

• **Inside Front Cover**

- **Designation Letters**
- **CG-5396E Personnel Data Form (optional)**
- **Unit Check-in Sheets (optional)**

ENCLOSURE (7)

PAGE 1 OF 18 PAGES



U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

FPO-AP 98667-3918  
Staff Symbol:  
Phone: 206-217-6300

1601  
12 July 2006

## MEMORANDUM

From: [REDACTED]  
D. G. Russell, CAPT

To: BM2 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS TOWING RIGGER

Ref: (a) Personnel Qualification Standard for Towing Specialist NAVEDTRA 43500

1. You have been found qualified and are hereby certified to perform the duties of Towing Rigger while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by the command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. Congratulations on this achievement.

#

Copy: Training Record  
Unit PDR  
First Lieutenant  
Day File

6,7c

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

FPO-AP 96667-3918  
Staff Symbol:  
Phone: 206-217-6300

1601  
02 June 2006

## MEMORANDUM

From: [REDACTED], CAPT  
Commanding Officer, USCGC HEALY (WAGB-20)

To: BM2 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS LCVP COXSWAIN

Ref: (a) USCG Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST  
M16114.32(series)  
(b) USCG Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST  
M16114.33(series)

1. You have been found qualified and are hereby certified to perform the duties as Landing Craft Vehicle Personnel (LCVP) and Arctic Survey Boat (ASB) Coxswain while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by the command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. In order to maintain this certification, you shall complete the currency maintenance and perform the required proficiency training in accordance with references (a) and (b). Failure to complete such training will result in the loss of this certification.
3. Congratulations on this significant professional achievement.

#

Copy: Training Record  
Unit PDR  
Department Head  
Day File

124  
PAGE 4 OF 158 PAGES.

6.7c

U.S. Department of  
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United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309

1601  
09 Jun 2006

## MEMORANDUM

From: ~~██████████~~  
D.G. Russell, CAPT  
CGC HEALY (WAGB-20)

To: BM2 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS A SPECIAL SEA AND ANCHOR DETAIL PETTY OFFICER  
IN CHARGE (POIC)

Ref: (a) Personnel Qualification Standard for Deck Seamanship NAVEDTRA 43127-C

1. After satisfactorily completing the PQS you have been found qualified to perform the duties as a Special Sea and Anchor Detail Petty Officer In Charge while assigned to this command. You will be guided in the performance of duties by the above reference and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. Congratulations on this significant professional achievement.

#

Copy: Training Record  
Unit PDR  
Day File

174 PAGE 5 OF 154 PAGES.

6,7c

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309

1601  
20May2006

## MEMORANDUM

From: [REDACTED], CAPT  
Commanding Officer, USCGC HEALY (WAGB-20)

To: BM2 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS A DECK SUPERVISOR

Ref: (a) Healy PQS for Deck Supervisor  
(b) Aids to Navigation Manual – Seamanship Ch. 2 and 4 (COMDTINST M16500.21)  
(c) Naval Engineering Manual Ch. 589 and 613 (COMDINST M9000.6E)

1. After satisfactorily completing the PQS and practical test you have been found qualified to perform the duties as a deck supervisor while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. Congratulations on this significant professional achievement.

#

Copy: Training Record  
Unit PDR  
Day File

174

PAGE 6 OF 158 PAGES.

6,7c

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309

1601  
01 Aug 05

## MEMORANDUM

From: [REDACTED] CAPT  
Commanding Officer, USCGC HEALY (WAGB-20)

To: BM3 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS A CRANE OPERATOR

Ref: (a) Healy PQS for Crane Operator  
(b) Aids to Navigation Manual – Seamanship Ch. 2 and 4 (COMDTINST M16500.21)  
(c) Naval Engineering Manual Ch. 589 and 613 (COMDINST M9000.6E)

1. After satisfactorily completing the PQS and practical test you have been found qualified to perform the duties as a crane operator on all cranes while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. Congratulations on this significant professional achievement.

#

Copy: Training Record  
Unit PDR  
Day File

6.7c

U.S. Department of  
Homeland Security

United States  
Coast Guard



United States Coast Guard Liaison  
Naval Diving & Salvage Training Center

350 South Crag Rd.  
Panama City, FL 32407-5005  
Staff Symbol: CGLO  
Phone: (850) 235-5244  
Fax: (850) 235-5244  
Email: michael.Reagan@navy.mil

1544  
March 1, 2006

## MEMORANDUM

From: [REDACTED] LCDR  
CG Liaison Officer, NDSTC

Reply to LCDR [REDACTED]  
Attn of: (850) 235-[REDACTED]

To: BM2 Steven Duque

b(6) + 7(c)

Subj: DIVER QUALIFICATION

1. Congratulations on completing Navy Dive School! The past weeks have been filled with physical and mental challenges to prepare you for the diving environment, one that can be exciting, but yet dangerous to the complacent. Remember, this is only the beginning of your diving education. Continue to study and expand your knowledge, and use each dive to gather valuable experience.
2. You have qualified as a SCUBA Diver with a Competency Code of "OPSDA Diver (Scuba)" and qualification lapse date of September 1, 2006. Upon reporting to your dive unit provide this letter to your administrative office to record your qualification and begin your dive pay effective the date of your graduation certificate. A copy of this letter should be placed in your PDR and Training Record. Good luck and safe diving!

#

Copy: File

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
USCGC Healy (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134  
Phone: (206) 217-6300  
Fax: (206) 217-6309

1601  
15 Sep 2005

## MEMORANDUM

From: [REDACTED]

CGC Healy (WAGB-20)

To: BM3 Steven Duque 1205108, USCG

Subj: BASIC DCPQS QUALIFICATION

Ref: (a) Cutter Training and Qualification Manual, COMDTINST M3502.4 (Series)  
(b) Personnel Qualification Standard – Damage Control, NAVEDTRA 43119-I

1. You are hereby designated as Basic DCPQS qualified.
2. This designation is given in recognition of your successful completion of the following sections of the Damage Control Personnel Qualification Standard, NAVEDTRA 43119-I, while serving aboard USCGC HEALY (WAGB-20).

---

Section 301: DC Communications  
Section 302: Basic First Aid  
Section 303: Basic Damage Control  
Section 304: Basic Firefighting  
Section 305: Fire Watch

---

3. Congratulations on a job well done!

#

Copy: Member's Service Record  
General Files  
Training Record

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309  
Email:

1601  
11 June 2005

## MEMORANDUM

From: [REDACTED], CAPT

To: BM3 Steven Duque 1205108, USCG

Subj: QUALIFICATION AS BRIDGE WATCHSTANDER

Ref: (a) USCGC HEALY Underway Watch Qualification, HEALYINST 3502.2(series)  
(b) Oral Board, 11 June 2005

1. Based on your performance of duties as a bridge watchstander under instruction and your completion of references (a) and (b), you are hereby qualified as a Bridge Watchstander onboard USCGC HEALY.
2. Congratulations on a job well done.

#

Copy: Training Record  
Unit PDR  
Day File

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309  
Email:

1601  
09 November 2005

## MEMORANDUM

From: [REDACTED], CAPT

To: BM3 Steven Duque, 1205108, USCG

Subj: QUALIFICATION AS RHI COXSWAIN

Ref: (a) USCG Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)  
(b) USCG Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.33 (series)

1. You have been found qualified and are hereby certified to perform the duties as Rigid Hull Inflatable Boat (RHIB) Coxswain while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. In order to maintain this certification, you shall schedule currency maintenance and perform the required proficiency training in accordance with references (a) and (b). Failure to complete such training will result in the loss of this certification.
3. Congratulations on this achievement. The following qualification code will be entered into Direct Access; CXNCBSA.

#

Copy: Training Record  
Unit PDR  
Day File

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309  
Email:

1601  
23 June 2005

## MEMORANDUM

From: [REDACTED] CAPT  
Commanding Officer, USCGC HEALY (WAGB-20)

To: BM3 Steven H. Duque, 1205108, USCG

Subj: QUALIFICATION AS TIEDOWN CREWMAN

Ref: (a) Shipboard Helicopter Operational Procedures, COMDTINST M3710.2(series)  
(b) Personnel Qualification Standard for Shipboard Helicopter Operations,  
COMDTINST M3502.15(series)

1. Based on your performance of duties as a Tiedown Crewman under instruction and your completion of applicable sections of references (a) and (b), you are hereby qualified to perform the duties of Tiedown Crewman while stationed aboard USCGC HEALY (WAGB 20).
2. You are required to schedule and perform annual proficiency training in accordance with reference (a). Failure to complete such training will result in the removal of this qualification.
3. ~~This qualification will terminate upon your transfer from HEALY, or when otherwise rescinded by this command.~~

#

Copy: Training Record  
Unit PDR  
Day File



1601  
08 June 2005

## MEMORANDUM

From: [REDACTED] CAPT

To: BM3 Steven Duque

Subj: RECERTIFICATION AS BOAT CREW MEMBER

Ref: (a) USCG Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST  
M16114.32(series)  
(b) USCG Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST  
M16114.33(series)

1. You have been found qualified and are hereby certified to perform the duties as Boat Crew Member in the RHIB while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. In order to maintain this certification, you shall schedule currency maintenance and perform the required proficiency training in accordance with references (a) and (b). Failure to complete such training will result in the loss of this certification.
3. Congratulations on this achievement.

#

Copy: Training Record  
Unit PDR  
First Lieutenant  
Day File

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

FPO-AP 96667-3918  
Staff Symbol:  
Phone: 206-217-8300

1601  
08 June 2005

## MEMORANDUM

From: [REDACTED], CAPT

To: BM3 Steven Duque

Subj: RECERTIFICATION AS BOAT CREW MEMBER

Ref: (a) USCG Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32(series)  
(b) USCG Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33(series)

1. You have been found qualified and are hereby certified to perform the duties as Boat Crew Member in the RHIB while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by this command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. In order to maintain this certification, you shall schedule currency maintenance and perform the required proficiency training in accordance with references (a) and (b). Failure to complete such training will result in the loss of this certification.
3. Congratulations on this achievement.

#

Copy: Training Record  
Unit PDR  
First Lieutenant  
Day File

U.S. Department of  
Homeland Security  
United States  
Coast Guard



Commanding Officer  
USCGC HEALY (WAGB-20)

1519 Alaskan Way South  
Seattle, WA 98134

Phone: (206) 217-6300  
Fax: (206) 217-6309  
Email:

1601  
23 June 2005

## MEMORANDUM

From: [REDACTED], CAPT  
Commanding Officer, USCGC HEALY (WAGB-20)

To: BM3 Steven H. Duque, 1205108, USCG

Subj: QUALIFICATION AS TIEDOWN CREWMAN

Ref: (a) Shipboard Helicopter Operational Procedures, COMDTINST M3710.2(series)  
(b) Personnel Qualification Standard for Shipboard Helicopter Operations,  
COMDTINST M3502.15(series)

1. Based on your performance of duties as a Tiedown Crewman under instruction and your completion of applicable sections of references (a) and (b), you are hereby qualified to perform the duties of Tiedown Crewman while stationed aboard USCGC HEALY (WAGB 20).
2. You are required to schedule and perform annual proficiency training in accordance with reference (a). Failure to complete such training will result in the removal of this qualification.
3. This qualification will terminate upon your transfer from HEALY, or when otherwise rescinded by this command.

#

Copy: Training Record  
Unit PDR  
Day File

U.S. Department  
of Transportation  
United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Station Ft. Lauderdale

7000 N. Ocean Dr.  
Dania, FL 33004-3079  
Staff Symbol:  
Phone: (954) 927-1611  
FAX: (954) 927-2270

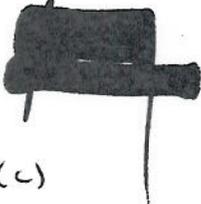
1200  
14 MAR 03

From: Commanding Officer USCG Station Ft. Lauderdale  
To: SN STEVEN DUQUE, USCG

Subj: LETTER OF QUALIFICATION AND CERTIFICATION

- Ref:
- (a) Communications Watchstander Qualification guide COMDTINST M16120.7
  - (b) Telecommunications Manual COMDTINST M2000.3
  - (c) Radiotelephone Handbook COMDTINST M2300.7
  - (d) Boatcrew Training Manual COMDTINST M16114.9D
  - (e) Maritime Law Enforcement Manual COMDTINST 16247.1
  - (f) Small arms Manual COMDTINST M8370.11
  - (g) Personnel Qualification Standard COMDTINST M16247.3
  - (h) Maritime Law Enforcement Reference Manual COMDTINST M16247.2
  - (i) Boatcrew Seamanship Manual COMDTINST M16114.5A
  - (j) Boatcrew Qualification COMDTINST M16114.10
  - (k) 41 UTB Type Manual COMDTINST 16114.2C
  - (l) Rescue and Survival Systems Manual COMDTINST M10470.10B
  - (m) Coast Guard Regulations COMDTINST M5000.3A
  - (n) CG Station Ft. Lauderdale Organization Manual
  - (o) National Search and Rescue Manual COMDTINST M16120.5A
  - (p) Boat Coxswain Qualification COMDTINST 16114.11
  - (q) Boat Engineer Qualification COMDTINST M16114.6 VOL-IV

1. Having been found qualified in accordance with assigned references you are certified to perform said duties while assigned to this unit.
2. You shall comply with the guidelines contained in references (a) through (q) and any other such instructions or policies issued by appropriate authority in performing your duties as a member of this unit.
3. You are required to schedule and perform annual, or semiannual proficiency training in accordance with references (a) through (q). Failure to complete such training will result in the loss of said certification.
4. This certification will expire upon PCS or if otherwise rescinded by this command.

  
b(6)+7(c)

124 PAGE 16 OF 158 PAGES.

a. Communications Watchstander: Ref (a,b,c,m,n)

CO: [redacted] 14 MAR 03 MEMBER: [redacted] 14 MAR 03

b. Boat Crew Member: Ref (c,d,i,k,l,n)

1. 41 UTB

CO: [redacted] 18 SEP 03 MEMBER: [redacted] 08 SEPT 03

Currency Record:

[redacted] 1 JAN 04 2. Intl [redacted] 15 JUL 04 3. Intl [redacted] 01 JAN 05  
4. Intl / 5. Intl / 6. Intl /

2. RHI

CO: [redacted] 18 SEP 03 MEMBER: [redacted] 08 SEPT 03

[redacted] Currency Record:  
1. Intl [redacted] 1 JAN 04 2. Intl [redacted] 15 JUL 04 3. Intl [redacted] 01 JAN 05  
4. Intl / 5. Intl / 6. Intl /

3. UTM

CO: [redacted] 18 SEP 03 MEMBER: [redacted] 08 SEPT 03

Currency Record:

[redacted] 1 JAN 04 2. Intl [redacted] 15 JUL 04 3. Intl [redacted] 01 JAN 05  
4. Intl / 5. Intl / 6. Intl /

c. Boat Engineer: Ref (d,i,j,k,n,q)

