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CHAPTER I. GENERAL INFORMATION ON THE MARINE VISITATION (MV) PROGRAM

A. SCOPE OF THE MV PROGRAM.

1. **Purpose.** The purpose of the Marine Dealer Visitation (MV) program is to promote safe boating for the recreational boating public through the aid of the Marine Dealer, a primary contact with the recreational boater. Great strides toward an ultimate goal of safe and enjoyable recreational boating can be made by convincing the Marine Dealer of the importance in providing safety information with each sale of a boat or related equipment.
2. **Long-Range Goals.** The long-range goal of this program is to visit each Marine Dealer at least once a quarter to maintain open lines of communication between the Marine Dealer, the Coast Guard, and the Auxiliary. The primary reason for the visit is to inform the Marine Dealer of the Coast Guard's Recreational Boating Safety (RBS) program and applicable state requirements. The visit should be conducted with a clear objective of providing boating safety information to the Marine Dealer. The Marine Dealer must be left with the feeling that the Visitor is sincerely interested in helping and that the Marine Dealer is a vital link in the safe boating or boating education process. It is far better never to visit a Marine Dealer than to visit them only once. Irreversible damage is done to our image and the program when no follow-up visits are made.

B. OBJECTIVES OF THE MV PROGRAM.

1. To establish or enhance working relations between Marine Dealers, the Coast Guard, and the Auxiliary.
2. To use the Marine Dealer as the contact point for making the boating public more aware of local, state, and federal boating safety requirements.
3. To provide information regarding Public Education courses, Vessel Safety Checks, Auxiliary membership, and to distribute Coast Guard, Auxiliary, and other available boating safety handout materials approved for distribution through the Marine Dealer Visitation Program.

C. BENEFITS TO THE MARINE DEALER.

There are significant benefits for participating Marine Dealers. These benefits are both tangible and intangible but all can be related to economic advantages. A very powerful selling point for Marine Dealers is that knowledge and the right equipment lead to safer boating. Many potential or novice boaters have an uneasy feeling that boating is unsafe. If Marine Dealers can impress upon boaters that safety equipment and knowledge of how to use it is available, they could produce a significant economic advantage. Some of the benefits to the Marine Dealer are that this program will:

1. Establish a "public/boating safety" image with the public. The safety information which the Marine Dealer receives, as well as the Marine Dealer's cooperation with the Coast Guard, Auxiliary and state programs, will impress the public by indicating here indeed is a "boating safety center" and a dealer interested in providing customers with the best boating safety information.
2. Keep Marine Dealers up-to-date on the latest information and programs of interest. Each Marine Dealer will be visited regularly so there can be follow-up action with the Auxiliary.

3. Provide a point of contact with the Coast Guard through which the dealer can obtain answers to technical questions or other issues such as documentation, recall status, etc. The Visitor should be ready with referral information.
4. Conduct Marine Dealer employee training (e.g., showing the Marine Dealer's service department how to correctly apply registration numbers, or providing the sales staff with training on safety equipment).

D. BENEFITS TO THE PUBLIC. In cooperation with the Marine Dealers, the Coast Guard, and states, the MV program will benefit the recreational boating public by:

1. Providing a better 'total service' effort on the part of the Marine Dealer.
2. Making the boater aware of local, state, and federal safety requirements.
3. Advising boaters of Auxiliary missions and services.
4. Providing the public with a better understanding of a boater's responsibilities.

E. BENEFITS TO THE COAST GUARD AND THE AUXILIARY. If the Marine Dealer is convinced of the advantages of a close relationship with the Auxiliary, a large segment of the boating public will be exposed to the safe boating message, resulting in the following advantages:

1. Lives and property will be saved by educating the boating public.
2. Marine Dealers will provide a convenient distribution point for boating safety materials as well as a means of notifying the boating public of Coast Guard and Auxiliary programs.
3. The Marine Dealer's facilities may be available for use in public education courses.
4. The Marine Dealer's facilities may be available for use as a VSC station.
5. Marine Dealers, as well as their customers, can become aware of Coast Guard and Auxiliary programs.
6. The "Cooperating Marine Dealer" decal will help identify the Marine Dealer as a knowledgeable source of boating safety information for the public.
7. Marine Dealers will provide a contact point for recruiting new Auxiliary members.
8. Marine Dealers will be kept informed of changes in federal and state equipment requirements.
9. In general, all Coast Guard and Auxiliary programs will gain by the increased exposure and opportunities provided by the Marine Dealer's cooperation.

- F. AUXILIARY PROGRAMS.** The MV program is a blending of many Coast Guard and Auxiliary programs. Aspects of the Vessel Safety Check, Public Education, Member Training and Personnel Services programs are used by bringing boating safety information to Marine Dealers and their customers. Consumer information can be obtained by using the toll-free **Coast Guard Customer Infoline 1-800-368-5647**.
1. **Vessel Safety Check (VSC).** The MV program, while a logical extension of the VSC program, in no way involves an examination or inspection of the Marine Dealer's premises, stock, or facilities. The Visitor may, however, assist the Marine Dealer by recommending that the Marine Dealer stock Coast Guard approved equipment. The Visitor will normally discuss a wide range of boating safety topics with the Marine Dealer. It is important, however, that the Visitor discuss the possibility of establishing VSC stations in a Marine Dealer's parking lot. Dealers will often supply publicity for the event. Posters and pamphlets concerning VSCs should be provided by the Visitor, and the Marine Dealer should be thoroughly briefed.
 2. **Public Education (PE).** While conducting the visit, the Visitor should explain the Public Education program to the Marine Dealer. A sound knowledge of course content, intended audience, and audio-visual support requirements for each of the Auxiliary Public Education courses, should be fully understood by the Visitor. Should Marine Dealers express an interest in sponsoring a course at that location the Visitor should counsel the Marine Dealer regarding the best course suited for their customers, as well as any needed support requirements. The Visitor should also inform the Marine Dealer of courses available from other sources, such as the state or the U.S. Power Squadrons (USPS).
 3. **Member Training (MT) and Personnel Services (PS).** During the visit, the training advantages of membership in the Auxiliary should be mentioned. Information regarding the Auxiliary programs should be provided. The Visitor should supply the Marine Dealer with a name and phone number of a Personnel Services Officer who can answer membership inquiries.
- G. INFORMATION AVAILABLE.** The Office of Boating Safety at Coast Guard Headquarters maintains a constantly updated list of Marine Dealers for use during future programs as they are announced. Boating Safety Consumer Fact Sheets, Boating Safety Circulars, the Coast Guard Customer Infoline number, and Auxiliary recruiting information, along with state and local information on equipment and education should be made available for distribution to the Marine Dealers. Providing state and local information not only helps the Marine Dealers but enhances working relationships between the Coast Guard and the states. The Visitor must be knowledgeable of local and state programs and how they may affect how a boat is equipped. It will hurt the program if only federal and Auxiliary requirements are presented should a boater receive a citation for violation of a local or state law.

