



NON-STANDARD DISTRIBUTION: All CGD FIVE Units

5. PROCEDURES. Only this Guide may be used to train and qualify members as PC operators in D5.
6. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this Manual contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
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11. FORMS/REPORTS. All forms required by this instruction may be ordered from the Auxiliary National Supply Center, except the following: Paddle Craft Inspection and Offer for Use form, 5NR OPS-7, which can be found in the 5NR Policy Manual, in the forms

CGD5INST M16794.2  
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section, Appendix G, via the Southern Region Director's Office, or on the D5NR web site at <http://www.5nr.org/member/forms/manuals.php>.

/s/

S. H. RATTI

Rear Admiral. U.S. Coast Guard

Commander, Fifth Coast Guard District

Enclosures: (1) Paddle Craft Operator Qualification Guide - July 2013



**AUXILIARY BOAT CREW**  
**QUALIFICATION GUIDE**  
**PADDLE CRAFT OPERATOR**

**US Coast Guard Auxiliary**  
**Fifth District**

***July, 2013***



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## **PC Facility Acceptance and Operating Policies for D5 Northern Region**

### **1. Paddle Craft Missions/Patrols**

A Paddle Craft (PC) is a small vessel that is propelled by human power. It is normally designed to carry one to three persons.

Paddle craft patrols serve as a Coast Guard Auxiliary presence in a new way. PC patrols can cover areas that are inaccessible to traditional facilities, such as tidal creeks and rivers, and inland lakes with motor restrictions. Auxiliary Paddle Craft Operators can provide safety/perimeter patrols at paddle craft events.

Paddle Craft Operators on patrol educate by example, operating safely, and with proper safety equipment. Operating in areas frequented by paddlers creates opportunities for distributing literature, performing vessel safety checks, and promoting Auxiliary safety courses.

Some other possible missions include: providing safety patrols for paddling events, AtoN and PAtoN verifications, and Marine Environmental patrols to monitor harbors and marinas, check on pollution sources, and survey/monitor wetlands.

Additionally, Auxiliary Facilities may be used to conduct Maritime Observation Missions (MOMs). This is a non-Law Enforcement mission whose primary purpose is to provide increasing Maritime Domain Awareness by observing areas of interest and reporting findings to the Operational Commander while maintaining the safety of Auxiliary personnel. Should Auxiliarist observe anything suspicious during the course of a patrol they should record and report the same immediately via means OTHER than VHF radio if feasible and should take no additional action.

### **2. Facility Acceptance**

A PC may be offered for use and accepted as an operational facility using the Paddle Craft Inspection and Offer for Use Form, (5NR OPS-7) available in the 5NR Policy Manual in the forms section, Appendix G & 5SR DIRAUX Office.

### **3. Required Facility Equipment**

To be accepted as an operational facility and operated on Coast Guard patrol orders, a PC must carry the following equipment:

- a. One waterproof VHF marine radio or portable VHF radio in clear plastic waterproof bag.
- b. Watch, (waterproof)
- c. Cell Phone in waterproof container as backup
- d. Flashlight or Headlamp
- e. Flotation foam or bags sufficient to permit self-rescue
- f. GPS

- g. Compass, hand-held or mounted
- h. Rescue throw bag (smaller size for paddle craft, 30' max recommended)
- i. Spare paddle/oar
- j. First Aid Kit
- k. Emergency survival blankets (2) "space blankets"
- l. One 30ft long towline w/optional harness
- m. Chart of Local Area
- n. Printed pre-underway checklist
- o. Pen or pencil
- p. Notebook/logbook
- q. Sponge and manual pump for dewatering
- r. Other gear needed for safe operation and self rescue of the particular type of paddle craft, for instance, paddle float, paddle leash, spray skirt
- s. Drinking water
- t. Visual Distress Signals (VDS), if required for operating area.
- u. Label or Nameplate affixed to interior of vessel, identifying Owner and "if found" phone numbers
- v. CGAUX patrol ensign and National Ensign (mandatory)
- w. CGAUX patrol sign\* (if practical)

#### **4. Personal Protective Equipment**

The following personal protective equipment (PPE) is required to be carried on patrols:

- a. PFD for each paddler with required survival equipment attached; Strobe light, Whistle, Signal Mirror, Knife (3" blade minimum). Note: PPE is issued by DIRAUX when PCO qualifies
- b. Proper protective clothing for the environmental conditions must be worn. Unless a dry suit is worn, a dry bag with dry clothes is required
- c. Minimum of one PEPiRB per vessel
- d. AUX ball cap or approved "Sun" hat (Tilley hat, or Boonie hat)
- e. Sunglasses
- f. Drinking water
- g. In the rare instance when a PC Patrol is authorized when water temperatures are below 60 degrees F, PC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual. (Dry suit and appropriate undergarments)

#### **5. Patrol Orders**

PC facilities are assigned to patrol duty in the same manner currently used for Vessel/Air patrols. PC operators request orders through the AUXDATA Order Management System and communicating with the Division's SO-OP for the intended patrol area.

## **6. Tandem Operating Requirement**

Because PCs offer limited protection against the elements and the operator can be ejected or capsize, prudent risk management requires that a PC Operator always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PC facility, an Auxiliary operational vessel facility or PWC, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, the second vessel may not be a PC, but must be a boat or larger vessel, not a PWC.

A PC operated solely by a trainee does not satisfy the tandem operating requirement. An exception is granted for training patrols in areas sheltered from wave action, boat traffic, and other hazards.

Single PCs not under orders may respond to SAR incidents after careful consideration of the risks involved verses the potential gain only where there is the high probability of saving a life.

## **7. Passengers**

A certified crew member or trainee may be carried on a PC facility during training missions only if the Paddle Craft is designed for more than one person. Passengers or guests are not authorized aboard PCs on patrol orders without prior approval from the Operations Training Officer (OTO) who will consult with the Operational Commander as necessary or appropriate.

## **8. Environmental Limitations**

PC patrols will normally only be conducted during fair weather during the operations season from May 15<sup>th</sup> thru October 15 annually and when the water temperature is 60 degrees F or greater.

The following environmental conditions shall not be exceeded:

- a. Operations in winds greater than 15 knots.
- b. Operations in seas greater than two feet.
- c. Operations against currents greater than three knots.
- d. Operations are authorized during daylight hours only.

## **9. Fatigue Standards/Limits**

PC patrols may operate for a maximum of six hours, with a one hour off-water break after three hours. Due to the physically exhaustive nature of extended paddling and with due regard to proper Operational Risk Management and Team Coordination Training principals. PC patrols will often be for less than the established 6 hour maximum at the discretion of the PCO.

## **10. Patrol Procedures**

Prior to launching, each PC operator will contact and establish a radio guard with a Coast Guard unit, local law enforcement agency, Coast Guard Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.

One of the PC operator's missions is to educate, both by example and through the distribution of boating literature, all members of the boating public.

While on patrol, all Auxiliary PC operators will conduct themselves and operate their PCs in a professional and courteous manner. They will comply with all state/local regulations. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.

## **11. Communications**

All PC operators, while under official patrol orders, will carry a working, waterproof radio with VHF-FM communications capabilities sufficient to meet the requirements of the order issuing authority.

Upon commencing patrol, securing from patrol, and at prearranged intervals during the patrol, as operations permit, all PC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard. The maximum contact intervals will be every 30 minutes.

When PCs are operating in tandem, one PC will be designated to keep the other's radio guard. That designated PC will make ops normal and position reports for both PC's

It is important to plan communications carefully. Most PCO's will be using handheld radios, with limited range. In many locations, it will be prudent to set up an Auxiliary shore/mobile radio facility. If communications is lost, the PC operator will follow the Lost Communication Procedure, Appendix A of this guide.

## **12. SAR Plan**

PC operators on patrol may render assistance, consistent with their levels of training and operational capabilities, as requested by the Coast Guard operational commander or local law enforcement authorities.

PC operators must always be aware of their own physical, operational, and facility limitations. If a PC Operator determines that additional assets are needed to perform a specific SAR mission, the operator will relay that information to the appropriate Coast Guard authority or local law enforcement agency.

Any PC operator who happens upon a SAR case, or determines that alternate or additional assets are needed to perform a specific SAR mission, will notify a Coast Guard facility or the appropriate local law enforcement agency.

