



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 3500.1  
N3

MAY 23 2011

CNIC INSTRUCTION 3500.1

From: Commander, Navy Installations Command

Subj: SHORE INSTALLATION MANAGEMENT BASIC BOAT COXSWAIN PROGRAM

Ref: (a) NAVEDTRA 43152  
(b) SIM BBC Course, Course Identification Number (CIN)  
#S-540-1007  
(c) NAVEDTRA 43153  
(d) 46 C.F.R. Part 10, Subpart B, General Requirements  
for All Merchant Mariner Credentials  
(e) OPNAVINST 3120.32  
(f) NETC P1552-16 Navy Swim Manual  
(g) OPNAVINST 5100.19  
(h) OPNAVINST 3500.39

Encl: (1) Coxswain and Crewmember Qualification and  
Training Requirements  
(2) SIM BBC Program Description  
(3) Installation SIM Basic Boat Coxswain Training  
Specialist Letter of Designation  
(4) CNIC Form 3500/4, SIM Basic Boat Coxswain Training  
Course ICE Comment Card  
(5) SIM Basic Boat Coxswain Course Performance  
Information Memorandum (PIM)  
(6) CNIC Form 3500/5, Twin Inboard Diesel Boat Report,  
Twin Inboard Gasoline Boat Report  
(7) CNIC Form 3500/1, SIM Basic Boat Coxswain Program  
Site Visit Form  
(8) CNIC Form 3500/2, SIM Basic Boat Coxswain Training  
Specialist Annual Site Visit Form  
(9) CNIC Form 3500/3, SIM Basic Boat Coxswain Course  
Prerequisite Screening Form

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1. Purpose. To provide a standardized Shore Installation Management (SIM) program for the training and qualifications of basic boat coxswains and crewmembers.

2. Background

a. Standardized training must be conducted to support Navy Mission Essential Tasks. Commander, Navy Installations Command (CNIC) N31 organization will function as the integrator to standardize all Shore Installation Management Basic Boat Coxswain (SIM BBC) training.

b. This guidance applies to military, civilian and contractor personnel. This instruction does not supersede local Status of Forces Agreements or Final Governing Standards for Outside the Continental United States installations that utilize host nation or third country national labor.

3. Policy

a. In accordance with reference (a), military and Department of Defense civilian and contractor personnel assigned as coxswains should attend the five day SIM BBC training course CIN# S-540-1007, or possess their U.S. Coast Guard Operator of Uninspected Passenger Vessel License (OUPV), commonly referred to as "the six pack" license.

b. General Qualifications:

(1) Upon satisfactory completion of the SIM BBC training course or after having obtained an OUPV License, personnel shall complete the appropriate portions of the SIM BBC Personal Qualification Standards outlined in reference (c) as required by the installation Commanding Officer (CO).

(2) Local Job Qualification Requirements (JQRs) shall not be used to substitute for the basic SIM BBC qualification. However, Area of Responsibility/platform specific JQRs for region/installation specific platforms/tasks, can be used to supplement the minimum training and qualification requirements as set forth in this instruction.

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(3) Enclosures (1) and (2) provide the training requirements and program description for Coxswains and Crewmembers, and provide guidelines for the management of the SIM BBC program.

c. Upon completion of reference (b), students will be encouraged to complete and submit an Interactive Customer Evaluation (course critique), enclosure (4). Additionally, a Performance Information Memorandum (PIM), enclosure (5), will be issued to the student.

d. Regional SIM BBC Training Specialist will administer the SIM BBC course under the direction and guidance of the CNIC N31 Center of Excellence for Training.

#### 4. Responsibilities

a. CNIC Port Operations Program Director (N31) shall provide overall small boat program management.

b. Commander, Navy Region Southeast (CNRSE) Port Operations Program Center of Excellence for Training is responsible for:

(1) Serving as Model Manager for course material and content.

(2) Validating and updating course material.

(3) Establishing standardized data collection tools.