1. UTB

CO: \_\_\_\_\_ MEMBER: \_\_\_\_\_

Currency Record:

1. Intl / 2. Intl / 3. Intl /  
4. Intl / 5. Intl / 6. Intl /

b(6) + 7(c)

2. RHI

CO: \_\_\_\_\_ / \_\_\_\_\_ MEMBER: \_\_\_\_\_ / \_\_\_\_\_

Currency Record:

1. Intl \_\_\_\_\_ / \_\_\_\_\_ 2. Intl \_\_\_\_\_ / \_\_\_\_\_ 3. Intl \_\_\_\_\_ / \_\_\_\_\_  
4. Intl \_\_\_\_\_ / \_\_\_\_\_ 5. Intl \_\_\_\_\_ / \_\_\_\_\_ 6. Intl \_\_\_\_\_ / \_\_\_\_\_

3. UTM

CO: \_\_\_\_\_ / \_\_\_\_\_ MEMBER: \_\_\_\_\_ / \_\_\_\_\_

Currency Record:

1. Intl \_\_\_\_\_ / \_\_\_\_\_ 2. Intl \_\_\_\_\_ / \_\_\_\_\_ 3. Intl \_\_\_\_\_ / \_\_\_\_\_  
4. Intl \_\_\_\_\_ / \_\_\_\_\_ 5. Intl \_\_\_\_\_ / \_\_\_\_\_ 6. Intl \_\_\_\_\_ / \_\_\_\_\_

d. Boat Coxswain: Ref (c,d,l,j,k,l,n,o,p,q)

1. UTB

CO: \_\_\_\_\_ / 1 27 APR 05 MEMBER: \_\_\_\_\_ / \_\_\_\_\_

Currency Record:

1. Intl \_\_\_\_\_ / \_\_\_\_\_ 2. Intl \_\_\_\_\_ / \_\_\_\_\_ 3. Intl \_\_\_\_\_ / \_\_\_\_\_  
4. Intl \_\_\_\_\_ / \_\_\_\_\_ 5. Intl \_\_\_\_\_ / \_\_\_\_\_ 6. Intl \_\_\_\_\_ / \_\_\_\_\_

RGS  
2. RHI

CO:  / 1 27 APR 05 MEMBER:  / 1 27 APR 05

Currency Record:

1. Intl \_\_\_\_\_ / \_\_\_\_\_ 2. Intl \_\_\_\_\_ / \_\_\_\_\_ 3. Intl \_\_\_\_\_ / \_\_\_\_\_  
4. Intl \_\_\_\_\_ / \_\_\_\_\_ 5. Intl \_\_\_\_\_ / \_\_\_\_\_ 6. Intl \_\_\_\_\_ / \_\_\_\_\_

b(6) + 7(c)

4. UTM/UTL

CO: [redacted] 1 22 APR 05

MEMBER: [redacted] 1 22 APR 05

Currency Record

1. Intl / / 2. Intl / / 3. Intl / /

4. Intl / / 5. Intl / / 6. Intl / /

b(6) + 7(c)

e. Board of Team Member: Ref (e,f,g,h,n)

CO: [redacted] 22 Sep 03

MEMBER: [redacted] 1 22 Sep 03

Currency Record

1. Intl 10/04 2. Intl 15 Aug 04 3. Intl / /

f. Boarding Officer: Ref (e,f,g,h,n)

CO: / MEMBER: /

Currency Record:

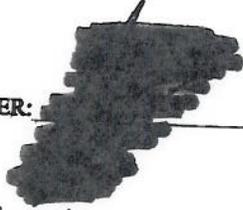
1. Intl / / 2. Intl / / 3. / /

g. Station OOD: Ref (n)

CO: / MEMBER: /

b(6) + 7(c)

h. RBS

CE:  / 11 JUL 04 MEMBER:  / 11 JUL 04

Currency Record:

1. Intl	/		3. Intl	/		5. Intl	/	
2. Intl	/		4. Intl	/		6. Intl	/	



1220  
22 APR 2005

## MEMORANDUM

From:   
CO, Sta Fort/Lauderdale

To: BM3 STEVEN DUQUE, USCG

Subj: DESIGNATION AS SMALL BOAT COXSWAIN

Ref: (a) Coast Guard Regulations, COMDINST M5000.3A  
(b) Boat Crew Seamanship Manual, COMDTINST M16114.5A  
(c) Non Standard Operator's Handbook, COMDTINST M16114.28  
(d) U.S. Coast Guard Boat Operation and Training (BOAT) Manual Vol I,  
COMDTINST M16114.32  
(e) U.S. Coast Guard Boat Operation and Training (BOAT) Manual Vol II,  
COMDTINST M16114.33

b(6) + 7(c)

1. Having been found fully qualified in accordance with reference (a), you are hereby certified to perform the duties of Coxswain on board the boat types UTM, UTL and RB-S while assigned to this unit.
2. You shall comply with the guidelines contained in references (a) through (e), and such instructions or policies issued by appropriate authority in performing your duties as a member of a boat crew.
3. You are required to schedule and perform semi-annual proficiency training in accordance with reference (a). Failure to complete such training will result in the loss of this certification.
4. You are required to complete an underway check-ride and oral qualification board for the UTB within the time frame of no less than thirty days and no more than sixty days, and be required to have a minimum of 20 hours u/w or this qualification will be rescinded.

#

22 APR 2005

### FIRST ENDORSEMENT

From:   
BM3 STEVEN DUQUE, USCG

To: CO, Sta Ft. Lauderdale

1. I have read the contents of this letter and acknowledge receipt of the above authorization.



1220  
01 JUL 2004

## MEMORANDUM

From: [REDACTED] .schj  
CO, Sta Ft. Lauderdale

b(6) + 7(c)

To: SN STEVEN DUQUE, USCG

Subj: DESIGNATION AS BOAT CREWMAN

Ref: (a) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Vol I,  
COMDTINST M16116.32  
(b) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Vol II,  
COMDTINST M16114.33  
(c) Boat Crew Seamanship Manual, COMDTINST M16114.5(series)  
(d) 41' UTB Manual, COMDTINST M16114.2  
(e) CG Station Fort Lauderdale Organization Manual

1. Having been found fully qualified in accordance with references (a) thru (e), you are hereby certified to perform the duties of Boat Crewman on board the following boat types assigned to this unit RBS.
2. You shall comply with the guidelines contained in references (a) through (e), and such instructions or policies issued by appropriate authority in performing your duties as a member of a boat crew.
3. You are required to schedule and perform semi-annual proficiency training in accordance with reference (a). Failure to complete such training will result in the loss of this certification.
4. This certification will expire upon PCS or if otherwise rescinded by this command.

#

01 JUL 2004

### FIRST ENDORSEMENT

From: SN STEVEN DUQUE, USCG

To: CO, Sta Ft. Lauderdale

1. I have read the contents of this letter and acknowledge receipt of the above authorization.



1220  
18 SEPT 03

## MEMORANDUM

From: [REDACTED] b(6) + 7(c)  
CO, Sta Ft. Lauderdale

To: SN Steven Duque, USCG

Subj: DESIGNATION AS BOARDING TEAM MEMBER

Ref: (a) Maritime Law Enforcement Manual, COMDTINST M16247.2  
(b) Maritime Law Enforcement Boarding Officer/Boarding Team Member Personal Qualification Standard, COMDTINST M16247.3A

1. Having completed the requirements of references (a) and (b) and been recommended by this unit's Law Enforcement Qualification Board, you are hereby qualified as a Boarding Team Member. I am personally satisfied that you possess the temperament, maturity and judgment to carry firearms in the performance of these duties.
2. You shall schedule and perform currency maintenance training as required by reference (b). You shall participate in unit law enforcement training and be familiar with the policies and procedures of reference (a). This designation will terminate upon your PCS transfer, failure to meet currency training requirements, or when otherwise rescinded by me.
3. Congratulations.

#

18 SEPT 03

### FIRST ENDORSEMENT

From: SN Steven Duque, USCG  
[REDACTED]

To: CO, Sta Ft. Lauderdale

1. I have read the contents of this letter and acknowledge receipt of the above authorization.



1220  
18 SEPT 03

## MEMORANDUM

From: [REDACTED] CO, Sta Ft. Lauderdale b(6) + 7(c)  
To: SN Steven Duque  
Subj: AUTHORIZATION TO CARRY WEAPONS

Ref: (a) Maritime Law Enforcement Manual, COMDTINST M16247.2  
(b) Small Arms Training Manual, COMDTINST M8370.11

1. Having been qualified, examined, and found competent, you are hereby authorized to carry weapons in accordance with references (a) and (b).
2. This authorization will remain in affect as long as you are attached to this unit unless sooner revoked. You will have to maintain currency requirements in accordance with references (a) and (b) in order for this qualification to remain in effect.
3. A copy of this will be placed in your official service record.

#

18 SEPT 03

### FIRST ENDORSEMENT

From: SN Steven Duque, USCG  
[REDACTED]  
To: CO, Sta Ft. Lauderdale

1. I have read the contents of this letter and acknowledge receipt of the above authorization.



1220  
03 SEP 03

## MEMORANDUM

From: [REDACTED]  
CO, Sta Ft. Lauderdale

b(6) + 7(c)

To: SN STEVEN DUQUE

Subj: DESIGNATION AS BOAT CREWMAN

Ref: (a) Boat Crew Training Manual, COMDTINST M16114.9  
(b) Boat Crew Seamanship Manual, COMDTINST M16114.5  
(c) 41' UTB Manual, COMDINST M16114.2  
(d) Coast Guard Station Operations Manual, COMDTINST M3100.6  
(e) CG Station Fort Lauderdale Organization Manual

1. Having been found fully qualified in accordance with reference (a), you are hereby certified to perform the duties of Boat Crewman on board 41424, 41341, 272509, 279538, 279537 and 212538 while assigned to this unit.
2. You shall comply with the guidelines contained in references (a) through (e), and such instructions or policies issued by appropriate authority in performing your duties as a member of a boat crew.
3. You are required to schedule and perform semi-annual proficiency training in accordance with reference (a). Failure to complete such training will result in the loss of this certification.
4. This certification will expire upon PCS or if otherwise rescinded by this command.

#

03 SEP 03

### FIRST ENDORSEMENT

From: SN STEVEN DUQUE, USCG

To: CO, Sta Ft. Lauderdale

1. I have read the contents of this letter and acknowledge receipt of the above authorization.

### ADMINISTRATIVE REMARKS

Entry Type: Performance and Discipline

Reference: Group and Stations Communications Watchstander Qualification Guide, COMDTINST M16120.7

Responsible Level: Unit

Entry:

14 MAR 03: SNM has completed all prescribed training and oral examinations, and is certified as Station Watchstander in accordance with the Group and Stations Communications Watchstander Qualification Guide, COMDTINST M16120.7

 Lt., USCG  
Commanding Officer

b(6)+7(c)

14 MAR 03: I acknowledge the above entry.

  
S. DUQUE, SA USCG

1. NAME OF PERMANENT UNIT Station Fort Lauderdale		2. NAME OF UNIT PREPARING THIS FORM Station Fort Lauderdale	
3. NAME OF MEMBER (Last First, MI) STEVEN DUQUE	4. SOCIAL SECURITY NO. 	5. GRADE/RATE E-2/SA	6. PAGE 7

PREVIOUS EDITION MAY BE USED

Page 1 - To Commandant (CGPC-ADM-3)

124 PAGE 26 OF 157 PAGES.

### ADMINISTRATIVE REMARKS

Entry Type: Performance and Discipline

Reference: Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1B

Responsible Level: Unit

Entry:

27 APR 2003: SNM has completed task 3-07 of COMDTINST M16247.1B.

SNM received full facial exposure to Oleocapsicum (OC) under the supervision and direction of an HL qualified instructor and a safety observer.

SNM demonstrated when the use of chemical irritant is appropriate in accordance with COMDT'S Use of Force Policy.

SNM demonstrated first aid and decontamination procedures.

 LT, USCG  
Commanding Officer

b (6) + 7 (c)

27 APR 2003: I acknowledge the above entry

  
S. DUQUE, USCG

1. NAME OF PERMANENT UNIT COAST GUARD STATION FT. LAUDERDALE		2. NAME OF UNIT PREPARING THIS FORM COAST GUARD STATION FT. LAUDERDALE	
3. NAME OF MEMBER (Last, First, MI) DUQUE, STEVEN		4. SOCIAL SECURITY NO. 	5. GRADE/RATE SN
PREVIOUS EDITION MAY BE USED		6. PAGE 7	



## Section 2

- Formal School Completion Letters/Certificates
- Correspondence Course Completion Letters

Home > Self Service > Employee > View > Test Results

New Window

Test Results

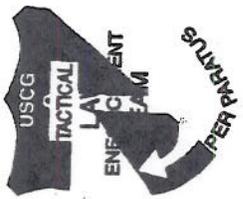
Duque, Steven

Employee

ID: 1205108

Test	Descr	Test Date	Score	Passed	Note
000309	BOATSWAIN'S MATE THIRD CLASS	02/05/2004	98.00	<input checked="" type="checkbox"/>	
000431	SEARCH AND RESCUE FUNDAMENTALS	02/23/2005	92.00	<input checked="" type="checkbox"/>	
AFQT	Armed Forces Qual Test	07/01/2004	53.00	<input checked="" type="checkbox"/>	
ASVAB_AO	Assembling Objects	07/01/2004	59.00	<input checked="" type="checkbox"/>	
ASVAB_AR	Arithmetic Reasoning	02/20/2002	43.00	<input checked="" type="checkbox"/>	
ASVAB_AS	Auto & Shop Information	07/01/2004	46.00	<input checked="" type="checkbox"/>	
ASVAB_EI	Electronics Information	07/01/2004	45.00	<input checked="" type="checkbox"/>	
ASVAB_GS	General Science	02/20/2002	48.00	<input checked="" type="checkbox"/>	
ASVAB_MC	Mechanical Comprehension	07/01/2004	50.00	<input checked="" type="checkbox"/>	

Save



# Certificate of Training

*This is to certify that*

## BM3 Steven Duque

*has satisfactorily completed the*

Seventh District Maritime Law Enforcement Training and has met the Certification Requirements for:  
Use of Force Authority & Jurisdiction Search and Arrest Laws Tactical Techniques Asylum Request  
Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics Level IV

*given at*

### Coast Guard Station Fort Lauderdale

*presented: Wednesday, February 09, 2005*

  
Officer in Charge  
Maritime Law Enforcement Team

b(6) + 7(c)

  
MK2, USCG  
Senior Instructor

**American Heart Association**  
 Fighting Heart Disease and Stroke

**Healthcare Provider**  
 \_\_\_\_\_

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers Program. CPR / AED

03/03 \_\_\_\_\_  
 Issue Date

03/05 \_\_\_\_\_  
 Recommended Renewal Date

AHA Region Florida  
 Community Training Center Memorial Healthcare System  
 Training Site MRH  
 Instructor \_\_\_\_\_  
 Holder's Signature \_\_\_\_\_

©2008 American Heart Association Tampering with this card will alter its appearance. 70-2915

70-2915 9-00

**American Heart Association**  
 Fighting Heart Disease and Stroke

**Healthcare Provider**  
 \_\_\_\_\_

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers Program. CPR / AED

03/03 \_\_\_\_\_  
 Issue Date

03/05 \_\_\_\_\_  
 Recommended Renewal Date

AHA Region Florida  
 Community Training Center Memorial Healthcare System  
 Training Site MRH  
 Instructor \_\_\_\_\_  
 Holder's Signature \_\_\_\_\_

©2008 American Heart Association Tampering with this card will alter its appearance. 70-2915

70-2915 9-00

**American Heart Association**  
 Fighting Heart Disease and Stroke

**Healthcare Provider**  
 \_\_\_\_\_

This card certifies that the above individual has successfully completed the national cognitive and skills evaluations in accordance with the curriculum of the American Heart Association for the BLS for Healthcare Providers Program. CPR / AED

03/03 \_\_\_\_\_  
 Issue Date

03/05 \_\_\_\_\_  
 Recommended Renewal Date

AHA Region Florida  
 Community Training Center Memorial Healthcare System  
 Training Site MRH  
 Instructor \_\_\_\_\_  
 Holder's Signature \_\_\_\_\_

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b (6) + 7 (c)

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No. 205276

# Diploma

In Recognition of Successful Completion of the  
U.S. Coast Guard Approved Curriculum for

## Rules of the Road

This is to certify that

### Captain Steven Augue

has successfully completed our Coast Guard approved 16 hour course which satisfies the written Rules of the Road examination requirements for any deck license up to Master not more than 200 gross tons, OUTV or Master or Mate of Fishing Vessels.