A PC may tow another PC that is disabled and in need of assistance. However, vessels will not normally be towed unless there is a distress situation with the potential for loss of life, and no other Coast Guard, Auxiliary, or local law enforcement agency assets are available to provide immediate assistance. Immediately notify the order issuing authority of the situation and intended course of action. In any case, no PC patrol will intentionally be placed in harm's way, such as entering surf, river "white water," or rapids, unless specifically designed for that environment with a specially trained operator.

The PC Operator shall notify the appropriate Coast Guard authority or local controlling authority if a SAR case has the potential to extend beyond sunset.

### **13. Physical Fitness.**

Due to the physically demanding nature of this program, all PCO members should strive to meet the goals established by the Coast Guard for sex/age group outlined in the Coast Guard Health and Fitness Assessment Data Sheet, CG-6200A (Appendix D of this manual). The CG\_6200A may be used to assess fitness and overall health. The Coast Guard Personal Fitness Plan Form CG\_6049 is a required tool for establishing a fitness plan, and measuring progress.

**Cross Reference Task List**

**QUALIFICATION PROGRAM FOR PADDLE CRAFT OPERATOR  
CROSS-REFERENCE TASK LIST**

The following list includes tasks from the Crew, and from the Coxswain qualification Guides. Twelve additional tasks have been created just for the Paddle craft.

**Section A Efficiency / Risk Factors**

**PC (Paddle Craft) Operator**

<b>Section and number</b>	<b>Subject</b>	<b>Cross-Reference</b>
PC-01-01	Crew Fatigue	BCM-01-01
PC-01-02	Sun/Heat Related Factors	BCM-01-02
PC-01-03	Team Coordination Training	BCM-01-03
PC-01-04-AUX	Heavy Weather Indicators	COX-02-01

**Section B Fitness/First Aid/Survival**

PC-02-01	Physical Requirements	BCM-02-01-AUX
PC-02-02	First Aid Responsibilities	BCM-02-02-AUX
PC-02-03	Symptoms/Treatment Shock	BCM-02-03-AUX
PC-02-04	S/T for Anaphylactic Shock	BCM-02-04-AUX
PC-02-05	Ways to Control Bleeding	BCM -02-05-AUX
PC-02-06	S/T for Hypothermia	BCM-02-07-AUX
PC-02-07	100 ft swim test in gear	NEW
PC-02-08	Identify All Safety Equipment Required for Paddle Craft in your respective Region (5NR or 5SR)	NEW
PC-02-09	Use of Signal Mirror	BCM-02-10-AUX
PC-02-10	Use of a Strobe on a PFD	BCM-02-13-AUX
PC-02-11	State Reentry Procedure.....	NEW
	in the Event of a Capsize	
PC-02-12	Establish a Personal Fitness Plan.....	NEW

**Section C Marlinespike**

PC-03-01	Tie Various Knots	BCM-03-02-AUX
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**Section D Communications**

PC-04-01	Operate a handheld VHF Radio	BCM-05-01-AUX
PC-04-02	Give an OPS Normal Report	BCM- 05-02-AUX
PC-04-03	Obtain Distress Info and Pass to Controlling Unit	COX-06-11-AUX

PC-04-04	Identify Distress Signals	BCM-04-05-AUX
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**Section E****Navigation**

PC-05-01	Identify Notations on a Chart	BCM-06-01-AUX
PC-05-02	Identify Aids to Navigation on a Chart	BCM-06-02-AUX
PC-05-03-AUX	Identify Local Landmarks on a Chart	BCM-06-03-AUX
PC-05-04	Plot a Position Using Lat-Lon on a Chart	BCM-06-04-AUX
PC-05-05	Plot a Magnetic Course on a Chart	BCM-06-05-AUX
PC-05-06	Measure Distance on a Chart	BCM-06-06-AUX
PC-05-07	Use a Handheld GPS	NEW

**Section F****Mission Oriented Operations**

PC-06-01-AUX	Do a Pre-Underway Check	MODIFIED
PC-06-02-AUX	Operate Dewatering Devices	BCM-07-11-AUX
PC-06-03- AUX	Enter the Vessel from a Dock or Poolside, Return and Exit Vessel	NEW
PC-06-04-AUX	Enter the Vessel from Shore Return, and Exit the Vessel	NEW
PC-06-05-AUX	Demonstrate Ability to Maneuver the Vessel	NEW
PC-06-06-AUX	Demonstrate a Self-Rescue Evolution in a paddle craft	NEW
PC-06-07-AUX	Participate in a Rescue Evolution of Another Paddle Craft as rescuer	NEW
PC-06-08-AUX	Demonstrate the use of the rescue throw bag	NEW

**Section G****Auxiliary Specific Tasks**

PC-07-01	Basic Knowledge of Boating	BCM-08-01-AUX
PC-07-02	Complete All Paperwork	COX-09-03-AUX

**Section H****Mentor Summary and Qualification Exam**

PC-08-01-AUX	Dockside Oral Exam	MODIFIED
PC-08-02-AUX	On Water Skills Test	NEW

## PC Operator Qualification Guide

### Chapter 1. Introduction

#### Overview

The Auxiliary Boat Crew Qualification Guides are an integral part of the boat crew qualification and certification process. Each volume contains a collection of tasks, which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance as a Coast Guard Auxiliary Paddle Craft (PC) Operator. This chapter contains four sections:

- a. Section A. Purpose
- b. Section B. Description of the Guide
- c. Section C. The Qualification Process
- d. Section D. Currency Maintenance

#### Section A. Purpose

##### A.1. The Qualification Guide

1. This Qualification Guide is used in conjunction with the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), to train and qualify Auxiliary members to serve as PC operators on Auxiliary PC facilities.
2. This Qualification Guide contains a series of tasks that are performed by Auxiliary members to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary PC operator. Upon completion of all tasks in the Qualification Guide, including the dockside oral exam and on-water skills test with a Qualification Examiner, the member is **qualified**. (The QE will be a PC operator designated by the DIRAUX.) The PC Operator will become certified and allowed to conduct PC operations once a designation letter is completed by DIRAUX.

##### A.2. Training

1. The goal of the training program is to enable people to learn and perform up to their full potential in Auxiliary surface operations missions. This qualification guide, together with the mentoring process, is designed to lead members through a training program at a learning pace suitable for each individual. The purpose of the boat crew training program is **not** to “weed out” or exclude people. Rather, it is to qualify and certify as many volunteers as possible, without compromising mission integrity and safety.

## Section B. Description of the Guide

**B.1. Format.** This volume has two chapters:

- a. Chapter 1: Introduction
- b. Chapter 2: Qualification Tasks

**B.2. Qualification Tasks.** Each qualification task represents a certain skill or piece of knowledge required in the performance of duty as an Auxiliary PC Operator. Collectively, the complete set of tasks represents the minimum performance standard for the position. Each task has seven parts:

- a. Designation
- b. Title
- c. References
- d. Conditions
- e. Standards
- f. Performance Criteria
- g. Verification

**B.2.a. Designation** Each task is designated by a number in the following format:

Example: PC-02-03-AUX

- (PC) Volume designation (BCM = crew member; COX = coxswain; PWC = PWC operator; PC = Paddle Craft operator)
- (02) Division designation number (corresponds to section headings)
- (03) Task designation number
- (AUX) Indicates that the task must be accomplished on an Auxiliary facility

**B.2.b. Title.** The name and general nature of the task.

**B.2.c. Reference.** Lists sources of teaching material, background information, and policy. The primary reference for seamanship skills is the Boat Crew Seamanship Manual. Other references shown in this guide are Coast Guard policy or technical directives. However, members are encouraged to use a wide range of references for small boat handling, navigation, and seamanship skills. The Auxiliary Boat Crew Training Manual has an extensive list of references, including the Auxiliary Specialty courses and the Auxiliary Public Education courses.

**B.2.d. Conditions.** Describes the environment and physical circumstances in which the task must be performed. Any tools or special equipment needed for completion of the task are listed here. The following terms are used in the Conditions and Standards sections of the tasks:

### Visibility

Restricted: Visibility less than ¼ mile.

Clear: All other states of visibility.

### Sea Conditions

Calm: Waves less than 1 foot.

Moderate: Waves 1 to 4 feet.

Heavy: Waves 4 feet and over.

### B.2.e. Standards

Standards describe the expected outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows:

**Knowledge Tasks:** Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

**Skill Tasks:** Candidate must be able to perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

### B.2.f. Performance Criteria

These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways:

**To Aid in Learning the Task:** Some steps for task accomplishment follow exact procedures, which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.