(4) Serving as the subject matter expert for all SIM BBC training.

c. Region Port Operations Program Director is responsible for:

(1) Implementing the SIM BBC training in accordance with references (a) through (d), providing oversight in their respective regions.

(2) Conduct annual site visits of each installation's designated SIM BBC Training Specialist using CNIC forms 3500/1 and 3500/2.

(3) Approve/Disapprove request for establishing installation SIM BBC Training Specialists.

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d. Region SIM BBC Training Specialist is responsible for:

(1) Maintaining the overall oversight of the SIM BBC Training Program.

(2) Conducting annual site visits to evaluate the effectiveness of each installation's designated SIM BBC Training Specialist.

e. COs are responsible for providing oversight of their respective installation's SIM BBC qualification program.

f. Installation Port Operations Program Manager is responsible for:

(1) Properly recording required PQS.

(2) Qualifying SIM BBCs and crewmembers.

(3) Recommending an installation SIM BBC Training Specialist.

(4) Providing oversight of the annual SIM BBC Training Program site visits.

(5) Managing the SIM BBC qualification program.

(6) Ensuring a satisfactory boat report, enclosure (6), is completed prior to an underway evolution.

## 5. Action

a. Region Port Operations Program Director will:

(1) Conduct annual site visits of each installation's designated SIM BBC Training Specialist using enclosures (7) and (8).

(2) Approve/Disapprove request for establishing installation SIM BBC Training Specialists.

b. Commanding Officers will:

(1) Designate an installation SIM BBC Training Specialist using the sample provided at enclosure (3).

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(2) Ensure SIM BBC candidates are properly screened, using enclosure (9), prior to the start of class.



M. C. VITALE  
Vice Admiral, U.S. Navy

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## COXSWAIN &amp; CREWMEMBER QUALIFICATION AND TRAINING REQUIREMENTS

1. Coxswain Specific Qualifications. Military, DoD civilian and contractor personnel assigned as a coxswain shall:

a. Have normal color vision perception.

b. Qualify Navy second class swimmer in accordance with references (e) and (f) or have a U.S. Coast Guard approved Standards of Training Certification and Watchkeeping for Seafarer (STCW-95) Basic Safety Training equivalent, reference (d).

c. Not be in a limited duty status.

d. Complete the NAVEDTRA 43153 SIM BBC PQS watch station 301 and 302, reference (c).

e. Complete the SIM BBC course (recommended) or obtain a U.S. Coast Guard OUPV License.

2. Coxswain Refresher Training

a. Applicability. It is recommended all formerly qualified coxswains that have not performed coxswain duties for a period of three months attend refresher training.

b. Requirements

(1) Have previously completed the five day SIM BBC course, have obtained an OUPV License or already PQS qualified as a Boat Coxswain.

(2) Two-Day Refresher Training shall consist of seamanship training, underway boat handling and the passing of a rules of the road examination. The exams can be obtained from the SIM BBC instructors or locally generated.

3. Crewmember Specific Qualifications. Military, DoD civilian and contractor personnel assigned as a crewmember shall:

a. Have normal color vision perception.

b. Qualify Navy second class swimmer or have a U.S. Coast Guard approved Standards of Training Certification and

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Watchkeeping for Seafarer (STCW-95) Basic Safety Training equivalent.

- c. Not be in a limited duty status.
- d. Complete the NAVEDTRA 43153 SIM Basic Boat Coxswain PQS watch station 301, reference (c).
- e. Complete the SIM BBC course (recommended) or obtain a U.S. Coast Guard Merchant Mariner's Document, reference (a).