This encompasses examination modules 065XX and 066XX.

b(6) + 7(c)



Authorized Signature

APR 13 2004

issued this date at St. Petersburg, Florida

This proof of passing certificate (of an approved course) must be submitted to USCG within one (1) year of date shown. The Coast Guard retains the ultimate license issuing authority and all established requirements must be satisfied.

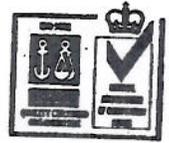




Ft. Lauderdale, FL  
Toledo, OH

RTM CENTER for ADVANCED  
MARITIME OFFICERS TRAINING

RTM **STAR Center**



SIMULATION, TRAINING, ASSESSMENT & RESEARCH

8<sup>th</sup> August 2003

From: Program Manager, RTM STAR Center

To: Steven Duque

Subj: Successful Completion of USCG Cutter Forces Piloting and Navigation Training Program

1. Congratulations on successfully completing the U. S. Coast Guard Cutter Forces Piloting and Navigation Training Program at RTM STAR Center. Per COMDT COGARD WASHINGTON DC 070048Z FEB 03 (ALCOAST 061/03), successful completion of the program meets the following BM3 requirements from the Enlisted Performance Qualification Manual, COMDTINST M1414.8C:

- |           |  |
|-----------|--|
| C.4.03    | Solve basic Maneuvering Board problems                     |
| C.4.05A   | Compute Sunrise and Sunset                                 |
| C.4.06A-D | Compute gyro/compass error 4.06                            |
| C.4.07A   | Determine Latitude and Longitude using a GPS/DGPS receiver |
| C.4.07B   | Establish Waypoints and Routes using a GPS/DGPS receiver   |
| C.4.07C   | Man Overboard  |
| C.4.08    | Fix the vessel position                                    |
| C.4.09    | Plot a small boats course                                  |
| C.4.10    | Prepare harbor and open ocean charts                       |
| C.4.11    | Construct a trackline using tactical data                  |

2. Please present a copy of this letter to your commanding officer/officer-in-charge so that appropriate documentation can be entered into your form CG-3303C-06 (Rev. 11-02), Record of Performance Qualifications BM. Questions concerning the documentation of the Enlisted Performance Qualifications can be directed to the Coast Guard Training Liaison at RTM STAR Center (ph: 954-922-7428 ext. 7378) or Coast Guard Headquarters (ph: 202-267-2433).

3. Again, congratulations on this significant achievement in your Coast Guard career.

[Redacted Signature]  
Program Manager

b (u) + 7 (c)

cc: Training Liaison

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The STAR Center and CAMOT admits students of any race, color, national and ethnic origin or sex.

2 West Dixie Highway • Dania Beach, Florida 33004

TEL (954) 921-7254 • (800) 445-4522 • FAX (954) 920-4268 • (800) 431-8815

Website: www.star-center.com • email: email@star-center.com



# RTM STAR Center

Simulation, Training, Assessment & Research

## Certificate of Training

Be it known that

**Steven Duque**

has successfully completed the United States Coast Guard 3-week course #501590

## BM-A Cutter Forces Strand, Piloting & Navigation

And has completed the EPQ Competencies listed in the attached RTM STAR Center Letter

b (6) + 7 (c)



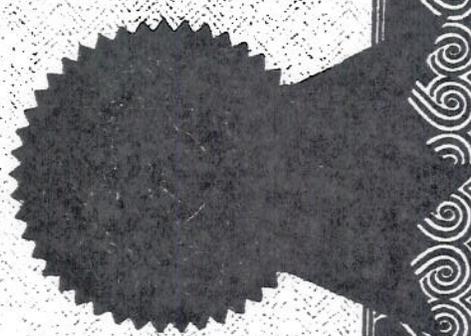
Instructor

Friday August 08, 2003  
Port of Daniel, Florida, U.S.A.  
Certificate No. D08007210327920  
Identification No. 1205108



Director of Training

(954) 921-7254  
www.star-center.com  
fax: (954) 920-4288





1601  
12 July 2006

## MEMORANDUM

From: [REDACTED]  
Lt. G. Russell, CAPT

To: BM2 Steven Duque, 1205108, USCG

Subj: CERTIFICATION AS TOWING RIGGER

Ref: (a) Personnel Qualification Standard for Towing Specialist NAVEDTRA 43500

1. You have been found qualified and are hereby certified to perform the duties of Towing Rigger while assigned to this command. You will be guided in the performance of duties by the above references and any pertinent local instructions issued by the command. This certification will be rescinded when member transfers, or when deemed necessary by the Commanding Officer.
2. Congratulations on this achievement.

#

Copy: Training Record  
Unit PDR  
First Lieutenant  
Day File

### Section 3

- Correspondence Related to Advancement/Promotion
  - Records of U/W Drills
  - AOPS/TMT Reports
- Performance Based Qualification Sheets:

Watchstanding  
Boat Crew  
BTM/BO  
OOD

# JOOD QUALIFICATION REQUIREMENTS

Name BM3 STEVEN DUQUE Date JQR Received \_\_\_\_\_

Completion of the listed JQR is required for all individuals qualifying for underway JOOD. All elements identified below and any sub elements contained therein must be completed in their entirety unless otherwise directed by the command. Signature authority for each line item is identified with that element of JQR listed below. Once all elements of JQR are complete, an oral board will be arranged to complete the qualification process. A qualification letter with the Commanding Officers signature will be placed into your service record and your training record.

1. Completion of space familiarization package. (Qualified EOW or OOD)

Name: [REDACTED] LTJG (SGT BRIDGE WATCH STANDER QUAL PACK) Date: 6 JULY 2005

2. Completion of interior communications JQR, from Healy Inport Duty Section Qualification Requirements, HEALYINST 3502.1 (Series) (Qualified EOW or OOD)

Name: [REDACTED] UNC Date: 6 July 05

3. Completion of Bridge Watch JOOD and JOOD JQR. (Qualified OOD)

Name: [REDACTED] BM1 Date: 5 JULY 05

4. Completion of ICE TERMINOLOGY AND CHARACTERICS section of the Icebreaking JQR.

Name: [REDACTED] BM3 Date: 30 JUN 05

Upon completion of the tasks listed above an oral board was convened and successfully completed.

Date: 06 JUL 05

### BOARD MEMBERS

*J. M. Jones*

LCDR [REDACTED]  
BMCS [REDACTED]  
BM2 [REDACTED]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b(6) + 7(c)

CHAPTER 4. QUALIFICATIONS

401

FINAL QUALIFICATION AS  
TIEDOWN CREWMAN

NAME STEVEN DUQUE RATE/RANK BM 3

This page is to be used as a record of satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge.

QUALIFICATION

Having observed satisfactory performance, it is recommended the trainee be designated as a qualified TIEDOWN CREWMAN (401).

b(6) + 7(c)

RECOMMENDED [Redacted] Bm2 DATE 19 JUN 85  
(Supervisor)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Division Officer)

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Department Head)

QUALIFIED \_\_\_\_\_ DATE \_\_\_\_\_  
(Commanding Officer)

PAGE 7  
ENTRY \_\_\_\_\_ DATE \_\_\_\_\_  
(Service Record Yeoman)

174

1 2

TIEDOWN CREWMAN  
QUALIFICATION SUMMARY

POS QUALIFICATION

COMPLETED \_\_\_\_\_  
(Training Officer/Date)

FUNDAMENTALS

- 101 Terms and Definitions
- 102 Flight Quarters Organization
- 103 Helicopter Characteristics
- 104 Helicopter Hand Signal
- 105 Helicopter Emergencies
- 108 Firefighting and Rescue
- 109 Flight Deck Protective Clothing
- 114 Safety Precautions

SYSTEMS

- 201 Primary Tiedowns
- 202 Secondary/Heavy Weather Tiedowns
- 206 Firefighting Equipment
- 209 LPU-30 (P) Life Vest Assembly
- 210 Deck Markings and Surface
- 211 Grounding Hook/Gloves

SIGNATURE DATE

[Redacted Signature] 17 Jan 05

[Redacted Signature] 17 Jan 05

b(6) + 7(c)

CHAPTER 1. FUNDAMENTALS

101 TERMS AND DEFINITIONS FUNDAMENTALS

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 Explain the following terms used in shipboard helicopter operations:

- a. Foreign object damage (FOD)
- b. FLICON 1-2-3-4
- c. Landing signal officer (LSO)
- d. Helicopter control officer (HCO)
- e. Crash and salvage detail
- f. Flight deck on-scene leader (OSL)
- g. Deck status light
- h. Clear deck
- i. Foul deck
- j. Start and engage
- k. Manned
- l. Ready
- m. Primary tiedowns
- n. Secondary tiedowns
- o. Heavy weather tiedowns
- p. Chocks and chains
- q. TALON grid
- r. Helicopter in-flight refueling (HIFR)
- s. Vertical replenishment (VERTREP)
- t. Hot refueling
- u. Emission control (EMCON)
- v. Primary hose
- w. Backup hose
- x. Fireguard
- y. Ready boat
- z. Waveoff/go around
- aa. Landing circle
- ab. Peripheral lines
- ac. Touch and go
- ad. Catwalks
- ae. Nets
- af. Blade folding
- ag. Ditching
- ah. Emergency breakaway
- ai. Visual landing aids (VLA)
- aj. Tail stinger
- ak. Mushroom
- al. Lineup line
- am. VERTREP "T"'s
- an. Emergency low visibility approach (ELVA)
- ao. TACAN
- ap. DME
- aq. Feet dry

- ar. Bingo
- as. Clear and bright
- at. Go-no-go fuse
- au. Pressure refueling nozzle (Carter nozzle)
- av. Gravity (overwing) nozzle
- aw. Wilden defueling pump
- ax. Static discharge

102 FLIGHT QUARTERS ORGANIZATION FUNDAMENTALS

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)
- b. Cutter Swimmer, COMDTINST 16134.2 (series)

.1 State the duties and responsibilities of the following personnel:

- a. Helicopter control officer (HCO) *OVER ALL MANAGEMENT OF SHIP/HELICOPTER OPS*
- b. Landing signal officer (LSO) *REP. AND HELICOPTER SUPERVISION OF FLIGHT DECK DURING OPS*
- c. Flight deck on-scene leader (OSL) *SUP. HOSE TEAMS / RESCUE CREW - TAKES CHARGE IN CASE OF CLASH*
- d. Flight deck director (FDD)
- e. Tiedownman - *HOOKING / REMOVING PRI. TIES. TENDING W/FR HOSE / LARG. (VIRGESP)*
- f. Hoseman *2/3 MEMBERS OF FIRE TEAM / 1 BERNARDI / 1 BERNARDI (T/L) / SUPPORTING NOZZLE MAN*
- g. Rescueman *RELAYING OSL INSTRUCTIONS AND OPER. FIREMAN PLUG.*
- h. Cutter swimmer
- i. Aviation fuel king
- j. Aviation fuel handler
- k. Ready boat crew
- l. Medical detail
- m. Air direction controller
- n. CIC flight follower
- o. HCO phone talker
- p. LSO phone talker
- q. Aviation equipmentman
- r. AFFF station operator

.2 State the equipment used by the personnel listed in .1 above.

.3 Identify the colors of the flight deck clothing worn by the following personnel:

- a. Landing signal officer (LSO) *YELLOW / LEADER SHIP STRIPES*
- b. Flight deck on-scene leader (OSL) *RED / "*
- c. Tiedownman *BLUE*
- d. Hoseman *RED*
- e. LSO phone talker *BLUE & WHITE / SOUND PAMPHLETS PHONE EQUIPPED LEANING*
- f. Aviation fuel handler *PURPLE*
- g. Aviation fuel king *PURPLE*
- h. Medical detail *WHITE*
- i. Ship/helicopter instructor *GREEN (LEADER SHIP STRIPES)*

E-COORDINATED / READ TEAM EFFORT CRITICAL TO SAFE SHIP / HELICOPTER OPS.

.4 Describe the following jobs, terms, and equipment as they apply to vertical replenishment (VERTREP):

- a. Landing signal officer (LSO)
- b. Grounding wand man
- c. Hookup man
- d. Spotter
- e. Grounding wand
- f. External load hook
- g. Cargo net
- h. Pendant
- i. Pallet/pallet sling
- j. Rescue sling (Horse collar)
- k. Rescue basket
- l. Rescue hoist
- m. Stokes litter
- n. Trail/tending line
- o. Hoist hook
- p. Deck status light

.5 Describe the following jobs, terms and equipment as they apply to Helicopter In-Flight Refueling (HIFR):

- a. Grounding hook man
- b. Grounding hook
- c. HIFR rig
- d. Assist (Hook-up) man
- e. Hose tender
- f. Emergency breakaway
- g. Landing signal officer (LSO)
- h. Clear and bright sample
- i. Quick disconnect couplings
- j. HIFR "H"
- k. HIFR heading lights
- l. Deck status light

.6 Describe the circumstances under which flight deck, fire party, and helicopter control staffing may be modified.

