

U.S. Department of  
Homeland Security

United States  
Coast Guard



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Sector Delaware Bay

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SECDELBAYINST 16114.30  
17 Oct 08

## SECTOR DELAWARE BAY INSTRUCTION 16114.30

Subj: BOAT FORCE OPERATIONS INSIGNIA CRITERIA

Ref: (a) U. S. COAST GUARD BOAT OPERATIONS AND TRAINING (BOAT) MANUAL  
VOLUME I, COMDTINST M16114.32B  
(b) BOAT FORCE OPERATIONS PERSONNEL QUALIFICATION STANDARD,  
COMDTINST M16114.30

1. **PURPOSE.** This instruction establishes unit guidance for the awarding of the Boat Force Operations Insignia for members assigned to Sector Delaware Bay. It includes guidelines for members to complete the Personal Qualification Standards (PQS) required for the Boat Force Operations qualification, including guidelines for supervisors and Department Heads to follow as they support the member's efforts.
2. **ACTION.** Department Heads shall ensure the widest dissemination of the instruction and shall ensure compliance with its provisions. All supervisors are responsible for and must be committed to providing a workplace environment that allows personnel the opportunity to maximize professional development through attaining qualifications. Deserving members should be awarded the appropriate insignia to signify the hard work and dedication they invested during the qualification processes.
3. **DIRECTIVES AFFECTED.** Marine Safety and Boat Force Operations Insignias, SECDELBAYINST 1650.4A, is cancelled.
4. **ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS.** Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.
5. **DISCUSSION.**
  - a. Advanced Silver and Gold-tone Boat Force Operations Insignia. In accordance with reference (a), to acquire the Advanced Silver and Gold-tone Boat Force Operations Insignia the member must complete the Boat Force Operations Personnel Qualification Standard and be assigned to a billet that has direct and regular involvement in boat operations or boat support for a total of five years. The following billets at Sector Delaware Bay are considered to qualify as direct and regular involvement in boat operations or boat support:

- Response Department Head
- Incident Management Branch Director
- Incident Management Duty –Station Manager
- Incident Management Duty – Boat Manager
- Enforcement Branch Director
- Enforcement Branch – LE Officer
- Enforcement Branch – PWCS
- Command Center Chief
- Sector Duty Officer
- Waterways Management Division Officer
- Waterways Management Division – ATON Officer
- Member of the Ready for Operations Team
- Other billets may be considered on a case by case basis taking into consideration what projects/assignments the individuals are working on.

Other requirements for attaining the Boat Force Operations Insignia include being SAR Controller, Boarding Team Member and Boat Crew qualified. All of these qualifications require a significant amount of training and dedicated time.

b. Basic Pewter-tone Boat Force Operations Insignia. The requirements for the Basic Pewter-tone Boat Force Operations Insignia are far less stringent than those for the Silver and Gold-tone Insignia. The member must be assigned to a billet that has direct and regular involvement in boat operations or boat support for a total of five years (six months for the Temporary Insignia) and must qualify as a Boat Crewman. Members assigned to billets identified in paragraph (b) above should be considered for TAD assignment at a small boat station to complete the required training to earn the Boat Crewman qualification. The member's supervisor must agree upon this arrangement and will be dependent upon the member's performance evaluation and operations permitting.

## 6. **PROCEDURES.**

a. Junior Officers assigned to the Response Department are expected to complete the Boat Forces qualification during their tour. The Response Department Head will maintain a program to ensure Junior Officer Boat Forces training is conducted at Stations and a robust PQS training program is in place.

- b. Individual Development Plans (IDP). Members are encouraged to use their IDP to identify a goal of earning desired qualifications. Department Heads and supervisors should take this into consideration when determining what jobs the member will be assigned to while at the Sector.
  - c. Process for Earning Qualifications. Members should refer to Enclosure (1) for guidelines on who at the Sector can assist with the qualification process.
  - d. Recognition. Members who earn an insignia will be formally recognized and presented the appropriate insignia at a unit all-hands gathering.
7. **CONCLUSION.** A critical element for successfully completing the requirements for the Boat Forces Operations Insignia is awareness not only by the member working towards the insignia, but also by the Department Heads and supervisors who can facilitate the member by allowing time and opportunities for working towards the individual qualifications required to earn the respective insignia. This will likely require dedicating specific time to work on qualifications that may cross Department/Division lines.
8. **FORMS/REPORTS.** None.



D. L. SCOTT

Encl: (1) PQS Instructors for Boat Force Operations Insignia PQS



16114

## MEMORANDUM

A handwritten signature in blue ink, appearing to read "D. L. Scott", with the date "19 NOV 2008" written below it.

From: D. L. Scott, CAPT  
CG SECTOR Delaware Bay

Reply to  
Attn of:

To: Training Officer

Subj: PQS INSTRUCTORS FOR BOAT FORCE OPERATIONS INSIGNIA PQS

Ref: (a) Boat Force Operations Personnel Qualification Standard, COMDTINST M16114.30  
(b) U.S. Coast Guard Boat Operations And Training (BOAT) Manual Volume I, COMDTINST M16114.32B

1. The following members are designated PQS instructors and are authorized to certify completion of the indicated Boat Force Operations PQS tasks contained in ref (a):

<b>BOSN</b>	General
<b>ADMIN Officer</b>	2-03 CG Reserves
	4-02 Military Justice and Administrative Investigations
<b>Safety Manager</b>	2-05 Safety Fundamentals
	5-04 Confined Space Entry
	5-05 Hazardous Materials Handling
<b>Command Security Officer</b>	2-07 Internal, Physical, and Classified Material Security Fundamentals
<b>Command Center Chief</b>	3-01 Area Familiarization
	3-02 Operations Center Fundamentals
	3-04 Search and Rescue
<b>Enforcement Branch Director or Law Enforcement Officer</b>	3-03 Maritime Safety and Security Operations
	3-05 Enforcement of Laws and Treaties
	3-13 Law Enforcement Equipment System
<b>INTEL Officer</b>	3-06 Intelligence and the CG Investigative Service
<b>ATON Officer</b>	3-07 ATON Fundamentals
<b>Contingency Planning Department</b>	3-10 Unit Contingency Preparedness
<b>RFO Coordinator</b>	3-11 Readiness and Standardization Program
<b>Supply Officer</b>	4-01 Supply, Finance, and Property
<b>EO or MKCS</b>	5-01 Civil Engineering
	5-02 Naval Engineering
	5-03 Material Inspections

2. The unit POC for the Boat Force Operations Insignia Personal Qualification Standard program is BOSN2 M. Bordeaux, Enforcement Division.

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Enclosure (1)