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SHORE INSTALLATION MANAGEMENT BASIC BOAT COXSWAIN  
PROGRAM DESCRIPTION

1. SIM BBC Course Prerequisites. Military, DoD civilian and contractor personnel assigned as a coxswain must be qualified as a Second Class Swimmer by a certified Navy Swim Tester in accordance with references (c), (e) and (f), or have a U.S. Coast Guard approved Standards of Training Certification and Watchkeeping for Seafarer (STCW-95) Basic Safety Training equivalent, reference (d). Personnel shall have passed a color vision test and be in good physical condition. Failure to meet the above prerequisites will disqualify personnel from serving as coxswain or crew member and attending the SIM BBC course. CNIC form 3500/3 must be submitted for each student attending the SIM BBC course, prior to the start of class.
2. Course Length and Description. The course will normally be five days in length. It will consist of formal classroom and practical training on the water. Examinations shall be administered throughout the course to ensure knowledge retention. In order for students to be credited with successful completion of the course, they must be able to satisfactorily perform all required practical evolutions and score a minimum of 75 on the final exam. A Performance Information Memorandum will be issued to the students upon course completion verifying training accomplishments, enclosure (5). However, this is not a final or all encompassing qualification, because final qualification rests with the individual's Command [see sections 5(d) and 5(e) of this instruction]. The Command shall question the individual and/or require demonstration on any or all items prior to final qualification. Students will be encouraged to complete and submit an Interactive Customer Evaluation (course critique) upon completion, CNIC Form 3500/4.
3. Course Safety. As part of the introductory portion of the course, and prior to all underway evolutions, instructors must cover applicable safety precautions in accordance with reference (g). The instructor and students will conduct a risk assessment of the underway training in accordance with reference (h). A satisfactory boat report, CNIC Form 3500/5, must be completed prior to underway training. The instructor will make the final determination if conditions are "safe to train". Training Time Out procedures, to include verbal and hand signals, shall be thoroughly briefed prior to each underway evolution.
4. Regional SIM BBC Training Specialist



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a. Regional SIM BBC Training Specialist oversight.

Regional SIM BBC Training Specialist will conduct annual site visits, using CNIC form 3500/2, to evaluate the effectiveness of each installation's designated SIM BBC Training Specialist.

b. Applicability. N31 Port Operations is the primary selection group for the SIM BBC Training Specialist program. regional SIM BBC Training Specialist will administer the SIM BBC course under the direction and guidance of the CNIC N31 Center of Excellence for Training.

c. Pre-Requisites

(1) U.S. Coast Guard licensed Master's License or Third Mate or equivalent maritime experience directly related to small craft operations and training.

(2) Complete Navy Basic Swimming and Water Survival Instructor Course or equivalent. This pre-requisite is a condition of employment for regions that desire to conduct this swim qualification by their respective regional SIM BBC Training Specialist.

(3) Complete the American Red Cross Water Safety Instructor Course. This pre-requisite is a condition of employment for regions that desire to conduct this swim qualification by their respective regional SIM BBC Training Specialist.

(4) Successfully complete the SIM BBC course within 30 days of employment.

(5) Obtain and maintain current certificate for Cardiopulmonary Resuscitation (CPR) and First Aid.

5. Installation SIM BBC Training Specialista. Installation SIM BBC Training Specialist Pre-requisites:

(1) Be a highly motivated E-5 or above or DoD Civilian and recommended by Chain of Command.

(2) Qualified Coxswain in accordance with references (a) through (d).

(3) Obtain and maintain current certificate for CPR and first aid.

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(4) Must attend the SIM BBC course CIN# S-540-1007, reference (a).

(5) Must be in good physical condition and have the ability to respond to an emergency that may occur on water during training.

b. Applicability. Region Port Operations program directors will approve/disapprove requests for the establishment of an installation SIM BBC Training Specialist for installations that are remotely located or where it is not cost effective for regional installation SIM BBC Trainers to travel to more than once a year. Any federal agency that is approved by CNIC N31 for the installation SIM BBC Training Specialist program must fully comply with this instruction.

c. Requirements. Prior to final qualifications, the installations SIM BBC Training Specialists must successfully administer the SIM BBC course under the supervision of a regional SIM BBC Training Specialist. A Letter of Designation, enclosure (3), as an installation SIM BBC Training Specialist will be provided by the respective chain of command to the designee. This qualification is installation specific and expires upon transfer.

d. SIM BBC Course Requirements. Prior to instructing each SIM BBC course, the following must be completed:

(1) Conduct an operational risk management survey of the underway portion of the SIM BBC course for their AOR in accordance with reference (h).

