	1 day and 1 night semi-annually
Operate in an Ice Environment	Conduct in accordance with TASK AIRBCM-01-02-TYPE of Reference (dd)	1 day and 1 night annually



C.5. Engineers In addition to tasks listed under para C.1. for all boat crew positions, engineers shall complete the following:

Task	Requirement	Frequency
Pre-Start Check and Starting the Boat	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified	2 times semi-annually
Secure the Boat	Conduct securing procedures for each boat for which the member is certified.	2 times semi-annually

C.6. Coxswains In addition to the tasks listed under paragraph C.1. of this Chapter for all boat crew positions, Coxswains shall complete the following:

Task	Requirement	Frequency
Pre-Start Check and Starting the Boat	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified	2 times semi-annually
Secure the Boat	Conduct securing procedures for each boat for which the member is certified.	2 times semi-annually
Day/Night Navigation and Piloting *does not apply to skiff or punt coxswains	Conduct in accordance with the Readiness and STAN/ RFO night navigation and piloting checklist. (For boat types not listed, drills should be adapted/modified as appropriate.)	1 day and 1 night semi-annually
Search Patterns (Precision) *Required for Stations only	Conduct each precision search pattern (PS/CS/TSR in accordance with the Readiness and Standardization/RFO search patterns (precision patterns) checklist.	1 night semi-annually (1 x PS and 1 x CS and 1 x TSR = 3 total patterns)



Task	Requirement	Frequency
Search Patterns (Drifting)	Conduct each drifting search pattern (SS/VS) in accordance with the Readiness and STAN/RFO search patterns (drifting patterns) checklist.	1 night semi-annually (1 x SS and 1 x VS = 2 total patterns) ATON Teams and cutterboats perform same drills, day only.
Deck Watch Officer Exam	Conduct in accordance with TASK COXN-04-01-ANY of Reference (dd).	1 time every five years

C.7. SPC-AIR Boat Coxswains In addition to tasks listed under para C.1. for all boat crew positions, SPC-AIR Boat Coxswains shall complete the following:

Task	Requirement	Frequency
Trailer the Air Boat	Conduct in accordance with TASK AIRCOXN-01-03-TYPE of Reference (dd)	1 day and 1 night semi-annually
Launch the Air Boat	Conduct in accordance with TASK AIRCOXN-01-04-TYPE of Reference (dd)	1 day and 1 night semi-annually
Maneuver an Air Boat in Icy Rivers and Open Areas	Conduct in accordance with TASK AIRCOXN-01-05-TYPE of Reference (dd)	1 day and 1 night semi-annually
Stop the Air Boat a Safe Distance from Object/Structure	Conduct in accordance with TASK AIRCOXN-01-06-TYPE of Reference (dd)	1 day and 1 night semi-annually
Transit the Air Boat in Various Ice Conditions	Conduct in accordance with TASK AIRCOXN-01-07-TYPE of Reference (dd)	1 day and 1 night annually
Recover a Person From the Water Using the Indirect Pickup Method	Conduct in accordance with TASK AIRCOXN-01-08-TYPE of Reference (dd).	1 day and 1 night semi-annually



C.8. HWX Coxswains and Surfman

In addition to the tasks listed under paragraph C.1. of this Chapter for all boat crew positions, HWX Coxswains and Surfman shall complete the following:

Task	Requirement	Frequency
Transit a Surf Zone (if certified for surf conditions) *HWX COXN only, Surf-capable boats only	Conduct in accordance with TASK HWX-04-05-TYPE and TASK HWX-04-06-TYPE of Reference(dd).	3 transits semi-annually
Heavy Weather Towing *HWX COXN and Surfman	Conduct in accordance with TASK HWX-03-08-TYPE and TASK HWX-03-09-TYPE, of Reference (dd).	1 day semi-annually in addition to the towing requirement in table C.1. above for all crew positions.
Transit a Surf Zone *Surfmand only, Surf capable boat only	Conduct in accordance with TASK SRF-01-05-TYPE and TASK SRF-01-06-TYPE of Reference (dd).	3 times semi-annually



C.9. Tactical Competencies

In addition to the tasks listed under paragraph C.1. of this Chapter for all boat crew positions, TCOXNs and TBCMs shall complete the following where noted:

Task	Requirement	Frequency
Perform Duties of Screen Boat for Moving and Stationary HVA *TCOXN only	Conduct in accordance with TASKs TCOXN-01-03-TYPE and TCOXN-01-04-TYPE of Reference (pp).	1 day and 1 night Semi-annually- Moving HVA 1 day and 1 night semi-annually- Stationary HVA
Perform Duties of Tactical Reaction Boat *TCOXN only	Conduct in accordance with TASK TCOXN-01-05-TYPE of Reference (pp).	1 day and 1 night semi-annually
Vessel on Vessel Use of Force *TCOXN only	Conduct in accordance with TASK TCOXN-JUFE-VSL of Reference (pp).	1 time semi-annually
Weapons Employment *TCOXN only	Conduct in accordance with TASK TCOXN-01-07-TYPE of Reference (pp).	1 semi-annually *Note: For Reserve weapons currency Reference (iii)
Law Enforcement Homeland Security and Defense Operations *TCOXN only	Conduct in accordance with TASK COXN-09-01-ANY of Reference (dd).	1 time semi-annually
CG Judgemental Use of Force Evaluation *TBCM only	Conduct in accordance with TASK TBCM-JUFE of Reference (pp).	1 time semi-annually
Escorting a Moving High Value Asset (HVA) *TBCM only	Conduct in accordance with TASK TBCM-01-11-ANY of Reference (pp).	1 time semi-annually
Protection of Stationary/Anchored HVA *TBCM only	Conduct in accordance with TASK TBCM-01-12-ANY of Reference (pp).	1 time semi-annually
Escorting a Target of Interest *TBCM only	Conduct in accordance with TASK TBCM-01-14-ANY of Reference (pp).	1 time semi-annually



Task	Requirement	Frequency
Weapons Employment *TBCM only	Conduct in accordance with TASK TBCM-01-16-ANY of Reference (pp).	1 time semi-annually
Weapons Command and Control *TBCM only	Conduct in accordance with TASK TBCM-01-17-ANY of Reference (pp).	1 time semi-annually
Demonstrate Weapons Usage and Control *TBCM only	Conduct in accordance with TASK TBCM-01-18-ANY of Reference (pp).	1 time semi-annually
Use of Mounted Automatic Weapons *TBCM only	Conduct in accordance with TASK TBCM-01-19-ANY of Reference (pp).	1 time semi-annually
Machine Gun Boat Course	Conduct in accordance with Machine Gun Boat Course	Annually



C.10. Pursuit Competencies

In addition to the tasks listed under paragraph C.1. of this Chapter for all boat crew positions, PCOXNs and PBCMs shall complete the following where noted:

Task	Requirement	Frequency
Law Enforcement Homeland Security and Defense Operations *PCOXN only	Conduct in accordance with TASK COXN-09-01-ANY of Reference (dd).	1 time semi-annually
Pursuit Formations *PCOXN only	Conduct in accordance with TASK PCOXN-01-02-TYPE of Reference (pp).	2 days semi-annually
Pursuit Maneuvers *PCOXN only	Conduct in accordance with TASK PCOXN-01-03-TYPE of Reference (pp).	2 days semi-annually
Mandatory Checklist for Stopping Non-Compliant Vessels *PCOXN only	Conduct in accordance with TASK PCOXN-01-04-TYPE of Reference (pp).	2 days semi-annually
Pursuit Formations *PBCM only	Conduct in accordance with TASK PBCM-01-03-ANY of Reference (pp).	1 day semi-annually
Pursuit Maneuvers *PBCM only	Conduct in accordance with TASK PBCM-01-04-ANY of Reference (pp).	1 day semi-annually
Mandatory Checklist for Stopping Non-Compliant Vessels *PBCM only	Conduct in accordance with TASK PBCM-01-06-ANY of Reference (pp).	1 day semi-annually
Weapons Command and Control *PBCM only	Conduct in accordance with TASK PBCM-01-07-ANY of Reference (pp).	1 day semi-annually
Demonstrate Weapons Usage, Command & Control *PBCM only	Conduct in accordance with TASK PBCM-01-08-ANY of Reference (pp).	1 day semi-annually

C.11. Notes 1 and 2 to all Currency Tables Above

- (01) **Note 1:** Night Trips are defined as sorties beginning no sooner than ½ hour after sunset and ending NLT ½ hour before sunrise.
- (02) **Note 2:** Drill sheets for the readiness and standardization checklist can be found at <http://cgweb.tcyorktown.uscg.mil/BFCO/index.asp>.



Section D. Exceptions/Specific Requirements

Introduction This Section discusses exceptions and specific requirements for boat crew members and leadership.

In this Section This section contains the following information:

Title	See Page
Weapons Qualifications	4-91
Area of Responsibility (AOR)	4-91
Requirement for Night Operations	4-92
DWO	4-93
Water Survival Exercise	4-93
Team Coordination Training (TCT)	4-93
Documentation Requirements	4-93

D.1. Weapons Qualifications Weapon qualifications specified in this Manual must be continuously maintained in accordance with Reference (iii). If a member lapses, or otherwise becomes unqualified on a required weapon, the CO/OIC shall locally suspend the members mission certification until weapons requirements are met. Once weapons requirements are met in accordance with Reference (iii), the CO/OIC may reinstate member’s boat crew certification for competency that was suspended without any additional requirement.

If the local suspension extends though the end of the boat crew competency currency cycle (e.g. 30 June or 31 December), then the CO/OIC may conduct a Command Override of the auto-decertification script if all other boat crew currency tasks are completed for the locally suspended certification.

D.2. Area of Responsibility (AOR) Ashore unit Commanders (CO/OIC) shall review their Area of Responsibility (AOR) and establish, in writing, designated areas of interest that boat crews must be intimately familiar with. Prior local knowledge of AOR is essential to complete missions safely. Although not required for DSF units, the CO should designate areas of interest within their homeport.

The AOR familiarization currency maintenance task may be completed by any combination of sorties so that the end result is at least one day trip and one night trip each six months to all command designated areas of interest within the AOR.

NOTE

AOR sorties will be completed on unit assigned boats.



D.2.a. Station
Small

For Station (small), the parent unit Commander (CO/OIC) shall review the Station (small) AOR and establish, in writing, designated areas of interest with which boat crews must be intimately familiar with. For Station (small), the OIC shall establish, in writing, designated areas of interest. The parent command shall review and approve designated areas of interest. Prior local knowledge of AOR is essential to complete missions safely. Members permanently or temporarily stationed at a Station (small) must meet the AOR familiarization currency requirements for the Station (small).

D.2.b. Knowledge
of Areas

For those areas determined to be of interest, boat crews must be intimately familiar with:

- (01) Harbor and channel conditions,
 - (02) Depth of water,
 - (03) Type of bottom,
 - (04) Shoaling effect,
 - (05) Effects of squalls,
 - (06) Water hazards and surf zones,
 - (07) Currents,
 - (08) How the current affects the boat in various areas,
 - (09) Landmarks,
 - (10) Established ranges,
 - (11) Lights on buildings,
 - (12) Names and locations of marinas and boat ramps,
 - (13) Local terminology for landmarks in area,
 - (14) Magnetic courses in and out of commonly used harbors/inlets,
 - (15) Capabilities, limitations, and operating areas of other government agencies (OGA) in the AOR.
-

**D.3. Requirement
for Night
Operations**

Nighttime currency maintenance requirements are required for all ashore certified boat crewmembers. Ashore unit Commanders shall ensure that a minimum of 10 hours of the unit's underway training for each Boat Crew Member, Engineer, Coxswain, Heavy Weather Coxswain or Surfman be conducted at night.

Waivers for this requirement must be requested by the District Commander (O) and approved by Commandant (CG-731). Personnel receiving such waivers are not authorized to ever operate at night.

Surf training shall not be conducted at night.



D.4. DWO

Deck Watch Officer proficiency requires administration of an open book test every 5 years after initial successful completion of the DWO Exam. Failure to meet this currency requirement results in loss of Coxswain, heavy weather Coxswain, or Surfman certification until the test is passed.

D.5. Water Survival Exercise

The water survival exercise is intended to prepare boat crewmembers for the possibility of finding themselves in the water. This exercise should be conducted in open water using the appropriate survival gear as outlined in Reference (j). All attempts should be made to conduct this exercise in a dry suit. Units that do not require dry suits should use the survival gear that is prescribed for their environment. Every effort should be made to incorporate annual pyrotechnics training during the open water survival exercise, giving due consideration to local, state and federal environmental regulations. This exercise should be conducted in accordance with TASK BCM-02-18-ANY of Reference (dd).

D.6. Team Coordination Training (TCT)

Unit Commanders (CO/OIC) shall comply with the requirements of Reference (f). All members exercising control over boat operations, including the CO/OIC, OOD, communications watch personnel and all boat crewmembers assigned to the unit shall receive TCT training (see [PART 4 CHAPTER 5 Section C Minimum Currency Requirements](#), of this Manual for details).

Failure to maintain currency will result in the member being required to attend appropriate TCT training.

D.7. Documentation Requirements

Any failure to maintain currency requirements or loss of certification should be documented in the E-Training system. Failure to certify within the unit prescribed time frame should be documented by other administrative means.



CHAPTER 6 Documentation

Introduction This Chapter explains documentation procedures and requirements.