**To Provide a Performance Check:** The steps provide a checklist, which can be used by the mentor to evaluate the trainee's performance.

### B.2.g. Verification

The designated mentor must print his/her name, sign and date this line attesting that the candidate successfully performed the task in accordance with the prescribed standards. The mentor does not need to initial or sign each performance criterion.

**B.3. Optional Tasks.** Some tasks are designated as optional. Completion of these optional tasks is not required for qualification. Optional tasks are intended to give trainees additional opportunities to learn valuable boat crew skills, either during or after the qualification process.

Optional tasks may not be made mandatory. Further, no additional tasks may be added or required to achieve qualification or certification. See additional guidance regarding certification in Auxiliary Boat Crew Training Manual, Section 4.A.4.

**B.4. Waiverable Tasks.** Tasks involving certain boat handling evolutions may be waived by the Director, as indicated in the Standards section of the task. The Director may waive these tasks if, given the mission requirements, the nature of the waters, and/or the types of Auxiliary facilities in the district, the evolution is unsafe, inappropriate, or not operationally required.

## Section C. The Qualification Process

### C.1. Process

**Summary** For a complete description of the training and qualification process and policies refer to the Auxiliary Boat Crew Training Manual. The process is summarized below:

A series of **qualification tasks** defines the knowledge and skills required for each boat crew position. Each task describes a certain job skill, and states performance criteria for that skill. For example, a qualification task for the coxswain position is to take a vessel in stern tow. The trainee completes the task by reading the reference material listed, reviewing the skills with a mentor, and then practicing the task. When the trainee demonstrates mastery of the task, the mentor signs off the task. When a mentor signs off all tasks for a certain position, the trainee is scheduled for an underway check ride, or on-water skills test for certification with a **Qualification Examiner**, or (**QE**). The QE is an experienced Auxiliarist appointed by the Director of Auxiliary to verify the proper completion of tasks. When the QE signs off the trainee's **Dockside Oral Exam** and **On-Water Skills Test** and is satisfied with the trainee's ability, the QE submits a recommendation to the Director, who then **certifies** the member. The member **maintains currency** of certification by meeting annual minimum standards.

### C.2. Sign-Offs

See Chapter 3 of the Auxiliary Boat Crew Training Manual for a complete description of the qualification process.

The process for learning and signing-off tasks is summarized below:

1. The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, and so on.
2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of the Study Guide that apply to

the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task

3. The mentor demonstrates the task using procedures outlined in the qualification guide.
4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.

### **C.3. Qualification Examination**

The final step in the qualification process is examination by a Qualification Examiner (QE). Under the QE's direction, the trainee will complete a dockside oral examination and an underway check ride or on water skills test. Upon successful completion of these tasks, the QE qualifies the member. The details of this process are described in Chapter 3 of the Auxiliary Boat Crew Training Manual.

Once qualified, the member must be certified by the Director. See Chapter 4 of the Training Manual for a complete description of the certification process.

### **C.4. Qualified Crew Members, Coxswains, or PWC operators**

Auxiliary members who are currently qualified as crewmembers, coxswains, or PWC operators only need to complete those qualification tasks specific to operating a PC.

Qualified crew and coxswain members do not have to complete tasks completed for their current qualification (see Cross Reference Guide).

## **Section D. Currency Maintenance**

### **D.1. Annual Currency Maintenance**

General currency maintenance requirements are found in Chapter 5 of the Auxiliary Boat Crew Training Manual. These general requirements also apply to PC operators. Specific currency maintenance requirements for PC operators are as follows:

To maintain currency, a certified PC operator must log eight hours underway on orders each calendar year.

Additionally, the PC operator must perform the following tasks each calendar year: In years one and two of the currency cycle, these tasks may be signed off by a certified PC Operator.

- a. PC-06-01-AUX , Conduct a Pre-Underway Check on a PC Facility.
- b. PC-02-07 Enter the Water in Gear Normally Used In the area of operations and swim 100 feet

c. PC-02-12 Create a Personal Fitness Plan using CG\_6049 form. Name a qualified PCO as Health Promotion Mentor. Keep a fitness log. Review progress with the designated PCO every six months.

## **D.2. Third Year Currency Maintenance**

In the third year of the currency cycle, the tasks in Section D.1. must be signed off by a QE with the addition of:

- a. PC-06-06-AUX Demonstrate a Self-Rescue Evolution in a Paddle Craft Facility
- b. PC-06-07-AUX Participate in a Rescue Evolution of another Paddle Craft
- c. PC-06-08-AUX Demonstrate the use of the rescue throw bag
- d. PC-04-01 Operate a handheld VHF-FM Radio
- e. PC-04-03 Obtain Distress Info and Pass to Controlling Authority

## Chapter 2. PC Operator Qualification Tasks

### Overview

This chapter contains seven sections.

Section/Title

- A. Crew Efficiency Factors, Risk Factors and Team Coordination
- B. Physical Fitness, First Aid and Survival
- C. Marlinespike
- D. Communications
- E. Navigation
- F. Mission Oriented and Boat Handling
- G. Auxiliary Specific Tasks

### Section A. Crew Efficiency Factors Risk Factors and Team Coordination

**Introduction:** The following are the general objectives of Section A:

**Demonstrate** knowledge of the factors that affect Crew performance.

**In this section** This section contains four tasks. Qualified Crew members have completed these tasks marked (\*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed \*\* marked tasks.

<b>Task Number</b>		<b>Task</b>
PC-01-01	*	Crew Fatigue
PC-01-02	*	Sun and Heat Related Factors
PC-01-03	*	Team Coordination Training
PC-01-04	**	Describe the Indicator of Approaching Heavy Weather

Name: \_\_\_\_\_

**Task PC-01-01**

**Task**                      **Crew Fatigue**

**References**              Chapter 3, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions**              Performed at any time ashore, at the dock, or afloat. Candidate  
must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must either demonstrate  
knowledge or perform each task to the minimum standards included in  
each performance step.

Completed    Performance Criteria

- \_\_\_\_\_ 1. Described the situations that may cause fatigue.
- \_\_\_\_\_ 2. Stated the crew's responsibility.
- \_\_\_\_\_ 3. Described the primary symptoms of fatigue.
- \_\_\_\_\_ 4. Described the prevention measures.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-01-02**

**Task Sun and Heat Related Factors**

**References** Chapter 3, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions** Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the candidate must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Completed Performance Criteria

- \_\_\_\_\_ 1. Described the symptoms, explained the preventative measures and stated the treatment for sunburn
- \_\_\_\_\_ 2. Defined dehydration. Described the symptoms, preventive measures and treatment for dehydration
- \_\_\_\_\_ 3. Defined heat rash (Prickly Heat). Stated the causes, symptoms, preventative measures and treatment for heat rash
- \_\_\_\_\_ 4. Defined heat cramps. Stated the causes, preventative measures and treatment for heat cramps
- \_\_\_\_\_ 5. Defined heat exhaustion. Stated the causes, symptoms, measures and treatment for heat exhaustion
- \_\_\_\_\_ 6. Defined heat stroke. Stated the causes, symptoms, preventative measures, and treatment for heat stroke

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-01-03**

**Task**                      **Team Coordination Training**

**References**              Team Coordination Training, COMDTINST 1541.1 (series)

**Conditions**              Task should be performed at any time, at facilities available to the member.

**Standards**              Candidate must attend the training as prescribed in the reference above. Candidate must be current, (full –day course within five years, annual 1 hour refresher.

Completed                                      Performance Criteria

\_\_\_\_\_                      1. Date initial TCT training completed. \_\_\_\_\_

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-01-04**

**Task** Describe the Indicators of Approaching Heavy Weather

**References** Chapter 12, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions** Performed at any time ashore, at the dock or afloat. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must describe the indicators of approaching heavy weather.

Completed Performance Criteria

- \_\_\_\_\_ 1. Listed six of the fifteen indicators of deteriorating weather.
- \_\_\_\_\_ 2. Listed four of the ten indicators of impending precipitation.
- \_\_\_\_\_ 3. Listed three of the seven indicators of impending strong winds.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B. Physical Fitness, First Aid and Survival**

**Introduction**           The following are objectives of Section B:

- **State** the physical requirements for participation in the Auxiliary Boat Crew program.
- **State** Auxiliary crewmembers responsibilities for rendering First Aid.
- **Identify** the symptoms and **state** the treatment for various medical conditions that may be encountered while on patrol.
- **Identify** and **demonstrate** proficiency in those skills necessary for coping with open water survival situations.
- **Effectively** use all standard boat crew signaling and survival equipment.