103 HELICOPTER CHARACTERISTICS FUNDAMENTALS

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)
- b. USN Ship/Helo Manual, NWP 42 (series)
- c. HOSTAC, APP 2 (series)

.1 Discuss the following helicopter characteristics and their significance for the HH-65A and HH-60J:

- a. Rotor diameter 39 FT
  - b. Minimum rotor blade clearance during launch and recovery
  - c. Exterior dimensions with rotor blades folded 105 FTW 38'2" L
  - d. Landing gear configuration TRICYCLE CONFIGURATION W/ NOSE WHEEL.
  - e. Maximum gross weight and ship's stability 8,900 LBS FUEL/CREW/EQP
  - f. Fuel capacity 1500 LBS (220 GALLONS)
  - g. Minimum crew requirements MIN OF TWO AID OF 4
  - h. Maximum range 300 NM STRAIGHT LINE TO FUEL EXHAUSTION, DO NOT
  - i. Maximum endurance 2.5 HRS TILL FUEL EXHAUSTION. 0 W/ 20 MIN 25 + 20 MIN FUEL RESERVE
  - j. TALON operations ONLY ONE CONFIGURE 4 TALON.
  - k. Maximum hoist weight capacity 245 FT OF CABLE 600 LBS
  - l. Cargo hook weight capacity 2000 LBS VERTREP.
  - m. Wheel base 11' 10"
  - n. Height 12 FT 0 IN
  - o. Rotorwash (Downwash) WIND GENERATED CAN BLOW A CREW MAN DOWN, CAN CAUSE INJURIES CAUSING MISLE OR FOOD HAZARDS.
  - p. Tiedown points
  - q. Nosewheel/tailwheel lock
  - r. Parking brake
  - s. Construction materials
  - t. Maximum payload
  - u. Rotor brake
  - v. Relative wind limitations for rotor engagement/disengagement, launch/recovery, VERTREP and HIFR
  - w. Pitch and roll limits for launch/recovery
- .2 Indicate where you would look to find this information for non-USCG aircraft.

104 HELICOPTER HAND SIGNALS FUNDAMENTALS

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

- .1 Identify the following hand/wand signals and describe when they would be used:

- a. Connect ground electrical power (pilot)
- b. Cable connected, power on (LSO)
- c. Disconnect ground electrical cable (pilot)
- d. Cable power off (LSO)
- e. Start engines
- f. Engage rotors
- g. Attach (Install) tiedowns
- h. Remove tiedowns
- i. (Cleared for) Takeoff to port/starboard
- j. Touch and go (LSO to tiedown crew)
- k. Landing with primary tiedowns (LSO to tiedown crew)
- l. Hover
- m. Move forward

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PAGE 45 OF 158 PAGES.

- n. Slide left
- o. Slide right
- p. Rotate left
- q. Rotate right
- r. Move up
- s. Move down
- t. Move back
- u. Land
- v. Waveoff
- w. Wheels not down (lower wheels)
- x. Hover/landing lights are on (turn lights on/off)
- y. Ready for takeoff (pilot)
- z. Come forward from the helicopter
- aa. Cut engines
- ab. Fire on the aircraft (engine fire)
- ac. Hook up load
- ad. Release load
- ae. Load not released
- af. Hoist (winch) up
- ag. Hoist (winch) down
- ah. Cut cable
- ai. Spread pylon
- aj. Fold pylon
- ak. I desire HIFR
- al. Commence fueling
- am. Am pumping fuel
- an. Cease pumping fuel
- ao. Have ceased pumping fuel
- ap. Execute emergency breakaway
- aq. Make up (overhaul) tiedowns
- ar. Tiedown failure (tiedown crew)
- as. Talker signals to LSO
- at. Wait

105 HELICOPTER EMERGENCIES FUNDAMENTALS

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 For the following flight deck emergencies, discuss:

- (1) What are the symptoms or indications?
- (2) What action is required by shipboard personnel?

- a. Hot start
- b. External engine fire
- c. Internal engine fire
- d. Rotor brake failure
- e. Damaged/unsafe landing gear
- f. Brake failure
- g. Automatic flight control stabilization (AFCS) failure

- h. Ground resonance
- i. Engine failure
- j. Electrical failure
- k. TALON failure
- l. Fuel spill
- m. Crash on deck
- n. Ditching/crash at sea
- o. HIFR emergency breakaway
- p. Jammed/fouled hoist cable
- q. Loss of tail rotor effectiveness
- r. Dynamic rollover
- s. Battery thermal runaway

108

FIREFIGHTING AND RESCUE FUNDAMENTALS

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)
  - b. Surface Ship Survivability, NWP 62.1 (series)
  - c. NSTM 079 Vol. II
  - d. NSTM Chapter 555
- 
- .1 Discuss the proper procedures for reporting a fire or casualty on the flight deck.
  - .2 Define the fire triangle in terms of preventing and fighting fires.
  - .3 Describe the conditions that must exist for spontaneous combustion.
  - .4 Explain why areas and materials must be kept neat and clean.

- .5 Describe the four classes of fires and their characteristics.
- .6 State the recommended extinguishing agents for each class of fire.
- .7 Describe the effects of extinguishing agents on aircraft and other equipment.
- .8 Explain the protection provided by the proximity suit.
- .9 Describe the proper use and care of the proximity suit.
- .10 Discuss the types of flammables associated with helicopters.
- .11 Discuss forcible entry.
- .12 Discuss ordinance fires.
- .13 Discuss the potential for a fire spreading from the flight deck into the ship.
- .14 Discuss the special hazards associated with the burning of composite materials found on the HH-65A.

109 FLIGHT DECK PROTECTIVE CLOTHING FUNDAMENTALS

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

- .1 Explain the protection provided by the following:
  - a. LPU 30(P) (MK1) life preserver assembly
  - b. Flight deck jersey
  - c. Safety boots
  - d. Cranial helmets
  - e. Goggles
  - f. Flash hoods and gloves
- .2 Describe the proper use and care of each of the items listed in .1 above.

114 SAFETY PRECAUTIONS FUNDAMENTALS

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 Discuss safety precautions applicable to the following:

- a. Engine/rotor noise
- b. Foreign object damage (FOD)
- c. Compressor and turbine blades
- d. Hot exhaust areas
- e. Fluids under pressure
- f. Compressed and liquefied gasses
- g. Intake ducts
- h. Exhaust nozzles
- i. Handling oils and fuels
- j. Fueling and defueling
- k. Working area
- l. Grounding of electrical equipment
- m. Fuel, oil and hydraulic leaks
- n. Approaching helicopter with rotors turning
- o. Ground resonance
- p. Tail rotor
- q. Composite materials
- r. Aircraft antennae
- s. Steel-toed safety boots
- t. Flight deck clothing
- u. Hangar door
- v. Lighting at night
- w. Safety nets/catwalks
- x. Hatches on deck
- y. Ordnance
- z. TALON equipment
- aa. VERTREP equipment
- ab. Tiedowns
- ac. Wheel chocks
- ad. Pivotal antennae
- ae. Night operations
- af. Heavy weather operations
- ag. Cold weather operations
- ah. Flash equipped cameras

CHAPTER 2. SYSTEMS

201 PRIMARY TIEDOWN SYSTEM

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 FUNCTION

- .11 What is the function of this system?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. What are the modes of operation or control?
- D. What are the probable indications if this component fails?

.21	High tiedown assembly				
	a. Pelican hook		X	X	
	b. Bale assembly		X	X	X
	c. Strap and ratchet		X	X	X
	d. Raised cloverleaf/bulbhook		X	X	X
	e. Flushdeck cloverleaf/bulb hook		X	X	X
	f. Bar fitting/open hook		X	X	X
.22	Low tiedown assembly		X	X	X
	a. Hook		X	X	
	b. Strap and ratchet		X	X	X
	c. Raised cloverleaf/bulbhook		X	X	X
	d. Flushdeck cloverleaf/bulbhook		X	X	X
	e. Bar fitting/open hook		X	X	X

.3 PRINCIPLES OF OPERATION

- .31 Describe the sequence of attachment of primary tiedowns.
- .32 Describe the sequence of removal of primary tiedowns.
- .33 Describe the process of overhauling high and low tiedowns.

.4 PARAMETERS/OPERATING LIMITS - None to be discussed.

.5 SYSTEM INTERFACE - None to be discussed.

.6 SAFETY PRECAUTIONS

- .61 What safety precautions apply to releasing primary

tiedowns under high tension?

- .62 Describe action taken as a result of one or more tiedown failures.

202 SECONDARY/HEAVY WEATHER TIEDOWN (TD-1A) SYSTEM

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 FUNCTION

- .11 What is the function of this system?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. What are the modes of operation or control?
- D. What are the probable indications if this component fails?

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
.21 Chain and hook assembly	X	X		
.22 Housing assembly	X	X		
a. Tension nut	X	X	X	X
b. Release lever	X	X	X	X
c. Locking arm	X	X	X	X
d. Link retainer	X	X		
.23 Tail tiedown strap	X	X	X	X

.3 PRINCIPLES OF OPERATION

- .31 Describe the arrangement of secondary tiedowns on the HH-65A helicopter.
- .32 Describe the arrangement of heavy weather tiedowns on the HH-65A helicopter.

.4 PARAMETERS/OPERATING LIMITS - None to be discussed.

.5 SYSTEM INTERFACE - None to be discussed.

.6 SAFETY PRECAUTIONS

- .61 What safety precautions apply to releasing TD-1A tiedown assemblies under high tension?
- .62 Describe procedures to be taken prior to the removal

of secondary tiedowns.

- .63 Explain the reason secondary tiedowns must be removed prior to engine start/rotor engagement.

206 FIREFIGHTING EQUIPMENT SYSTEM

Reference:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 FUNCTION

- .11 What is the function of this system?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. What are the modes of operation or control?
- D. What protection is provided by it?
- E. What are the functions of each position?

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
.21 Carbon dioxide (CO2) fire extinguisher	X	X	X	X	
.22 Dry chemical extinguisher (PKP)	X	X	X	X	
.23 Firehose	X	X	X		
.24 In-line eductor	X	X	X		
.25 Proportioner	X	X	X	X	
.26 Variable stream fog nozzle (varinozzle)	X	X	X	X	
.27 All-purpose nozzle	X	X	X	X	X
.28 Spanner wrench	X	X	X	X	X
.29 Seawater stations	X	X			
.210 AFFF stations	X	X	X	X	
.211 Flight deck AFFF activation switch	X	X	X	X	
.212 Proximity suits	X	X	X		
.213 Flash hoods and gloves	X	X		X	
.214 Crash kit	X	X		X	
.215 Respirators	X	X			
.216 Self-contained breathing apparatus	X	X		X	
	X	X	X	X	

.3 PRINCIPLES OF OPERATION

- .31 How do the components work together to achieve the system's function?
- .32 What is the sequence of component involvement to accomplish:
  - a. Seawater activation
  - b. AFFF activation

.4 PARAMETERS/OPERATING LIMITS

.41 What minimum concentration of AFFF is required at the flight deck station for certification?

.42 For certification, what is the maximum time allowed between activation of the AFFF system and delivery of foam to the flight deck nozzles?

.43 State how long the supply of AFFF in the storage tank will last in the event of a fire on the flight deck.

.44 State how long the supply of AFFF in a 5 gallon storage can will last when being used with an eductor on a flight deck fire.

.5 SYSTEM INTERFACE

.51 How does loss of firemain pressure affect this system?

.6 SAFETY PRECAUTIONS

.61 What general safety precautions apply to this system?

.62 What are the precautions when operating AFFF hoses in the vicinity of proximity suited rescuemen?

209 FLIGHT DECK SURVIVAL EQUIPMENT SYSTEM

Reference:

a. Ship/Helo Manual, COMDTINST M3710.2 (series)

.1 FUNCTION

.11 What is the function of this equipment?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. How is it operated?
- D. What should be checked prior to its use?

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
.21 LPU-30 (P) Life preserver assembly	X	X	X	
a. MK1 Vest	X	X	X	X
b. Bladder assembly	X	X	X	X
c. CO2 inflation assembly	X	X	X	X
d. Strobe light and pouch	X	X	X	X
e. Sea dye marker and pouch	X	X	X	X
f. Whistle	X	X	X	X
.22 Cranial helmet	X	X	X	X
.23 Goggles	X	X	X	
	X	X	X	

.24 Describe the required markings for cranial helmets.

.3 PRINCIPLES OF OPERATION

.31 Describe the different methods of inflating the LPU-30.

.4 PARAMETERS/OPERATING LIMITS - None to be discussed.

.5 SYSTEM INTERFACE - None to be discussed.

.6 SAFETY PRECAUTIONS

.61 What problems may result when the bladder assembly is twisted or kinked inside the vest?

.62 What problems may result when the retaining nut on the CO2 inflation assembly is loose or too tight?

210 FLIGHT DECK MARKINGS AND SURFACE SYSTEM

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)
- b. Air Capable Ships Aviation Facilities Bulletin 1 (series)

.1 FUNCTION

.11 What is the function of this system?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. What protection is provided by it?

.21	Peripheral lines	A	B	C
.22	Lineup line	X	X	X
.23	T-line	X	X	X
.24	Touchdown circle	X	X	X
.25	Landing spot	X	X	X
.26	HIFR pickup spot	X	X	
.27	Flight deck non-skid	X	X	
.28	Frame markings	X		X
		X	X	

.3 PRINCIPLES OF OPERATION

.31 How do the components work together to achieve the system's function?

.4 PARAMETERS/OPERATING LIMITS - None to be discussed:

.5 SYSTEM INTERFACE

.51 How does the loss of lighting affect this system?

.6 SAFETY PRECAUTIONS - None to be discussed.

211 GROUNDING HOOK/GLOVES SYSTEM

References:

- a. Ship/Helo Manual, COMDTINST M3710.2 (series)
- b. Air Capable Ships Aviation Facilities Bulletin 1 (series)

.1 FUNCTION

.11 What is the function of this system?

.2 SYSTEM COMPONENTS AND COMPONENT PARTS

Discuss the designated items for the following components and component parts:

- A. What is its function?
- B. Where is it located?
- C. What are the safety/protective devices?
- D. What protection is provided for it?
- E. What are the probable indications if this component fails?

- .21 Metal contact
- .22 Insulation
- .23 Grounding wire
- .24 Ground disconnect
- .25 Electrical grounding clip (alligator)
- .26 Grounding wand
- .27 Insulated gloves

	A	B	C	D	E
.21	X	X			X
.22	X	X			X
.23	X	X	X	X	X
.24	X	X	X	X	X
.25	X	X			X
.26	X	X	X	X	X
.27	X		X	X	X

.3 PRINCIPLES OF OPERATION

- .31 What is the sequence of component involvement to accomplish a hookup?
- .32 What indications will you receive if the system is malfunctioning?

.4 PARAMETERS/OPERATING LIMITS

- .41 For certification, what is the minimum voltage insulation rating for the gloves?

.5 SYSTEM INTERFACE - None to be discussed.