This Chapter contains the following information:

**In this
Chapter**

Section	Title	See Page
A	Record of Trainee Progress	4-95
B	Certification and Boat Crew Certificates	4-97



Section A. Record of Trainee Progress

A.1. Introduction Maintaining of records for trainees at each stage is essential.

In this Section This section contains the following information:

Title	See Page
Trainee Progress	4-95
Trainee Progress	4-95
Record of Completed Tasks	4-95
Responsibilities	4-95
Record Maintenance	4-95
Unit Training Petty Officer	4-95
Instructor	4-96
Member / Trainee	4-96

Trainee Progress

A.2. Trainee Progress A complete record of each trainee’s progress should be maintained in the E-Training System. This is accomplished in two sections:

- (01) Initial qualification: to record Task accomplishment
- (02) AOPS/Activity logs: to record underway hours and drills

A.3. Record of Completed Tasks A form for keeping a trainee record of completed tasks is contained at the beginning of each part of Reference (dd). Copies of this form should be kept in the trainee boat crew training binder and updated as required.

Responsibilities

A.4. Record Maintenance The instructor, and the unit Training Officer/Petty Officer share joint responsibility for maintaining the member’s E-Training record.

A.5. Unit Training Petty Officer The unit Training Officer/Petty Officer is responsible for the establishment and monitoring of the trainee boat crew training. When a new trainee is designated, the Training Officer shall enter the member in the AOPS/TMT database and assign competencies in TMT/Assignments as appropriate.



A.6. Instructor

The instructor is responsible for seeing that all required tasks, or additional locally generated tasks, are signed off and documented in TMT. The instructor should also monitor Currency Drills and Exercises to ensure it is current and accurate.

**A.7. Member /
Trainee**

All underway time shall be recorded. The required system for recording training accomplished, both underway and shore-side, is the AOPS/TMT database.



Section B. Certification and Boat Crew Certificates

Introduction This section discusses the documentation of certification.

In this Section This section contains the following information:

Title	See Page
Certification	4-97
Boat Crew Certificates	4-97
Authorization	4-98

B.1. Certification Final certification for all boat crew positions and boat type designations shall be documented by the unit Commander in the E-Training System. The following sections must be completed for each individual position. This may not be delegated:

- (01) The boat crew position.
 - (02) The boat type for which the certification is granted.
 - (03) For Heavy Weather Coxswains, annotate status of surf tasks.
-

B.2. Boat Crew Certificates Enlisted personnel of the Coast Guard, Coast Guard Reserve, and members of the Coast Guard Auxiliary shall be provided with a certificate recognizing their certification as a Boat Crew Member. The certificate numbers are listed in Table 4-10.



**B.3.
Authorization**

The CO/OIC is authorized to furnish the appropriate certificate providing the member has met the qualification and certification requirements. The Boat Crew Certificates may be obtained from USCG Electronic Forms on Standard Work Station III.

Certificate Number	Certificate
CG-5063	Boat Crew Member Certificate
CG-5063A	ATON Boat Crew Member Certificate
CG-5063B	Boom/Crane Operator Certificate
CG-5063C	Buoy Deck Supervisor Certificate
CG-5063D	Tactical Boat Crew Member Certificate
CG-5063E	Pursuit Boat Crew Member Certificate
CG-5063F	Engineer Certificate
CG-5063G	Coxswain Certificate
CG-5063H	ATON Coxswain Certificate
CG-5063I	Tactical Coxswain Certificate
CG-5063J	Pursuit Coxswain Certificate
CG-5063K	Heavy Weather Coxswain Certificate
CG-5063L	Surfman Certificate

**Table 4-12
Boat Crew Certificates**



PART 5

Boat Forces Standardization System (2.0)

Introduction This part provides policy, doctrine and procedures for conducting the Boat Forces Standardization Program.

In this Part This part contains the following chapters:

Chapter	Title	See Page
1	Introduction	5-2
2	Self Assessment	5-18
3	Formal Standardization Assessments	5-25
4	Rescue & Survival Systems Evaluation	5-38
5	Materiel Inspections	5-43
6	Drills	5-51



CHAPTER 1

Introduction

Introduction

This chapter provides a high level description of the Boat Forces Standardization System purpose, components and responsibilities.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Purpose	5-3
B	Assessment Doctrine	5-5
C	Responsibilities	5-11



Section A. Purpose

Introduction This section provides the goals for the Boat Forces Standardization Program.

In this Section This section contains the following information:

Title	See Page
Governance	5-3
Purposes	5-3
Goals	5-4
Value and Costs	5-4

A.1. Governance This Manual establishes the governance of the Office of Boat Forces to develop and operate the Boat Forces Standardization System.

A.2. Purposes The Boat Forces Standardization System serves the following purposes:

- (01) Unit Level: identify mission specific gaps and enable prioritized implementation of unit level corrective actions via a mix of standardization assessment products and services. Each assessed unit receives a Boat Forces Standardization Report; the report provides an outlook of the assessed unit's programs and supporting *systems reliability*.
 - (02) Operational Commander: report mission specific gaps for subordinate units and enable prioritized implementation of unit level corrective actions requiring Operational Commander coordination or action.
 - (03) Office of Boat Forces: evaluate organizational system performance via analysis of cumulative assessment data. Data driven analysis is used to update program policy, doctrine and TTP and provide feedback to other organizational systems supervisors (e.g. Small Boat Product Line), as appropriate.
-



A.3. Goals

The goals of Boat Forces Standardization System (2.0) include:

- (04) Increase safety. This is accomplished by aligning the assessment system with Operational Risk Management so that *requirements* are understood by Boat Forces personnel to be *risk controls* and that *discrepancies* are *gaps* in the risk controls.
- (05) Increase proficiency. This is accomplished by measuring knowledge (eTesting) and skills (drills), then providing expert feedback.
- (06) Improve efficiency and financial stewardship. This is accomplished by matching the assessment criteria with an appropriate scoring type. Scoring types include go, no-go, and severity-probability-exposure (SPE) scaled assessment criterion, Severity scaling recognizes a range of possibilities and risk, and/or life-cycle management and enables gaps to be prioritized and implemented at the appropriate organizational level (e.g. unit, sector, and program).
- (07) Effect programmatic and organizational change. This is accomplished by compiling aggregate assessment data, conducting gap analysis, selecting appropriate intervention(s) and issuing change orders/requests.
- (08) Optimize materiel condition of boats. This is accomplished by comparing operational requirements, assessment findings (materiel condition statistics, maintenance completion statics, etc.) and allocated resources.

A.4. Value and Costs

Value can be difficult to measure because the standardization system aims to correct pre-condition gaps before mishaps occur. This results in value being based largely on a reduction in mishaps, or improved efficiency.

Costs include BFCO STAN Team Travel and at the unit, the hours spent and resources at the unit maintaining standardization programs.



Section B. Assessment Doctrine

Introduction

This section describes the Assessment Doctrine employed by the Office of Boat Forces. The Assessment Doctrine recognizes the need to systematically identify and correct gaps at all levels of the Boat Forces organization.

In this Section

This section contains the following information:

Title	See Page
Assessment Philosophy	5-1
Scope	5-6
Stakeholders	5-6
Standardization Programs	5-7
HFACs	5-7
Reason's Swiss Cheese Model	5-7
Improving HFACs Utility	5-7
System Views	5-8
HFAC View	5-8
Component Access	5-8
Information Component	5-9
Tool Component	5-9
Instruction Component	5-9
Service Component	5-10
Safety Aspects	5-10

B.1. Assessment Philosophy

The Boat Forces Standardization System aims to provide the Unit Commander information, tools and services needed to consistently gauge unit performance gaps against organizational standards and implement appropriate corrective actions. Cornerstones include:

- (01) Unit Self Assessments. The Unit Self Assessment process is the foundation of the system; it provides the capability for commands to monitor performance using systematic criteria.
 - (02) Formal Assessments. Formal Assessments validate the function of the Unit Self Assessment process.
 - (03) System Views. System views provide insight on how systems (e.g. Maintenance Record System), are functioning within a program.
 - (04) Alignment with mishap investigation processes and analysis.
-



B.2. Scope

The scope of feedback developed from the Boat Forces Standardization System includes:

- (01) Assessed Units
- (02) Office of Boat Forces
- (03) Other Stakeholders

B.3. Stakeholders

The Boat Forces Standardization System has many stakeholders. Primary stakeholders directly manage the Boat Forces Standardization System. Secondary stakeholders use the Boat Forces Standardization system to complete assessments or output statistics. The following table describes the primary and secondary stakeholders:

Stakeholder	Primary	Secondary
Commandant (CG-731)	X	
BFCO STAN, Doctrine	X	
SMTC		X
FORCECOM (fc-t, fc-p)		X
CG Headquarters (various directorates)		X
District Commands		X
Sector Commands		X
Surface Fleet Logistic Center		X
Shore Infrastructure Logistics Center		X
Small Boat Product Line		X
Stations, Cutters, Maritime Safety and Security Teams Sector Field Offices Air stations		X

Table 5-1
Primary and Secondary Stakeholders



B.4. Standardization Programs The Boat Forces Standardization Assessment System (2.0) evaluates the following programs:

- (01) General Administration.
- (02) Naval Engineering.
- (03) Rescue and Survival System.
- (04) Training Administration.
- (05) Knowledge Examination.
- (06) Drills.

B.5. HFACs STAN 2.0 is designed to align with Department of Defense Human Factors Analysis Codes (HFACs) and Reason's Swiss Cheese Model. HFACS are used to describe acts, pre-conditions, supervisory and organizational factors in both operational analysis and mishap analysis.

B.6. Reason's Swiss Cheese Model Reason's Swiss Cheese Model is used to illustrate how gaps can line up to provide opportunity for mishap.

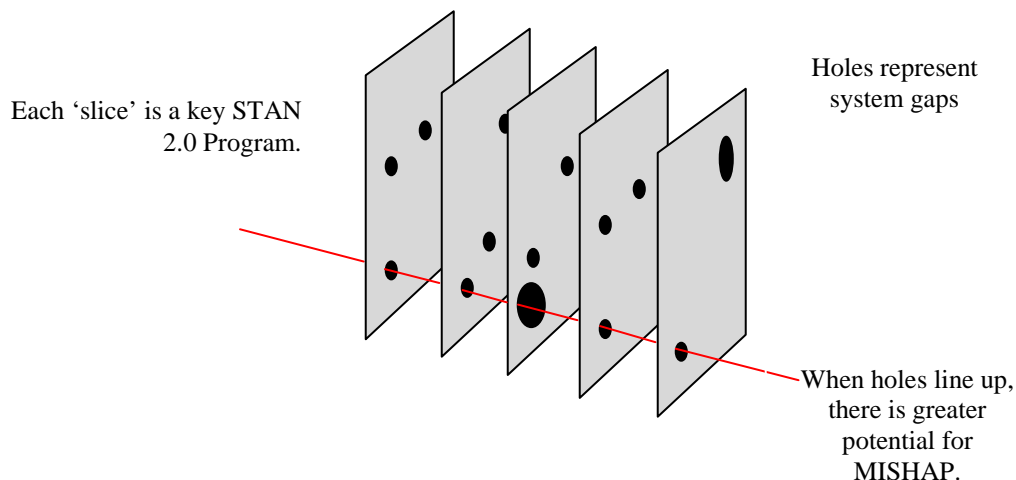


Figure 5-1
Swiss Cheese Model

B.7. Improving HFACs Utility STAN 2.0 aims to improve the utility of HFACs by assigning HFACs to STAN 2.0 criteria, then analyzing the relationship of STAN 2.0 HFACs to MISHAP HFACs. HFACs analysis was, until recently, the domain of safety professionals (e.g. CG 113 and Health Safety and Work-life Service Center (HSWL SC (se)) staff assigned to higher level mishap investigations. The Office of Boat Forces Mishap Analysis Assistance Team (MAAT) conducts HFACs analysis as well.



B.8. System Views

STAN 2.0 allows viewing of assessment results by:

Cluster View: this is looking at items as they occur naturally in the environment. For example, all the criteria used to assess a P-6 pump equal the condition of the pump.

System View: provides data on how systems are functioning across multiple clusters. System Views are associated with HFAC domains. System Views include:

- (01) Procedural Guidance and Publications,
- (02) Materiel Condition,
- (03) Maintenance Record,
- (04) Command Supervision,
- (05) Process Management System (TMT, ALMIS, etc.),
- (06) Certification,
- (07) Currency,
- (08) Pre-Requisite Training,
- (09) Issuance.

B.9. HFAC View

The HFAC view aims to report results for each HFAC within the Boat Forces Standardization System. This allows a specific HFAC to be evaluated across the entire Boat Forces Performance System. For example, HFAC AE105, Breakdown in Visual Scan, is controlled in the following areas:

- (01) Acquisition Design,
- (02) Policy (this Manual),
- (03) Doctrine (e.g. Reference (o)),
- (04) Qual Tasks (reference (dd)),
- (05) Knowledge Examination,
- (06) Drills.

B.10. Component Access

The Boat Forces Standardization Assessment System (2.0) provides a variety of components aimed at ensuring local programs and supporting systems are operating correctly. The information, tools, and instruction components described in this section can be accessed via CG Portal at:

<https://cgportal2.uscg.mil/communities/boat-forces-cutter-ops-stan/SitePages/Welcome.aspx>



B.11. Information Component

Information products include:

- (01) Discussion Boards. Discussion Boards are a great way for the field to communicate with BFCO STAN on a wide variety of topics to gain expert advice. Generally, if there is a question who, what, how, when, where, or why, the question is entered and BFCO STAN personnel respond, research, and follow-up. Discussion Board use is ideally used for formal and self assessments and support.
- (02) Naval Engineering Checklists. Naval Engineering Checklists provide concise checkpoints for assessments and are based on Boat Operator Handbook content. Drills are used for skills demonstration and expert feedback.