CHAPTER II. PLANNING AND SCHEDULING

A. IDENTIFICATION OF DEALERS.

1. **Number of Dealers.** There are an estimated 25,000 Marine Dealers in the United States who currently receive copies of safety and technical information from Coast Guard Headquarters.
2. **Definition.** A Marine Dealer for the purposes of this program, is defined as any business enterprise that sells supplies, equipment or services to the boating public or a business boaters recognize as a marine expert. Thus, a Marine Dealer may sell, rent or repair boats, marine electronics, boat equipment, outboard motors, sports equipment or electrical gear for marine use. The business may be a canvas or sail maker, boat repair shop, marine or boat builder, bait shop, fuel dock, marina or yacht club. In addition, examples of stores that may qualify under this program are Sears, K-Mart, Wal-Mart and other similar stores with sport/boat equipment departments. Most hardware stores on the coasts and near larger bodies of water carry marine equipment and are considered Marine Dealers.
3. **Coverage.** With an ongoing program it is easy to arrange coverage of last year's Marine Dealers, add any new businesses and delete those that have gone out of business. Many districts list Marine Dealers on computers and provide divisions and flotillas with listings of representatives in their areas. The Commandant (G-OPB-3) will supply a copy of the Marine Dealer Mailing List for each Coast Guard district twice a year, normally in January and July. The list will be sorted by zip code. The list is compiled from the reports generated by the MV program and may be incomplete. Also, flotillas are not geographically situated by zip code. The best method of finding Marine Dealers is to simply cover a local area. This provides a base for the program. The Yellow Page telephone directory can be a useful tool.

B. MARINE DEALER VISIT.

1. **Timing of Visits.** The ideal time to initiate contact with Marine Dealers will vary from area to area depending upon the length of the local boating season. A good rule is to make initial contact just prior to the beginning of the season, but not so late as to interfere with the Marine Dealer's busy period. Familiarity with an area and preliminary contacts with the Marine Dealer will pave the way to a successful Marine Dealer visitation program. A Marine Dealer should be visited as often as necessary to keep an ample supply of handouts and current information available to the boating public. This may mean a visit every two weeks, or monthly, but no less than quarterly. An empty pamphlet holder sitting on a counter will soon be discarded.
2. **Area Coverage of Marine Dealers.**
 - a. **Opportunity.** Every Marine Dealer in a given area should have the same opportunity to participate in the MV program. Most Marine Dealers are proud of the Cooperating Marine Dealer decal and genuinely feel that their business is helped by identification with safe boating programs of the Coast Guard and the Auxiliary. On the other hand, experience has shown that often there are not sufficient numbers of Visitors to completely cover a division or flotilla area. To improve overall acceptance of the MV program, district commodores should direct division captains to appoint a Marine Visitor Staff Officer (SO-MV) to direct and coordinate this important program. The SO-MV will determine that all geographic areas of the division are properly represented by a Visitor.

- b. **Duplications.** No Marine Dealer is "owned" by any Visitor. Duplications will occur and do no harm as long as they are coordinated and Visitors do not become a nuisance. In a situation where all potential Marine Dealers are not being contacted, the SO-MV or FSO-MV should check and see if one of the Visitors can shift their efforts. In most metropolitan areas more than one flotilla can use the same Marine Dealer for PE course announcements, VSC stations, etc. Marine Dealers usually welcome several Visitors, but be sure to visit the dealer next door, too!

C. LOCAL COORDINATION.

1. **Promoting Activities.** The Visitor must make full use of the opportunity to promote activities such as Public Education courses and VSCs. The Visitor must also understand the capabilities of local Auxiliary units. In turn, the Visitor must keep local Auxiliarists informed of any commitments being made with the Marine Dealer so the flotilla can schedule its activities accordingly.
2. **Evaluation of Activities.** The FSO-MV must evaluate the impact of the program upon the local area. The FSO-MV must also be attentive to possible over-commitment and be ready to seek assistance from other flotillas if the situation dictates. Such requests for assistance should normally be coordinated at the division level.
3. **Responsibility at the Local Flotilla Level.** The flotilla commander is responsible for the overall program coordination, ensuring that other program resources are made available at the proper times. This will call for scheduling of VSCs and Public Education course activities far enough in advance to make the information available to the Marine Dealer's customers. An MV report should be included in flotilla, division, and district meetings, along with other staff and committee reports.

D. DISTRICT/DIVISION PARTICIPATION.

1. **Staff Structure.** The MV program comes under the supervision of the National Vessel Examination Department. In most districts the DSO-MV will assume charge of the MV program in promoting and augmenting the program. Divisions are encouraged to appoint an SO-MV to promote and manage this important program. The SO-MV will maintain a listing of all participants in the program at the flotilla level. The SO-MV can be well employed in the overall supervision of the program, allowing a smooth flow of information from the DSO-MV to the Visitor.
2. **Staff Responsibilities.** The DSO-MV is responsible for advising other staff officers of needed supplies of pamphlets and other related materials as well as expected levels of activity resulting from this program. The actual distribution of these materials will be accomplished by normal distribution channels (i.e. the Flotilla Materials Officer). The DSO-MV should only be responsible for advising the other staff officers of expected supply and demand.
3. **Decal Control.** The DSO-MV will control the "Cooperating Marine Dealer" decals, maintaining a stock and keeping a record of the number of decals issued to each ADSO-MV, SO-MV or FSO-MV.

E. SELECTION OF VISITORS. To prevent conflict of interest Auxiliarists in the following categories are prohibited from becoming Marine Visitors:

1. A Marine Dealer.
2. Someone engaged in selling marine related products or services.
3. A marine law enforcement officer.