**In this section**           This section contains eleven tasks. Qualified crew members have completed these tasks marked (\*) already and do not need to do them again to qualify as a PC operator.

Task Number		Task
PC-02-01	*	Personal Physical Requirements and Policy
PC-02-02	*	Crew First Aid Responsibility
PC-02-03	*	State the Symptoms and Treatment for Shock
PC-02-04	*	State the Symptoms and Treatment for Anaphylactic Shock
PC-02-05	*	Demonstrate Direct Pressure, Pressure Points and Tourniquet Method to Control Bleeding
PC-02-06	*	Signs and Treatment for Hypothermia
PC-02-07		Enter the Water in Gear Normally Used in their AOR and Swim 100 Feet
PC-02-08		Identify All Safety Equipment Required and Recommended to Operate a Paddle Craft in their AOR Safely
PC-02-09	*	Emergency Signaling Mirror
PC-02-10	*	Operate the Personal Strobe Light
PC-02-11		Explain a Wet Re-Entry Procedure in Case of a Capsize
PC-02-12		Establish a Personal Fitness Plan.

Name: \_\_\_\_\_

**Task PC-02-01**

**Task**                      **Personal Physical Requirements and Policy**

**References**              Chapter 1, Auxiliary Operations Policy Manual,  
COMDTINST M16798.3 (series)

Chapter 3, Auxiliary Boat Crew Training Manual,  
COMDTINST M16794.51

**Conditions**              Performed at any time ashore, at the dock, or afloat. Candidate  
must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must, state the physical  
requirements to be demonstrated and policies required to be practiced  
to participate as an Auxiliary PC Operator, in the Auxiliary Boat Crew  
program.

Completed                      Performance Criteria

\_\_\_\_\_                      1. Stated the physical requirements necessary to participate in the  
Auxiliary Boat Crew program.

\_\_\_\_\_                      2. Stated the policy and responsibility of a PC Operator when that  
member is unable or unfit to perform required duties on an  
ordered mission.

\_\_\_\_\_                      3. Stated the policy and requirement of a PC Operator that  
becomes aware of an incapacity, disability or other disqualifying  
condition in another PC Operator, or the responsible party of a vessel  
acting in tandem with the PC.

\_\_\_\_\_                      4. Stated who is responsible to abort the operational mission if the  
PC Operator is reported too unfit to perform assigned duties.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-02**

**Task**            **Crew First Aid Responsibility**

**References**    Chapter 5, Boat Crew Seamanship Manual, COMDTINST  
M16114.5 (series)

Chapter 4, Auxiliary Operations Policy Manual, COMDTINST  
M16798.3 (series)

**Conditions**    Performed at any time ashore, at the dock, or afloat. Candidate  
must accomplish task without prompting or use of a reference.

**Standards**     Candidate must demonstrate knowledge of key elements of crew  
responsibilities for rendering first aid.

Completed            Performance Criteria

\_\_\_\_\_ 1. Stated the policy for rendering first aid, including CPR, by an  
Auxiliary member.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-03**

**Task**                      **State the Symptoms and Treatment for Shock**

**References**              Chapter 5, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions**              Performed at any time ashore, at the dock, or afloat. Candidate  
must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must state the common  
symptoms and treatment for shock.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Defined shock and stated the causes of shock.
- \_\_\_\_\_ 2. Stated four common symptoms of shock.
- \_\_\_\_\_ 3. Stated the treatment for shock.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-04**

**Task**                      **State the Symptoms and Treatment for Anaphylactic Shock**

**References**              Chapter 5, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions**              Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must state the common symptoms and treatment for anaphylactic shock.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Defined anaphylactic shock.
- \_\_\_\_\_ 2. Stated the causes of anaphylactic shock.
- \_\_\_\_\_ 3. Listed the symptoms of anaphylactic shock.
- \_\_\_\_\_ 4. Stated the treatment for anaphylactic shock.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_



Name: \_\_\_\_\_

**Task: PC-02-06**

**Task**                      **State the Symptoms of and Treatment for Hypothermia**

**References**              Chapters 5 and 16, Boat Crew Seamanship Manual,  
COMDTINST M161145 (series)

**Conditions**              Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the trainee must, without error, state the symptoms and treatment of hypothermia.

**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Stated the signs and symptoms for hypothermia
- \_\_\_\_\_ 2. Stated the treatment for hypothermia
- \_\_\_\_\_ 3. Stated the factors that increase the possibility of hypothermia
- \_\_\_\_\_ 4. Stated the preventive measures used to increase the chances for cold water survival
- \_\_\_\_\_ 5. Stated the survival time for a person in the water in the local area of operations (at 60 deg)

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-07**

**Task**                      **Enter the Water in Gear Normally Used in Their Area of Operations and Swim 100 Feet**

**Conditions**              Must be completed by entering the water (a pool is okay).  
Trainee must be wearing all gear normally used in their area of operations for paddle craft.

**Standards**              Swimsuit, paddle clothing, wetsuit or dry suit may be worn depending on the normal temperature of the AOR water.  
With all types of gear a non-inflatable PFD must be worn.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Don all gear.
- \_\_\_\_\_ 2. Enter the water.
- \_\_\_\_\_ 3. Swim 100 feet.
- \_\_\_\_\_ 4. Float for 5 minutes.

Acomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-08-AUX**

**Task: Identify All Equipment Required and Recommended to Operate a Paddle Craft**

**References** Safety Use Manual for their type of PC

**Conditions** Done on shore. Discussed the gear REQUIRED and RECOMMENDED in their type of vessel to be functional and safe in their area.

**Standards** The trainee must discuss each item and describe its use.

Completed Performance Criteria

- \_\_\_\_\_ 1. PFD with required CGAUX gear.
- \_\_\_\_\_ 2. Spray skirt. (if equipped)
- \_\_\_\_\_ 3. Paddle float.
- \_\_\_\_\_ 4. Dewatering pump & sponge.
- \_\_\_\_\_ 5. Extra paddle.
- \_\_\_\_\_ 6. Protective clothing.
- \_\_\_\_\_ 7. Hat
- \_\_\_\_\_ 8. Paddle tether.
- \_\_\_\_\_ 9. Water bottle/ food
- \_\_\_\_\_ 10. VHF FM radio
- \_\_\_\_\_ 11. GPS unit (if equipped)
- \_\_\_\_\_ 12. Chart
- \_\_\_\_\_ 13. Distress signaling equipment on board

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-09**

**Task Demonstrate the Emergency Signaling Mirror**

**References** Chapter 6, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

Manufacturer's Operating Instructions

**Conditions** Performed at any time ashore, at the dock, or afloat.  
Candidate should be wearing personnel survival equipment.  
Mirror should have lanyard attached to the PFD. Sunlight should be reflected onto a predetermined target (boat, location on a wall, etc.).  
Candidate must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the candidate must, using the mirror, reflect light rays from the sun onto the predetermined object within one minute.

**Completed** Performance Criteria

- \_\_\_\_\_ 1. Signal mirror located and broken out
- \_\_\_\_\_ 2. Sunlight reflected from the mirror onto a nearby surface, (hand, wall, or boat)
- \_\_\_\_\_ 3. Mirror brought to eye level, target sighted through sighting hole, and mirror manipulated so that light spot was on designated target
- \_\_\_\_\_ 4. Horizon sweep to demonstrate attention-attracting technique

**Accomplished**

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-10**

**Task**                      **Operate the Emergency Strobe Light**

**References**              Chapter 6, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

Manufacturer's Operating Instructions

**Conditions**              Performed at any time ashore, at the dock, or afloat, candidate should be wearing personnel survival equipment and. Must accomplish task using the manufacturers guidelines.

**Standards**              In response to the mentor, the candidate must properly operate and explain the characteristics and maintenance of the emergency strobe light.

**Completed**                                      **Performance Criteria**

- \_\_\_\_\_ 1. Strobe located on, and retrieved from, the PFD. (Strobe should be attached to PFD by a lanyard.)
- \_\_\_\_\_ 2. Activated the emergency strobe light.
- \_\_\_\_\_ 3. Describe the characteristics and maintenance of the specific strobe being used.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-11**

**Task** Explain a Wet Re-Entry Procedure In Case of a Capsize

**References** Safety procedures for the specific type of PC

**Conditions** Performed ashore

**Standards** Can be any method that is standard for the type of craft. Should be the same procedure that will be demonstrate during on water skills test.