B.12. Tool Component

Tool products include:

- (01) eTool Suite. eTools are electronic tools used to aid in assessments. eTool contain detailed assessment criteria, capture assessment results, make calculations and generate an assessment report. eTools are used for both mandated self assessments formal assessments. A paper based checklist can be printed from each eTool. The eTools Suite includes tools for Basic Operations, ATON, Pursuit, and PWCS mission areas.
- (02) Feedback System. The feedback system is used in conjunction with the current eTool to check for any criteria updates issued since the last eTool release. The Feedback System is also used to report system problem or recommend changes.

B.13. Instruction Component

Instructional products for the use of STAN 2.0 include:

- (01) Instructional videos, including System Overview and eTool procedures.
 - (02) STAN Assessor STAN 2.0 Training Syllabus and Job Qualification Requirements.
 - (03) Assessment Scenario Packages. Packages include scenarios, matching eTools and worked examples, including final reports.
-



B.14. Service Component

Services include:

- (01) Formal Standardization Assessment.
 - (02) Guided Self Assessment, via BFCO Team Leader site visit. Contact BFCO Command Staff to request/ coordinate.
 - (03) Criteria Subject Matter Expert (SME) support, via Discussion Board, email and phone.
 - (04) eTool system support, via Discussion Board, email and phone.
-

B.15. Safety Aspects

- (01) All safeguards must be taken to ensure that the evaluation environment does not become hazardous. When an evaluator observes an unsafe condition, they shall inform the Coxswain. If, in the evaluator's judgment, personnel or property remain endangered, he or she shall terminate the drill. If at any time it is discovered that the boat has a disabling casualty, underway drills shall be terminated and the boat placed in "Charlie" status until the discrepancy is corrected. If a restrictive discrepancy is discovered on the boat, underway drills will be suspended until the discrepancy is corrected or the Operational Commander grants a waiver in accordance with this Manual *Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions*. See Table 2-1 for waiver authority.
 - (02) The Coxswain has ultimate responsibility for the boat and all persons aboard during a mission, including evaluation. If concern for personnel or vessel safety arises, the Coxswain shall halt the drill until the unsafe situation or condition is corrected
-



Section C. Responsibilities

Introduction This section assigns the responsibilities for management of the Boat Forces Standardization Assessment System (2.0) to various entities within the U.S. Coast Guard.

In this Section This section contains the following information:

Title	See Page
Commandant (CG-731)	5-12
Commandant (CG-45)	5-12
Surface Force Logistics Center (SFLC)	5-13
Boat Product Line (BPL)	5-13
Force Readiness Command (FORCECOM)	5-14
Area Commanders	5-14
District Commanders	5-15
Operational Commanders	5-15
Unit Commanders	5-16
Standardization Team	5-17



**C.1.
Commandant
(CG-731)**

Commandant (CG-731) shall:

- (01) Manage and oversee the continuity and effectiveness of the Boat Forces Standardization System.
- (02) Provide a comprehensive and up-to-date Boat Forces Standardization (2.0) product line (e.g. standardization policy, doctrine and TTP; eTools, criteria, drills checklists, etc.).
- (03) Provide Unit Commanders and Operational Commanders a Standardization Self Assessment capability using the Boat Forces Standardization product line.
- (04) Oversee resident boat crew training programs.
- (05) Provide Unit Commanders and Operational Commanders individual assessment results via a Boat Forces Standardization Assessment Report.
- (06) Ensure funding necessary to maintain the standardization Assessment visit program.
- (07) Review Standardization Assessment visit schedules.
- (08) Periodically provide observers to accompany the STAN Team during assessment visits.
- (09) Consult with other headquarters program managers to ensure standards are developed to improve procedures, uniformity, and reduce sources of variation.
- (10) Coordinate and sponsor an annual Standardization Conference.
- (11) Aggregate Boat Forces Standardization Assessment data and publish Annual Standardization Assessment Report.
- (12) Chair configuration control boards (CCBs) for standard boats and meet regularly.
- (13) Publish Boat Operator Handbooks.

**C.2.
Commandant
(CG-45)**

Commandant (CG-45) shall:

- (01) Promulgate maintenance procedures for standard boats.
 - (02) Review materiel standards, discrepancy classifications, and Standardization Assessment criteria for standard boats.
 - (03) Continuously monitor standard boat fleet materiel condition.
 - (04) Periodically provide observers to formal Standardization Assessments.
-



C.3. Surface Force Logistics Center (SFLC)

Surface Force Logistics Center (SFLC) may:

- (01) Promulgate engineering changes (ECs) for standard boats that have been approved by the CCB.
- (02) Manage and develop changes to the maintenance requirements for standard boats.
- (03) Promulgate and maintain changes to master drawings and technical publications relating to standard boats.
- (04) Manage, promulgate, and update Boat Class Maintenance Plans (BCMP) for standard boats.
- (05) Periodically provide observers to formal Standardization Assessments.
- (06) Publish quarterly statistics, notes, and pertinent EC information.
- (07) Establish and validate materiel standards for standard boats.
- (08) Develop and maintain Management Information for Configuration and Allowances (MICA) manuals for each class of standard boats.

C.4. Boat Product Line (BPL)

The Boat Product Line (BPL) shall:

- (01) Serve as the single touch point for all maintenance, logistics, and engineering support.
 - (02) Act as the Coast Guard's boat maintenance managers in the administration of Centralized Maintenance and Supply for boats. This designation applies to all boats in all locations.
 - (03) Coordinate, process, review, and issue Time Compliance Technical Orders (TCTO's) for all boats.
 - (04) Create and maintain all MPCs (including depot repair specifications).
 - (05) Administer O&E funding in support of boat maintenance, repair, and recapitalization, provided by Commandant (CG-731).
 - (06) Provide engineering and technical oversight and support of all activities.
 - (07) Plan and execute all Programmed Depot Maintenance (PDM) Availabilities.
 - (08) Provide casualty response, as promulgated in SFLC Process Guides.
 - (09) Establish and maintain spare parts allowances at the depot and organizational levels.
-



**C.5. Force
Readiness
Command
(FORCECOM)**

FORCECOM shall manage and provide oversight for Assessments.

**C.5.a. FC-A
Capability,
Standardization,
and Analysis
Division**

FC-A shall:

- (01) Analyze emergent force gaps and anticipate forecasted environments that impact force appointment decisions, tactics, techniques and procedures, workforce changes, or support for operational planning functions.
 - (02) Evaluate and recommend organizational readiness improvements for trident forces based on analysis of trends and projected environments in a longer range forecast window and evaluate the resultant impact on legacy capabilities.
-

**C.6. Area
Commanders**

Area Commanders of cutters with boats assigned shall:

- (01) Ensure units with boats are provided adequate support by the chain of command.
- (02) Coordinate Standardization Assessment visit schedules with each BFCO STAN using the following guidelines:
 - a) Only units with a standard boat allowance shall be scheduled for an assessment visit.
 - b) Do not schedule Standardization Assessment visits less than 30 days before or after planned yard availability.
 - c) Whenever possible, schedule assessment visits to every applicable unit before repeating the visit cycle.
 - d) Ensure Standardization Assessment Report discrepancies and recommendations are addressed and promptly acted upon.
- (03) Ensure Area Boat Managers monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable Commandant and Area directives.
- (04) Ensure unit Commanders maintain operational readiness by correctly completing prescribed preventive maintenance.
- (05) Act on restrictive discrepancy waiver requests and take action on discrepancies as outlined in this Manual *Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions*.
- (06) Ensure units comply with standard boat configuration management requirements.
- (07) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.



- (08) Take necessary higher-level action to resolve extended deficiencies noted in Standardization Assessment Report in accordance with the requirements of this Manual and other applicable directives.
- (09) Hold Operational Commanders / Unit Commanders accountable for unreported discrepancies.
- (10) Act as final authority for restrictive casualty boat waivers; this authority may be delegated in writing, but remains higher than the unit CO/OIC.

C.7. District Commanders

District Commanders shall:

- (01) Ensure Boat Force units are provided adequate support by the chain of command.
- (02) Ensure Operational Commanders execute the Standardization Program and evaluations in accordance with this directive.
- (03) Coordinate Standardization Assessment visit schedules with each BFCO STAN using the following guidelines:
 - a) Only units with a standard boat allowance shall be scheduled for an assessment visit.
 - b) Do not schedule Standardization Assessment visits less than 30 days before or after planned yard availability.
 - c) Whenever possible, schedule assessment visits to every applicable unit before repeating the visit cycle.
- (04) Ensure discrepancies and recommendations noted in the Standardization Assessment Report are addressed and promptly acted upon.

C.8. Operational Commanders

Operational Commanders shall:

- (01) Ensure mandated self standardization assessments are completed at all subordinate units with boats (including those with only non-standard boats).
- (02) Monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable directives.
- (03) Ensure Unit Commanders complete prescribed preventive maintenance.



- (04) Act on restrictive discrepancy waiver requests and take action on discrepancies as outlined in this Manual *Part 5, Chapter 4, Section C, Discrepancy Classifications and Required Actions*.
- (05) Act as final authority for restrictive casualty boat waivers; this authority may be delegated in writing, but remains higher than the unit CO/OIC. See Table 2-1 for waiver authority.
- (06) Ensure units comply with standard boat configuration management requirements.
- (07) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (08) Ensure that the boat(s) at each unit scheduled for a Standardization Assessment is/are fully mission capable (FMC) when the visit begins.
- (09) Provide operations and engineering department observers to accompany BFCO STAN Team during formal assessments.
- (10) Periodically provide staff observers to formal Standardization Assessments and Unit Self Assessments.
- (11) Implement corrective actions to resolve deficiencies noted in Standardization Assessment Reports in accordance with the requirements of this Manual and other applicable directives.
- (12) Hold Unit Commanders accountable for unreported discrepancies.

NOTE 

For the purposes of this Section, Commanding Officers of Area cutters will fulfill the role of Operational Commander.

C.9. Unit Commanders

Unit Commanders shall:

- (01) Emphasize standardization as a daily process by which individuals contribute to both unit performance and prevention of mishaps.
- (02) Ensure readiness in accordance with this Manual and Reference (d).
- (03) Ensure provisions of this Manual *Part 4, Boat Crew Training*, are strictly adhered to and all certified boat crew personnel possess required performance skills. Unit Commanders can require demonstration of required skills at any time. Unit Commanders may rescind certification of assigned members unable to meet minimum requirements.
- (04) Ensure compliance with functional and structural configuration management requirements in accordance with applicable Commandant directives (i.e., Operator's Handbooks, MPCs, etc.).



- (05) Ensure required tests, inspections, and preventive maintenance procedures are performed correctly and completely and are documented properly in accordance with applicable directives.
 - (06) Take action on discrepancies in accordance with this Manual *Part 5, Chapter 4, Sect C, Discrepancy Classifications and Required Actions*.
 - (07) Conduct Self Assessments in accordance with this Manual *Part 5, Chapter 2, Section A, Unit Self Assessment Requirements*.
-

**C.10.
Standardization
Team**

BFCO STAN shall:

- (01) Maintain and publish on CG Portal the Boat Forces Standardization Assessment products and tools (e.g. checklists, drills, eTools, etc.).
 - (02) Provide field units with technical information and guidance that will assist them in complying with program responsibilities.
 - (03) Disseminate to the field new standard procedures and techniques used and/or problem areas regarding procedures and techniques employed by boat crews.
 - (04) Provide information that would assist units in meeting standardization program requirements.
 - (05) Maintain liaison with Commandant (CG-731) and Commandant (CG-751) to ensure Standardization Program requirements are being met.
 - (06) Coordinate with Commandant (CG-731) to recommend appropriate changes to training syllabi, courses, MPCs, or manuals when deficiencies are noted during assessment visits.
 - (07) Propose changes to boat operator's handbooks, to include additions or deletions to boat outfit equipment or stowage plans that would enhance operational efficiency and/or safety.
 - (08) Based on field observations and platform expertise, provide recommendations to Commandants (CG-731), (CG-45), and SFLC that would increase machinery reliability and maintainability.
 - (09) Recommend performance requirements for boat crew positions that would enhance proficiency and safety.
 - (10) When directed by SFLC, conduct prototype evaluations to determine the feasibility of a recommended TCTO. Review proposed configuration changes and provide recommendations for location and installation of new equipment.
 - (11) At the direction of Commandant (CG-731), conduct Standardization Assessments according to risk-based prioritization, in accordance with this Manual *Part 5, CHAPTER 3*.
-



CHAPTER 2

Self Assessment

Introduction

Unit and Operational Commanders are responsible for maintaining the standardization programs and systems used to produce safe and operationally ready boats and crews. This chapter promulgates policy and guidelines for Unit Self Standardization Assessment.

Self Assessments are used to provide informal feedback to local supervisors (and the Operational Commander, if required) on how well their Boat Forces unit level standardization programs are operating. A self assessment is only as effective as the thoroughness and objectivity of the personnel conducting the assessment. Thoroughness is achieved by allocating sufficient time and expertise. Objectivity is obtained by using some form of external evaluation; a *person* should not evaluate their own performance.