F. QUALIFICATIONS.

1. **Knowledge.** The Visitor should have a well-rounded knowledge of Coast Guard, Coast Guard Auxiliary, and state programs, and be truly interested in fulfilling the objectives of the MV program. Visitors must be experienced Auxiliarists. The ideal Visitor has time to make contacts during normal business hours.
2. **Initial Qualifications.** In order to become a Marine Visitor an Auxiliarist must meet the initial requirements as stated in AUXMAN (amended 20DEC99) paragraph 1.A. Completion of these requirements will ensure the member has the background to communicate knowledgeably with Marine Dealers.
3. **MV Requirements.**
 - a. Certification Requirements. For initial qualification as a Marine Visitor (MV), members must take and pass the current MV Qualification Examination. This examination is open book with a three-hour time limit and a passing score of 90 percent. In addition, the candidate must perform two (2) successful visits under the supervision of a certified MV. The certified MV determines whether or not the visit was satisfactory and provides specific instructional feedback to the qualifying member to assist them in gaining qualification. During the qualifying process, the certified MV receives the credit for the two visits performed.
 - b. Letter Of Certification. Auxiliarists who complete the required qualifications will be given a Letter of Certification from the Director of Auxiliary (via the DSO-MV, with copies to the Division and Flotilla). This letter must be received by the member prior to making any visits, and should be carried on all visits for identification. The letter of certification is valid until rescinded for cause by the District Director, the Auxiliarist is disenrolled from the program, or the Auxiliarist fails to complete recertification. See Enclosure (2) for a sample certification letter.
 - c. Annual Certification Procedures. To remain certified, MVs must complete four (4) Marine Dealer visits each year.
 - d. Recertification Procedures. In order to regain certification if the MV fails to perform the annual certification procedures, the MV must complete one satisfactory visit under the supervision of a certified MV. The certified MV receives the credit for the one re-certifying visit. After completing the one re-certifying visit, the MV must then complete four more visits to meet the requirements for that year.

4. **Conduct.** The Visitor represents both the Coast Guard and the Auxiliary to the Marine Dealers and their customers. The Visitor must present a good personal image and wear the Auxiliary uniform smartly. Applicants for this program must be those who portray a good Coast Guard and Auxiliary image. They must approach the Marine Dealer in a business like manner, ever conscious of the fact that the Marine Dealer's first consideration is making a living.

G. PARTICIPATION REQUIREMENTS.

1. **Visits.** To properly participate in the MV program, Visitors will be required to actively visit area Marine Dealers. The actual number of visits recommended will vary with location and the density of the marine population. The DSO-MV shall establish the district requirements. Quarterly visits are a minimum. However, consideration of a Marine Dealer's needs may indicate additional visits are required.
2. **Workshops.** Mandatory workshops are no longer required. However, should new information need to be disseminated, Districts or Divisions may determine the need for a workshop and require MVs within their AOR to attend. Failure to attend would not disqualify the individual member as long as the information is provided for updating their knowledge.

- #### **H. ASSIGNMENT TO DUTY.**
- To qualify for assignment to duty, a Marine Visitor must have received a Letter of Certification and scheduled activities with a flotilla elected officer or the FSO-MV. Assignment to duty recognizes that the Visitor is acting in an official capacity while performing official duties as set forth in this manual. See the Auxiliary Manual (COMDTINST 16790.1E) for information on orders and benefits.

CHAPTER III. PROCEDURES, LOGISTICS AND REPORTS

A. PROCEDURES. Visitors should always be in the proper uniform prescribed by the Auxiliary Manual (COMDTINST 16790.1E) while performing visits. The recommended uniforms are service dress blue bravo, tropical blue long, or winter dress blue. The working uniform or civilian clothes are not prescribed for this activity. The uniform promotes the professionalism of the Auxiliary in the eyes of the Marine Dealer and the public. Visitors should ask to see the person in charge (owner, manager, supervisor), present themselves as Marine Visitors, explain the program in detail, and ask if they would be interested in partnering with the Auxiliary in this valuable public service.

1. Purpose of Visit.

- a. Acquaint the Marine Dealer with the Auxiliary.
- b. Point out the value of promoting the Auxiliary.
- c. Place Marine Dealer on distribution of USCG boating information (if not already on the list), if desired.

2. Distribution. Distribute safety literature, public education information, and advise the Marine Dealers of services the Auxiliary has available.

3. Check List. Visitors should carry the following materials:

- a. Cooperating Marine Dealer decal.
- b. Public Education course schedules and VSC station schedules.
- c. Posters.
- d. Flotilla information and newsletter.
- e. Visitor Appointment Letter.
- f. Ample amount of handouts.
- g. Forms: CG-5093, Dealer Identification Coding Sheet–ANSC #7047
Activity Report-Marine Visits (New Form)
- h. Visitor name and phone number (for future contact).

B. MATERIALS.

1. Coast Guard and Auxiliary Handouts. These can be ordered from the ANSC through the flotilla Materials Officer (FSO-MA).

- a. Boating Safety pamphlets.
- b. Headquarters Boating Safety Fact Sheets.
- c. Cardboard pamphlet holder (ANSC # 9018).

- d. Necessary MV forms.
 - e. Posters.
- 2. State and Local Handouts.** These are available from local or state agencies (e.g., Dept. of Waterways, or Dept. of **Conservation**) and can be ordered by the FSO-MA. Most agencies will provide a variety of handouts free of charge.
- 3. Additional Materials. Information** on the local boating safety program should include the following:
- a. Public Education course schedules. Include all sources (e.g., U.S. Power Squadrons and/or state courses).
 - b. VSC station schedules.
 - c. Other applicable district or locally printed boating safety material.
 - d. **Toll-free numbers.** In addition to the Coast Guard Customer Infoline (**800-368-5647**), Boat/US has a toll-free course information line (**800-336-BOAT** or in Virginia **800-245-BOAT**). Several states also have toll-free course information numbers.
 - e. **Local** Notice to Mariners.
 - f. **Maps** or representations of local boating areas.
- 4. MV Displays.** Suggested items for display at cooperating Marine Dealers include:
- a. The Cooperating Marine Dealer decal.
 - b. Literature/pamphlet holder with boating safety information pamphlets.
 - c. Notice of Vessel Safety Checks with dates and telephone numbers to call for more information.
 - d. Notice of boating safety classes with class convening dates and telephone numbers to call for enrollment.
- 5.** By providing the above listed materials, we give the Cooperating Marine Dealer a reference library of information regarding boating safety, Coast Guard, and Coast Guard Auxiliary programs. Educating Marine Dealers enables them to provide boating safety messages to their customers.
- 6.** Always ensure that an ample supply of boating safety and Auxiliary literature is left with the Marine Dealer at each visit. Display racks should have several copies of appropriate brochures. Ask the dealer to notify you should any of the materials need restocking.