(2) Complete a Boat Report in accordance with references (h) and CNIC form 3500/5, prior to course commencement.

(3) Familiarize themselves with this instruction, references, forms, and enclosures.

(4) The SIM BBC course curriculum meets the minimum training standard and shall not be changed. Revisions or changes to the course curriculum shall be submitted to the CNRSE Port Operations Program Center of Excellence for Training for review. Installation Training Specialists may add their geographical AOR requirements and boat specific characteristics to the course. This course is designated as a "Low Risk"

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training course. Any changes made to the program, with the exception of the aforementioned, may cause this course to be designated a "Medium" or a "High" risk training program, i.e., conducting boat tactics, high speed maneuvers, weapons qualifications, etc.

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Installation SIM Basic Boat Coxswain Training Specialist  
Letter of Designation

From: Commanding Officer, Installation  
To: (first / last name)

Subj: LETTER OF DESIGNATION FOR SHORE INSTALLATION MANAGEMENT  
(SIM) BASIC BOAT COXSWAIN INSTALLATION TRAINING  
SPECIALIST

Ref: (a) CNICINST 3500.1

1. In accordance with reference (a), you are hereby designated as a SIM Basic Boat Coxswain Installation Training Specialist for this command.
2. You are required to familiarize yourself and comply with the provisions of reference (a) in the performance of your duties.
3. The SIM BBBC Course curriculum meets the minimum training standard and shall not be changed. Revisions or changes to the course curriculum shall be submitted to the CNRSE Port Operations Program Center of Excellence for Training for review. You may add geographical area of responsibility (AOR) requirements and boat specific characteristics to this course.
4. This course is designated as a "Low Risk" training course. Any changes made to the program, with the exception of the aforementioned, may cause this course to be designated a "Medium" or "High" risk training program, i.e., conducting boat tactics, high speed maneuvers, weapons qualifications, etc.
5. This qualification terminates upon your transfer from this installation.

Commanding Officer

Copy to:  
Member  
Service/OPF Record  
Training Record

Enclosure (3)

## S.I.M BASIC BOAT COXSWAIN TRAINING COURSE ICE COMMENT CARD

DATE: \_\_\_\_\_

\* Name (Last, First, MI): \_\_\_\_\_

\* Work Phone Number: \_\_\_\_\_ \* E-mail Address: \_\_\_\_\_

Course Title: \_\_\_\_\_ Instructor's Name: \_\_\_\_\_

Which Port in the Region are you from? \_\_\_\_\_

What is your status? \_\_\_\_\_

### CUSTOMER SERVICE *Please mark the appropriate box*

Customer Service	EXCELLENT	GOOD	OK	POOR	AWFUL	NOT APPLICABLE
a. Facility Appearance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Employee/Staff Attitude	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Timeliness of Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Hours of Service	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Did the product or service meet your needs?  Yes  No

### METHODS and MEDIA *Please mark the appropriate box*

Variety of Methods and Media used	EXCELLENT	GOOD	OK	POOR	AWFUL	NOT APPLICABLE
a. Materials readable	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. Instructor experience in subject	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. Objectives clearly stated	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. Important content stressed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. Benefits to learners explained	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. Content relevance	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. Realistic exercises	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. Reviews/summaries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. Instructor organize	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. Instructor clear and concise	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. Instructor flexible	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. Course stayed on schedule	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. Instructor handling of group	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### SATISFACTION

Would you recommend this course to someone else?  Yes  No

Were you satisfied with your experience at this office/facility  Yes  No

Comments: \_\_\_\_\_

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SIM Basic Boat Coxswain Course Performance Information  
Memorandum (PIM)