While a dedicated Coast Guard infrastructure exists to provide resident training and formal standardization assessments, this cannot take the place of Unit and Operational Commanders who are directly committed to the readiness of their boats and crews.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Unit Self-Assessment Requirements	5-19
B	Self Assessment Procedures	5-21
C	Self Assessment Team Composition	5-23



Section A. Unit Self-Assessment Requirements

Introduction The Self Assessment Program is designed to integrate with the formal standardization assessment process. The self assessment policies and procedures contained in this section augment the formal assessment procedures found in other areas of this Part.

In this Section This section contains the following information:

Title	See Page
Ready For Operations (RFO)	5-19
Requirements	5-20
Self Assessment Reports	5-20

A.1. Ready For Operations (RFO) The Ready For Operations (RFO) program is currently undergoing programmatic review to determine future role and function as part of a comprehensive readiness framework. RFO teams shall continue to mirror STAN team until new direction is promulgated. However, RFO teams are no longer required to administer written tests or the physical fitness evaluation. Operational Commanders shall conduct a RFO evaluation at least annually at each unit.

The RFO evaluation may be conducted at any time of the year. The RFO evaluation shall be comprised of an evaluation of the unit's boat crew training program, survival systems program, personal protective equipment program, a materiel inspection, and underway exercise evaluations. The Operational Commander shall issue a formal report of the RFO evaluation.

Readiness and Standardization Assessments conducted by the Standardization Teams will not substitute for the Operational Commander's RFO evaluation.



A.2. Requirements Self-assessments shall be conducted as follows:

- (01) Completed at least every 365 days,
- (02) Completed 30-90 days before a Formal BFCO STAN Assessment,
- (03) Use STAN 2.0 Standardization Assessment eTool(s).
- (04) Include required drills,
- (05) Include power trials,
- (06) Produce a completed STAN 2.0 Standardization Assessment Report,
- (07) Prescribe corrective actions.

**A.3. Self
Assessment
Reports**

The following polices apply to Standardization Self-Assessment Reports:

- (01) Reports are not required to be externally routed, unless otherwise directed by the Operational Commander.
 - (02) Reports shall be retained electronically for the period between BFCO STAN formal assessments.
 - (03) The reports shall be made available to BFCO STAN during the formal assessment process to evaluate the reliability of the Unit's Self Assessment Program.
 - (04) Reports for other aspects of unit monitoring, such as maintenance completion, shall be as directed by appropriate directives or the Operational Commander.
-



Section B. Self Assessment Procedures

Introduction Self Assessment procedures are very similar to BFCO Formal Standardization Assessment procedures.

In this Section This section contains the following information:

Title	See Page
Preparation	5-21
Assessment Sequence	5-22

B.1. Preparation In preparation for a unit self assessment, complete the following :

- (01) View the STAN 2.0 Overview Interactive Video. The video is highly recommended viewing for each member of the Command Cadre and boat crew members.
 - (02) Qualify a Self Assessment Team Leader using the STAN 2.0 Syllabus, JQR and eTool Standard Operating Procedures. Allow sufficient lead time (the training design requires approximately 10 hours). The objectives center on using the eTool, not on the details of each assessed program.
 - (03) Review previous Standardization Assessment reports, noting corrective actions needed and actions taken.
 - (04) Download applicable eTools and check Feedback System for pending updates.
 - (05) Download applicable Naval Engineering Checklists.
 - (06) Prepare a knowledge examination (optional). The eTesting system used for formal assessments is not available for self assessments. If a knowledge examination is prepared, it should follow general content guidelines contained in this Manual, *Part V, Chapter 3, B.4.c.*
 - (07) Safeguard assessment data; both reports-in-progress and completed reports shall be marked FOUO.
-



**B.2. Assessment
Sequence**

STAN 2.0 provides eTools for specific mission areas. The sequence for completing assessment for units with multiple missions are as follows:

- (01) Basic Operations.
 - (02) ATON.
 - (03) Pursuit and/or PWCS.
-



Section C. Self Assessment Team Composition

Introduction Unit Self Assessments use an team approach. This approach prepares unit personnel to interact with the BFCO STAN Team during formal assessments. The Unit Self Assessment Team requires the right mix of personnel resources to ensure the assessment is completed in a timely and accurate manner.

In this Section This section contains the following information:

Title	See Page
Designation	5-23
Composition	5-23
Team Leader	5-23
Boatswain’s Mate	5-23
Machinery Technician	5-24

C.1. Designation The Self Assessment Team shall be designated in writing.

C.2. Composition The assessment team shall consist of at least two personnel. If staffing does not allow, individuals may be resourced from the Operational Commander’s staff. Self Assessment Teams shall include, at a minimum, as follows:

- (01) Team Leader (Boatswain’s Mate)
- (02) Naval Engineer/Machinery Technician.

C.3. Team Leader The Team Leader is tasked with ensuring an accurate evaluation. The team leader shall:

- (01) Be of sufficient grade and seniority to ensure timely coordination and completion of activities.
- (02) Have completed the STAN 2.0 Assessor JQR.
- (03) Provide instruction and oversight to the Self Assessment Team members.

C.4. Boatswain’s Mate The Boatswain’s Mate shall be a currently or previously qualified boat Coxswain.



**C.5. Machinery
Technician**

The Machinery Technician shall be a currently or previously qualified boat Engineer/Boat Crew Member (as appropriate for platform types being evaluated).



CHAPTER 3

Formal Standardization Assessments

Introduction The Standardization System uses Self Assessment and Formal Assessments in a continuous cycle. BFCO STAN Team conducts formal assessment visits to validate the strength and accuracy of the Unit self Assessment Program. Visits are biennial (every two years). The validation is accomplished by conducting a independent full-scope evaluation and then providing report information to Unit Commanders and Operational Commanders. Formal Assessment Reports are used to inform the Operational Commander of subordinate unit’ s standardization system reliability factor. This factor (along with many others) is used by Operational Commanders when determining the operational readiness of subordinate units. The RFO program shall be used at the discretion of Operational Commanders to assess their units.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Assessment Scheduling	5-26
B	General Timeline	5-28



Section A. Assessment Scheduling

Introduction A product-service line mix is used to structure the formal assessment program based on unit risk and available BFCO STAN Team resources.

In this Section This section contains the following information:

Title	See Page
Risk	5-26
Reliability	5-26
Prioritization	5-26
Geographic Optimization	5-26
Team Size	5-27

A.1. Risk Risk varies according a number of variables, including personnel factors, mission, precondition risk-controls, command supervision and organizational influences.

A.2. Reliability Units having reliable standardization programs and systems present less risk than those with unreliable programs and systems. Reliability is, to a degree, a function of local system maturity. Units that have been formally evaluated (with subsequent corrective actions taken to strengthen the foundation) are deemed more *system-mature* than units that have not been formally evaluated.

A.3. Prioritization *System-immature* units are assigned Formal Assessments ahead of system-mature units. BFCO STAN generally applies the following risk prioritization:

Priority	Months Since Formal Assessment
1	None ever conducted
2	36+
3	24

Table 5-2
BFCO STAN Risk Prioritization

A.4. Geographic Optimization BFCO STAN aims to minimize team travel costs by assigning units in an AOR on the same assessment cycle. As part of the optimization process, units may be assigned (one time) a modified assessment schedule.



A.5. Team Size BFCO STAN teams are scaled in size according to the size of the unit.



Section B. General Timeline

Introduction This section provides the formal Standardization Assessment timeline of events. BFCO STAN works closely with Areas and Districts to develop the annual assessment schedule. **Figure 5-2** depicts the timeline of events preceding an assessment visit.

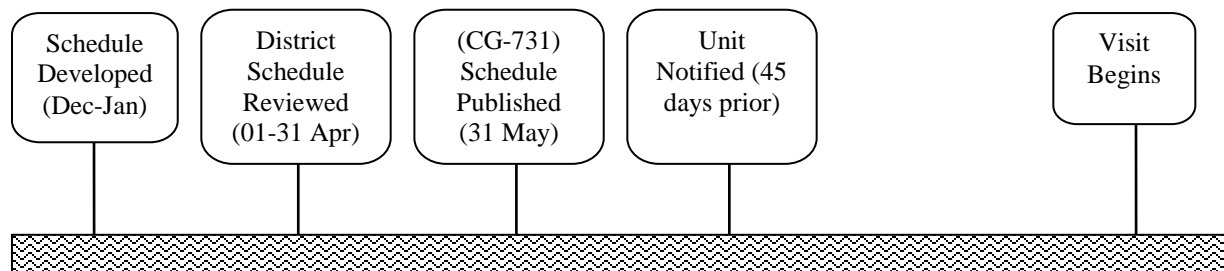


Figure 5-2
Pre-Assessment Visit Timeline

In this Section This section contains the following information:

Title	See Page
Schedule Development	5-28
Schedule Published	5-29
Unit Notified	5-29
Visit	5-30
Reports	5-34
Mission/ Activity Assessment	5-36
Mission Activity Logistics	5-37

B.1. Schedule Development

The program cycle is designed to allow prioritization of visits to units with an assigned standard boat. Development of the next year’s visit schedule begins each Fall. The schedule is a result of negotiations between the BFCO STAN Team, Areas, and Districts with consideration to local concerns.

B.1.a. Planning

Between September and October of each year, the BFCO STAN will develop a draft schedule. The schedule is based on the date of the last formal BFCO Standardization Assessment, and area of the country in which the boat is assigned.



B.1.b. Initial Contact During the initial planning stage, BFCO STAN shall communicate with both the Area/District Boat Managers and individual units. This informal dialog is conducted to prevent unexpected problems and alleviate extensive changes to the schedule later.

B.1.c. District Response By 01 April, the Area/District Boat Managers will be forwarded the draft schedule for their review and formal feedback. To effectively manage this extensive annual schedule and BFCO STAN visit costs, minimal changes are desired after publishing the annual schedule. Therefore, the Areas and Districts should carefully review the schedule based on local concerns, boat assignment change plans, ongoing unit missions, etc. Written District Commander response is due back to the respective BFCO STAN Team no later than 30 April.

B.2. Schedule Published By 31 May, the annual schedule will be finalized and posted on BFCO STAN CG Portal web site.

B.3. Unit Notified Approximately 45 days prior to a visit (depending on the date in relationship to the schedule development), the unit will receive formal notification from BFCO STAN of their upcoming assessment visit via record message. This notification serves to pass important details related to the visit, to invite the unit to address important preparation issues/questions, and to request several items be made available upon the team's arrival. Additionally, a forward copy of the eTools that will be used for the assessment will be sent via email.

The unit shall load the qFeeder for each eTool in accordance with the STAN 2.0 System Operations Guide (available at the BFCO STAN CG Portal website) and return the loaded eTools to BFCO STAN no less than 30 days prior to the scheduled visit. If additional personnel certify between submission of the qFeeder and the assessment, then the unit shall notify the Team Leader.

Using information contained in the qFeeder, BFCO STAN shall:

- (01) Conduct a pre-arrival review the E-Training System up to 30 days prior to the Team's arrival at the unit.
- (02) Submit to the eTesting system a list of Knowledge Examination participants.

Approximately 14 days prior to the scheduled visit, the designated team leader will contact the unit to confirm the visit dates, describe the results of the pre-arrival E-Training review, and address any last minute unit concerns.



B.3.a.
Notification
Contents

The notification will address the following issues:

- (01) Dates of visit.
 - (02) Schedule of events.
 - (03) STAN Team leader.
 - (04) Key visit elements.
-

B.3.b. Arrival
Documents

Units shall provide the following items to the STAN Team upon their arrival:

- (01) Unit Standing Orders
 - (02) Self Assessment Reports for period since last formal BFCO Standardization Assessment
 - (03) Rescue and Survival Systems maintenance records.
 - (04) District exemptions (e.g. search pattern drills).
 - (05) Unit boat records including the following engineering info:
 - a) DEMPS.
 - b) Last yard availability.
 - c) Last boat inspection report.
 - d) Last full power trial.
 - e) EC / CASREP / CSMPs.
-

B.4. Visit

The agenda for each assessment visit follows a routine schedule assuming all boats are Bravo. *Normally, two additional days are included in the BFCO STAN travel schedule to allow for delays in the assessment process caused by weather, logistics, etc.* The following schedule is notional, and subject to modification . See **Figure 5-2**.

- (01) **Day 1.** First, an introduction and short in-brief is provided to the unit. Then, the BFCO STAN Team will administer knowledge examinations using the eTesting system, review records, conduct RSS inspection, boat materiel inspection and underway full power trial. After completion of the materiel inspection and full power trial, the remainder of the day is spent conducting underway drills.
- (02) **Day 2.** Any remaining administrative review is completed, and day and evening underway drills are conducted.
- (03) **Day 3.** Upon completion of the assessment, the unit is provided a draft Assessment report and an out-brief.



A more detailed description of the requirements for the materiel inspection and full power trial can be found in this Manual *Part 5, Chapter 4, Materiel Inspections*, the specific boat type operator’s handbook, and appropriate technical publication. The underway drill scenarios are outlined in this Manual *Part 5, Chapter 5, Boat Crew Qualifications and Performance Evaluations*. A verification of the unit’s assigned boat inventory against the headquarters’ allowance list will be made. This check is purely an information gathering measure and does not relate to the unit assessment visit (Appropriate documentation/AOPS entries for boat transfers are a unit responsibility).