C. DECALS.

1. **Ordering Decals.** The Cooperating Marine Dealer decals are to be ordered, as needed, via the SO-MV, from the DSO-MV. The DSO-MV will order the decals from the ANSC. Each Visitor will be responsible for the decals received. Each Cooperating Marine Dealer should receive only one decal. If the decal becomes illegible over time it should be removed from the window and a new one affixed personally by the Visitor.
2. **Placement of Decals.** Decals should be affixed in such a location as to be visible from the street, normally on a door or window of a Cooperating Marine Dealer's showroom. Under no circumstances should the decal be affixed to a vehicle or other object that is not permanently located at the Marine Dealer's place of business.
3. **Eligibility.** To receive the Cooperating Marine Dealer decal, Marine Dealers must agree to support the program by:
 - a. Maintaining a list of boat and marine engine purchasers and assisting manufacturers in conducting recalls required by the Coast Guard;
 - b. Maintaining the current Coast Guard Defect Notification Campaign listing and advising customers of its provisions; and
 - c. Assisting in publicizing Coast Guard Auxiliary VSC and PE programs.
4. **Dealer Duplication or Advertising Prohibited.** Being designated a Cooperating Marine Dealer does not mean the Coast Guard or Coast Guard Auxiliary endorses or approves products sold by the Marine Dealer. Marine Dealers must be advised that duplicating or imitating the decal is prohibited and is not to be used in any advertising.

D. REPORTS.

1. **Dealer Identification Coding Sheet.** The Manufacturer ID Code (MIC) System and Mailing Label System (MLS) Coding Sheet CG-5093 (ANSC #7047) is the report used to update the Coast Guard Marine Dealer Listing. Keeping this listing up to date and accurate is one of the primary reasons for the program. Data from this list is used to notify Marine Dealers of safety defects and other important boating safety matters. The listing is also used to provide a mailing list for the Boating Safety Circular (BSC) published by Coast Guard Headquarters. See the back of the form for category numbers. In most cases, category #73 will be used to identify participating Marine Dealers.
 - a. This form is completed during the original contact only, or to report a change in the basic data for a Marine Dealer (name, address, gone out of business, etc.). **DO NOT SUBMIT THIS FORM EVERY YEAR.**
 - b. Submit the completed CG-5093 forms to the DSO-MV via the SO-MV. The DSO-MV reviews the completed form and forwards it to:

Commandant (G-OPB-3), Attn.: MV
U.S. Coast Guard
2100 2nd Street SW
Washington, DC 20593-0001

2. **Activity Report-Marine Visits, Category 11** (New Form) This form is the only one needed for reporting visits in subsequent years when no change of basic data is to be reported.
 - a. COMPLETE AND SUBMIT THIS FORM FOR EACH VISIT, whether original or repeat, unless your district uses an additional district report for repeat visits. Districts may establish their own routing, as long as the SO-MV and SO-IS is informed of each visit.
 - b. When visiting a Marine Dealer that has already been contacted during the current year by another Visitor, follow the procedure for a repeat visit. Complete the Activity Report-Marine Visits (New Form) in the same manner as with previous contacts earlier in the year.
3. This new report form will be used to enter MV performance into AUXMIS, via the IS Officer as well as being used as a management tool for the MV Officer. This new form should be used in place of forms ANSC 7030 and 7046. It is a combined form Category 11 and should be routed to both the FSO-MV and FSO-IS.
4. **Performance Level.** The DSO-MV shall report on MV program performance to the DCO and VCO as well as the DVC-VM as often as designated. The DSO-MV will coordinate through each division's SO-MV to evaluate program performance and to correct lack of performance by Visitors. All efforts should be made to bring about the expected performance results.

E. CERTIFICATE OF APPRECIATION.

1. **Eligibility.** A Certificate of Appreciation has been designed to honor those Marine Dealers who have made an outstanding contribution to the MV program. It is the Visitor's responsibility to educate the Marine Dealer about Coast Guard and Auxiliary programs. Awarding the certificate could be the catalyst to motivate active participation by the Marine Dealer. It will be left to the judgment of the Visitor as to which participating Marine Dealer or dealers in the area should receive the certificate.
2. **Availability.** The Certificate of Appreciation (#6022) is available from ANSC and may be ordered through any FSO-MA.
3. **Presentation.** The flotilla commander should prepare and present the Certificate of Appreciation. The flotilla commander may want to invite the Marine Dealer to the flotilla meeting or Change of Watch for presentation of the certificate.

CHAPTER IV. STUDENT STUDY GUIDE

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

1. CAREFUL STUDY of the referenced sections of this manual.
2. CAREFUL STUDY of the referenced sections of the VSC Manual, COMDTINST M16796.8.
3. CAREFUL STUDY of the referenced section of the Auxiliary Manual, COMDTINST M16790.1E.
4. ANSWERING each question after a study of the referenced text, but without referring to the text.
5. CHECKING all answers against those given in this study guide.
6. ANSWERS may be written in this study guide or on separate paper. It is intended that the student retain the study guide section and answers for ready reference.

B. LESSON ONE - GENERAL INFORMATION ON THE MARINE VISITATION (MV) PROGRAM.

1. **Objectives.** At the completion of this assignment, the student should be able to:
 - a. Identify the three main objectives of the Marine Visitation program.
 - b. Describe ways the Marine Visitation program benefits Marine Dealers, the public, the Coast Guard, and the Auxiliary.
 - c. List other Auxiliary programs encompassed by the Marine Visitation program.
2. **Activities.** Study Chapter I of this Manual, then answer questions **a** through **g**.
 - a. State the three main objectives of the MV program.
 - b. State two significant participation benefits for the Marine Dealer from the MV program.
 - c. State two significant participation benefits for the recreational boating public from the MV program.
 - d. State three participation advantages of the MV program for the Coast Guard and the Auxiliary.
 - e. Describe how the MV program interfaces with the Auxiliary's Public Education program.
 - f. Describe how the MV program interfaces with the Auxiliary's Vessel Safety Check program.