Completed Performance Criteria

\_\_\_\_\_ 1. Give complete procedure in proper sequence.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-02-12**

**Task Establish and Follow a Personal Fitness Plan**

**References** Form CG\_6049 Personal Fitness Plan,  
Operations Policy Manual COMDTINST M16798.3E (series)

**Conditions** Performed anywhere. Plan goals, activities, and results must be reviewed by qualified PCO every six months, at minimum.

**Standards** Fitness plan must include activities designed to improve cardio-vascular health. Plan must also include strength and flexibility training. The plan must include measurable goals.

**Completed Performance Criteria**

1. Complete form CG\_6049, Personal Fitness Plan. Name a qualified PCO as health promotion manager/coordinator.
2. Perform the tasks required by the plan. Log results. Log may be required for Qualification Exam session, for time since (1) above. Keeping a fitness log is required for currency maintenance.

Note: Review Personal Fitness Plan with Health Promotion Manager every six months. (Required for Currency Maintenance)

**Accomplished**

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

## Section C. Marlinespike Seamanship,

**Introduction:** The following are general objectives for Section C:

- **Identify, explain** the use of and be able to consistently tie the basic knots and hitches used aboard Auxiliary PC facilities.
- **Demonstrate** the ability to secure lines of various sizes to several types of deck and dock fittings.

**In this section** This section contains one task. Qualified coxswains, crew members, and PWC operators have completed the task marked (\*) and do not need to do it again to qualify as a PC operator.

Task Number	Task
PC-03-01	* Tie Various Knots, Hitches and Bends

Name: \_\_\_\_\_

**Task PC-03-01**

**Task**                      **Tie Various Knots, Hitches and Bends**

**References**              Chapter 7, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions**              Performed at any time ashore, at the dock or afloat. Candidate  
must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must tie an assortment of  
knots, hitches and bends quickly and confidently. The bitter ends  
must be of sufficient length to preclude the knot from working  
loose. All knots, bends and hitches must hold fast under a strain.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Tied a square (reef) knot
- \_\_\_\_\_ 2. Tied a bowline in the end of a mooring line and around an  
object
- \_\_\_\_\_ 3. Tied a round turn and two half hitches
- \_\_\_\_\_ 4. Secured a line to a rail using a clove hitch
- \_\_\_\_\_ 5. Attached heaving line to a towline using any one of the  
following: a sheet (Becket) bend, double sheet (sheet) bend,  
bowline or clove hitch with two half hitches.
- \_\_\_\_\_ 6. Added length of mooring line to a towline using any of the  
above knots, (5).

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

### Section D. Communications

**Introduction:** The following are the general objectives of Section D:

- **Demonstrate** the ability to operate a handheld VHF-FM radiotelephone transceiver.
- **Demonstrate** the ability to use the handheld radiotelephone during patrol.

**In this section** This section contains four tasks. Qualified crew members have completed these tasks marked (\*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed the task marked \*\*.

Task Number	Task
PC-05-01	Operate a VHF-FM Radiotelephone
PC-05-02	Use the VHF-FM Radiotelephone to give a Position or Ops Normal Report
PC-05-03	Obtain Distress Information and Pass to the Controlling Shore Unit
PC-05-04	* Identify and Describe Accepted Maritime Distress Signals

Name: \_\_\_\_\_

**Task PC-04-01**

**Task**                      **Operate a Hand-Held VHF-FM Radiotelephone**

**References**              Manufacturer's Operators Manual

**Conditions**              Performed at any time aboard the PC. Candidate must accomplish task without prompting. Use of references is allowed.

**Standards**              In response to the mentor, the candidate must identify the different operating parts of the radio, and operate the controls.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Identified on/off switch and radio turned on.
- \_\_\_\_\_ 2. Identified channel selection switch/button and selected channel.
- \_\_\_\_\_ 3. Identified and adjusted volume and squelch controls.
- \_\_\_\_\_ 4. Identified microphone and operating button and demonstrated operation (transmission light observed).
- \_\_\_\_\_ 5. Identified high/low power switch and explained its use.
- \_\_\_\_\_ 6. Explain the radios operating limitations.
- \_\_\_\_\_ 7. Explain the "Lost Comms" procedures.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-04-02**

**Task**                      **Use the VHF-FM Radiotelephone to Give a Position or Ops Normal Report**

**References**              Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions**              Performed at any time underway or at the dock. Message to be sent should be composed by the candidate and the mentor prior to the beginning of the task. Candidate must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the candidate must transmit message traffic using proper radiotelephone procedures, including prowords and phonetic alphabet.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Demonstrated proper radiotelephone procedures
- \_\_\_\_\_ 2. Transmitted an "Underway" or "Assuming Patrol Status" report in accordance with local Coast Guard procedures
- \_\_\_\_\_ 3. Transmitted half-hourly "Operations Normal," or other required reports
- \_\_\_\_\_ 4. Transmitted a "Request Permission to Secure Patrol"
- \_\_\_\_\_ 5. Transmitted other official traffic

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_



- \_\_\_\_\_ g. Emergency equipment onboard
- \_\_\_\_\_ h. On scene weather and sea conditions

\_\_\_\_\_ 5. Transmitted the following radio traffic to the distressed boat broadcasting

MAYDAY:

Name/Number of distressed vessel's name

"This is Coast Guard Auxiliary Vessel, (vessel ID)"

Received MAYDAY

Allowed short period of time after acknowledging  
MAYDAY for other stations to acknowledge receipt

\_\_\_\_\_ 6. Advised distressed boat to have all persons onboard put on life jackets, (PFDs), and to confirm this has been accomplished

\_\_\_\_\_ 7. Passed your position and estimated time of arrival, (ETA), on scene to distressed boat

\_\_\_\_\_ 8. Kept distressed boat informed of search and rescue effort and set a continuous radio guard

\_\_\_\_\_ 9. Relayed information to the controlling shore unit as soon as possible

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task-PC-04-04**

**Task Identify and Describe Accepted Maritime Distress Signals**

**References** Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5  
Rule 37, Navigation Rules International-Inland,  
COMDTINST M16672.2 (series)

**Conditions** Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must, without error, identify and describe at least six of the seventeen accepted maritime distress signals.

Completed Performance Criteria

- \_\_\_\_\_ 1. Named at least six of the 17 accepted maritime distress signals.  
\_\_\_\_\_ 2. Describe the general characteristics of handheld meteor and parachute flares

Accomplished

Mentor signature \_\_\_\_\_

Date \_\_\_\_\_

## Section E. Navigation

**Introduction**            The following are the general objectives for Section E:

**In this section**        This section contains seven tasks.  
Qualified crew and coxswains have completed these tasks marked (\*) already and do not need to do it again to qualify as a PC operator.

Task Number		Task
PC-05-01	*	Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart
PC-05-02-AUX	*	Identify Common Aids to Navigation Used in Small Boat Piloting
PC-05-03-AUX	*	Identify Local Landmarks Used in Piloting on a Nautical Chart
PC-05-04	*	Plot a Position Using Latitude and Longitude
PC-05-05	*	Plot a Magnetic Course
PC-05-06	*	Measure Distance on a Nautical Chart
PC-05-07		Show Proficiency Using A Hand Held GPS

Name: \_\_\_\_\_

**Task PC-05-01**

**Task**                      **Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart**

**References**              Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Chart No.1, Nautical Chart Symbols, Abbreviations and Terms

**Conditions**              Performed at any time ashore, at the dock or afloat, using a nautical chart of the local operating area. Trainee must accomplish task without prompting. Use of a reference is allowed.

**Standards**              In response to the mentor, the trainee must identify the basic parts, symbols, and abbreviations found on a chart of the local operating area.

Completed

Performance Criteria

- \_\_\_\_\_ 1. Identified the longitude scale.
- \_\_\_\_\_ 2. Identified the latitude scale.
- \_\_\_\_\_ 3. Identified horizontal and vertical clearances of overhead bridges and cables.
- \_\_\_\_\_ 4. Identified one nautical mile using the latitude scale.
- \_\_\_\_\_ 5. Identified sounding numbers (feet/fathoms).
- \_\_\_\_\_ 6. Identified depth curves (contours)
- \_\_\_\_\_ 7. Identified the general information block.
- \_\_\_\_\_ 8. Identified the scale of a chart.
- \_\_\_\_\_ 9. Identified the latitude and longitude in minutes or seconds.