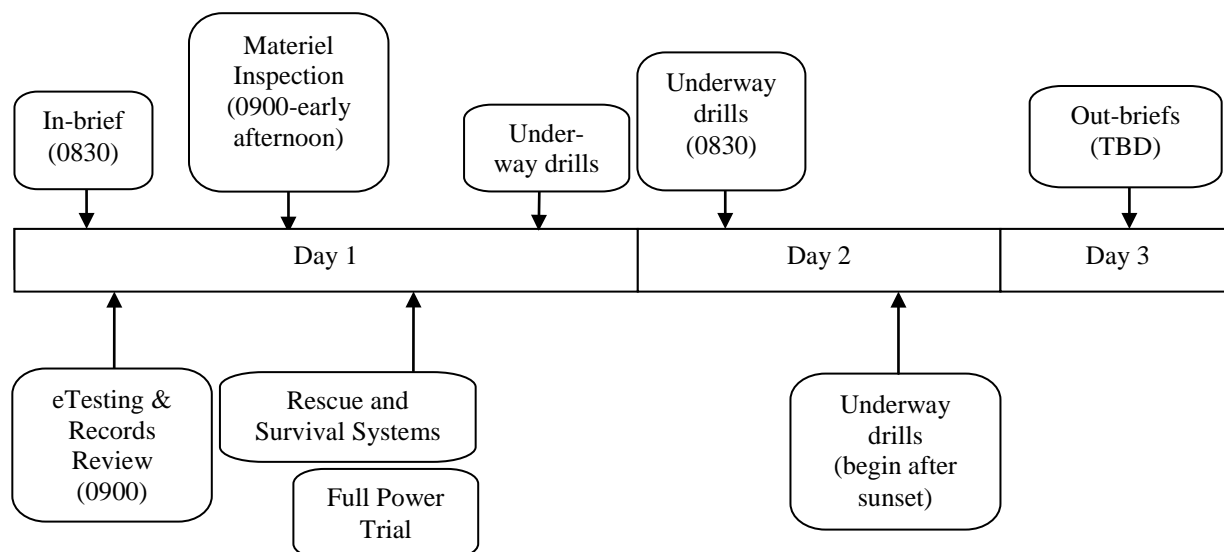


Figure 5-4
Assessment Visit Timeline

B.4.a. In-Brief

Upon arrival of the BFCO STAN Team and OPCON staff representatives, usually about 0830 the first day, an all-hands briefing is conducted to introduce the team to the unit, discuss the agenda for the next few days, address any concerns, and answer any questions from the crew. Units may desire a one-on-one meeting between the BFCO STAN Team and unit/OPCON command staff prior to the all-hands briefing. This meeting is welcomed and encouraged, especially if there are command issues that may impact the entire visit but are outside the concern of the whole crew.



B.4.b. OPCON
Team
Representative

OPCON representatives, if assigned by the Operational Commander, accompany the STAN Team throughout the unit inspection. This includes operations and engineering reps for the materiel inspection, engineering representatives for the full power trial and casualty control drills, and operations representatives for a majority if not all of both nighttime and daytime underway evolutions. Operational Commanders are encouraged to invite their servicing electronics support command and NESU to observe applicable portions of the materiel inspection.

B.4.c. eTesting

During the course of the assessment, certified boat crew members shall individually participate in a knowledge examination for their highest mission certification level via a Coast Guard approved online eTesting system. BFCO STAN Team personnel shall monitor participants during exams in coordination with local Command staff.

- (01) Since unit workstation availability may be limited or not centrally located, participants must maintain basic integrity controls such as leaving office doors open, no phone calls, no accessing resources external to the exam, etc.
 - (02) The BFCO STAN Team shall coordinate test administration with units that have specific limitations, and the BFCO STAN Team may authorize use of non-CGDN computers or advance proctored access to the exam.
 - (03) Recording of content during examinations is prohibited.
 - (04) Examination content is based on knowledge that crewmembers may use during boat operations, without references. The examination avoids platform specific procedures since these are evaluated during underway drills. Exam categories include: operational risk management, seamanship, navigation, communications, rescue and survival systems, search and rescue, Boat Force policies (with an emphasis on recent policy changes), first aid, rules of the road, and boat engineering/casualty control.
 - (05) The eTool list publications that are required to be kept up-to-date in the workplace. This list includes policy, doctrine and CG TTP content that may be used for knowledge examination development.
 - (06) Knowledge examination categories are subject to change. Changes will be announced at the BFCO STAN CG portal website.
-

B.4.d. Rescue and
Survival System

An inspection of the Rescue and Survival System program, including issuance, maintenance records, and material condition, shall be conducted on the assigned boat crews prior to conducting any Standardization Assessment underway operations. The remainder of the boat crew PPE /



RSS system are inspected while the materiel inspection and full power trials are being conducted onboard the boat. The assessment shall be conducted as discussed in this Manual Part 5, Chapter 4, Rescue and Survival Systems Evaluation.

B.4.e. Materiel Inspection

A thorough materiel inspection is conducted on each standard and non-standard boat to ensure compliance with Commandant directed configuration management.

BFCO STAN will inspect all boats that are assigned to the unit that are in a FMC or PMC status. STAN will also inspect and report out on boats Not Mission Capable (NMC) status for depot level maintenance/repairs (or similar level maintenance for trailered boats), but the platform will not be scored. Maintenance relief hulls will be included.

Results are based on:

- (01) The number and severity of discrepancies reported upon arrival of the BFCO STAN Team, and
- (02) Result of the full power trial for each boat.

The materiel inspection shall be conducted as discussed in this Manual Part V, Chapter 5, and Material Inspections.

This inspection is also an excellent opportunity for STAN Team personnel to provide instruction on how to inspect certain assessment criteria, as well as general information sharing, the latest platform news, helpful hints, and supply sources for unique items.

B.4.f. Full Power Trial

A full power trial is conducted as soon as the materiel inspection is completed (provided it is at least 30 min prior to sunset). Full power trials will not be conducted after sunset. In the event that it cannot be completed the first day, it will be completed as soon as practical the following day. During this evolution, the engineering STAN Team member (accompanied by unit and Sector engineering personnel) will check the boat's engines and engine room as discussed in this Manual *Part 5, Chapter 5, Materiel Inspections*. Under no circumstances will drills be performed prior to successful completion of the full power trial.

B.4.g. Underway Drills

Upon the successful completion of the preceding steps, the unit is ready for underway boat crew assessments. Points for underway drills will be determined by the percentage of underway drills with passing scores. All drills (required and optional) will be included in the final score. The drill assessment shall be conducted as discussed in this Manual *Part 5, Chapter 6, Boat Crew Qualifications and Evaluations*.



B.4.h Out-Brief Upon completion of the visit, out-briefs are offered to the unit Command Cadre. An all-hands out-brief is strongly encouraged to provide closure and a final evaluation of unit performance. Operational Commander out-briefs are provided upon request and are normally conducted at the last unit visited. During out-briefing, BFCO STAN Team assessment findings will be reviewed and recommendations for change or improvement will be made. Outbriefs shall:

- (01) Control for *dilution of effect* by individually identifying all criteria level catastrophic gaps and specific subsystem meters.
- (02) Identify system view gaps.
- (03) Identify cluster level gaps.
- (04) Identify program gaps.

B.5. Reports The BFCO Standardization Teams provide the following formal reports:

- (01) Unit Standardization Assessment Report-Basic Operations.
- (02) Unit Standardization Assessment Report-Mission Specific (supported missions include ATON, Pursuit, and PWCS).
- (03) Boat Forces Standardization System Annual Report. BFCO STAN Team will furnish this report to Commandant (CG-731) annually. The report shall provide: recommendations to improve training programs, maintenance procedures, configuration management requirements, and mishap trends. The report shall provide the following:
 - a) Actions taken by the Office of Boat Forces based on previous year assessment data
 - b) Current year statistics (mishaps and control rates), analysis and recommended interventions.

B.5.a. Report Timeline Within 45 days after an assessment visit, the BFCO STAN Team will provide a formal report to the :

- (01) Unit.
- (02) Operational Commander
- (03) District Commander
- (04) Office of Boat Forces, Commandant (CG-731).

B.5.b. Report Content The report will not make a determination of readiness, but should be strongly considered by the Operational Commander making such determinations. The report will display unit risk exposure on arrival and departure (where applicable) using the General Assessment of Risk (GAR) model that communicates the percentage of deviation from organizational standards.



B.5.c. SPE Scoring

Certain STAN criteria are assigned a modified ORM Severity x Probability x Exposure (SPE) model, which provides a score based on deviation from ideal standard. The greater the deviation the greater the gap score. Scores roll up in averages from individual components and sub-systems to arrive at program scores. Visit the Boat Forces and Cutter Operations STAN CG Portal website for access to the most current eTools. eTools contain the scoring criteria and checklist.

B.5.d. Basic Operations Report

The following table describes the evaluated programs for Basic Operations.

Program	Systems	Scoring
General Administration	Procedural Guidance and Publications	SPE
	Command Supervision	SPE
	Process Management	SPE
Naval Engineering	Procedural Guidance and Publications	SPE
	Process Management	SPE
	Maintenance Records	SPE
	Materiel Condition	Major, Restrictive, Disabling
Rescue and Survival Systems	Procedural Guidance and Publications	SPE
	Issuance	SPE
	Maintenance Records	SPE
	Materiel Condition	SPE
Training Administration	Certification System	SPE
	Currency Maintenance	SPE
	Pre-Requisite Training	SPE
Knowledge Examination		% Gap
Operational Drills	Required, Optional	% Gap

**Table 5-3
 Basic Operations**



B.5.e. Arrival Status

A complete assessment of all boats will be conducted and arrival status established. At least one boat shall be available for the assessment process. The District/Area Boat Manager shall notify the BFCO STAN for possible reschedule of visit if platforms are unavailable for inspection.

B.5.e.1. Catastrophic Failure

If a boat experiences a catastrophic failure which leads to a “Charlie” status and the boat will not be repaired prior to the BFCO STAN Team visit, the unit (via their chain-of-command) should consult the BFCO STAN Team and Commandant (CG-731) for possible reschedule of the visit.

If a boat experiences a catastrophic failure *during* the “Upon Arrival” portion of the BFCO STAN Team visit, which results in “Charlie” status, the assessment will be completed and an overall rating assigned.

If the only available unit boat experiences a catastrophic failure after its “Upon Arrival” portion of the inspection (e.g. during underway drill drills, SAR case, etc.), drills completed are still applied to the unit score.

B.5.e.2. Training Program Administration

Training Program Administration scores are assigned based on overall compliance with this Manual, Part 4, and Training. Training is assessed as a program, therefore a unit will be assessed on all standard and non-standard platforms assigned

B.6. Mission/Activity Assessment

BFCO STAN Teams shall conduct Mission-Based Formal Standardization Assessments as follows:

Program	Mission		
	ATON	Pursuit	PWCS
General Administration	Yes	Yes	Yes
Naval Engineering	Yes	Yes	Yes
Rescue and Survival System	Yes	Yes	Yes
Training Administration	Yes	Yes	Yes
Knowledge Examination	Yes	Yes	Yes
Drills	Yes	No	No

**Table 5-4
Mission/Activity Assessment**



Boat Forces unit classification can be viewed at:
<http://cgweb.comdt.uscg.mil/G-RCB/unitclass.htm>.

ATON units must have a ready boat capable of completing these mission activities.

**B.7. Mission/
Activity
Assessment
Logistics**

Logistics to perform the required mission/activity based underway drill sets will be the responsibility of the unit and should be conducted in the same manner as required for certification and currency.

**B.8. BFCO
STAN Team
Judgment**

The readiness and standardization program is under constant revision due to changes in mission, platform, policy, and/or procedures. Changes in the program are common as new procedures/requirements are identified. Every attempt is made to keep the field informed of these changes. However, there are times during an assessment that the BFCO STAN Team Inspectors must make a judgment call regarding a discrepancy; keeping safe boat operations as their number one priority.

With the full support of the Commandant (CG-731), STAN Teams have been directed to document any and all discrepancies on the unit assessment report; including those which may not be covered in current policy. Following the assessment, BFCO STAN Team Supervisors shall discuss findings during outbrief and forward the new findings to Commandant (CG-731) through the Boat Forces Doctrine Team for review and policy amendment if appropriate.

B.8.a. Appeals

A unit may appeal STAN findings by submitting a memorandum to Commandant (CG-731), via the chain of command, within 30 calendar days of receipt of final report.

The appeal shall explain the discrepancy received and why it should not be counted as a discrepancy. Include relevant documentation (i.e. unit records, photos, etc.) as appropriate.

Commandant (CG-731) will have final disposition on appeals and will provide a decision memorandum to the appealing unit via the chain of command, with copies sent to Boat Forces BFCO STAN Team and the Boat Product Line (BPL).

The management of STAN evaluation criteria is a continuous process; appeals are not intended to discredit the inspection process, but to bring to light issues that may be present in the boat community.



CHAPTER 4

Rescue & Survival Systems Evaluation

Introduction The purpose of the Rescue and Survival Systems (RSS) evaluation is to verify unit compliance with the requirements for the issuance, documentation, maintenance, and materiel condition of R&S equipment and PPE.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	RSS and PPE	5-39
B	Procedures	5-40
C	RSS Inspection Criteria	5-42



Section A. RSS and PPE

Introduction The Rescue and Survival Systems Program is based on requirements outlined in Reference (j). The RSS inspection extends to all equipment located on all unit boats and vehicles. The PPE inspection includes issuance, documentation, and condition of personal issue items.