.6 SAFETY PRECAUTIONS

- .61 What general safety precautions apply to this system?
- .62 How much time is normally required for a hovering helicopter to build up a static electrical charge?

CHAPTER 3. WATCHSTATIONS

301 TIEDOWN CREWMAN WATCHSTATION

Prior to final sign off for this watchstation, you must complete:

Fundamentals: 101-105, 108, 109, 114

Systems: 201, 202, 206, 209-211

Cross Qualification: Personnel completing USN Shipboard Helicopter Operations Check and Chain Handler POS (NAVEDTRA 43219B-Q1) are exempt from the requirements annotated with \*.

.1 TASKS

For the tasks listed below:

- A. Demonstrate/perform the steps of this procedure.
- B. Show knowledge of required safety precautions.
- C. Explain the reasons for each step.
- D. Demonstrate required control/coordination.
- E. Demonstrate/simulate required communications.
- F. Perform this task.

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
.11 Install and remove (I/R) primary high tiedowns on the HH-65A. <u>[Redacted] BM2 18 JUN 05</u> (Signature/Date)	X	X	X	X	X	X
.12 I/R primary low tiedowns on the HH-65A. <u>[Redacted] BM2 18 JUN 05</u> (Signature/Date)	X	X	X	X	X	X
.13 Overhaul primary high tiedowns. <u>[Redacted] BM2 18 JUN 05</u> (Signature/Date)	X	X	X	X	X	X
.14 Overhaul primary low tiedowns. <u>[Redacted] BM2 18 JUN 05</u> (Signature/Date)	X	X	X	X	X	X
.15 I/R secondary tiedowns. <u>[Redacted] BM2 18 JUN 05</u> (Signature/Date)	X	X	X	X	X	X

b(6) + 7(c)

3-1 (M)

.16 I/R heavy weather tiedowns. X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.17 Attach and remove steering bar from/to HH-65A. (Except 210 WMEC) X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.18 Use grounding hook. \* X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.19 Assist in hanging helicopter. (Except 210 WMEC) X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.110 Demonstrate the use of all flight deck firefighting equipment. \* X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.111 Conduct FOD walkdown. \* X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

.2 INFREQUENT TASKS

For the infrequent tasks listed below:

- A. Demonstrate/perform the steps of this procedure.
- B. Show knowledge of required safety precautions.
- C. Explain the reasons for each step.
- D. Demonstrate required control/coordination.
- E. Demonstrate/simulate required communications.
- F. State conditions requiring this infrequent task.
- G. Perform or simulate this task.

.21 Attach cargo/personnel/equipment during hoisting ops. \* A B C D E F G  
X X X X X X X

[Redacted] BM2 18 JUN 65  
(Signature/Date)

b(6) + 7(c)

.22 Assist in HIFR operations. \*

X X X X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.23 Assist in VERTREP operations. \*

X X X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.3 ABNORMAL CONDITIONS

For the abnormal conditions listed below:

- A. State indications or alarms received.
- B. State required immediate action.
- C. Explain the probable causes.
- D. Explain what other emergencies or malfunctions may occur if immediate action is not taken.
- E. Perform or simulate the corrective/immediate action for this condition.

.31 Pelican hook on high tiedown will not reset.

A B C D E

X X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.32 Primary tiedown strap jammed in ratchet lever.

X X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.33 Primary tiedown ratchet lever left open.

X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.34 Chain not properly seated in turnbuckle on secondary tiedown. \*

X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

.35 Secondary tiedown chain overtightened or too loose. \*

X X X X

[Redacted] BM2 18 JUN 05  
(Signature/Date)

b(6) + 7(c)

.36 Secondary tiedown chain hook not installed properly. \* X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

.4 EMERGENCIES

For the emergency condition listed below:

- A. State indications and alarms received.
- B. State required immediate action.
- C. Explain the probable causes.
- D. State the operating limitations imposed.
- E. Explain what other emergencies or malfunctions may occur if immediate action is not taken.
- F. Explain how emergency affects other operations/equipment/watchstations.
- G. Perform or simulate the immediate action for this emergency condition.

.41 Primary tiedown failure. A B C D E F G  
 X X X X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

.42 Primary tiedown strap jammed. X X X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

.43 Secondary tiedown failure. X X X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

.44 Hookup man receives static electrical shock. X X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

.45 Helicopter crash/fire on the flight deck. X X X X X X X  
 [Redacted] Emil 18 June 45  
 (Signature/Date)

b(6) + 7(c)

.5 WATCHES

- .51 Complete 10 primary tiedown day evolutions.  
[REDACTED] SMZ 18 JUN 05  
(Signature/Date)
- .52 Complete 5 primary tiedown night evolutions.  
[REDACTED] SMZ 18 JUN 05  
(Signature/Date)
- .53 Complete 1 secondary tiedown evolution.  
[REDACTED] SMZ 18 JUN 05  
(Signature/Date)

b(6) + 7(c)

HEALYINST 3502.2A  
07 December 2001

USCGC HEALY (WAGB 20) INSTRUCTION 3502.2A

Subj: HEALY UNDERWAY WATCH QUALIFICATION REQUIREMENTS

1. PURPOSE. To establish requirements for qualifying personnel to stand underway watch as Officer of the Deck (OOD), Junior Officer of the Deck (JOOD), Bridge Watch Stander, Engineer Officer of the Watch (EOW), and Technician of the Watch (TOW).
2. ACTION. Department heads will determine which personnel will be required to qualify for and stand each watch. The tasks and knowledge identified in this instruction represent the minimums required for proficient watchstanding.
3. Directive Affected. HEALYINST 3502.2 is canceled.
4. DISCUSSION. HEALY must function with a significantly smaller crew than traditionally assigned to a vessel of this size. In addition, the ship was designed with complex and technologically advanced systems. These factors require considerable changes in standard underway watch-standing practices. HEALY's watch standers must be knowledgeable, flexible and vigilant in order to ensure this unique national is operated safely. However, lengthy and complicated qualification processes are unsupportable due to other workload and personnel turnover. This instruction was developed under the concept of qualifying individuals quickly to stand a safe and effective watch. In order to minimize the burden on our shipmates, all hands must work diligently to achieve adequate watchstanding proficiency in a timely manner. All qualified watch standers are responsible for monitoring and assisting unqualified crewmembers through the qualification process.
4. PROCEDURES. Each member of the crew required to qualify for a specific watch station shall complete the applicable attached enclosure.

- [REDACTED]
- Encl: (1) Underway OOD Qualification Requirements  
(2) JOOD Qualification Requirements  
(3) Bridge Watchstander Qualification Requirements  
(4) Bridge Watchstander JQR  
(5) JOOD JQR  
(6) Underway OOD JQR  
(7) Icebreaking JQR  
(8) Underway EOW Qualification Requirements  
(9) TOW Qualification Requirements

# BRIDGE WATCHSTANDER QUALIFICATION REQUIREMENTS

Name BM3 Duque, STEVEN Date JQR Received 01 JUN 05

Completion of the listed JQR is required for all individuals qualifying for underway bridge watch-stander. All elements identified below and any sub elements contained therein must be completed in their entirety unless otherwise directed by the command. Signature authority for each line item is identified with that element of JQR listed below. Once all elements of JQR are complete, an oral board will be arranged to complete the qualification process. A qualification letter with the Commanding Officers signature will be placed into your service record and your training record.

1. Completion of space familiarization package. (Qualified EOW or OOD)

Name: [REDACTED] ENS Date: 9 JUN 05

2. Completion of interior communications JQR from Healy Inport Duty Section Qualification Requirements, HEALYINST 3502.1 (series). (Qualified EOW or OOD)

Name: [REDACTED] Date: 19 JUN 05

3. Completion of Bridge Watch JQR. (Qualified OOD or JOOD)

Name: [REDACTED] Date: 10 JUN 05

4. Demonstration of Watchstander round. (Qualified OOD or JOOD)

Name: [REDACTED] BM Date: 10 JUN 05

Upon completion of the tasks listed above an oral board was convened and successfully completed.  
Date: \_\_\_\_\_

### BOARD MEMBERS

BM C [REDACTED]

BM 2 [REDACTED]

BM 2 [REDACTED]

b(6) + 7(c)

# Bridge Watchstander JQR

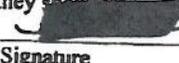
## LOOKOUT FUNDAMENTALS

### References:

- a. Shipboard Lookout Manual, CG-414
- b. Boat Crew Seamanship Manual, COMDTINST 16114.5A
- c. COMDTINST M16672.2B, Navigation Rules

1. Explain the importance of a lookout.
 

 SN 04 JUN 05  
 Signature Date
2. Describe the objects and sounds a lookout should report and when they should be reported.
 

 SN 04 JUN 05  
 Signature Date
3. List some objects a lookout can detect but radar cannot.  
 SMALL VES, PIW, AIRCRAFT
 

 SN 04 JUN 05  
 Signature Date
4. Describe/explain the following as applied to the normal lookout organization on your ship:
  - a. The special responsibility concerning man overboard.
  - b. When the restricted visibility lookouts are posted.

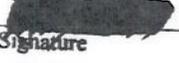
 SN 04 JUN 05  
 Signature Date
5. Explain the effects of dark adaptation on lookouts' vision.
 

 BMA 03 JUN 05  
 Signature Date
6. Explain off-center vision and how it may be used to see objects at night.  
 USE PERIPHERAL TO SEE AND PICKUP  
 MOVEMENT AND LIGHTS
 

 SN 04 JUN 05  
 Signature Date
7. Explain the most effective method of moving the eyes at night to detect objects.
 

 BMA 03 JUN 05  
 Signature Date
8. List the situations where binoculars are/are not more effective than the use of eyes alone.
 

 BMA 03 JUN 05  
 Signature Date
9. Explain how binoculars limit the field of vision.
 

 BMA 03 JUN 05  
 Signature Date
10. Explain how to focus binoculars.
 

 BMA 03 JUN 05  
 Signature Date
11. Explain the importance of always wearing binoculars around the neck.
 

 BMA 03 JUN 05  
 Signature Date

b (6) + 7 (0)

12. Explain why binoculars should not be dropped or banged against solid objects.

[Redacted Signature] 03 JUN 05  
Signature Date

13. Explain the correct procedure for cleaning binoculars.

[Redacted Signature] 03 JUN 05  
Signature Date

14. Explain how the lookout uses his eyes and binoculars for scanning.

[Redacted Signature] 03 JUN 05  
Signature Date

15. Discuss the way a lookout searches from the horizon to zenith overhead.

[Redacted Signature] 03 JUN 05  
Signature Date

16. Explain the six parts of an initial report.

POST TARGET ANGLE FOR AIRCRAFT  
TARGET ANGLE

[Redacted Signature] 03 JUN 05  
Signature Date

17. Explain true bearing.

[Redacted Signature] 03 JUN 05  
Signature Date

18. Explain relative bearings.

[Redacted Signature] 03 JUN 05  
Signature Date

19. Explain how bearings are reported and pronounced in digits.

[Redacted Signature] 03 JUN 05  
Signature Date

20. Explain the following terms:

- a. Dead ahead
- b. Starboard bow
- c. Starboard beam
- d. Starboard quarter
- e. Port bow
- f. Port beam
- g. Port quarter
- h. Dead astern

[Redacted Signature] 03 JUN 05  
Signature Date

21. Act as a lookout and make the following report to the OOD. (Both for surface and air) (3 four hour watches)

- a. Description of contact.
- b. Relative bearing.
- c. Distance.
- d. Target angle.
- e. Aspect.
- f. Position angle (Air Contacts).

[Redacted Signature] 03 JUN 05  
Signature Date

[Redacted Signature] 03 JUN 05  
Signature Date

[Redacted Signature] 03 JUN 05  
Signature Date

22. Explain the actions of each watch station below during a man overboard.

- a. OOD
- b. JOOD
- c. Bridge Watchstander

[Redacted Signature] 03 JUN 05  
Signature Date

b(6) + 7(c)

23. Explain the importance of all bridge personnel acting as a team during a man overboard.

Signature [Redacted] Date 03 JUN 05

24. Describe the location of all fire extinguishers on the bridge.

Signature [Redacted] Date 03 JUN 05

24. Demonstrate the use of the searchlights on the bridge.

- RYMI CASH - METAL
- CE - RED
- COLLISION - GREEN STAR MOB - YELLOW

Signature [Redacted] Date 03 JUN 05

25. Describe the precedence, color, and sound of the ship's alarms.

Signature [Redacted] Date

26. Demonstrate the use of the ship's whistle in AUTO / AT-WILL.

Signature [Redacted] Date 03 JUN 05

HELM/LEE HELM FUNDAMENTALS

References:

- a. USCGC HEALY (WAGB 20) Navigation Standards, HEALINST 3530
- b. Watch Officer's Guide
- c. Coast Guardman's Manual

1. Describe how the following equipment is used by the helmsman/lee helmsman

- a. Engine order telegraph (EOT) *REPT ELL*
- b. Autopilot
- c. Rudder angle indicator
- d. Gyrocompass repeater
- e. Magnetic compass
- f. Helm *3 REPT 1 APT STEER*
- g. Ship's control consoles
- h. DPS DYNAMIC POS. SYSTEM

Signature [Redacted] Date 03 JUN 05

2. Define the following terms:

- a. Rudder amidship
- b. Meet her
- c. Shift your rudder
- d. Mind your helm
- e. Steer nothing to the left/right of
- f. Right/left degrees rudder
- g. Increase your rudder to right/left degrees
- h. Ease your rudder to right/left degrees
- i. Come right/left steer course
- j. Steady as you go
- k. Keep her so
- l. Steady on

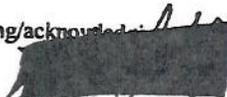
Signature [Redacted] Date 03 JUN 05

b (6) + 7 (c)

2. (cont.)