**Task PC-05-01** *(Continued)*

Completed

Performance Criteria

- \_\_\_\_\_ 10. Identified different colors and stated meaning of each.
- \_\_\_\_\_ 11. Identified the miles and yards scale.
- \_\_\_\_\_ 12. Identified aids to navigation.
- \_\_\_\_\_ 13. Identified the symbol for prominent local landmarks.
- \_\_\_\_\_ 14. Identified the compass rose and indicated the purpose of each of its prominent parts.
- \_\_\_\_\_ 15. Identified the symbol for a wreck, rock, or other submerged object.
- \_\_\_\_\_ 16. Identified latest changes to the chart determined by Notice to Mariners and Local Notice to Mariners.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC 05-02-AUX**

**Task**                      **Identify Common Aids to Navigation Used in Small Boat Piloting**

**References**              Chapters 13 and 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions**              Performed while underway, using a nautical chart of the local operating area. Trainee must accomplish task without prompting or use of a reference.

**Standards**              In response to the mentor, the trainee must identify and point out common aids to navigation used in small boat piloting. Trainee must, correctly identify on the chart those objects pointed out. Trainee must discuss each aid to navigation listed below even if not in the local area.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Identified a nun and a can buoy
- \_\_\_\_\_ 2. Identified a preferred channel (junction) buoy and stated its purpose
- \_\_\_\_\_ 3. Identified a day beacon
- \_\_\_\_\_ 4. Identified an ICW buoy and stated its markings, (If applicable)
- \_\_\_\_\_ 5. Identified ranges and stated their purpose
- \_\_\_\_\_ 6. While underway, identified by type, number, and characteristics of the primary aids to navigation used in the local area of operations

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Task PC-05-03-AUX**

**Task** Identify Local Landmarks Used in Piloting on a Nautical Chart

**References** Chapter 14, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions** Performed while underway, using a nautical chart of the local operating area. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must point out prominent landmarks. Trainee must, correctly identify on the chart those objects pointed out.

Completed Performance Criteria

- \_\_\_\_\_ 1. Identified major piers and docks in local operating area.
- \_\_\_\_\_ 2. Identified any prominent submerged or partially submerged object in the local operating area, (such as rocks, wrecks, etc.)
- \_\_\_\_\_ 3. Identified prominent navigational landmarks in the local operating area (such as antennas, towers, buildings, etc.)
- \_\_\_\_\_ 4. Identified prominent buildings and structures used as navigational landmarks in the local operating area.
- \_\_\_\_\_ 5. Identified all prominent landmarks in the local operating area.
- \_\_\_\_\_ 6. Identified all bridges and their types in the local operating area.
- \_\_\_\_\_ 7. Identify any known local areas of hazardous operations.
- \_\_\_\_\_ 8. Identify local Marinas, ramps, and other shore facilities used by Paddlers

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-05-04**

**Task Plot a Position Using Latitude and Longitude**

**References** Chapter 14, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions** Given a nautical chart of the local operating area and three sets of coordinates, (positions), expressed in longitude and latitude, from the mentor, trainee must plot the three positions without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must, without error, plot the positions indicated by the coordinates.

Completed Performance Criteria

- \_\_\_\_\_ 1. Correctly plotted three different positions on the chart.
- \_\_\_\_\_ 2. If operating area is located on an inland lake or river, demonstrate A method for obtaining an accurate position for that region. (ie. Coordinate system, landmarks, mile markers, etc..)

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-05-05**

**Task (Optional)**                      **Plot a Magnetic Course on a Nautical Chart**

**References**                      Chapter 14, Boat Crew Seamanship Manual,  
COMDTINST M16114.5 (series)

**Conditions**                      Given a nautical chart of the local operating area and the three  
positions in task PC-05-04-AUX, the trainee must accomplish  
task without prompting or use of a reference.

**Standards**                      In response to the mentor, the trainee must, without error, plot the  
courses within six minutes.

Completed                              Performance Criteria

- \_\_\_\_\_ 1. Course from point A to point B \_\_\_\_\_ degree M.  
\_\_\_\_\_ 2. Course from point B to point C \_\_\_\_\_ degree M.  
\_\_\_\_\_ 3. Course from point C to point A \_\_\_\_\_ degree M.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-05-06**

**Task Measure Distance on a Nautical Chart**

**References** Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

**Conditions** Given a nautical chart of the local area, the three positions plotted on the chart, in Tasks PC-05-04-AUX and PC-05-05-AUX, (designated A through C). All distances must be measured using nautical miles or yards as indicated by the task steps. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the mentor, the trainee must measure the distance indicated in the task steps within three minutes. Distance should be accurate to within 100 yards.

Completed Performance Criteria

- \_\_\_\_\_ 1. Distance from A to B is \_\_\_\_\_ nautical miles.
- \_\_\_\_\_ 2. Distance from B to C is \_\_\_\_\_ yards.
- \_\_\_\_\_ 3. Distance from C to A is \_\_\_\_\_ nautical miles.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-05-07**

**Task**                      **Show Proficiency Using a Hand Held GPS**

**References**              GPS Manual

**Conditions**              Demonstrated on shore the capabilities of a hand held GPS

**Standards**              Trainee must be able to set, read, and understand the information given on the GPS

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Turn on and establish satellite contact.  
\_\_\_\_\_ 2. Obtain present position (Lat/Lon)  
\_\_\_\_\_ 3. Set in a waypoint in the GPS.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

## Section F. Mission Oriented Operations

**Introduction** The following are the general objectives for Section F:

- **Demonstrate** entering and exiting their PC safely.
- **Demonstrate** ability to recover and safely re-enter their PC from the water.
- **Demonstrate** the ability to aid someone else to re-enter a PC.

**In this section** This section contains seven tasks.

Task Number	Task
PC-06-01-AUX	Do a Pre-Underway Check
PC-06-02-AUX	Locate and Operate Boat's Dewatering Equipment
PC-06-03-AUX	Enter the Vessel from a Dock or Poolside, Return and Exit Vessel
PC-06-04-AUX	Enter and Exit the Vessel from the Shoreline
PC-06-05-AUX	Demonstrate Ability to Maneuver Their Vessel
PC-06-06-AUX	Demonstrate a Self-Rescue Evolution
PC-06-07-AUX	Successfully Participate in a Rescue Evolution of Another Paddle Craft

Name: \_\_\_\_\_

**TASK PC-06-01-AUX**

**Task**                      **Do a Pre-Underway Check**

**References**              PC Facility Requirements

**Conditions**              Do on dock or beach before getting in the vessel.

**Standards**              Using the written checklist required of PC facilities, the trainee will check the paddle craft in preparation for a patrol. The list should include the minimum requirements for a PC facility, plus items the trainee/owner deems necessary or prudent to carry as standard equipment.

**Completed**                      **Performance Criteria**

- \_\_\_\_\_ 1. Use the PC checklist to confirm the PC facility is ready for patrol
- \_\_\_\_\_ 2. Explains the reason for including each item on the list.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-02-AUX**

**Task**                      **Locate and Operate Boat's Dewatering Equipment**

**References**              Auxiliary Facility Pre-Underway check-off list  
                                 Manufacturer's Operating Instructions

**Conditions**              Performed onboard an Auxiliary facility. Dewatering equipment should be listed on the facility's pre-underway check-off sheet  
Trainee must accomplish task without prompting. Use of a reference is permitted.

**Standards**              In response to the mentor, the trainee must, locate, set up and operate the boats dewatering equipment. Demonstrating proficiency with a simple bailing bucket will be sufficient for passing the task.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Located dewatering equipment  
\_\_\_\_\_ 2. Correctly operated the dewatering equipment

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-03-AUX**

**Task**                      **Enter the Vessel from a Dock or Poolside, Return and Exit Vessel**

**References**              None

**Conditions**              To be accomplished in water from any dockside or poolside in deep water, (too deep to stand)

**Standards**              To be accomplished without undue stress.

Completed                      Performance Criteria

\_\_\_\_\_                      1. Entered vessel without help and left dock without undue stress.