In this Section This section contains the following information:

Title	See Page
Formal Materiel Inspections	5-39
Scope	5-39

A.1. Formal Materiel Inspections Formal inspections shall be conducted during annual Standardization Assessments. A formal inspection report containing program discrepancies shall be included in the Standardization Assessment reports.

A.2. Scope Results are assigned based on overall compliance with Reference (j), as further described in eTool criteria, as appropriate. All in-service gear is subject to assessment (limited to boat operations equipment for cutters). Reserve personnel gear shall be evaluated during Self Assessments.



Section B. Procedures

Introduction Standardization assessments shall conduct the following evaluations.

In this Section This section contains the following information:

Title	See Page
Documentation	5-40
Issuance	5-40
Maintenance Records	5-40
Materiel Condition	5-41

B.1. Documentation Assessment teams will review the unit’s Personal Clothing and Equipment Record, AF Form 538, documenting issuance and annual inventories of individual PPE in accordance with Reference (j). Compliance with inventory control procedures will also be evaluated. Additionally, assessment teams shall determine that commands issuing PPE waivers are complying with the provisions of Reference (j).

Documentation errors exist if there is failure to document a required item, improper documentation, or missing documentation.

B.2. Issuance Assessment teams will verify actual issuance of PPE against Personal Clothing and Equipment Record, AF Form 538, documentation.

Issuance errors exist if there is a failure to issue PPE or PPE does not meet configuration specifications/salient characteristics.

Issuance shall be assessed using SPE criteria contained in STAN 2.0 eTools.

B.3. Maintenance Records Maintenance records shall be reviewed for documentation and compliance with required maintenance procedures.

Maintenance errors exist if there is improper build-up, acceptance, or periodic maintenance of an item.

Maintenance records shall be assessed using SPE criteria contained in STAN 2.0 eTools.



**B.4. Materiel
Condition**

RSS and PPE will be inspected to ensure satisfactory materiel condition, compliance with MPC requirements, and the overall adequacy of the maintenance program.

Materiel condition errors exist if any required item is missing, broken, expired, or in a condition that will prohibit operation of a required item.

Material Condition shall be assessed using SPE criteria contained in STAN 2.0 eTools.



Section C. RSS Inspection Criteria

Introduction This Section provides further guidance on inspection criteria for R&S gear.

In this Section This section contains the following information:

Title	See Page
Basic and Cold Weather Equipment	5-42
Defective PPE	5-42

C.1. Basic and Cold Weather Equipment Issuance requirements include specific basic and cold weather equipment. Cold weather gear shall be assessed based on unit location as outlined in Reference (j). Maintenance and materiel condition areas shall be assessed for compliance with maintenance program and maintenance procedure card requirements using SPE criteria contained in STAN 2.0 eTools.

C.2. Defective PPE Defective RSS equipment or PPE may prevent the unit from conducting underway drills if replacement equipment is not available. Final reports shall make specific note of defective R&S equipment and/or PPE that was in service.



CHAPTER 5

Materiel Inspections

Introduction

The purpose of the materiel inspection is to validate the readiness and standardization of the boat being inspected and to ensure that it is safe for operations and is mission capable.

The materiel inspection is performed both dockside and underway. The dockside portion consists of a complete visual inspection of all boat spaces. The condition of the hull, installed fittings, and watertight structures will be reported. A functional inspection of all installed machinery, weight handling equipment, and boat outfit items will also be completed. During the underway portion, a full power trial will be performed in accordance with the appropriate MPC.

Platforms that have parts on order prior to a Standardization Assessment shall have their discrepancy properly entered into ALMIS, or other approved applications. Failure to do so can affect the unit's score.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Formal and Unit Materiel Inspections	5-44
B	Guidelines/References	5-45
C	Discrepancy Classifications and Required Actions	5-47
D	Readiness Rating	5-50



Section A. Formal and Unit Materiel Inspections

In this Section This section contains the following information:

Title	See Page
Formal Materiel Inspections	5-44
Unit Materiel Inspections	5-44

A.1. Formal Materiel Inspections

Formal materiel inspections shall be conducted during Standardization Assessments. A formal inspection report containing the boat's materiel discrepancy list will be included in the Standardization Assessment reports.

A.2. Unit Materiel Inspections

Unit Commanders shall conduct a materiel inspection of each boat assigned to the unit at least once per month or per Maintenance Procedure Plans. In addition, daily boat checks, as required by the appropriate MPC, provide opportunity to assess the materiel condition of standard boats on a daily basis. Any time materiel discrepancies are noted, units shall comply with the required actions as outlined in this *Manual Part 5, Chapter 5, Section C, Discrepancy Classifications and Required Actions*.



Section B. Guidelines/References

Introduction Use of appropriate standards ensures accurate and consistent boat assessments. .

In this Section This section contains the following information:

Title	See Page
Standards	5-45
Personnel Requirements	5-45
Discrepancy Classification	5-46

B.1. Standards Standards for Materiel Inspection are as follows:

- (01) Standard Boat: Applicable boat operator’s handbook.
- (02) Non-standard boats use the Non-Standard Boat, Boat Operator Handbook.
- (03) Any boat for which a BOH has not been published, use the Non-Standard Boat, Boat Operator Handbook.
- (04) In addition to this Manual, References (e), (j) (jj), applicable MPC, and additional technical publications and drawings, as appropriate should be used when conducting a boat materiel inspection.
- (05) Supporting Naval Engineering Materiel Condition Checklists can be downloaded from the Boat Forces and Cutter Operations CG Portal website

B.2. Personnel Requirements A materiel inspection normally requires a minimum of two personnel to conduct, preferably a Boatswain’s Mate and Machinery Technician, both of whom possess extensive experience on the type of standard boat to be inspected and a working knowledge of the reference documents which checklist items are evaluated.



B.3. Discrepancy Classification

Each item on the materiel inspection checklist will be evaluated as standard or non-standard. When the minimum standard for a specific item cannot be met, the evaluator shall classify the discrepancy based upon the classification guidelines contained in the applicable specific boat type operator's handbook. Occasionally, a discrepancy is found that is not specifically mentioned in the Operator's Handbook. On these occasions, the Team Leaders will use their experience and judgment, with the advice of the Senior STAN Engineer, to classify the discrepancy. Each classification category requires a different level of action by the unit and Operational Commanders:

- (01) Disabling casualty.
 - (02) Restrictive discrepancy.
 - (03) Major discrepancy.
 - (04) Minor discrepancy.
 - (05) Properly waived restrictive discrepancies that are in place prior to BFCO STAN Team arrival is a positive indication of system reliability
 - (06) Appropriately documented major discrepancies pending repair by the servicing product line are a positive indication of system reliability . Appropriate documentation includes CASREPS, (ALMIS entries) and/or Boat Record entries which correlate with a request for Sector/servicing product line assistance.
-



Section C. Discrepancy Classifications and Required Actions

Introduction The readiness of standard boats shall be continuously monitored to ensure that the boat is capable of unrestricted operations. This monitoring is accomplished through a variety of formal and informal inspection programs including daily boat checks, the boat maintenance schedule, annual engineering inspections, Standardization Assessments. Whenever a discrepancy is noted during any of these inspection programs, it must be classified and acted upon based on the following standards.

In this Section This section contains the following information:

Title	See Page
Disabling Casualties	5-47
Restrictive Discrepancies	5-48
Major Discrepancies	5-49
Minor Discrepancies	5-49

C.1. Disabling Casualties Disabling casualties are those which make the boat not serviceable.

C.1.a. Actions (Underway) In the event a boat sustains a disabling casualty while underway, it shall immediately return to the nearest safe mooring and be placed into “Charlie” status. In many cases, the boat will require assistance from another vessel.

C.1.b. Actions (Dockside) If a disabling casualty is identified while the boat is moored, the boat is not authorized to get underway until the casualty is fully repaired. The boat shall immediately be placed into “Charlie” status and repaired. Dockside materiel inspections may continue after discovery of a disabling casualty, but the boat shall not get underway for full power trial or underway drills until all disabling casualties are fully repaired and tested underway. See **Table 2-1** for waiver authority.

Engineering Waivers allow the SBPL to re-classify a Disabling Discrepancy (as defined in the respective Boat Operators’ Handbooks) as a Restrictive Discrepancy, and to provide deviations from published maintenance procedures, Boat Class Maintenance Plans, and/or MRL. The intent of the Engineering Waiver is to grant a temporary deviation from: Published MPCs, Equipment operating parameters, Scheduled maintenance, [and] Other technical guidance.



C.1.c. Reports

Disabling casualties shall be reported to the Operational Commander and Sector Engineer Officer by the most expeditious means, followed up by a boat status message as soon as possible but no later than 12 hours after the casualty is discovered.

If the casualty cannot be repaired within 48 hours, then either an ALMIS entry or CASREP shall be made within 24 hours of discovery of the casualty in accordance with Reference (ii). Operational Commanders are responsible for monitoring the status of repairs to disabling casualties.

C.2. Restrictive Discrepancies

Restrictive discrepancies are those which restrict the operations of the boat such that it can perform some activities but not all activities safely. Boats with restrictive discrepancies shall only be operated if the Operational Commander has issued a written waiver. A verbal waiver is authorized, as long as it is followed with a written waiver within 4 hours.

The ultimate authority for Restrictive Discrepancy Waivers resides with the Operational Commander; this authority may be delegated in writing, but remains higher than the unit CO/OIC. See Table 2-1 for waiver authority.

NOTE 

<p>A written waiver may be a letter, memorandum, e-mail, Cutter log entry, or record message traffic, or ALMIS. The written waiver shall: (1) identify the specific discrepancy which is waived, (2) describe the conditions under which the boat may be operated, and (3) stipulate concurrence on the measures to be taken to lessen or negate the hazard posed by the discrepancy. Written waivers shall be maintained as an annotation to Part 3 of the boat record.</p>
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C.2.a. Actions (Underway)

In the event the boat sustains a restrictive discrepancy while underway, the Coxswain shall immediately notify the parent unit with all pertinent information and a recommendation as whether to continue or abort the mission. The parent unit shall pass along the information pertaining to the casualty, the current mission, and recommendations to the Operational Commander who shall immediately notify the unit as to whether or not continuing the mission is authorized, the conditions under which the boat may be operated, and precautions to be taken to lessen the hazards posed by the discrepancy.



C.2.b. Actions (Dockside) The boat shall not get underway until the discrepancy is corrected, or a waiver has been received. Dockside materiel inspections may continue after discovery of a restrictive discrepancy, but the boat shall not get underway for full power trial or underway drills until all restrictive discrepancies are fully repaired or have been waived in accordance with Table 2-1.

C.2.c. Reports Restrictive discrepancies shall be reported to the Operational Commander if the discrepancy cannot be repaired within 1 hour. If the casualty cannot be repaired within 48 hours, a CASREP shall be sent within 24 hours of discovery of the casualty in accordance with Reference (ii). Operational Commanders are responsible for monitoring the status of repairs to all restrictive discrepancies.

C.3. Major Discrepancies Major discrepancies are those that degrade the effectiveness of the boat to perform one or more missions. The occurrence of major discrepancies shall be documented and a plan to correct these discrepancies shall be formulated and carried out by the unit. Operational Commanders are responsible for monitoring the status of the repairs to major discrepancies. It is suggested that, in conjunction with unit materiel inspections, Operational Commanders receive monthly reports as to the status of correction of major discrepancies.

C.4. Minor Discrepancies Minor discrepancies do not affect the operational readiness of the boat. However, a boat with minor discrepancies does not meet the standardization criteria as established for that boat. The occurrence and repair of minor discrepancies shall be documented and monitored at the unit level.



Section D. Readiness Rating

Introduction Boats shall be assigned readiness ratings that shall be included in all inspection reports. Ratings shall be assigned in categories as described below.

In this Section This section contains the following information:

Title	See Page
Ratings	5-50

D.1. Ratings A readiness rating for each boat will be determined by BFCO STAN on arrival and departure:

- (01) **“Bravo”**: The boat has no disabling casualties or restrictive discrepancies.
 - (02) **“Bravo (Restricted)”**: The boat has one or more restrictive discrepancies with waivers.
 - (03) **“Charlie”**: The boat has one or more disabling casualties or the boat has restrictive discrepancies without waivers.
-



CHAPTER 6 Drills

Introduction

Unit assessments through practical drills shall evaluate boat crew professionalism and measure human performance during BFCO STAN Team assessments. Unit training program shall be evaluated by thorough review of the training system requirements, knowledge based testing, and the conduct of underway drills. Evaluations of specific drills and boat crewmember performance will be provided at the conclusion of each drill set. Overall drill evaluations and recommendations for improvement will be provided to the command at the out brief.

This chapter provides procedures for conducting drills

NOTE *sw*

The Operational Commander, CO/OIC may require demonstration of required skills at any time. The Operational Commander, CO/OIC may rescind certification of members unable to meet minimum requirements.

In this Chapter

This chapter contains the following sections:

Section	Title	See Page
A	Procedures	5-52
B	Underway Drills	5-53
C	Drill Evaluation Procedures	5-55



Section A. Procedures

Introduction BFCO STAN Team shall conduct the following evaluations:

- (01) Knowledge-based testing.
- (02) Training program evaluation.
- (03) Underway drills.

In this Section This section contains the following information:

Title	See Page
Knowledge-Based Testing	5-52
Training Program Evaluation	5-52
Drill Inventory	5-52
Drill Maintenance	5-52

A.1. Knowledge-Based Testing Knowledge-based testing shall be administered as described in Chapter 3 of this Part.