- m. How is your rudder
- n. Mark your head
- o. All engines back/ahead
- p. Port/starboard engine ahead/back
- q. Indicate RPM/Percent
- r. Steering course
- s. Right/left full rudder
- t. Right/left hard rudder
- u. Right/left standard rudder

3. Discuss the importance of using standard phraseology when giving/acknowledging orders to and from the helm and lee helm

 16 and from the helm  
 Signature \_\_\_\_\_ Date 03 JUN 05

4. Discuss the effect of wind and current on steering

  
 Signature \_\_\_\_\_ Date 03 JUN 05

5. Discuss the procedures to be followed when a helm/lee helm order is not understood

  
 Signature \_\_\_\_\_ Date 03 JUN 05

6. Discuss the procedures for shifting steering.

 SN 04 JUN 05  
 Signature \_\_\_\_\_ Date

7. Discuss the procedures for loss of steering.

 SN 04 JUN 05  
 Signature \_\_\_\_\_ Date

8. Discuss the use of bow thruster.

  
 Signature \_\_\_\_\_ Date 03 JUN 05

9. Stand 3, one hour helm watches in open ocean in Manual Mode.

  
 Signature \_\_\_\_\_ Date 03 JUN 05

  
 Signature \_\_\_\_\_ Date 02 JUN 05

  
 Signature \_\_\_\_\_ Date 02 JUN 05

10. Explain the different methods of communicating with after steering.

- a. 21MC
- b. 1JV
- c. Handset
- d. Telephone
- e. WIFCOM

 SN 04 JUN 05  
 Signature \_\_\_\_\_ Date

11. Explain where sound powered phones are kept on the bridge.

 SN 04 JUN 05  
 Signature \_\_\_\_\_ Date

b (6) + 7 (c)

12. Pass oral standard commands test. (Navigator/Designated person)

Signature

Date

NAVIGATION RULES FUNDAMENTALS

Reference:

a. COMDTINST M16672.2B, Navigation Rules

1. Define the following terms:

- ~~a.~~ Vessel (Rule 3)
- ~~b.~~ Power-driven vessel (Rule 3)
- ~~c.~~ Sailing vessel (Rule 3)
- ~~d.~~ Seaplane (Rule 3)
- ~~e.~~ Underway (Rule 3)
- ~~f.~~ U.S. inland waters (Rule 3)
- ~~g.~~ Restricted visibility (Rule 3)
- ~~h.~~ Safe speed (Rule 6)
- ~~i.~~ Risk of collision (Rule 7)
- ~~j.~~ Distress signals (Rule 37)
- ~~k.~~ Give-way vessel (Rule 16)
- ~~l.~~ Stand-on vessel (Rule 17)
- ~~m.~~ Signals of intent (Rule 34)
- ~~n.~~ Signals of agreement (Rule 34)
- ~~o.~~ Meeting situation (Rule 14)
- ~~p.~~ Crossing situation (Rule 15)
- ~~q.~~ Overtaking situation (Rule 13)
- ~~r.~~ Bridge-to-bridge radiotelephone act (Public Law 92-63) (ch. 8)
- ~~s.~~ Short blast (Rule 32)
- ~~t.~~ Prolonged blast (Rule 32)
- ~~u.~~ Vessel constrained by draft (Rule 3)
- ~~v.~~ Vessel restricted in ability to maneuver (Rule 3)
- ~~w.~~ Not under command (Rule 3)
- ~~x.~~ Vessels engaged in fishing (Rule 3)

Signature

Date

2. Define the arc of visibility, range of visibility and color of the following lights:

- a. Forward masthead (Rules 21, 22) 225° WHITE 6 mi.
- b. Aft masthead (Rules 21, 22) 225° WHITE 6 mi
- c. Port side (Rules 21, 22) 112.5° RED 3 mi
- d. Starboard side (Rules 21, 22) 112.5° GREEN 3 mi
- e. Stern (Rules 21, 22) 180° WHITE 3 mi
- f. All around lights (Rule 22) 360° 3 mi
- g. Flashing light (Rule 21)
- h. Special flashing light (Rules 21, 22)
- i. Submarine flashing beacon (Rule 1) Amber
- j. Towing light (Rule 21) Yellow 135° 3 mi

Signature

Date

b (6) + 7 (4)

3. Describe the signals required during restricted visibility for:

- a. Power-driven vessel under way 2 MW
  - (1) Way on (Rule 35) 2 MW
  - (2) No way on (Rule 35) 2 MW
- b. Sailing vessel under way (Rule 35) 2 MIN
- c. Power driven vessel towing (Rule 35) 2 MW
- d. Vessel constrained by draft (Rule 35) 2 MW
- e. Vessel restricted in ability to maneuver (Rule 35) 2 MIN
- f. Vessel engaged in fishing (Rule 35) 2 MIN
- g. Vessel not under command (Rule 35) 2 MIN
- h. Vessel being towed (Rule 35) 2 MW (IF APPROX)
- i. Vessel engaged in pilot duties (Rule 35) 2 MW
- j. Vessel at anchor (Rule 35) 1 MW RING BELL RAPIDLY 5 SEC
  - (1) 100 meters or longer (Rule 35) 1 MW RING BELL FIVE RING GOING IMMEDIATELY AFT 5 SEC.
  - (2) Less than 100 meters (Rule 35) 1 MW RING BELL RAPIDLY 5 SEC
- k. Vessel aground (Rule 35) 5 SEC BELL . . . (5 SEC GONG) 1 MIN

Signature [Redacted] Date 08 JUN

4. Describe the optional signal that may be sounded by a vessel at anchor or aground to warn an approaching vessel of a possible collision. (Rule 35)

5 SEC BELL

Signature [Redacted] Date 08 JUN 08

5. Discuss the procedure to be followed when hearing a sound signal for (Rule 19)

SHALL REDUCE HER WAY AT THE MIN AT WHICH SHE CAN STAY ON COURSE / TAKE ALL OF HER HEADWAY OFF NAV W/ CAUTION TILL DANGER IS OVER.

Signature [Redacted] Date 08 JUN

6. Explain the following whistle signals used by a vessel in international waters: (Rule 34)

- a. One short I (ALTER COURSE TO STARBOARD)
- b. Two short I (ALTER COURSE TO PORT)
- c. Three short I (OPERATING STEAM PROPULSION)
- d. Five or more short DANGER
- e. Two prolonged, one short I INTEND TO OVERTAKE YOU ON YOUR STARBOARD
- f. Two prolonged, two short I
- g. One prolonged, one short, one prolonged, one short "CHARLIE (AGREEMENT)" PORT

Signature [Redacted] Date 08 JUN

Overhaul

7. Explain the following whistle signals as used by a vessel in inland waters: (Rule 34)

- a. Meeting situation 1/2 MILE DISTANCE
  - (1) One short I INTEND TO LEAVE U ON MY PORT
  - (2) Two short A
- b. Overtaking situation "STARBOARD"
  - (1) One short I INTEND TO OVERTAKE YOU ON YOUR STARBOARD
  - (2) Two short I
- c. Crossing "PORT"
  - (1) One short A
  - (2) Two short SAME AS A
- d. Three short A
- e. Five or more short DANGER/DOUBT

Signature [Redacted] Date 08 JUN

8. Describe a situation requiring one prolonged blast. (Rule 34)

PWR DRIVEN VSL LEAVING A BERTH/DOCK

Signature [Redacted] Date 08 JUN

b (6) + 7 (4)

9. Describe the situation in which a power-driven vessel's condition gives right-of-way over a sailing vessel. (Rule 18)

SAILING VESSEL IS UNDER POWER IN A CROSSING SITUATION  
Signature: [Redacted] Date: 06 JUN 82

10. Explain the color and arrangement of lights used in international waters during the following conditions:

- a. Power-driven vessel more than 50 meters long, underway. (Rule 23) 2 RED LIGHTS, STEER, RUNNING LIGHTS
- b. Power-driven vessel or towing vessel. (with length of tow less than 200 meters) (Rule 24) SIDE LIGHTS, STEER, 2 MAST
- c. Power-driven vessel or towing vessel. (with length of tow more than 200 meters) (Rule 24) SAME + 3 MAST
- d. Power-driven vessel not under command. (Rule 27) 2 RED LIGHTS
- e. Power-driven vessel engaged in laying or picking up submarine cable, surveying or operations, replenishment at sea and launching or recovering aircraft. (Rule 27) RED WHITE RED.
- f. Power-driven pilot boat engaged in pilotage duty and underway. (Rule 29) WHITE OVER RED
- g. Vessel at anchor or aground less than 50 meters in length. (Rule 30) ALL AROUND WHITE / TWO REDS 1 WHITE
- h. Vessel of more than 50 meters but less than 100 meters in length at anchor aground. (Rule 30) ALL DECK LIGHTS
- i. Vessel of over 100 meters in length at anchor or aground (Rule 30)
- j. Vessel engaged in fishing (Rule 26) RED OVER WHITE
- k. Vessel engaged in trawling (Rule 26) GREEN OVER WHITE
- l. Power-driven vessel engaged in minesweeping operations (Rule 27)
- m. Sailing vessel under way (Rule 25) RUNNING LIGHTS, STEER LIGHT
- n. Power-driven vessel of less than 50 meters in length under way (Rule 23) STEER, RUNNING
- o. Vessel constrained by draft (Rule 28) : RED

Signature: [Redacted] Date: 06 JUN 82

11. Describe the color and arrangement of lights used in inland waters under the following conditions:

- a. Power-driven vessel with tow alongside or pushing ahead (Rule 24)
- b. Vessel of less than 50 meters in length at anchor (Rule 23)

TWO REDS 1 WHITE

Signature: [Redacted] Date: 06 JUN 82

12. State the appropriate day shape used for the following:

- a. Restricted maneuverability (Rule 27) 8
- b. At anchor (Rule 30) •
- c. Aground (Rule 30) †
- d. Not under command (Rule 27) :
- e. Towing (Rule 24)
- f. Fishing (Rule 26)
- g. Sailing vessel under sail with power on (Rule 25) ▽
- h. Underwater operations (Rule 27) Ram
- i. Mine clearance vessel (Rule 27)



Signature: [Redacted] Date: 06 JUN 82

b(6) + 7(c)

# Crew Hours

Report Run By: CG STA FORT LAUDERDALE

From: 01 JUL 2004 To: 01 JAN 2005

Hours in Period: 4,416

Note: U/W hours represents the total underway hours for each crewmember. Do not add Night Hours to U/W Hours.

BM3	Type	Mission Count	U/W Hours	Min Req	Night Hours	Min Req
	RBS	12		Y		Y
	UTB	11		Y		Y
	UTM	16		Y		Y
	UTL/TANB	11		Y		Y
	Individual Total:	50				

SN	Type	Mission Count	U/W Hours	Min Req	Night Hours	Min Req
	RBS	9		Y		Y
	UTB	20		Y		Y
	UTM	6		Y		Y
	UTL/TANB	12		Y		Y
	Individual Total:	47				

BM2	Type	Mission Count	U/W Hours	Min Req	Night Hours	Min Req
	RBS	8		Y		Y
	UTB	10		Y		Y
	UTM	14		Y		Y
	UTL/TANB	16		Y		Y
	Individual Total:	48				

MK3	Type	Mission Count	U/W Hours	Min Req	Night Hours	Min Req
	RBS	16		Y		Y
	UTB	28		Y		Y
	UTM	12		Y		Y
	UTL/TANB	30		Y		Y
	Individual Total:	86				

DUQUE, STEVEN BM3	Type	Mission Count	U/W Hours	Min Req	Night Hours	Min Req
	RBS	8		Y		Y
	UTB	16		Y		Y
	UTM	13		Y		Y
	UTL/TANB	34		Y		Y
	Individual Total:	71				

b(6)+7(c)

Key:	Individual U/W hours	Individual Night hours	Over all U/W hours	Over all Night hours

# Currency - Drills & Exercises

Report Run By: CG STA FORT LAUDERDALE



Date in Cycle 31 DEC 2004

Full Name DUQUE, STEVEN BM3  
Competency ANY SMALL BOAT CREW MEMBER

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
TRANSFER OF PERSONNEL	P	0	1	A(C)	31-DEC-2004	
CAPSIZING PROCEDURES (BCM-02-12-TYPE) UTB	P	0	1	S(C)	31-DEC-2004	
ANCHORING UTB	N	0	1	S(C)	31-DEC-2004	
DEWATER UTILIZING EDUCTOR (BCM-07-12-TYPE) UTB	P	0	1	S(C)	31-DEC-2004	
STRUCK A SUBMERGED OBJECT UTB	Y	2	1	S(C)	31-DEC-2004	
REDUCTION GEAR FAILURE (ENG-01-12-BOAT)	N	0	1	S(C)	31-DEC-2004	
RUNAWAY ENGINE (ENG-01-18-41UTB)	P	0	1	S(C)	31-DEC-2004	
LOSS OF STEERING (ENG-01-09-41UTB)	P	0	1	S(C)	31-DEC-2004	
LIFERAFT OUTFIT/PROCEDURES (BCM-02-11-TYPE) UTB	P	0	1	S(C)	31-DEC-2004	
LOSS OF LUBE OIL PRESSURE (ENG-01-13-BOAT)	N	0	1	S(C)	31-DEC-2004	
LOSS OF FUEL OIL PRESSURE (ENG-01-07-BOAT)	N	0	1	S(C)	31-DEC-2004	
MAIN ENGINE HIGH WATER TEMPERATURE UTB	Y	5	1	S(C)	31-DEC-2004	
DEWATER UTILIZING P5 (BCM-07-10-ANY) UTB	P	0	1	S(C)	31-DEC-2004	

## Competency BOAT COXSWAIN, CREW, ENG CORE TRAINING REQUIREMENTS

Task	Current	# Complete	# Req'd	Cycle	Due Date	Remarks
OPEN WATER SURVIVAL: TEN MINUTE SURVIVAL EXERCISE	Y	2	1	A(C)	31-DEC-2004	
NIGHT BOAT OPERATIONS, USE TO TRACK NIGHT U/W HOURS	Y	32	1	S(C)	31-DEC-2004	
OPERATIONAL RISK MANAGEMENT TRAINING/TCT (AOR) 2 DAY	Y	9	1	A(C)	31-DEC-2004	
FIRST AID: BURNS, HYPOTHERMIA, SHOCK, BLEEDING AND CPR	Y	10	1	S(C)	31-DEC-2004	OFFSHORE NORTH DAY
PHYSICAL FITNESS STANDARDS (AOR) 2 NIGHT	Y	1	1	A(C)	31-DEC-2004	
(AOR) 2 NIGHT	Y	7	1	S(C)	31-DEC-2004	OFFSHORE NORTH NIGHT:
(AOR) 3 NIGHT	Y	9	1	S(C)	31-DEC-2004	OFFSHORE SOUTH NIGHT:
(AOR) 1 NIGHT	Y	2	1	S(C)	31-DEC-2004	RIVER (1) TRIP NIGHT:
(AOR) 1 DAY	Y	1	1	S(C)	31-DEC-2004	RIVER (1) TRIP DAY:
(AOR) 5 NIGHT	Y	5	1	S(C)	31-DEC-2004	SICW NIGHT:
(AOR) 5 DAY	Y	6	1	S(C)	31-DEC-2004	SICW DAY:
(AOR) 4 NIGHT	Y	5	1	S(C)	31-DEC-2004	NICW NIGHT:
(AOR) 4 DAY	Y	5	1	S(C)	31-DEC-2004	NICW DAY:
(AOR) 3 DAY	Y	5	1	S(C)	31-DEC-2004	OFFSHORE SOUTH DAY

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 (Sliding tasks with a frequency greater than 24 months will show as P during the last 6 months before they expire.)  
 N - No = Previous & Current Cycle Not Yet Completed