From: SIM Basic Boat Coxswain Instructor

To: \_\_\_\_\_ XXXX, USN, Command

Subj: SHORE INSTALLATION MANAGEMENT (SIM) BASIC BOAT  
COXSWAIN COURSE PERFORMANCE INFORMATION MEMORANDUM

Ref: (a) CNIC INSTRUCTION 3500.1

1. The purpose of this Performance Information Memorandum (PIM) is to document, in accordance with reference (a) the period of \_\_\_\_\_, during which the member completed the following courses of instruction and training with a mark of satisfactory:

- 100 INTRODUCTION TO FUNDAMENTALS
- 101 SAFETY PRECAUTIONS FUNDAMENTALS
- 102 Small Boat Fundamentals
- 103 Launch and Recovery Operations (Trailer)
- 105 Rules of the Road
- 106 Navigation Fundamentals
- 107 Boat Etiquette Fundamentals
- 108 Communications Fundamentals
- 109 Marine Species Awareness Fundamentals
- 110 Start-Up and Shut-Down Fundamentals
- 111 Hotel Services Fundamentals
- 112 Outboard Engine Fundamentals
- 113 Jet Drive Fundamentals
  
- 200 INTRODUCTION TO SYSTEMS
- 201 Small Boat structure systems
- 202 Instrument panel and steering system
- 203 Drainage systems Intake and Exhaust systems
- 204 Smart Craft diesel view system
- 205 Radar System
- 206 Global Positioning System
- 207 Fire Fighting System Raw Water systems
- 208 Marine propulsion gear assembly systems
- 209 Fuel Oil systems
- 210 Lube Oil systems

Enclosure (5)

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- 211 Jacket Water systems
- 212 Raw Water System
- 213 Electrical systems
- 214 Outboard engine systems
- 215 Jet drive systems

2. As the responsibility for final qualification rests with the individual's Command, this is not meant as a final or all encompassing qualification. It is required that the Command question the individual and/or requires demonstration on any or all items prior to qualification and individual must complete the SIM BBC PQS NAVEDTRA 43153 .

FIRST LAST NAME

## Twin Inboard Diesel Boat Report

NAVY HULL NUMBER:

DATE:

Hull	PRIOR	SAT	UNSAT	NA	Auxilliary	PRIOR	SAT	UNSAT	NA
Fittings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wipers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Transom	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fans	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Weapon Foundations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fresh Water Pump	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Boat Cleanliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Horn	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Mechanical Equipment</b>	<b>PRIOR</b>	<b>SAT</b>	<b>UNSAT</b>	<b>NA</b>	CHT Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bilge Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Head	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Potable Water Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Boat Equipment</b>	<b>PRIOR</b>	<b>SAT</b>	<b>UNSAT</b>	<b>NA</b>
Engine Batteries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Nav Char	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
House Batteries	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Anchor & Rode	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fuel Cap	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Life Ring w/line	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stbd Eng F/O WTR Sep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Boat Hook	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Port Eng F/O WTR Sep	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fender (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Port Oil Drive Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mooring Lines (2)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stbd Drive Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire Extinguishers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Port Engine Coolant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Life Jackets	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stbd Engine Coolant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	First Aid Kit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Port Sea Strainer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Fire Sups System	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stbd Sea Strainer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Flare Kit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Port Side Seacock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sponson Inflation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stbd Side Seacock	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Sponson Condition	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Steering Fluid Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Binoculars	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Test Steering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>Navigational Aid</b>	<b>PRIOR</b>	<b>SAT</b>	<b>UNSAT</b>	<b>NA</b>
Test Throttle Controls	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Radio/VHF	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENSET Oil Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Radar	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENSET J/W Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Siren	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
GENSET R/W Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Depth Finder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Lighting</b>	<b>PRIOR</b>	<b>SAT</b>	<b>UNSAT</b>	<b>NA</b>	Compass	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Anchor/Running Lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	GPS	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Search Lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Antennas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cockpit Light	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Secure Radio	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Code Lights/Blue Security	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Regions Specific	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Instrument Lights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>					