- g Describe how the MV program interfaces with the Auxiliary's Personnel Services program.

C. LESSON TWO - VESSEL SAFETY CHECK MATERIAL NECESSARY TO THE MARINE VISITOR.

- 1. Introduction.** The Visitor is often asked questions posed by both the Marine Dealer and the recreational boater regarding safety requirements. The Visitor should have a thorough knowledge of the requirements to qualify for a Vessel Safety Check decal.
- 2. Objectives.** At the completion of this assignment, the student should be able to:
 - a. Answer questions regarding numbering and documentation of vessels.
 - b. Answer questions regarding Coast Guard approval of various marine safety related items.
 - c. Answer questions regarding Coast Guard required safety items.
 - d. Answer questions regarding Auxiliary items required for the issuance of the VSC decal.
- 3. Activities.** Study the Vessel Safety Check Manual, COMDTINST M16796.8, then answer questions **a** through **p**.
 - a. Are all undocumented vessels required to have registration numbers?
 - b. Must boat numbers be painted or permanently attached to each side of the forward half of the hull?
 - c. A boat under 16 feet is not required to have installed navigation lights to be in compliance with the federal regulations. What advice should be given to the boat owner by the VE?
 - d. State the VSC requirements regarding sound producing devices?
 - e. What determines if a bell is required?
 - f. State the requirements for carrying PFDs on recreational boats.
 - g. What are the general classifications of PFD'S?
 - h. For the purpose of meeting the VSC requirements which boats must carry fire extinguishers?
 - i. During a Vessel Safety Check, a boat owner hands you a fire extinguisher he removed from a drawer. Does this fire extinguisher fulfill the fire extinguisher requirements for the VSC?
 - j. If state law prohibits percussion-cap visual distress signals, or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the VE recommend?

- k. Which types and sizes of vessels must carry visual distress signals to meet the requirements for the VSC?
- l. For the purpose of the VSC, which boats have ventilation requirements?
- m. Are Coast Guard approved backfire flame arresters required where 'open boat' ventilation conditions exist?
- n. State the federal regulations that pertain to portable fuel tanks.
- o. Are all boats required to carry an anchor and anchor line to meet VSC requirements?
- p. State safety equipment requirements are incorporated into the requirements for the Vessel Safety Check. If a boat is registered in Florida and is being examined in Arizona, it must meet the state safety equipment requirements of which state?

D. LESSON THREE - SPECIAL INFORMATION NECESSARY TO THE MARINE VISITOR.

- 1. Introduction.** The Visitor represents the Coast Guard and the Auxiliary to the general public. It is important for Visitors to present themselves properly when making Marine Dealer visits. In addition, the Visitor must be aware of current Auxiliary programs, the organization of the Auxiliary, and membership requirements.
- 2. Objectives.** At the completion of this assignment, the student should be able to:
 - a. Answer questions regarding the purpose of the Auxiliary and its programs.
 - b. Answer questions regarding membership requirements and uniforms.
- 3. Activities.** Study Chapters 1, 2 and 10 of the Auxiliary Manual, COMDTINST M16790.1E, then answer questions **a** through **i**.
 - a. State the primary mission of the Auxiliary.
 - b. List three purposes of the Vessel Safety Check program.
 - c. List three purposes of the Auxiliary's Public Education program.
 - d. Briefly describe the Operations program.
 - e. List three other Auxiliary programs.
 - f. State the basic membership requirements for entrance into the Auxiliary.
 - g. Name the different types of Auxiliary membership
 - h. State three privileges of Auxiliary membership.
 - i. State the proper uniforms to wear when conducting Marine Dealer visits.

E. LESSON FOUR - ADMINISTRATION OF THE MARINE DEALER VISITATION PROGRAM

1. Objectives. At the completion of this assignment, the student should be able to:

- a. Explain the scope of the Marine Dealer Visitation program.
 - b. Describe the coordination method employed by the MV program.
 - c. State the basic requirements for certification as a Visitor.
 - d. Describe the process through which the Cooperating Marine Dealer decal is awarded.
 - e. List the forms to be completed as part of the visit.
2. Activities (**Marine Visitor**). Study Chapters II and III of this manual, then answer questions **a** through **l**.
 - a. State the definition of a Marine Dealer.
 - b. When is the ideal time to make an initial visit?
 - c. Who has the responsibility for coordination of the local MV program?
 - d. How is the support staff for the MV program structured at the district and division levels?
 - e. What restrictions limit an Auxiliarist's appointment as a Visitor?
 - f. What materials are available for distribution to the Marine Dealer for use during an initial Marine Dealer visit?
 - g. What are some of the purposes of the Dealer Identification Coding Sheet (CG-5093)?
 - h. What is the purpose of the Activity Report-Marine Visits (New Form)?
 - i. How is the Marine Dealer visit reported on the Activity Report-Marine Visits (New Form) ?
 - j. What must a Marine Dealer agree to do in order to receive the Cooperating Marine Dealer decal?
 - k. How does a Visitor obtain the Cooperating Marine Dealer decals?
 - l. How does a Visitor obtain the materials for distribution to the Marine Dealer?

F. ANSWERS TO STUDENT STUDY QUESTIONS.**1. LESSON ONE.** (Original questions are underlined for clarity. References are in bold type.)