Report run on: January 10, 2005 8:24 AM



# Currency - Drills & Exercises

Report Run By: CG STA FORT LAUDERDALE

Date in Cycle 31 DEC 2004

Full Name DUQUE, STEVEN BM3

Competency RBS SMALL BOAT CREW MEMBER

Task	Current	Completed	Frequency	Cycle	Due Date	Remarks
(CREW/ENG): BOAT HANDLING (DAY) RBS/RBHS	Y	1	1	S(C)	31-DEC-2004	
(CREW/ENG): STERN/ALONGSIDE TOW (NIGHT) RBS/RBHS	Y	3	1	S(C)	31-DEC-2004	
(CREW/ENG) STERN/ALONGSIDE TOW (DAY) RBS/RBHS	Y	1	1	S(C)	31-DEC-2004	
MAN OVERBOARD (NIGHT) RBS/RBHS	Y	3	1	S(C)	31-DEC-2004	
MAN OVERBOARD (DAY) RBS / RBHS	Y	2	1	S(C)	31-DEC-2004	
LOSS OF STEERING (JAMMED RUDDER) RBS/RBHS	Y	2	1	S(C)	31-DEC-2004	
LOSS OF STEERING (HYDRAULICS) RBS/RBHS	Y	3	1	S(C)	31-DEC-2004	
LOSS OF ENGINE OIL/VRO OIL SUPPLY RBS/RBHS	Y	2	1	S(C)	31-DEC-2004	
ENGINE HIGH WATER TEMPERATURE RBS/RBHS	Y	2	1	S(C)	31-DEC-2004	
(CREW/ENG): BOAT HANDLING. AS HELMSMAN, GET U/W FROM PIER/DOCK (DAY) RBS/RBHS	P	1	2	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN. MOOR TO PIER/DOCK (NIGHT) RBS/RBHS	Y	4	1	S(C)	31-DEC-2004	
COLLISION WITH SUBMERGED OBJECT RBS/RBHS	Y	2	1	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (NIGHT) RBS/RBHS	Y	4	1	S(C)	31-DEC-2004	
ENGINE INBOARD/OUTBOARD FIRE RBS/RBHS	Y	2	1	S(C)	31-DEC-2004	
(CREW/ENG): BOAT HANDLING (NIGHT) RBS/RBHS	Y	4	1	S(C)	31-DEC-2004	
(CREW/ENG): BOAT HANDLING. AS HELMSMAN, MOOR TO PIER/DOCK (DAY) RBS/RBHS	P	1	2	S(C)	31-DEC-2004	

Competency UTB: 41 FT SMALL BOAT CREW MEMBER

Task	Current	Completed	Frequency	Cycle	Due Date	Remarks
(CREW/ENG): TOWING (STERN/ALONGSIDE) (DAY) UTB	Y	4	1	S(C)	31-DEC-2004	
(CREW/ENG): BOAT HANDLING (NIGHT) UTB41	Y	3	1	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN, MOOR TO PIER/DOCK (NIGHT) UTB41	Y	3	1	S(C)	31-DEC-2004	
(CREW/ENG): BOAT HANDLING (DAY) UTB41	Y	8	1	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (DAY) UTB41	Y	8	1	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN. MOOR TO PIER/DOCK (DAY) UTB41	Y	9	1	S(C)	31-DEC-2004	
LOSS OF STEERING (JAMMED RUDDER) UTB	Y	5	1	S(C)	31-DEC-2004	
LOSS OF STEERING (CABLE/HYDRAULICS) UTB	Y	2	1	S(C)	31-DEC-2004	
LOSS OF LUBE OIL PRESSURE UTB	Y	3	1	S(C)	31-DEC-2004	
MAIN ENGINE HIGH WATER TEMPERATURE UTB	Y	5	1	S(C)	31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (NIGHT) UTB41	Y	3	1	S(C)	31-DEC-2004	
(CREW/ENG): TOWING (STERN/ALONGSIDE) (NIGHT) UTB	Y	1	1	S(C)	31-DEC-2004	
MAN OVERBOARD (DAY) UTB	Y	2	1	S(C)	31-DEC-2004	
MAN OVERBOARD (NIGHT) UTB	Y	1	1	S(C)	31-DEC-2004	
FIRE IN THE ENGINE ROOM UTB	Y	4	1	S(C)	31-DEC-2004	
STRUCK A SUBMERGED OBJECT UTB	Y	2	1	S(C)	31-DEC-2004	

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Report run on: January 10, 2005 8:24 AM

# Currency - Drills & Exercises

Report Run By: CG STA FORT LAUDERDALE



Date in Cycle 31 DEC 2004

Full Name DUQUE, STEVEN BM3  
Competency UTL/TANB: SMALL BOAT CREW MEMBER

Task	Y/N	Complete #	Frequency	Due Date	Remarks
(CREW/ENG): AS HELMSMAN, MOOR TO PIER/DOCK (DAY) UTL/TANB	Y	13	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (DAY) UTL/TANB	Y	13	1	S(C) 31-DEC-2004	
(CREW/ENG): STERN/ALONGSIDE TOW (DAY) UTL/TANB (1)	Y	4	1	S(C) 31-DEC-2004	
(CREW/ENG) STERN/ALONGSIDE TOW (NIGHT) UTL/TANB	Y	3	1	S(C) 31-DEC-2004	
(CREW/ENG) STERN/ALONGSIDE TOW (NIGHT) UTL/TANB	Y	3	1	S(C) 31-DEC-2004	SAR CREW RQMT
MAN OVERBOARD (NIGHT) UTL/TANB	Y	1	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (NIGHT) UTL/TANB	Y	14	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, MOOR TO PIER/DOCK (NIGHT) UTL/TANB	Y	14	1	S(C) 31-DEC-2004	
(CREW/ENG): BOAT HANDLING (NIGHT) UTL/TANB	Y	15	1	S(C) 31-DEC-2004	
(CREW/ENG): BOAT HANDLING (DAY) UTL/TANB	Y	17	1	S(C) 31-DEC-2004	
MAN OVERBOARD (DAY) UTL/TANB	Y	1	1	S(C) 31-DEC-2004	
LOSS OF STEERING (JAMMED RUDDER) UTL/TANB	Y	1	1	S(C) 31-DEC-2004	
LOSS OF STEERING (HYDRAULICS) UTL/TANB	Y	2	1	S(C) 31-DEC-2004	
LOSS OF ENGINE OIL PRESSURE/VRO OIL SUPPLY UTL/TANB	Y	1	1	S(C) 31-DEC-2004	
ENGINE HIGH WATER TEMPERATURE UTL/TANB	Y	3	1	S(C) 31-DEC-2004	
ENGINE FIRE UTL/TANB	Y	2	1	S(C) 31-DEC-2004	
COLLISION WITH SUBMERGED OBJECT UTL/TANB	Y	3	1	S(C) 31-DEC-2004	

Competency UTM: 26 FT -40 FT SMALL BOAT CREW MEMBER

Task	Y/N	Complete #	Frequency	Due Date	Remarks
(CREW/ENG): AS HELMSMAN, MOOR TO PIER/DOCK (DAY) UTM	Y	6	1	S(C) 31-DEC-2004	
ENGINE FIRE UTM	Y	3	1	S(C) 31-DEC-2004	
ACCIDENTAL GROUNDING UTM	Y	2	1	S(C) 31-DEC-2004	
LOSS OF STEERING (JAMMED RUDDER) UTM	Y	3	1	S(C) 31-DEC-2004	
LOSS OF STEERING (HYDRAULICS) UTM	Y	3	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (NIGHT) UTM	Y	4	1	S(C) 31-DEC-2004	
(CREW/ENG): BOAT HANDLING (NIGHT) UTM	Y	4	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, MOOR TO PIER/DOCK (NIGHT) UTM	Y	4	1	S(C) 31-DEC-2004	
(CREW/ENG): BOAT HANDLING (DAY) UTM	Y	6	1	S(C) 31-DEC-2004	
(CREW/ENG): STERN/ALONGSIDE TOW (NIGHT) UTM	Y	2	1	S(C) 31-DEC-2004	
MAN OVERBOARD (NIGHT) UTM	Y	3	1	S(C) 31-DEC-2004	
MAN OVERBOARD (DAY) UTM	Y	5	1	S(C) 31-DEC-2004	
ENGINE HIGH WATER TEMPERATURE UTM	Y	3	1	S(C) 31-DEC-2004	
(CREW/ENG): AS HELMSMAN, GET U/W FROM PIER/DOCK (DAY) UTM	Y	6	1	S(C) 31-DEC-2004	
(CREW/ENG): STERN/ALONGSIDE TOW (DAY) UTM	Y	4	1	S(C) 31-DEC-2004	
LOSS OF ENGINE OIL PRESSURE/VRO OIL SUPPLY UTM	Y	3	1	S(C) 31-DEC-2004	

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Report run on: January 10, 2005 8:24 AM



1500  
22 APR 2005

## MEMORANDUM

From: [REDACTED] b (6) + 7 (c)  
Unit Training Petty Officer, Coast Guard Station Fort Lauderdale

To: Commanding Officer, Coast Guard Station Fort Lauderdale [REDACTED]

Subj: ORAL BOARD/CK RIDE RESULTS

1. Candidate: BM3 STEVEN DUQUE
2. Watchstation: Boat Coxswain
3. Board Members:
  - A. BM1 [REDACTED]
  - B. BMC [REDACTED]
  - C. MK2 [REDACTED]
  - D. BM1 [REDACTED]
4. A Underway check ride and Oral Qualification Board was conducted to determine the qualification of BM3 Duque as Coxswain on the following boat types, UTM, RBS and UTL.
5. The following items were covered during the Oral Board:

a. Area of Responsibility	Sat
b. Boat specifications	Sat
c. First Aid	Sat
d. Boat Outfit	Sat
e. Engineering Components/Gauges	Sat
f. Boat Operating Limits	Sat
g. Coxswain Responsibilities	Sat
h. BECCE's	Sat
i. Sound Signals	Sat
J. Distress Signals	Sat
k. Safe speed	Sat
6. The following was completed during the Underway check ride:

a. Towing	Sat
b. BECCE's	Sat
c. Man Overboard	Sat
d. Navigation	Sat
e. Boat Handling	Sat
f. Risk Management	Sat

Subj: ORAL BOARD RESULTS

1500  
15 Nov 04

7. Comments/Recommendation: The board hereby recommends BM3 Duque for certification as Coxawain. He sufficiently handled specific questions concerning the topics listed above as satisfactory (Sat). He has reviewed those areas marked unsatisfactory (Unsat) to the satisfaction of the board member whose signature appears alongside it.

#

124/PAGE 76 OF 158 PAGES.

**BOARDING TEAM MEMBER QUALIFICATION QUESTIONS / BOARD RESULTS**

1. WHAT ARE THE SIX LEVELS OF FORCE?
2. DEMONSTRATE THE ESCORT POSITION.
3. DEMONSTRATE THE INTERVIEW STANCE.
4. DEMONSTRATE THE TRANSPORT WRISTLOCK.
5. DEMONSTRATE PRESSURE POINTS ALONG WITH GIVING VERBAL COMMANDS.
6. DEMONSTRATE THE HIGH GUARD.
7. DEMONSTRATE THE ANGLE KICK.
8. DEMONSTRATE THE FRONT SNAP KICK.
9. DEMONSTRATE THE STRAIGHT PUNCH.
10. DEMONSTRATE THE FRONT JAB.
11. WHAT LEVEL OF FORCE IS "OC"?
12. WHAT IS THE MAX. RANGE?
13. WHAT CONSIDERATIONS MUST YOU HAVE WHEN USING OC?
14. WHAT ARE THE REQUIREMENTS FOR THE EXPANDABLE BATON?
15. WHAT LEVEL OF FORCE IS THE EXPANDABLE BATON?
16. DEMONSTRATE THE READY POSITION.
17. DEMONSTRATE THE LOADED POSITION.
18. DEMONSTRATE THE STRIKE POINTS.
19. WHAT ARE THE 3 ELEMENTS IN THE DEADLY FORCE TRIANGLE?
20. WHEN CAN YOU DRAW YOUR WEAPON?
21. WHAT LEVEL OF FORCE IS DRAWING YOUR WEAPON?
22. WHAT IS THE FATAL FUNNEL?
23. WHAT IS THE USE OF FORCE POLICY?
24. WHAT IS CONTACT AND COVER?
25. WHAT IS COVER AND CONCEALMENT?

	SAT	UNSAT
1. WHAT ARE THE SIX LEVELS OF FORCE?	1	
2. DEMONSTRATE THE ESCORT POSITION.		
3. DEMONSTRATE THE INTERVIEW STANCE.		
4. DEMONSTRATE THE TRANSPORT WRISTLOCK.		
5. DEMONSTRATE PRESSURE POINTS ALONG WITH GIVING VERBAL COMMANDS.		
6. DEMONSTRATE THE HIGH GUARD.		
7. DEMONSTRATE THE ANGLE KICK.		
8. DEMONSTRATE THE FRONT SNAP KICK.		
9. DEMONSTRATE THE STRAIGHT PUNCH.		
10. DEMONSTRATE THE FRONT JAB.		
11. WHAT LEVEL OF FORCE IS "OC"?		
12. WHAT IS THE MAX. RANGE?		
13. WHAT CONSIDERATIONS MUST YOU HAVE WHEN USING OC?		
14. WHAT ARE THE REQUIREMENTS FOR THE EXPANDABLE BATON?		
15. WHAT LEVEL OF FORCE IS THE EXPANDABLE BATON?		
16. DEMONSTRATE THE READY POSITION.		
17. DEMONSTRATE THE LOADED POSITION.		
18. DEMONSTRATE THE STRIKE POINTS.		
19. WHAT ARE THE 3 ELEMENTS IN THE DEADLY FORCE TRIANGLE?		
20. WHEN CAN YOU DRAW YOUR WEAPON?		
21. WHAT LEVEL OF FORCE IS DRAWING YOUR WEAPON?		
22. WHAT IS THE FATAL FUNNEL?		
23. WHAT IS THE USE OF FORCE POLICY?		
24. WHAT IS CONTACT AND COVER?		
25. WHAT IS COVER AND CONCEALMENT?		