Fuel/Oil Levels	Full	3/4	1/2	1/4	Empty	Total Operating Hours	Start	Stop	Total	
Fuel Tank Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Port Engine Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Port Transmission Oil Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		STBD Engine Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stbd Transmission Oil Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Generator Engine Hours		<input type="text"/>	<input type="text"/>	<input type="text"/>
Port Engine Oil Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		STBD Engine Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>
Stbd Engine Oil Level	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>			Generator Engine Hours	<input type="text"/>	<input type="text"/>

Inspections Remarks:

Inspectors Name: <input style="width: 90%;" type="text"/>	Reviewer's Name: <input style="width: 90%;" type="text"/>
Inspector's Signature: <input style="width: 90%;" type="text"/>	Reviewer's Signature: <input style="width: 90%;" type="text"/>
Date Completed: <input style="width: 90%;" type="text"/>	Date Completed: <input style="width: 90%;" type="text"/>

## SIM Basic Boat Coxswain Program Site Visit Form

 Date: 

Command Name: <span style="border: 1px solid black; display: inline-block; width: 95%; height: 20px;"></span>	UIC: <span style="border: 1px solid black; display: inline-block; width: 95%; height: 20px;"></span>	Work Telephone: <span style="border: 1px solid black; display: inline-block; width: 95%; height: 20px;"></span>	Work E-Mail: <span style="border: 1px solid black; display: inline-block; width: 95%; height: 20px;"></span>
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### A. Administration

#### References

	YES	NO
a. Boat Information Book (BIB) for all boats	<input type="checkbox"/>	<input type="checkbox"/>
b. COMDINST M16672.2, Navigation Rules	<input type="checkbox"/>	<input type="checkbox"/>
c. CNICINST 3000.10, Shore Response Plan	<input type="checkbox"/>	<input type="checkbox"/>
d. OPNAVINST 3120.32 (Series), Standard Organization and Regulations of the U.S. Navy	<input type="checkbox"/>	<input type="checkbox"/>
e. OPNAVINST 3500.39, Operational Risk Management	<input type="checkbox"/>	<input type="checkbox"/>
f. OPNAVINST 5100.9 (Series), Navy Occupational Safety and Health (NAVOSH)	<input type="checkbox"/>	<input type="checkbox"/>
g. NAVEDTRA 43153 series, SIM Basic Boat Coxswain	<input type="checkbox"/>	<input type="checkbox"/>
h. NSTM S9086-CL-STM-010/CH-583 (Volume I & II), Boats and Small Craft	<input type="checkbox"/>	<input type="checkbox"/>
i. NSTM S9086-CL-STM-010/CH-077, Personnel Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>
j. Local Small Boat Standard Operating Procedure	<input type="checkbox"/>	<input type="checkbox"/>

#### General Information

	YES	NO
1. Are all Boat Crew members 2nd Class swimmer qualified (ref d and g) or U.S. Cadet Coast Guard Equivalent.	<input type="checkbox"/>	<input type="checkbox"/>
2. If they are not 2nd Class swimmer qualified have they been granted a waiver?	<input type="checkbox"/>	<input type="checkbox"/>
a. Crewmember	<input type="checkbox"/>	<input type="checkbox"/>
b. Coxswain	<input type="checkbox"/>	<input type="checkbox"/>
3. Do all Boat Coxswains and crew members have normal color perception?	<input type="checkbox"/>	<input type="checkbox"/>
4. How many personnel are qualified in the following watch stations?		
a. Number Crew Member required <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>		
c. Number Coxswain required <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>		
b. Number Crew Member qualified <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>		
d. Number Coxswain qualified <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px; vertical-align: middle;"></span>		
5. Does the installation maintain and regularly update their coxswain and crew member training records	<input type="checkbox"/>	<input type="checkbox"/>
a. S.I.M Basic Boat long range training schedule (ref c and d.)	<input type="checkbox"/>	<input type="checkbox"/>
b. S.I.M Basic Boat short range training schedule (ref c and d)	<input type="checkbox"/>	<input type="checkbox"/>
c. Record of completed training, including dates (ref c and d)	<input type="checkbox"/>	<input type="checkbox"/>
d. Are the PQS Qualifier designated in writing buy the Command Officer to sign off individual watch stations (ref g).	<input type="checkbox"/>	<input type="checkbox"/>

### B. Schools

How many personnel are graduates of S.I.M Basic Boat Coxswain Course?