A.2. Training Program Evaluation STAN shall conduct the unit training system review. Certification for each boat crewmember, including Command Cadre, will be checked. Currency maintenance and underway hours will be compared to ensure compliance with requirements. If a member’s currency or certification is in question, the BFCO STAN Team Leader shall resolve the issue or require another certified/current crewmember for that position during drills. Each situation of this nature shall be documented in the Standardization Assessment report.

A.3. Drill Inventory The BFCO STAN maintains the drill inventory and a list of required drills at the BFCO STAN CG Portal Website.

A.4. Drill Maintenance Drills shall be reviewed and adjusted by Commandant (CG-731) semi-annually to measure Boat Forces proficiency in:

- (01) Mission Essential Tasks (METs) (such as Man Overboard, Towing, etc.)
- (02) Operational Requirements
- (03) Basic Engineering Casualty Control (BECCE)
- (04) New policy, doctrine, or TTP
- (05) To address mishap trends.



Section B. Underway Drills

Introduction Underway drills shall be performed to measure how boat crews perform standard procedures (boat crew readiness) and to evaluate the effectiveness of the unit's boat crew training program.

In this Section This section contains the following information:

Title	See Page
Evaluation Prerequisites	5-53
Drill Requirements	5-53
Drill Assignment	5-54
Drill Checklist Review	5-54

B.1. Evaluation Prerequisites The following prerequisites and standards shall be met when performing the drills:

- (01) Trainees will not normally participate during underway drill evaluations, but may be onboard as observers at the discretion of the evaluator.
- (02) The boat being used shall have no disabling casualties. The Operational Commander shall address all restrictive deficiencies as necessary with written waivers as required in this Manual *Part 5, Chapter 5, Section C, Discrepancy Classifications and Required Actions*.
- (03) The required underway drill checklists may be found at the Boat Forces and Cutter Operations CG Portal website.

B.2. Drill Requirements

The following list describes personnel whom shall conduct drills:

- (01) Duty standing certified boat crews (COXN, BCM, ENG, etc) shall normally perform at least two drills.
- (02) Non-duty standing certified personnel including the CO (CWO only), OIC, XPO, Station (small) Supervisor, Senior Boatswain's Mate (at units commanded by a commissioned officer), EPO, Engineers, and Boat Crew Members shall perform at least two drills.
- (03) One member of Command Cadre will normally be observed at night.



- (04) The boat crew used for drills should be based on the normal boat crew assignments at the unit, e.g. COXN, BCM and, if applicable, ENG. Boat crewmembers may participate in as many drills as necessary to allow each Coxswain to perform the required drills.

NOTE 

At Stations and Aids to Navigation Teams, the CO (CWO only), OIC, XPO, EPO, and senior Boatswain's Mate (for units commanded by a commissioned officer) will be expected to perform at least two underway drills if they have been assigned to the unit for more than six months.

**B.3. Drill
Assignment**

Drill assignment will be a combination of a required drill and a drill selected randomly from the drill inventory. Assignments will be made at least 30 minutes prior to executing drill. Unit Command Cadre shall have an exercise boat to be towed standing by in case a tow drill is selected.

**B.4. Drill
Checklist Review**

Drills shall be kept up-to-date with current policies, doctrine, and TTP. Drills are reviewed on a continual bases. Proposed changes are published on the STAN portal website. Members are encouraged to review proposed changes and provide input. Official updates are published each January and July. Drill checklists will include the month and year of the review on the bottom of the each page. Units should periodically check the Boat Forces and Cutter Operations Standardization Team CG Portal website to ensure the most up-to-date drill checklists are in use.



Section C. Drill Evaluation Procedures

Introduction Evaluators shall assess boat crew proficiency and performance as follows.

In this Section This section contains the following information:

Title	See Page
Pre-Brief	5-55
Evaluation Criteria	5-55
Debrief	5-56
Additional Assessment Requirements	5-56

C.1. Pre-Brief Evaluators shall conduct a pre-brief before the drill commences.

C.2. Evaluation Criteria Evaluations will be based on how well each crewmember performs their duties. Each drill provides a setting for the boat crew to demonstrate required skills. Evaluators shall measure and evaluate boat crew performance and proficiency using the following criteria:

- (01) Compliance with policies appropriate for the situation.
- (02) Application of doctrine appropriate for the situation.
- (03) Use of specific Tactics, Techniques and Procedures (TTP) appropriate for the situation.
- (04) Adherence to boat crew performance standards.
- (05) Familiarity with boat systems, boat outfit equipment, and the stowage plan.
- (06) Proficiency as an individual and as a team member (team coordination and risk assessment).
- (07) Effectiveness of team communications, including briefings and task assignments.
- (08) Use of commands
- (09) Safe performance of tasks.



C.3. Debrief

Evaluators shall debrief the boat crew at the end of each drill set.

**C.4. Additional
Assessment
Requirements**

Operational Commanders may impose additional assessment requirements due to unique operational requirements for specific units. Requirements contrary or inconsistent with published standard procedures are prohibited. Operational Commanders should request written modification of procedures from Commandant (CG-731) via the Boat Forces and Cutter Operations Doctrine Branch in cases where approved procedures are insufficient.



APPENDIX A Department of Defense (DOD), Allied and Foreign Partners Boat Ops Checklists

ITEM			
Hull	SAT	UNSAT	REMARKS
Visible Surface			
Inflatable Collar			
Grab Lines			
Transom			
-Cleats			
-Tie Downs			
-Radio Antenna Mounts			
-Outdrive, Outboard Mounting bolts, etc.			
-Trim Actuators, Tabs, Pistons			
Paint			
Lettering, Numbering, Decals			
Waterline			
Scupper (Self-Bailing, One way)			
Navigation Lights			
ITEM			
DECK	SAT	UNSAT	REMARKS
Lifting Pad Eyes/Tie Downs			
Fuel Fill/Vents/Overflow, etc.			
Deck Covering (Non-Skid)			
Engine Compartment Cover (If applicable)			
Console Attachment Points			
BCCS Connection Points (if applicable)			
Engine Kill Switch Lanyards and Clip			
Windscreen/Dodgers			
Seats/Shock Mitigation Piston/Hardware/restraints			
Antenna Brackets			
Affixed Arches (Radar, etc.)			
Fixed Lighting and Brackets (spot Light, Blue Lights, FLIR, etc.)			



ITEM			
Hull	SAT	UNSAT	REMARKS
Visible Surface			
BILGE AREA			
Bilge Pumps			
Sea Chest and Associated Piping, Cut-out Valves			
Engine Mounts (Welds, Bolts, Nuts)			
ITEM			
ENGINE COMPARTEMENT (INBOARDS)			
Starter			
Alternator			
Engine Mounts			
Control Cables			
Jacket Water Tank			
Expansion Tank			
Jacket water Tank			
Expansion Tank			
Jacket Water Cooler			
Jacket Water Pump			
Engine Belt Drives			
Turbocharger (if installed)			
Fuel Filter (s)			
Lube Oil Filter (s)			
Dipstick (s)			
Lube Oil Cooler (s)			
Trim Pump Reservoir			
Out Drive Oil Reservoir			
Steering Actuator			
Steering Hoses			
Seawater Strainer (s)			
Engine/Outdrive Interface			
All Flexible Hoses			



ITEM			
OUT-DRIVE/LOWER UNIT COMPONENTS			
Skeg			
Propeller			
Propeller Attachment Points (Outboards)			
Lower Unit Casing			
Cooling Water Intakes			
Cowling Attachments Points (Outboards)			



Appendix A – Department of Defense (DOD), Allied and Foreign Partners Boat Ops Checklists



APPENDIX B Glossary

Introduction

This appendix contains a list of terms that may be useful when reading this Manual.

In this appendix

This appendix contains the following information:

Title	See Page
Glossary	B-2



TERM	DEFINITION
Aids to Navigation Team (ANT)	An Aids to Navigation Team (ANT) is a shore facility with a primary mission of Aids to Navigation. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.
Alert Duty	A person is on alert duty when engaged in underway operations or is on SAR readiness standby, with a boat response time of 30 minutes or less.
AOPS/TMT	Abstract of Operations/Training Management tool – allows the user to compile daily AOPS data in a Coast guard centralized database accessed through the web-based application. TMT enables the user to track boat crew training, certification, and currency dates for both underway and shore-side training.
Auxiliary-Operated Station (small)	An Auxiliary-Operated Station (small) is a Station (small) that relies on auxiliary members for its primary duty section staffing for three or more months a year. Auxiliary operated units may or may not have an active duty Command Cadre (i.e., OIC).
Biennial	Taking place every other year.
Boat Crew	Includes the Coxswain, Engineer, Boat Crew Members, and all other personnel required onboard a boat acting in an official capacity.
Boat Crew Examination Board (BCEB)	A group of certified Boat Crew Members, consisting of experienced Surfmen, Heavy Weather Coxswains, boat Coxswains, Engineers, and Boat Crew Members, as applicable, selected by the unit Commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
Boat Force Unit	Any Coast Guard unit with an OPFAC number assigned and which conducts missions or training with boats.
Boat Outfit/Stowage Plans	The configuration requirements for standard boat outfits and equipment stowage plans are set forth in the applicable specific boat type operator’s handbook.



<p>Certain Dangerous Cargo (CDC)</p>	<p>Includes any of the following:</p> <p>Division 1.1 or 1.2 explosives as defined in 49 Code of Federal Regulations (CFR) 173.50.</p> <p>Division 1.5D blasting agents for which a permit is required under 49 CFR 176.415 or for which a permit is required as a condition of a Research and Special Programs Administration exemption.</p> <p>Division 2.3 “poisonous gas”, as listed in 49 CFR 172.101, that is also a “material poisonous by inhalation”, as defined in 49 CFR 171.8, and that is in a quantity in excess of 1 metric ton per vessel.</p> <p>Division 5.1 oxidizing materials for which a permit is required under 49 CFR 176.415 or for which a permit is required as a condition of a Research and Special Programs Administration exemption.</p> <p>A liquid material that has a primary or subsidiary classification of Division 6.1 “poisonous material”, as listed in 49 CFR 172.101, that is also a “material poisonous by inhalation”, as defined in 49 CFR 171.8, and that is in a bulk packaging or that is in a quantity in excess of 20 metric tons per vessel when not in a bulk packaging.</p> <p>Class 7 “highway route controlled quantity” radioactive material or “fissile material, controlled shipment”, as defined in 49 CFR 173.403.</p> <p>Bulk liquefied chlorine gas and bulk liquefied gas cargo that is flammable and/or toxic and carried under 46 CFR 154.7.</p> <p>The following bulk liquids: (i) Acetone cyanohydrin, (ii) Allyl alcohol, (iii) Chlorosulfonic acid, (iv) Crotonaldehyde, (v) Ethylene chlorohydrin, (vi) Ethylene dibromide, (vii) Methacrylonitrile, and (viii) Oleum (fuming sulfuric acid) (source: 33 CFR 160.204).</p>
<p>Certification</p>	<p>Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard a particular boat type.</p>
<p>Command Cadre</p>	<p>The CO or OIC, the XO or XPO, the EPO and senior Boatswain’s Mate (at units with a CO) are a unit’s Command Cadre.</p>



<p>Configuration Management</p>	<p>A management discipline designed to preserve and control the functional and structural characteristics of a standard boat. Unlike Cutters, standard boats are resources that do not have permanent crews. These resources must be as uniform as possible to support operational safety, maximize crew familiarity, and simplify training, maintenance and support.</p>
<p>Crew Endurance Management (CEM)</p>	<p>A systematic process for balancing organizational (e.g. 24/7 operations, number of B-0 resources, etc.) and mission (e.g. environmental factors, time -of-day, etc.) requirements with the physical and mental capabilities and needs of the crew. CEM uses a systems approach to evaluate the effects of all factors, and interaction of these factors, to control adverse effects, like fatigue, of our operations.</p>
<p>Crew Rest</p>	<p>Time during which alert crews do not engage in any Station work or operations. Crews are allowed to recreate and sleep.</p>
<p>Crew Underway Time</p>	<p>Begins when the member reports to the designated place to prepare for a specific boat mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission boat checks.</p>
<p>Currency Requirements</p>	<p>Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.</p>
<p>Cutter</p>	<p>A Cutter is a Coast Guard ship with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.</p>
<p>Designated Training Petty Officer</p>	<p>An E-6 or above billet specified as Training Petty Officer Billet.</p>



<p>Engineering Changes (ECs)</p> <p>NOTE <i>↪</i></p>	<p>These are the only authorized modifications to a standard boat. No one other than Commandant (CG-45) is authorized to approve ECs to standard boats. The specific boat type operator’s handbook provides amplifying details on the EC process.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Engineering changes were formerly known as BOATALTs.</p> </div>
<p>Extended Alert Duty</p>	<p>A person is on extended alert duty when assigned for more than 24 hours. Generally, this occurs as the result of 48 or 72 hour weekends.</p>
<p>Fatigue</p>	<p>A condition of impaired mental and physical performance brought about by extended periods of exertion and stress which reduces the individual’s capability to respond to external stimuli. Some factors contributing to fatigue are sleep loss, exposure to temperature extremes (hypothermia and heat stress), motion sickness, changes in work and sleep cycles, physical exertion, workload, illness, hunger, and boredom. While an individual or crew may be considered to be fatigued at any time, at a minimum, they are considered to be fatigued when they exceed the underway or alert posture standards.</p>
<p>Fatigue Waiver</p>	<p>A waiver to crew rest or rest-recovery requirements granted by the Operational Commander.</p>
<p>Functional Configuration Requirements</p>	<p>This applies to the operation of machinery (i.e. main engines, marine gears, etc.) and electronic/electrical equipment. Minimum performance requirements (full power) and operating parameters as set forth in the applicable specific boat type operator’s handbook are functional configuration requirements.</p>
<p>Heavy Weather</p>	<p>Seas (height) greater than 8 FT and/or winds exceeding 30 KTS</p>