- a. State the three main objectives of the MV program.
 - (1) Establish or enhance working relations between the Marine Dealer, the Coast Guard, and the Auxiliary.
 - (2) Use Marine Dealers as points of contact for making the boating public more aware of state and federal boating safety requirements.
 - (3) Provide information regarding Auxiliary Public Education courses, Vessel Safety Checks, Auxiliary membership, and distribute Coast Guard and Auxiliary handout materials. **(MV Manual Ch. I.B)**

- b. State two significant participation benefits for the Marine Dealer from the MV program. Any two of the following:
 - (1) Establish a "boating safety" image with the public.
 - (2) Keep Marine Dealers up to date on the latest information and programs of interest.
 - (3) Provide closer contact with the Coast Guard for answers to questions that may arise.
 - (4) Conduct Marine Dealer employee training. **(MV Manual Ch. I.C)**

- c. State two significant participation benefits for the recreational boating public from the MV program. Any two of the following:
 - (1) Provide a better "total service" effort on the part of the Marine Dealer.
 - (2) Make the boater aware of local, state, and federal safety requirements.
 - (3) Advise boater of missions and services of the Auxiliary.
 - (4) Provide the public with a better understanding of boater responsibilities. **(MV Manual Ch. I.D)**

- d. State three participation advantages for the Coast Guard and the Auxiliary from the MV program. Any three of the following:
 - (1) Lives and property will be saved by educating the boating public.
 - (2) Marine Dealers will provide a convenient distribution point for boating safety materials as well as serving as a means of notifying the boating public of Coast Guard and Auxiliary programs.

- (3) Marine Dealers' facilities may be available for use for a Public Education course.
- (4) Marine Dealers' facilities may be available for use as a Vessel Safety Check station.
- (5) Marine Dealers, as well as their customers, can become aware of Coast Guard and Auxiliary programs.
- (6) The Cooperating Marine Dealer decal will help to identify the Marine Dealer as a knowledgeable source of boating safety information for the public.
- (7) Marine Dealers will provide a contact point for recruiting new Auxiliary members.
- (8) Marine Dealers will be kept informed of changes to federal and state equipment requirements.
- (9) All Coast Guard and Auxiliary programs will gain from the increased exposure and opportunities provided by Marine Dealers' cooperation.
(MV Manual Ch. I.E)

e. Describe how the MV program interfaces with the Auxiliary's Public Education program.

The Marine Dealer should become knowledgeable about the Auxiliary's Public Education program. The representative should be supplied with information regarding Public Education courses in the area, and should be invited to sponsor a course at the Marine Dealer's location. **(MV Manual Ch. I.F)**

f. Describe how the MV program interfaces with the Auxiliary's Vessel Safety Check program.

Visitors can recommend that the Marine Dealer stock Coast Guard approved equipment. The Marine Dealer will become aware of the requirements for the Vessel Safety Check decal. The Marine Dealer can be encouraged to make use of the facilities for a VSC station, and to distribute safety related pamphlets to the boating public.
(MV Manual Ch. I.F)

g. Describe how the MV program interfaces with the Auxiliary's Personnel Services program.

The Marine Dealer should be made aware of the training advantages of Auxiliary membership. With the Marine Dealer's approval, information regarding Auxiliary membership can be made available for distribution to the boating public. A relationship can be established between the Marine Dealer and the local Personnel Services officer.
(MV Manual Ch. I.F)

2. LESSON TWO.

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

No (VSC Manual, Ch. 3 #2)

- b. When boat numbers are required, must they be painted or permanently attached to each side of the forward half of the hull?

Yes (VSC Manual, Ch. 3 #1)

- c. A boat under 16 feet is not required to have installed navigation lights to be in compliance with federal regulations. What advice should be given to the operator by the VE?

If the vessel is in a situation requiring navigation lights, the operator is required by law to see that proper lights are displayed for the waters where the boat is operating. (VSC Manual, Ch. 3 #9)

- d. State the VSC requirements regarding sound producing devices.

The Federal Regulations require sound producing devices on all boats. The type of devices required depend upon boat length. (VSC Manual, Ch. 3 #8, see also Navigation Rules Rule 32 and 33 pages 114, 115)

- e. What determines if a bell is required?

Boats 39.4 feet and over must have a bell. The bell should measure a minimum of 7 7/8" at the mouth. It does not have to be mounted to meet VSC requirements. (VSC Manual, Ch. 3 #8)

- f. State the requirements for carrying PFDs on recreational boats.

- One wearable CG approved PFD Type I, II, III, or V for each person on board,
- Boats 16 feet and over must also carry one Type IV throwable PFD.
- Exceptions—PFDs not required for racing shells, rowing sculls or racing kayaks. (VSC Manual, Ch. 3 #3)

- g. What are the general classifications of PFDs?

Classified as Types I, II, III, IV and V, PFDs differ in the amount and distribution of flotation they contain and the purpose for which they are designed to be used. (VSC Manual, Ch. 3 #3)

- h. For the purpose of meeting the VSC requirements, which boats must carry fire extinguishers?

All boats, except boats under 26 feet with outboard motors and portable fuel tanks as long as boat construction will not permit entrapment of explosive or flammable gases or vapor. (VSC Manual Ch. 3 #5.)

- i. During a VSC a boat owner hands you a fire extinguisher he removed from a drawer. Does this extinguisher fulfill the fire extinguisher requirements for the VSC?

Yes, as long as the fire extinguisher is readily accessible and meets the requirements for CG approval, type, current date of inspection and serviceable condition.
(VSC Manual, Ch. 3 #5)

- j. If state law prohibits percussion-cap visual distress signals, or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the VE recommend?

There are distress flags (for day use) and Coast Guard approved distress lights (for night use) available. (VSC Manual, Ch. 3 #4)

- k. Which type and sizes of vessels must carry visual distress signals to meet the requirements of the VSC?

In order to meet the requirements for a VSC, vessels must have on board visual distress signals suitable for day and night use at the time of the examination. There are some differences between coastal and inland waters. There are also some exceptions:

- (1) Manually propelled boats;
- (2) Boats participating in organized events; and
- (3) Open sailboats under 26 feet not equipped with propulsion machinery.

(VSC Manual, Ch. 3 #4)

- l. For the purpose of the VSC, which boats must meet requirements for ventilation?

All boats that use gasoline for electrical generation, mechanical power or propulsion are required to be equipped with a ventilation system except open boats as described in the VSC Manual. (VSC Manual, Ch. 3 #6)

- m. Are Coast Guard approved backfire flame arresters required where “open boat” ventilation requirements exist?

Every boat with a gasoline engine installed after 25APR40, except those with outboard motors, must be equipped with an acceptable means of backfire flame control.

(VSC Manual, Ch. 3 #6)

- n. State the federal regulations that pertain to portable fuel tanks.

There are no federal regulations that define portable fuel tanks. The Coast Guard regards a portable tank as one that can be removed by the people on the boat.