### C. Basic Boat Coxswain and Crewmember

Complete a S.I.M Basic Boat Report.  YES  NO

### D. Performance Test

Boat Coxswain Name

1. Alongside and pier landings ( 3 times)	SAT	UNSAT
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a. Starboard side	<input type="checkbox"/>	<input type="checkbox"/>
b. Portside	<input type="checkbox"/>	<input type="checkbox"/>
2. Man Overboard Recovery	<input type="checkbox"/>	<input type="checkbox"/>

Boat Coxswain Name

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2. Man Overboard Recovery	<input type="checkbox"/>	<input type="checkbox"/>

Boat Coxswain Name

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b. Portside	<input type="checkbox"/>	<input type="checkbox"/>
2. Man Overboard Recovery	<input type="checkbox"/>	<input type="checkbox"/>

**E. Rules of Road Test**

Number of Personnel  Average Score

**F. List of Discrepancies**

**Assessors:**

Date Completed:

**SIM Basic Boat Coxswain Training Specialist  
Annual Site Visit Form**

Date:

Command Name: <input type="text"/>	UIC: <input type="text"/>	Work Telephone: <input type="text"/>	Work E-Mail: <input type="text"/>
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**A. Administration**

References	YES	NO
a. Boat Information Book (BIB) for all boats	<input type="checkbox"/>	<input type="checkbox"/>
b. COMDINST M16672.2, Navigation Rules	<input type="checkbox"/>	<input type="checkbox"/>
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j. Local Small Boat Standard Operating Procedure	<input type="checkbox"/>	<input type="checkbox"/>

**B. General Information**

1. Average Class Size <input type="text"/>	3. Completed Qualification Date <input type="text"/>
2. Total Annual Classes <input type="text"/>	4. Projected Rotation Date (PRD) <input type="text"/>
5. Installation SIM BBC Training Specialist Letter of Designations	
<input type="checkbox"/> <input type="checkbox"/>	

**C. Classrooms**

1. Lesson Introduction:	YES	NO
a. Trainer start class on time	<input type="checkbox"/>	<input type="checkbox"/>
b. Trainer briefed all students on general safety procedures and precautions applicable to the course and class room	<input type="checkbox"/>	<input type="checkbox"/>
c. Briefed on Training -Time-Out procedures	<input type="checkbox"/>	<input type="checkbox"/>
d. Did the Trainer introduce themselves?	<input type="checkbox"/>	<input type="checkbox"/>
e. Explained the benefits to learners	<input type="checkbox"/>	<input type="checkbox"/>
f. Explain the importance of satisfactory performance	<input type="checkbox"/>	<input type="checkbox"/>
g. Motivated the students to do their best	<input type="checkbox"/>	<input type="checkbox"/>
2. Lesson Presentation:	YES	NO
a. Classroom and materials ready for training.	<input type="checkbox"/>	<input type="checkbox"/>
b. Covered major discussion points and emphasis.	<input type="checkbox"/>	<input type="checkbox"/>
c. Used question techniques effectively	<input type="checkbox"/>	<input type="checkbox"/>
d. Used training aids effectively	<input type="checkbox"/>	<input type="checkbox"/>
e. Maintained good eye contact	<input type="checkbox"/>	<input type="checkbox"/>
f. Displayed enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>