<p>High Capacity Passenger Vessel (HCPV)</p>	<p>A vessel that carries a high number of passengers.</p>
<p>High Value Unit (HVU)</p>	<p>USN/NATO aircraft carriers, submarines, and Military Sealift Command (MSC) Sealift/Pre positioned (PREPO) vessels carrying ammunition or other military essential cargo in support of actual combat operations.</p>
<p>Marine Safety Detachment</p>	<p>A geographical remote subordinate detachment under the Sector which performs the marine safety mission.</p>
<p>Marine Safety Unit (MSU)</p>	<p>A MSU/MSD is a shore facility with a primary mission of Marine Safety. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.</p>
<p>Maritime Security Response Team (MSRT)</p>	<p>A unit that is trained to be a first responder to potential terrorist situations; deny terrorist acts; perform non-compliant security actions; perform tactical facility entry and enforcement; participate in port level Counter-Terrorism exercises and educate other forces on Coast Guard Counter-Terrorism procedures.</p>
<p>Maritime Critical Infrastructure/Key Resource (MCI/KR)</p>	<p>Facilities, structures, systems, assets, or services so vital to the port and its economy that their disruption, incapacity, or destruction would have a debilitating impact on defense, security, the environment, long-term economic prosperity, public health, or safety of the port.</p>
<p>Maritime Force Protection Unit (MFPU)</p>	<p>A Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the District.</p>
<p>Maritime Safety Security Team (MSST)</p>	<p>A MSST is a deployable shore facility with a primary mission of Ports, Waterways, & Coastal Security. It may operate boats in support of its mission. It has an OAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.</p>



Night	The period from ½ hour after nautical sunset until ½ hour before nautical sunrise.
Non-Compliant Vessel (NCV)	A vessel subject to examination that refuses to heave to after being legally ordered to do so.
Operational Commander	For the purpose of this instruction, Operational Commanders are defined as those who exercise <i>direct</i> operational control of a Boat Force unit. This definition specifically does not include the Station CO/OIC exercising operational control of a Station (small) .
Operations	Time spent on pre-mission planning, underway, and post mission reporting or follow-up.
Parent Station	A Parent Station is a unit with one or more subordinate Station(s) (small). Its Command Cadre allowance may be different from that of a typical unit to account for the increased responsibility associated with the assignment of subordinate Station(s) (small).
Port Security Unit (PSU)	A PSU is a Coast Guard shore facility – with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment – reports to the DSF.
Ports, Waterways & Coastal Security (PWCS)	PWCS is one of the Coast Guard’s eleven statutory missions. Its purpose is multi-faceted and designed to: protect the U.S. Maritime Domain and U.S. Marine Transportation System from internal and external threats, such as destruction, loss, or injury from terrorism, sabotage, or other subversive acts; deny their use and exploitation as a means for attacks on U.S. territory, population, and critical infrastructure; prepare for and, in the event of an attack or incident, conduct emergency response and recovery operations; and when directed, as the supporting commander, transition to and conduct Maritime Homeland Defense operations.
Proficiency	Status of a crew currency.
Pursuit Certification	A highly technical crew certification for the pursuit of non-compliant vessels engaged in illegal drug trafficking or alien immigration activities.



Qualification	The satisfactory completion of the appropriate qualification tasks.
Readiness	The ability of a boat to perform the functions and missions for which it was designed.
Ready for Operations (RFO) Team	A minimum of three members, the RFO team consists of members designated by the Operational Commander. Teams conduct annual assessment visits to ensure the goals of the Readiness and Standardization Program are achieved.
Reserve Augmented Unit	A Reserve Augmented unit is a unit that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year.
Rest-Recovery Time	That period of time after operations and/or Station work which is allocated for rest and recovery and during which no other duties are assigned or performed. Any combination of off-duty time and standby duty may make up rest-recovery time. Rest-recovery time does not necessarily allow the individual to go home or otherwise leave the bounds of the unit.
Rough Bar	A rough bar is a river entrance or inlet where heavy seas or surf conditions exist. Also, in situations where the Coxswain or OIC is unsure, a rough bar is assumed.
SAR	A Search and Rescue (SAR) mission is one that involves the probable loss of life unless the Coast Guard intervenes.
Senior Boatswain's Mate	The Senior Boatswain's Mate permanently assigned, other than OIC or XPO. For the purposes of Boat Crew Training, this individual is considered a member of the Command Cadre whose primary function is to lend experience to the unit training program, and assist in the training and mentoring of subordinate personnel.
Sleep Period	A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.
Standard Boat	Any Coast Guard boat managed by Commandant (CG-731) with an Operator's Handbook directing the standardization of that boat type and associated equipment.



Standardization Team (STAN)	<p>A three- to five-member deployable evaluation team that consists of highly trained and experienced professionals specializing in the operational/deck and engineering aspects of each standard boat platform. Each team conducts biennial assessment visits to ensure the goals of the Readiness and Standardization Assessment (outlined in this Manual) are achieved. These teams act as a deployable asset to the centers of excellence (BFCO/NMLBS/NATON) for each standard boat platform, and in addition to providing field units with technical information, they support the centers by providing guidance and feedback to improve school training and program functions.</p>
Standards and Standardization	<p>The uniform application of processes, procedures, or techniques to ensure boat crew safety, proficiency, configuration, and vessel reliability. Standards are promulgated by Commandant (CG-731) and (CG-45) and are contained in various publications and directives.</p>
Standby Duty	<p>A person is on standby duty when in a liberty status, but subject to recall to proceed on a mission as soon as the need is known, with a boat response time of two hours or less after notification.</p>
Station (small)	<p>A Station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.</p>
Station Aids to Navigation Team (STANT)	<p>A STANT is a combined Station and ANT shore facility. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.</p>
Station Work	<p>Activities that constitute normal unit work which are not directly associated with duty, boat operations, pre-mission planning, or post-mission reporting and follow-up.</p> <p>Example: boat maintenance, Station cleanup, non-mission administrative tasks.</p>
Structural Configuration Characteristics	<p>This applies to the fit, form, and function of structural vessel parts. Watertight closures, vessel coatings, and mounted equipment locations are managed by structural configuration requirements.</p>



Surf	Surf is defined as the waves or swell of the sea breaking on the shore or reef.
Tactical Certification	A highly technical crew certification for the PWCS mission.
Task	A separate training step learned in order to perform a particular job skill.
Task Code	A four element code used to identify the applicability of tasks listed in the Boat Crew Qualification Guide.
Type	A particular class of boat, such as 41 FT UTB, 49 FT BUSL, or 47 FT MLB.
Unit Commander	A CO or OIC of a unit with a standard or non-standard boat assigned.
Urgent Operations	A mission of sufficient importance that the District Commander elects to execute it with a fatigued boat crew.



APPENDIX C Acronyms

Introduction

This appendix contains a list of acronyms used throughout the Manual.

In this appendix

This appendix contains the following information:

Title	See Page
ACRONYM	C-2



ACRONYM	DEFINITION
ADOS	Active Duty for Operational Support
ADT-AT	Active Duty Training for Annual Training
AEPO	Assistant Engineering Petty Officer
ANB	Aids to Navigation Boat
ANTS	Aids to Navigation Team
AOPS	Abstract of Operations
AOR	Area of Operations
APR	Aid Positioning Report
ACTSUS	Active Search Suspended Pending Further Development
BCEB	Boat Crew Examination Board
BCM	Boat Crew Member
BCMP	Boat Class Maintenance Plan
BECCE	Basic Engineering Casualty Control Exercise
BFCO	Boat Forces and Cutter Operations Branch
BM	Boatswain's Mate
BTM	Boarding Team Member
BUI	Boating Under the Influence
BUSL	Buoy Utility Stern Loading
CAC	Crisis Action Center
CASCOR	Casualty Correction
CASREP	Casualty Report
CB-L	Cutterboat-Large
CB-M	Cutterboat-Medium
CB-OTH	Cutterboat-Over-the-Horizon
CB-S	Cutterboat-Small
CCB	Configuration Control Boards
CDAR	Collateral Duty Addictions Representative
CDC	Certain Dangerous Cargo
CEM	Crew Endurance Management
CFC	Combined Federal Campaign
CGHRMS	Coast Guard Human Resource Management System
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COMDTINST	Commandant Instruction
COTP	Captain-of-the Port
CS	Creeping Line Search
CSMP	Current Ship's Maintenance Project
CWO	Chief Warrant Officer
DoD	Department of Defense



ACRONYM	DEFINITION
DWO	Deck Watch Officer
EC	Engineering Change
ELT	Enforcement of Laws and Treaties
EMT	Emergency Medical Technician
EO	Engineering Officer
EOCT	End-of-Course Test
EPES	Enlisted Personnel Evaluation System
EPO	Engineering Petty Officer
ETR	Electronic Training Request
ESA	Endangered Species Act
EXCOM	Extended Communications
FID	Field Information Document
FS	Food Service Specialist
FWS	Fish and Wildlife Service
GAR	Green-Amber-Red
GMT	General Mandated Training
GPS	Global Positioning System
GSA	Government Services Administration
HCPV	High Capacity Passenger Vessel
HIV	High Interest Vessel
HWX	Heavy Weather
HVU	High Value Unit
IDT	Inactive Duty Training
IMPAC	International Merchant Purchase Authorization Card
JQR	Job Qualification Requirement
LE	Law Enforcement
LECQI	Law Enforcement Competency Qualifications Instruction
LEQB	Law Enforcement Qualification Board
LUFS	Large Unit Financial System
MARSEC	Maritime Security
MBR INT	Member's Initials
MCI / KR	Maritime Critical Infrastructure / Key Resources
MDA	Maritime Domain Awareness
MDV	Marine Dealer Visit
MEDEVAC	Medical Evacuation
MEP	Marine Environmental Protection
MER	Marine Environmental Response
MFPU	Maritime Force Protection Unit
MI	Maintenance Inspection
MICA	Management Information for Configuration and Allowances



ACRONYM	DEFINITION
MILOPS	Military Operations
MLB	Motor Lifeboat
MLEM	Maritime law Enforcement Manual
MMPA	Marine Mammal Protection Act
MNVD	Monocular Night Vision Device
MOA	Memorandum of Agreement
MOB	Man Overboard
MOL	Military Out Load
MOU	Memorandum of Understanding
MSRT	Maritime Security Response Team
MSST	Maritime Safety and Security Team
NAVAIDS	Navigation Aids
NAVRULS	Navigation Rules
NDS	National Distress System
NLB	Near-shore lifeboat
NLT	No Later Than
NMFS	National Marine Fisheries Service
NMLBS	National Motor Lifeboat School
NSB	Non-Standard boat
OIC	Officer-in-Charge
OGA	Other Government Agency
OIC INT	Officer-in-Charge's Initials
OJT	On-the-Job Training
OMMP	Occupational Medical Monitoring Program
OOD	Officer of the Day
OPAREA	Operational Area
OPCON	Operational Commander
OPFAC	Operating Facility
OPORDER	Operations Order
ORM	Operational Risk Management
OSB	Operations Standards Board
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAL	Personnel Allowance List
PCS	Permanent Change of Station
PDR	Personnel Data Record
PFD	Personal Flotation Device
PI	Personnel Inspection



ACRONYM	DEFINITION
PO	Petty Officer
POB	Person(s) Onboard
POPFAC	Parent Operating Facility
PPE	Personal Protective Equipment
PSC	Personnel Service Center
PQS	Personnel Qualifications Standards
PRECOM	Preliminary Communications
PSU	Port Security Unit
PWB	Ports and Waterways Boat
PWCS	Ports, Waterways and Coastal Security
QEB	Qualification Examining Board
RB-M	Response Boat-Medium
RCC	Rescue Coordination Center
RFO	Ready for Operations
SAR	Search and Rescue
SC	SAR Coordinator
SFLC	Surface Force Logistics Center
SITREP	Situation Report
SK	Storekeeper
SKF	Skiff
SMC	SAR Mission Coordinator
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office
SPC	Special Purpose Craft
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SRA	Short Range Aids to Navigation Station
SRU	Search and Rescue Unit
SS	Square Search Single Unit
SSM	Support and Special Mission
STANT	Station Aids to Navigation Team
TAD	Temporary Assigned Duty
TANB	Trailerable ATON Boat
TCT	Team Coordination Training
TD	Temporary Duty
TMT	Training Management Tool
TPSB	Transportable Port Security Boat
TRACEN	Training Center
TRATEAM	Training Team
TSN	Track Line Search Unit Non-return



ACRONYM	DEFINITION
TSR	Track Line Search Single Unit Return
U/W	Underway
UCMJ	Uniform Code of Military Justice
UPH	Unaccompanied Personnel Housing
UTB	Utility Boat Big
UTL	Utility Boat (Large)
UTM	Utility Boat (Medium)
VS	Vessel Safety
VSC	Vessel Safety Check
XO	Executive Officer
YN	Yeoman