(VSC Manual, Ch. 3 #5)

- o. Are all boats required to carry an anchor and anchor line to meet VSC requirements?

No. Anchors are not required by federal regulations. The Auxiliary recommends that boaters carry them. (VSC Manual, Ch. 4)

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

Arizona. (VSC Manual, Ch. 3 #2)

4. LESSON THREE

- a. Explain how the Auxiliary's mission today relates to the Marine Dealer Visitor Program?

The primary mission of the Auxiliary is recreational boating safety. The MDV promotes that mission through the Marine Dealers. (AUXMAN Ch. 1.B.)

- b. List three purposes of the Vessel Safety Check program. Any three of the following:

- (1) Conduct one-on-one education session with recreational boaters.
- (2) Foster wider compliance with boating laws and safe boating practices.
- (3) Determine if boat owner is in compliance with the requirements of state and federal laws, and to so advise the owner.
- (4) Determine if the boat meets the requirements for the Auxiliary VSC decal.
- (5) Supply information to the boat owner about Auxiliary programs available through Auxiliary membership and literature on the general subject of boating safety.
- (6) Supply information and literature on the general subject of boating safety.
AUXMAN M16790.1E (Ch. 2.B.a)

- c. State three purposes of the Auxiliary Public Education Program. Any three of the following:

- (1) Instruct basic principles of piloting, seamanship, and boating safety.
- (2) Instruct on laws and regulations pertaining to the operations of recreational boats.
- (3) Promote the safe operation of recreational boats through instruction for the benefit of persons not members of the Auxiliary.
- (4) Cooperate with state and other government authorities to assist and advise them on their boating safety education programs. (AUXMAN M16790.1E Ch. 2.B.6)

- d. Briefly describe the Operations program.

The Operations program is a demanding activity where qualified Auxiliarists may use their knowledge, skills and facilities in active support of CG operational units on the water. (AUXMAN 16790.1E Ch. 2.B.9)

e. List three other Auxiliary programs. Any three of the following:

- (1) The Academy Introduction Mission (Project AIM).
- (2) The Recruitment Assistance Program (Project RAP).
- (3) National Safe Boating Week.
- (4) Boat Show Participation.
- (5) Aids to Navigation.
- (6) Vessel Safety Check.
- (7) Public Education.
- (8) Operations.
- (9) Public Affairs.
- (10) Chart Updating.
- (11) Commercial Fishing Vessel Examination.
- (12) Auxiliary State Liaison program.
- (13) Marine Environmental Education/Protection. (**AUXMAN M16790.1D Ch. 2, A.5**)
AUXMAN M16790.1E Ch2.B.9

f. State the basic membership requirements for Auxiliary membership.

Membership in the Auxiliary is open to citizens of the United States and its territories and possessions, 18 years or older (17 with parental consent) who have passed the New Member Course examination. (Persons who have been convicted of a felony are prohibited from membership in the Auxiliary except when waived by the Director.)

AUXMAN M16790.1E Ch3.A.1

g. Name the different types of Auxiliary membership.

- (1) Active membership
- (2) Retired Member
- (3) Life Membership
- (4) Honorary Membership (**AUXMAN M16790.1E Ch. 3.A.b.**)

h. State three privileges of Auxiliary membership. Any three of the following:

- (1) Receive a copy of the Auxiliary Manual, 16790.1E, and other Auxiliary publications, as needed.
 - (2) Attend all meetings, training sessions, and social events of the Auxiliary.
 - (3) Vote on any flotilla matter.
 - (4) Be carried on the rolls of the district.
 - (5) Wear the Auxiliary uniform with such insignia as the present or past highest office entitles.
 - (6) Be eligible for election to any office for which qualified.
 - (7) Be eligible for any appointed office for which qualified.
 - (8) Be entitled to take advanced training courses and certain Coast Guard Institute courses.
 - (9) Be eligible to receive Coast Guard operations and travel orders.
 - (10) Be entitled to fly the Auxiliary ensign on a currently inspected vessel facility. **(AUXMAN M16790.1E Ch. 3.A.1)**
- i. State the proper uniform to wear when conducting Marine Dealer visits.
- Service dress blue bravo, winter dress blue or tropical blue long . The windbreaker (Air Force) is an acceptable substitute for the bravo jacket. The large metal insignia are worn on the epaulets. Name tags, devices or other insignia are not authorized with the windbreaker. No work uniforms or special program uniforms (i.e. Vessel Examiner shirts) are not permitted. **(AUXMAN 16790.1E Ch. 10.A.e)**

4. LESSON FOUR.

- a. State the definition of a Marine Dealer?

Any business enterprise that sells or rents supplies, equipment or services to the boating public. **(MV Manual Ch. II.A)**

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

The initial contact should be made with local knowledge and consideration of the Marine Dealer's busy times. This will help pave the way for a successful Marine Dealer Visitation program. **(MV Manual Ch. II.B)**

- c. Who has the responsibility for coordination of the local MV program?

The flotilla commander is responsible for coordination of the local Marine Visitation Program. **(MV Manual Ch. II.C)**

d. How is the support staff for the MV program structured at the district and division levels?

In most districts, the DSO-MV will assume charge of the MV program. At the division level, the SO-MV is responsible for staff coordination of the MV program. **(MV Manual Ch. II.D)**

e. What restrictions limit an Auxiliarist's appointment as a Visitor?

To be eligible to participate in the Marine Dealer Visitation program an Auxiliarist may NOT be:

- (1) A Marine Dealer,
- (2) Engaged in selling marine related products or services,
- (3) A marine law enforcement officer. **(MV Manual Ch. II.E)**

f. What materials are available for distribution to the Marine Dealer for use during an initial Marine Dealer visit?

- (1) Necessary forms.
- (2) Decal.
- (3) Ample amount of handouts.
- (4) Cardboard pamphlet holder
- (5) Locally produced Public Education course lists and VSC Station schedules.
- (6) Visitor appointment letter. **(MV Manual Ch III.B)**

g. What are some of the purposes of the Dealer Identification Coding Sheet (CG-5093)?