g. Maintained a positive and profession attitude.	<input type="checkbox"/>	<input type="checkbox"/>
h. Used time effectively.	<input type="checkbox"/>	<input type="checkbox"/>
i. Avoided distracting mannerisms.	<input type="checkbox"/>	<input type="checkbox"/>
j. Used communication skills effectively.	<input type="checkbox"/>	<input type="checkbox"/>
k. Maintained flexibility.	<input type="checkbox"/>	<input type="checkbox"/>
l. Explained material clearly.	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Trainer -Student Interaction:</b>	YES	NO
a. Established and maintained student attentions.	<input type="checkbox"/>	<input type="checkbox"/>
b. Encouraged student participation.	<input type="checkbox"/>	<input type="checkbox"/>
c. Checked for student comprehension.	<input type="checkbox"/>	<input type="checkbox"/>
d. Trainer patience with challenging students.	<input type="checkbox"/>	<input type="checkbox"/>
e. Assisted student as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
f. Trainer provided students with clear answers.	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Lesson Summary:</b>	YES	NO
a. Summarized learning objectives.	<input type="checkbox"/>	<input type="checkbox"/>
b. Summarized lesson properly.	<input type="checkbox"/>	<input type="checkbox"/>
c. Checked student understanding.	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Labor Evolutions:</b>	YES	NO
a. Briefed on ORM, Safety procedure/precaution, and Training-Time-Out.	<input type="checkbox"/>	<input type="checkbox"/>
b. Work Station/space ready for class.	<input type="checkbox"/>	<input type="checkbox"/>
c. Explained to the students the objective of the Practical Test.	<input type="checkbox"/>	<input type="checkbox"/>
d. Assisted students as necessary.	<input type="checkbox"/>	<input type="checkbox"/>
e. Recognized individual student differences.	<input type="checkbox"/>	<input type="checkbox"/>
f. Check student progress and understanding.	<input type="checkbox"/>	<input type="checkbox"/>
g. Used questioning techniques effectively.	<input type="checkbox"/>	<input type="checkbox"/>
h. Critique/review the laboratory session.	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Administer/proctor:</b>	YES	NO
a. Written test.	<input type="checkbox"/>	<input type="checkbox"/>
b. Reviewed written test with the students	<input type="checkbox"/>	<input type="checkbox"/>
c. Conducted practical test.	<input type="checkbox"/>	<input type="checkbox"/>
d. Check for student comprehension	<input type="checkbox"/>	<input type="checkbox"/>
e. Critique/review the class and laboratory session.	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. Facilities</b>	SAT	UNSAT
1. Classroom condition,	<input type="checkbox"/>	<input type="checkbox"/>
2. Is data being maintained (3 years):	YES	NO
a. Course completion certificates.	<input type="checkbox"/>	<input type="checkbox"/>
b. Test and scores.	<input type="checkbox"/>	<input type="checkbox"/>
c. Past training critique sheets.	<input type="checkbox"/>	<input type="checkbox"/>

**E. List of Discrepancies**

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Assessors:

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Date Completed:

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S.I.M BASIC BOAT COXSWAIN COURSE  
PREREQUISITE SCREENING FORM

DATE: \_\_\_\_\_

NAME: (Last, First, MI) \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

COMMAND: \_\_\_\_\_ UIC: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_

WORK E-MAIL: \_\_\_\_\_

**PREREQUISITES**

*If prerequisites are not met, student will be dis-enrolled from the course*

- Student must be second-class swimmer IAW CNETINST P1552-16 or have completed a U.S. Coast Guard approved SCTW-95 Basic Safety Training course.
- Student must have passed the FALANT color vision test.
- Bee sting and shellfish reaction kit are required for those allergic, provided by student.
- Student must be in good physical condition.
- Non-duty status while enrolled in the course. (Highly recommended)

**SUPERVISOR VERIFICATION**

*Screening Form must be verified by Supervisor*

Supervisor's Name: (Last, First, MI) \_\_\_\_\_ Supervisor's Rate/Rank \_\_\_\_\_

Work Telephone: \_\_\_\_\_ Work E-mail: \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ DATE: \_\_\_\_\_

Submit by E-mail