\_\_\_\_\_                      2. Exited the vessel on to a dock without help and without undue stress.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-04-AUX**

**Task**                      **Enter and Exit the Vessel from the Shoreline.**

**References**              None

**Conditions**              Must be completed from a shoreline.

**Standards**              To be accomplished in a smooth manner without undue stress

Completed                      Performance Criteria

- \_\_\_\_\_
- \_\_\_\_\_
1. Enter the vessel and leave the shore without help in a safe, non-stressful manner
  2. Return to shore and exit without help in a safe, non-stressful manner.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-05-AUX**

**Task**                      **Demonstrate Ability to Maneuver a Paddle Craft**

**References**              None

**Conditions**              Calm water

**Standards**              Must demonstrate the ability to maneuver the vessel in a safe competent manner.

Completed                      Performance Criteria

\_\_\_\_\_                      1. Demonstrated to the Mentor that they could competently control their vessel in the normal conditions of their AOR

\_\_\_\_\_                      2. Should include forward, reverse strokes, turns, braces, and straight line paddling

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-06-AUX**

**Task**                      **Demonstrate a Self-Rescue Evolution**

**References**              A Commercial self-rescue class is recommended.

**Conditions**              Demonstration is to be an in-water activity. It can be done in a pool or in the water environment of the AOR.

**Standards**              Operator must leave the paddle craft, (wet exit), enter the water and re-enter the paddle craft safely.

Completed                                      Performance Criteria

- \_\_\_\_\_ 1. Exit the vessel in a safe manner, (wet exit).
- \_\_\_\_\_ 2. Maintain control of all equipment.
- \_\_\_\_\_ 3. Set up the re-entry properly.
- \_\_\_\_\_ 4. Successfully re-enter the vessel with all equipment.

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-06-07-AUX**

**Task**                      **Successfully Participate in a Rescue Evolution of another Paddle Craft**

**References**              A commercial self-rescue class is recommended.

**Conditions**              Demonstration is an in-water activity. It can be done in a pool or in the water environment of the AOR.

**Standards**              Trainee must approach a paddler in the water and help them get back into their vessel.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Approached the scene in a logical, safe manner.
- \_\_\_\_\_ 2. Gave instructions to the person in the water in a step-by-step way to aid them to understand the planned method of rescue.
- \_\_\_\_\_ 3. Executed the rescue.
- \_\_\_\_\_ 4. Checked to make sure the rescued person is okay.

Completed

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Task PC-06-08-AUX**

**Task**                      **Demonstrate the use of the rescue throw bag**

**References**              Instructions for Throw Bag; Commercial rescue course recommended.

**Conditions**              Demonstration should be from dock or shore, and from PC facility

**Standards**              Trainee must throw the rescue bag, maintaining control of the retrieval line. The retrieval line should land within three feet of the target.

Completed                      Performance Criteria

\_\_\_\_\_                      1. Throw the rescue bag such that the retrieval line is within three feet of the target

\_\_\_\_\_                      2. Replace the retrieval line in the bag, ready for a rescue.

\_\_\_\_\_                      3. While afloat on a PC Facility, throw the rescue bag such that the retrieval line is within three feet of the target.

Completed

Mentor's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section G. Auxiliary Specific Tasks

**Introduction:** The following are the general objectives for Section G:

- **Demonstrate** the ability to perform various Auxiliary administrative duties.
- **Demonstrate** competency to perform as an Auxiliary PC Operator on an operational PC facility.

**In this section** This section contains four tasks. Qualified crew members have completed the tasks marked (\*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed tasks marked \*\*.

Task Number	Task
PC-07-01-AUX *	Basic Knowledge of Boating Skills
PC-07-02-AUX **	Complete Administrative Tasks (Reports, Orders, Etc.)

Name: \_\_\_\_\_

**Task PC-07-01**

**Task**                      **Basic Knowledge of Boating Skills**

**References**              Auxiliary Boat Crew Training Manual,  
COMDTINST M16794.51 (series)

**Conditions**              Auxiliary member must successfully complete the requirement  
prior to participating in the Auxiliary boat crew qualification  
program.

**Standards**              Auxiliary members must be in BQ status. This assures that they have  
taken and passed a boating safety course.

Completed                      Performance Criteria  
  
\_\_\_\_\_                      Listed as BQ or AX in AUXDATA

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-07-02**

**Task** Complete Administrative Tasks (Reports, Orders, Etc.)

**References** Auxiliary Operations Policy Manual, COMDTINST M16798.3

Various Forms Instructions

District DIRAUX's procedures for submitting forms

**Conditions** Performed at any time ashore, at the dock, or afloat. Trainee may use instructions for filling out the forms, and must follow the most current district/area procedures for submitting forms.

**Standards** In response to the mentor, the trainee must, demonstrate the ability to prepare and submit forms associated with Auxiliary patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Completed Performance Criteria

- \_\_\_\_\_ 1. Prepared Activity Report-Mission, CGAUX-7030
- \_\_\_\_\_ 2. Prepared Auxiliary SAR Incident Report, CG-4612
- \_\_\_\_\_ 3. Prepared Coast Guard Auxiliary Patrol Order, CG-5132
- \_\_\_\_\_ 4. Complete a GAR model form using the approved form for your Aux region.
- \_\_\_\_\_ 5. Stated reference sources to follow if involved in a boat mishap
- \_\_\_\_\_ 6. Described distribution of the above forms and submission requirements

Accomplished

Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

## **Section H. Mentor Tracking and Qualification Exam**

**Introduction-** This section contains the forms needed for the Qualification Examiner to certify a trainee as a Paddle Craft Operator, PCO.

The Mentor Tracking Form organizes signoffs for all the required tasks in one place. All must be completed before meeting with the QE.

The QE Dockside Exam and On-Water Skills Test should be completed with a Paddle Craft Qualification Examiner. Unlike the mentoring process, the QE is tasked with determining the readiness of the candidate to perform as a Paddle Craft Operator on Coast Guard Authorized Patrols.

Upon successful completion of the QE tasks, the member is qualified. Once qualified, the member will be certified by the Director.

Task Number	Task
PC-08-01	Dockside Oral Examination
PC-08-02-AUX	On Water Skills Test (QE)

<b>PC OPERATOR: Task Accomplishment &amp; Mentor Tracking Form</b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
<b>Section A</b>	<b>Crew Efficiency Factors, Risk Factors and Team Coordination</b>		
<b>PC-01-01</b>	Crew Fatigue		
<b>PC-01-02</b>	Sun and Heat Related Factors		
<b>PC-01-03</b>	Team Coordination Training		
<b>PC-01-04</b>	Describe the Indicators of Approaching Heavy Weather		
<b>Section B</b>	<b>Physical Fitness, First Aid and Survival</b>		
<b>PC-02-01</b>	Personal Physical Requirements And Policy		
<b>PC-02-02</b>	Crew First Aid Responsibility		
<b>PC-02-03</b>	State the Symptoms and Treatment for Shock		
<b>PC-02-04</b>	State the Symptoms And Treatment for Anaphylactic Shock		
<b>PC-02-05</b>	Demonstrate Direct Pressure, Pressure Points and Tourniquet Method to Control Bleeding		
<b>PC-02-06</b>	State the Symptoms of and Treatment for Hypothermia		
<b>PC-02-07</b>	Enter the Water in Gear Normally used in their area of Operations and Swim 100 Feet		
<b>PC-02-08</b>	Identify All Equipment Required to Operate a Paddle Craft in your respective Aux Region, D5N or D5S		
<b>pc-02-09</b>	Demonstrate the Emergency Signal Mirror		
<b>PC-02-10</b>	Operate the Personal Strobe Light		
<b>PC-02-11</b>	Describe the Wet Re-Entry Procedure in Case of Capsize		

Task	Description	Mentor Initials	Date
<b>PC-02-12</b>	<b>Establish a Personal Fitness Plan (form CG-6049)</b>		
<b>Section C</b>	<b>Marlinespike Seamanship</b>		
<b>PC-03-01</b>	Tie Various Knots, Hitches and Bends		
<b>PC-03-02</b>	Secure Lines to Cleats, Bitts, and Posts		
<b>Section D</b>	<b>Communication</b>		
<b>PC-04-01</b>	Operate a Hand-Held VHF FM Radiophone		
<b>PC-04-02</b>	Give a Position and Ops Normal Report on Hand-Held Radio		
<b>PC-04-03</b>	Relay Distress Information to a Controlling Shore Unit		
<b>PC-04-04</b>	Identify and Describe Accepted Maritime Distress Signals		
<b>Section E</b>	<b>Navigation</b>		
<b>PC-05-01</b>	Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart		
<b>PC-05-02</b>	Identify Common Aids to Navigation Used In Small Boat Piloting		
<b>PC-05-03</b>	Identify Local Landmarks Used In Piloting on a Nautical Chart		
<b>PC-05-04</b>	Plot a Position in Longitude and Latitude		
<b>PC-05-05</b>	Plot a Magnetic Course on a Nautical Chart		
<b>PC-05-06</b>	Measure Distance on a Nautical Chart		
<b>PC-05-07</b>	Show proficiency with a GPS		