- (1) Add the Marine Dealer to the Coast Guard Marine Dealer List,
- (2) Add the Marine Dealer to the mailing list for the Boating Safety Circular,
- (3) To make corrections to the current listing of a Marine Dealer for whom an initial CG-5093 has been submitted. **MV Manual Ch. III.D)**

h. What is the purpose of the Activity Report-Marine Visits,Catagory11 (New Form)

This form is used to keep a record of subsequent visits to Marine Dealers in those cases where no change in basic data needs to be reported. Information from this form is used as a management tool to track the frequency and geographic distribution of visits to ensure equitable personnel assignments, and to report Marine Dealer visits for Auxmis reporting purposes. **MV Manual Ch. III.D.2)**

i. How is the Marine Dealer visit reported on the Activity Report-Marine Visits, Category 11 (New Form)?

Indicate the name, address, time spent and dates of dealers visited. Be sure to report time devoted to the program. **(MV Manual Ch. III.D)**

j. What must the Marine Dealer agree to do in order to display the Cooperating Marine Dealer decal?

- (1) Maintain a list of boats and marine engines purchased, and assist manufacturers in conducting recalls required by the Coast Guard.
- (2) Maintain the current Coast Guard Defect Notification Campaign listing, and advise customers of its provisions.
- (3) Assist in publicizing Auxiliary and its VSC and PE programs.
(MV Manual Ch. III.C)

k. How does the Visitor obtain the Cooperating Marine Dealer decals?

The DSO-MV orders Cooperating Marine Dealer decals from the ANSC and distributes them via the SO-MV. **(MV Manual Ch. 3.C)**

l. How does the Visitor obtain the materials for distribution to the Marine Dealer?

Materials used in the MV program are listed on the ANSC Order Form. They may be ordered for the MV by the FC or the FSO-MA. Other sources are: BOAT/US, Boating Safety Foundation, state Boating Safety Officers, the Federal Communications Commission, and various commercial sources. **(MV Manual Ch. 3.B)**

Enclosure (2) to COMDTINST M16796.3B (WORKING DRAFT)

SAMPLE MV LETTER OF CERTIFICATION

**U.S. Department of Transportation
United States Coast Guard
Auxiliary Operations**

**2100 Second Street, S.W.
Washington, DC 20593-0001**

Staff Symbol: G-OCX-2

Phone: (202) 267-1011

FAX: (202) 267-4409

16790

Date

To whom it may concern:

This letter will serve as certification that (name & member number), U. S. Coast Guard Auxiliary, has been authorized to participate in the Coast Guard's Marine Dealer Visitation program. This Auxiliarist has been provided with details concerning this campaign that could prove of great interest to you and the operation of your establishment.

If you have any questions concerning the Recreational Boating Safety programs of the Coast Guard or the Auxiliary, please feel free to ask the Auxiliarist. If answers are not readily available, this Auxiliarist will be able to obtain the necessary answers for you.

This campaign can prove to be of great value to all participants: you, the Coast Guard and the Auxiliary; and most important, your customers in the boating public. I strongly encourage your cooperation in this program and welcome any and all recommendations that you may care to offer concerning the Marine Dealer Visitation program.

Sincerely,

(Director of Auxiliary)

DEPARTMENT OF
TRANSPORTATION
U.S. COAST GUARD
ANSC 7046 (3-02)

**U.S. COAST GUARD AUXILIARY
ACTIVITY REPORT
MARINE DEALER VISITATION**

Division ___ Flotilla ___

AUXDATA USE ONLY

Start Date Local:
DD HHMM MON YYYY

Visits: ___

Hours: ___

Activity: UMS Mission: 11

SECTION I - MEMBER INFORMATION

Member ID	Last Name and Initials	ROLE
		LEAD
		TRAINEE
		TRAINEE
		TRAINEE

SECTION II - VISIT INFORMATION

	Visit Date DDMMM	Business Name	Location	Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

SECTION III - REMARKS

Total Hours

*Use Member Activity Report (ANSC-7029) to record travel and prep time associated with visits.
Additions, deletions or changes to business listings must be reported on ANSC-7047, Manufacturer ID Code
System (MIC) & Mailing Label System (MLS) form.*

Date submitted

Report number

A. GENERAL

1. This form is used to record visits made by Marine Visitors. Up to fifteen (15) visits may be recorded on this form.
2. **AUXDATA USE ONLY** box is for IS personnel use **ONLY**. Make **NO** manual entries in this area. Computer filled in forms will have automatic entries made in this area. That is as intended.

B. DIVISION-FLOTILLA

1. **DIVISION-FLOTILLA** - Enter your two digit division and two digit flotilla number.

C. SECTION I - MEMBER INFORMATION

1. **LEAD MEMBER ID & NAME** - *Report Visitor Here*- Enter the 7 digit member ID number of the Marine Visitor and Visitor's last name and initials.
2. **TRAINEE MEMBER ID & NAME** -*Report any Trainee(s) Here*- Enter the 7 digit member ID number(s) of the Trainee(s) and the Trainee's name(s). The Trainee(s) must complete two (2) visits under supervision to qualify for MV status. See **E** below.

D. SECTION II - VISIT INFORMATION

1. **VISIT DATE** - Enter date visit was made in DDMMM format (01MAR).
2. **BUSINESS NAME** - Enter the name of the business visited.
3. **LOCATION** - Enter the location of the business.
4. **HOURS** - Enter the time spent at this visit. Travel and preparation hours previously reported on this form are now recorded on ANSC-7029 - *Member Activity Log*.
 - a. NOTE: If multiple visits are made on the same day, enter zero (0) hours for all visits except the last one for the day, recording the total hours in that last entry. Example: Five visits are made on one day, with a total visit time of three hours. Enter zero (0) hours for visits 1 through 4. Enter three (3) hours for visit 5.

E. SECTION III - REMARKS

1. **When trainees are included on this report:**
 - a. Indicate whether visit(s) is/are to be credited toward their required visits under supervision in the remarks area.
 - b. A separate form must be submitted for each training mission, and must be submitted immediately following that day's mission. Do not wait until additional visits are made to fill up the form, as doing so will unnecessarily delay recording the completion of the supervised visit(s), resulting in the trainee's certification not being recognized quickly.
2. Other remarks may be included in the space provided and can be recorded in AUXDATA. Limit such remarks to 240 characters.
3. **DATE SUBMITTED** - Enter today's date in DD/MMM/YY format (01MAR02).
4. **REPORT NUMBER** - This area is available for member's use and is not entered in AUXDATA. Number reports sequentially, or in accordance with local policy.