Task	Description	Mentor Initials	Date
<b>Section F</b>	<b>Mission Oriented Operations</b>		
<b>PC-06-01-AUX</b>	<b>Do a Pre-Underway Check</b>		
<b>PC-06-02-AUX</b>	Locate and Operate Boat's Dewatering Equipment		
<b>PC-06-03-AUX</b>	Enter The Vessel From A Dock Or Poolside' Return And Exit Vessel		
<b>PC-06-04-AUX</b>	Enter and Exit the Vessel from the Shoreline		
<b>PC-06-05-AUX</b>	Demonstrate Ability to Maneuver Paddle Craft		
<b>PC-06-06-AUX</b>	Demonstrate a Self-Rescue Evolution in a Paddle Craft		
<b>PC-06-07-AUX</b>	Successfully Participate in a Rescue Evolution of Another Paddle Craft as Rescuer		
<b>PC-06-08-AUX</b>	Demonstrate the Rescue Throw Bag		
<b>Section G</b>	<b>Auxiliary Specific Tasks</b>		
<b>PC-07-01</b>	Basic Knowledge Of Boating Skills		
<b>PC-07-02</b>	Complete Administrative Tasks (Reports, Orders, Etc)		
<b>Section H</b>	<b>Mentor Tracking Form and Qualification Exam</b>		
<b>PC-08-01-AUX</b>	Dockside Oral Examination		
<b>PC-08-02-AUX</b>	On Water Skills Test		

Name: \_\_\_\_\_

**Task PC-08-01**

**Task**                      **Dock Side Oral Exam**

**References**                None (Study all tasks)

**Conditions**                Hold on shore.

**Standards**                The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one question from each section of the Qualification Guide. The QE may ask questions based on additional tasks if they feel it is necessary for qualification.

Completed                    Performance Criteria

\_\_\_\_\_ 1. Section A, PC 01-\_\_\_\_\_ -AUX

\_\_\_\_\_ 2. Section B, PC 02-\_\_\_\_\_ -AUX

\_\_\_\_\_ 3. Section C, PC 03-\_\_\_\_\_ -AUX

\_\_\_\_\_ 4. Section D, PC 04-\_\_\_\_\_ -AUX

\_\_\_\_\_ 5. Section E, PC 05-\_\_\_\_\_ -AUX

\_\_\_\_\_ 6. PC-\_\_\_\_\_ - \_\_\_\_\_ -AUX

\_\_\_\_\_ 7. PC-\_\_\_\_\_ - \_\_\_\_\_ -AUX

\_\_\_\_\_ 8. PC-\_\_\_\_\_ - \_\_\_\_\_ -AUX

\_\_\_\_\_ 9. PC-02-12. Personal Fitness Plan progress/obstacles discussion.

Completed    QE signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_

**Task PC-08-02-AUX**

**Task**                      **On Water Skills Test**

**References**              None (practice until competent)

**Conditions**              The tasks must be completed in the water of the AOR (Not in a pool). They should be completed in an area protected from wave action, boat traffic, and other hazards where the QE can stay on shore or on dock and observe the exercise. Safety procedures need to be taken that will be dependent on the type of vessel and the location of the test to insure the safety of the trainee.

**Standards**              The trainee will dress out in all gear required for their AOR, perform the tasks, 1 through 7 as directed by the QE, without undue stress.

Completed                      Performance Criteria

- \_\_\_\_\_ 1. Dressed properly for conditions.
- \_\_\_\_\_ 2. Performed pre-underway check off
- \_\_\_\_\_ 3. Completed GAR worksheet for patrol
- \_\_\_\_\_ 4. Entered and launched vessel.
- \_\_\_\_\_ 5. Demonstrate Paddle strokes, turns, braces, as directed by QE
- \_\_\_\_\_ 6. Enacted a self-rescue without outside help.
- \_\_\_\_\_ 7. Returned to launch site and exited vessel.

Completed

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

## Appendix A

### LOST COMMUNICATIONS PROCEDURES

- A. General. Lost Comms are defined as a loss of communications between two facilities (i.e. Station (OIA) and PC facility). The actions below will be carried out by PC operators and/or the Radio watch-stander at the controlling unit.
- B. Action.
1. PC Operators - If while underway communications are lost with the station, follow these procedures:
    - a. Attempt to establish comms on CH 16 or on secondary working frequencies.
    - b. Attempt to establish comms using a portable hand held radio.
    - c. Initiate call using the onboard cellular telephone to the station.
    - d. If comms are not established after several tries, attempt to contact other units on your working channel. If this is unsuccessful, attempt communications with any other CGAUX or Coast Guard unit on channel 16.
    - e. If you still haven't reestablished comms with a Coast Guard or Auxiliary unit, send a call on CH 16 stating "To any vessel or unit, this is Coast Guard Auxiliary Vessel \_\_\_\_\_, we have lost communications with (your controlling unit), request you relay the following information to the nearest Coast Guard unit." Include position, situation, reason for communications outage if known, and any other important information. Attempt to do this on the hand held radio as well.
    - f. If this is unsuccessful, find another vessel and utilize its radio to contact your station or another Coast Guard unit. If communications are still not established, you should return to the station following the same track line that was used to transit to your current position. This is extremely important since any search efforts that may be initiated will follow the track given during your OPS Normal reports. If on a down-river patrol, where returning upstream is impractical, safe takeout points should be pre-arranged in the patrol briefing. Proceed to the safe takeout point and make contact as soon as possible.
    - g. HOWEVER, if proceeding on urgent SAR the PC Operator and accompanying vessel operator shall conduct a formal Risk analysis and may continue at their discretion.
  2. If the Controlling Authority determines there is a loss of Comms with a vessel, try to establish Comms utilizing the following procedures:
    - a. Call the vessel at least two times on the last channel you had them on. If unsuccessful, try CH 16.

Enclosure (1) to CGDFIVEINST 16794.2

- b. If this is unsuccessful, have other Coast Guard/Auxiliary units in the area attempt to establish comms with the vessel on CH 16 or the working channel.
- c. Call the backup cellular phones on the PC's.
- d. If communications are not established within 30 minutes, contact the closest Coast Guard facility or Law Enforcement Authority. If circumstances warrant, such as during inclement weather, earlier initiation of SAR action shall be taken.

**Appendix B**

**District 5 U. S. Coast Guard Auxiliary Boat Crew Program  
Qualification Letter**

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print QE Name)

To: Operations Training Officer, District: \_\_\_\_\_

Via: \_\_\_\_\_ Area \_\_\_\_\_  
(Print AQEC)

Subject: TASK COMPLETION (**Paddle Craft Operator**)

\_\_\_\_\_  
(Print Member's Name) (Member's EMPLID) (Division & Flotilla)

\_\_\_\_\_  
(QE's Signature) (Date Completed)

**First Endorsement** Date \_\_\_\_\_

\_\_\_\_\_  
(Print AQEC) (Area)

To Operations Training Officer, \_\_\_\_\_

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

\_\_\_\_\_  
(AQEC's Signature)

**SECOND ENDORESMENT** Date: \_\_\_\_\_

From Operations Training Officer, \_\_\_\_\_

To: \_\_\_\_\_  
(Member's Name)

I approved and certified as a Paddle Craft Operator in the D5 CG Auxiliary Boat Crew Program.

\_\_\_\_\_  
(OTO's Signature)

Copy: Member's file

## **Appendix C**

### **D5NR OPS-7 Form: Paddle Craft Facility Inspection and Offer for Use Form**

The form for submitting a paddle craft as an operational facility can be found in Appendix G of the District 5 Northern Policy Manual and D5 South DIRAUX.

[http://www.5nr.org/downloads/manual/APPENDIX\\_G\\_FORMS\\_4.2012.pdf](http://www.5nr.org/downloads/manual/APPENDIX_G_FORMS_4.2012.pdf)

## **Appendix D**

### **Fitness Forms, (CG\_6049, CG\_6200A)**

Coast Guard Personal Fitness Plan:

[http://www.uscg.mil/forms/cg/CG\\_6049.pdf](http://www.uscg.mil/forms/cg/CG_6049.pdf)

Coast Guard Health and Fitness Assessment Data Sheet:

[http://www.uscg.mil/forms/cg/CG\\_6200A.pdf](http://www.uscg.mil/forms/cg/CG_6200A.pdf)