124

- 26. EXPLAIN 14 USC 89 IN YOUR OWN WORDS?
- 27. WHAT IS BEING LOOKED FOR ON A FRISK?
- 28. DEMONSTRATE A FRISK SEARCH.
- 29. WHAT IS A I.S.I.?
- 30. WHAT ARE THE TWO TYPES OF I.S.I.'S?
- 31. DEMONSTRATE PROPER HANDCUFFING PROCEDURES. (PRONE, STANDING, SITTING)
- 32. DEMONSTRATE A SEARCH INCIDENT TO ARREST.
- 33. DEMONSTRATE "SLICING THE PIE".
- 34. EXPLAIN "BLADING YOUR WEAPON".
- 35. DEMONSTRATE HOW TO MAKE A FOUND WEAPON SAFE.
- 36. EXPLAIN THE REACTIONARY GAP.
- 37. WHAT IS THE REACTIONARY GAP FOR AN EDGED WEAPON?
- 38. WHAT IS PROBABLE CAUSE?
- 39. WHAT IS REASONABLE SUSPICION?
- 40. WHAT WOULD YOU DO TO INCREASE YOUR CHANCES IF YOU WERE TAKEN HOSTAGE?
- 41. WHAT WOULD YOU DO IF YOUR PARTNER WAS TAKEN HOSTAGE?
- 42. WOULD YOU LEAVE YOUR BOARDING TEAM BEHIND IF YOU COULD ESCAPE? WHY?
- 43. WHAT IS THE POLICY FOR WEARING BODY ARMOR?
- 44. WHAT ARE THE LOADING AND UNLOADING PROCEDURES FOR THE 9MM.
- 45. WHAT IS THE POLICY FOR WARNING SHOTS?
- 46. WHAT ARE YOU REQUIRED TO CARRY ON YOUR LAW ENFORCEMENT BELT?
- 47. DEMONSTRATE WEAPON RETENTION. (FRONT, REAR)

SAT	UNSAT

48. --SCENARIO--

- A. ENTERING COMPARTMENT
- B. QUICK PEAK
- C. REMOVE SUBJECT
- D. VERBAL COMMANDS
- E. REMOVE WEAPON
- F. MAKE WEAPON SAFE
- G. FRISK
- H. EVIDENCE GATHERING
- I. HANDCUFF (ANY)
- J. FIELD SEARCH
- K. RELEASE

SAT	UNSAT
✓	

BOARD MEMBERS:

- Bm<sup>1</sup> [REDACTED]
- Bm<sup>2</sup> [REDACTED]
- Bm<sup>2</sup> [REDACTED]
- Mk<sup>3</sup> [REDACTED]

b(6) + 7(c)

From: [REDACTED]

TO: CO, STA FT. LAUDERDALE [REDACTED]



## MEMORANDUM

1500  
03 SEP 03

From: [REDACTED] Unit Training Petty Officer, Coast Guard Station Fort Lauderdale

To: Commanding Officer, Coast Guard Station Fort Lauderdale [REDACTED]

Thru: Executive Officer, Coast Guard Station Fort Lauderdale [REDACTED] 9/4/03

Subj: ORAL BOARD RESULTS

b(6) + 7(c)

1. Candidate: SN Duque
2. Watchstation: Station Boat Crewman
3. Board Members:

- |                   |                   |
|-------------------|-------------------|
| a. BM1 [REDACTED] | b. ENS [REDACTED] |
| c. MK1 [REDACTED] | d. BM1 [REDACTED] |

4. Items Covered:

- |                              |     |
|------------------------------|-----|
| a. Area of Responsibility    | Sat |
| b. Boat Characteristics      | Sat |
| c. Boat Outfit               | Sat |
| d. Engineer Casualty Control | Sat |
| e. Dewatering                | Sat |
| f. Pyrotechnics              | Sat |
| g. First Aid                 | Sat |
| h. Navigation Rules          | Sat |

Comments/Recommendation: The board hereby recommends SN DUQUE for a qualification checkride. He sufficiently handled specific questions concerning the topics listed above as satisfactory (Sat). He has reviewed those areas marked unsatisfactory (Unsat) to the satisfaction of the board member whose signature appears alongside it.

#

Copy: Mbr Training Recort  
Unit Files

U.S. Department of  
Homeland Security

United States  
Coast Guard



Commanding Officer  
United States Coast Guard  
Station Fort Lauderdale

7000 N. Ocean Drive  
Dania, FL 33004  
Staff Symbol: Operations  
Phone: 954-927-1611  
Fax: 954-927-2270

1500  
14 MAR 2003

## MEMORANDUM

From: Unit Training Petty Officer, Coast Guard Station Fort Lauderdale

To: Commanding Officer, Coast Guard Station Fort Lauderdale

Subj: ORAL BOARD RESULTS

1. Candidate: SA STEVEN DUQUE

2. Watchstation: Radio Watchstander

3. Board Members:

A. BM1

B. BM1

C. BM2

b(6) + 7(c)

4. The following items were covered during the Oral Board:

a. Area of Responsibility	Sat
b. Radio Transmissions	Sat
c. Telephone Procedures	Sat
d. Distress/Non Distress Incidents	Sat
e. Information to the Public	Sat
f. Log Entries	Sat
g. Security Rounds	Sat
h. Fire Alarm	Sat

5. Comments/Recommendation: The board hereby recommends SA Duque for a qualification. He sufficiently handled specific questions concerning the topics listed above as satisfactory (Sat). He has reviewed those areas marked unsatisfactory (Unsat) to the satisfaction of the board member whose signature appears alongside it.

#



Crewmember DOQUE Date 18 FEB 04

PERSONAL EPIRB

Performance  
Qualification  
Standard

CHARACTERISTICS

- 406.028 MHZ TRANSMITTER
- 121.5 MHZ HOMING SIGNAL
- TRANSMITS FOR APPROXIMATELY 24 HOURS.
- ACCURATE WITHIN 3 NM
- TAKES 2 MINUTES AFTER ACTIVATION TO START TRANSMITTING

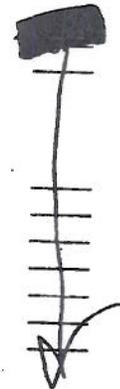
PERFORMANCE CRITERIA

State the PEPiRB characteristics  
Explain when it is appropriate to use the PEPiRB

ACTIVATION

Raise the flip up lid to expose the red anti-tamper cover  
Grasp the handle of the anti-tamper cover  
Pull sharply away from the PEPiRB body  
Locate and press the Start/On button (It must be held down for about 1 second)  
Assure the PEPiRB is attached to you, using the Velcro patch on back of the PEPiRB body  
Assure the antenna is raised  
If at all possible assure the PEPiRB is kept out of the water at all times  
\*(Keeping the PEPiRB as dry as possible after activation will ensure timely response, location, and recovery of a person or persons before any serious injuries should occur)

INITIAL



b(6) +  
7(c)



## Chapter 1. Task Accomplishment Record for Coxswain

**NOTE** *~* Instructor should remove this chapter and place it in the trainee's training record.

TRAINEE NAME: Po Duque, STEVEN RATE: BM3

INSTRUCTOR NAME: \_\_\_\_\_ RATE: \_\_\_\_\_

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: UTB, UTL, UTM, RBS

**NOTE** *~* Instructors should line through those tasks not applicable to this qualification.

Task	Date Started	Date Completed	Instructor's Initials
COX-01-01-ANY	28 MAR 05	28 MAR 05	[REDACTED]
COX-01-02-ANY	30 MAR 05	30 MAR 05	[REDACTED]
COX-02-01-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-02-02-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-02-03-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-02-04-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-02-05-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-02-06-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-01-ANY	30 MAR 05	30 MAR 05	[REDACTED]
COX-03-02-ANY	31 MAR 05	31 MAR 05	[REDACTED]
COX-03-03-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-03-04-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-05-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-06-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-07-TYPE	31 MAR 05	31 MAR 05	[REDACTED]

TRAINING  
b(6)  
+  
7(c)



Part 4 - Coxswain Qualification

Task	Date Started	Date Completed	Instructor's Initials
COX-03-08-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-03-09-TYPE	N/A		
COX-03-10-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-03-11-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-03-12-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-13-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-14-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-15-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-16-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-17-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-18-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-19-TYPE <sup>47 FT</sup> <sub>NA</sub>			[REDACTED]
COX-03-20-TYPE	06 DEC 04	06 DEC 04	[REDACTED]
COX-03-21-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-03-22-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-04-01-ANY	30 MAR 05	30 MAR 05	[REDACTED]
COX-05-01-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-05-02-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-05-03-ANY	08 MAR 05	08 MAR 05	[REDACTED]
COX-05-04-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-05-05-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-05-06-ANY	06 DEC 04	06 DEC 04	[REDACTED]
COX-05-07-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-05-08-TYPE	06 DEC 04	06 DEC 04	[REDACTED]

TOLEDO NAME

NAME

b(6) + 7(c)

Part 4 - Coxswain Qualification



Task	Date Started	Date Completed	Instructor's Initials
COX-05-09-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-05-10-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-05-11-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-05-12-TYPE	31 MAR 05	31 MAR 05	[REDACTED]
COX-05-13-TYPE			[REDACTED]
COX-05-14-ANY	08 MAR 05	08 MAR 05	[REDACTED] NA
COX-05-15-ANY	08 MAR 05	08 MAR 05	[REDACTED]
COX-05-16-ANY	08 MAR 05	08 MAR 05	[REDACTED]
COX-06-01-ANY	08 MAR 05	08 MAR 05	[REDACTED]
COX-06-02-ANY	08 MAR 05	08 MAR 05	[REDACTED]
COX-06-03-ANY	10 MAR 05	10 MAR 05	[REDACTED]
COX-06-04-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-05-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-06-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-07-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-08-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-09-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-06-10-ANY	18 MAR 05	18 MAR 05	[REDACTED]
COX-07-01-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-07-02-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-07-03-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-07-04-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-07-05-TYPE	08 MAR 05	08 MAR 05	[REDACTED]
COX-07-06-TYPE	08 MAR 05	08 MAR 05	[REDACTED]

b(6) +  
7(c)



Part 4 - Coxswain Qualification

Task	Date Started	Date Completed	Instructor's Initials
COX-07-07-ANY	08 MAR 05	08 MAR 05	
COX-07-08-TYPE	08 MAR 05	08 MAR 05	
COX-07-09-ANY	06 DEC 04	06 DEC 04	
COX-07-10-TYPE	06 DEC 04	06 DEC 04	
COX-07-11-TYPE	06 DEC 04	06 DEC 04	
COX-07-12-TYPE	06 DEC 04	06 DEC 04	
COX-07-13-ANY	31 MAR 05	31 MAR 05	
COX-08-01-ANY	31 MAR 05	31 MAR 05	
COX-08-02-ANY	31 MAR 05	31 MAR 05	
COX-08-03-ANY	31 MAR 05	31 MAR 05	
COX-08-04-ANY	31 MAR 05	31 MAR 05	
COX-08-05-TYPE	31 MAR 05	31 MAR 05	
COX-08-06-ANY	31 MAR 05	31 MAR 05	
COX-08-07-ANY	31 MAR 05	31 MAR 05	
COX-08-08-TYPE	31 MAR 05	31 MAR 05	
COX-08-09-TYPE	31 MAR 05	31 MAR 05	
COX-08-10-TYPE	31 MAR 05	31 MAR 05	
COX-09-01-ANY	31 MAR 05	08 MAR 05	

b(6) + 7(c)

## BO/BTM PQS INITIAL TASK ACCOMPLISHMENT RECORD

### BOARDING TEAM MEMBER

BO/BTM TASK	Date Started	Date Completed	Instructor Initials
1-01	19 AUG	29 AUG	[REDACTED]
1-02		8 SEPT	
1-03		27 AUG	
1-04		19 AUG	
1-05		27 AUG	
1-06	19 AUG	27 AUG	
1-07	19 AUG	19 AUG	
1-08	19 AUG	29 AUG	
1-09	19 AUG	19 AUG	
1-10		19 AUG	
1-11		19 AUG	
1-12		19 AUG	
1-13		8 SEPT	
1-14		8 SEPT	
1-15		27 AUG	
1-16		8 SEPT	
1-17		8 SEPT	
1-18		09 SEPT	
1-19		8 SEPT	
1-20		8 SEPT	
1-21		8 SEPT	
1-22		8 SEPT	
1-23		09 SEPT	

b (6) + 7 (c)

UNIT NAME: STA FT. LAUD

TRAINEE NAME: SN STEVEN OUB

### BOARDING OFFICER

BO/BTM TASK	Date Started	Date Completed	Instructor Initials
2-01			
2-02			
2-03			
2-04			
2-05			
2-06			
2-07			
2-08			
2-09			

### SPECIALTY/OPTIONAL TASKS

BO/BTM TASKS	Date Started	Date Completed	Instructor Initials
3-01			
3-02			
3-03			
3-04			
3-05			
3-06			
3-07			
3-08			
3-09			
3-__ *			
3-__ *			
3-__ *			
3-__ *			

\*NOTE: Additional region specific optional tasks which may be added can be recorded on this page ("3 - \_\_").



# BO/BTM PQS RECERTIFICATION CHECKOFF RECORD

b (6) + 7 (c)

MONTH OF INITIAL  
CERTIFICATION:

Sept 03'

RECERT TASK	6 Months Date/Init	12 Months Date/Init	18 Months Date/Init	24 Months Date/Init	30 Months Date/Init	36 Months Date/Init	42 Months Date/Init
1-01	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-02	3/04 ✓	8/04 ✓					
1-03	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-04	3/04 ✓	8/04 ✓					
1-05	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-08	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-09	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-10	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-11	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-12	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-13	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-15	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-16	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-17	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-18	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
1-19	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
3-04	XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX
3-08	3/04 ✓	8/04 ✓					
RECERT COMPL.	3/04 ✓	8/04 ✓					

UNIT NAME: STATION FT. LAUDERDALE

TRAINEE NAME: DURVE



**Section H. Law Enforcement, Homeland Security and Defense Operations**

TRAINEE NAME: Duque, STEVEN RATE: SNBM / E-3

INSTRUCTOR NAME: [REDACTED] RATE: BM / E-4

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: UTB, UTL, UTM, RBS

**NOTE** Once complete (for qualified personnel), place with trainee's original task accomplishment record in training record. For break-ins, insert within member's task accomplishment record between pages 2-6 and 2-7.

Task	Date Started	Date Completed	Instructor's Initials
BCM-08-01-ANY		25 July 04	[REDACTED]
BCM-08-02-ANY		25 July 04	[REDACTED]
BCM-08-03-ANY		25 July 04	[REDACTED]
BCM-08-04-ANY		25 July 04	[REDACTED]
BCM-08-05-ANY		25 July 04	[REDACTED]
BCM-08-06-ANY		25 July 04	[REDACTED]
BCM-08-07-ANY		25 July 04	[REDACTED]
BCM-08-08-ANY		25 July 04	[REDACTED]
BCM-08-09-ANY		25 July 04	[REDACTED]
BCM-08-10-ANY		25 July 04	[REDACTED]
BCM-08-11-ANY		25 July 04	[REDACTED]
BCM-08-12-ANY		25 July 04	[REDACTED]
BCM-08-13-ANY		25 July 04	[REDACTED]
BCM-08-14-ANY		25 July 04	[REDACTED]
BCM-08-15-ANY		25 July 04	[REDACTED]
BCM-08-16-ANY		25 July 04	[REDACTED]

b(6) + 7(c)



Part 2 - Boat Crew Member Qualification

Task	Date Started	Date Completed	Instructor's Initials
BCM-08-17-ANY		25 July 04	[REDACTED]
BCM-08-18-ANY		25 July 04	[REDACTED]
BCM-08-19-ANY		25 July 04	[REDACTED]

b(6) + 7(c)



## Chapter 1. Task Accomplishment Record for Boat Crew Member

**NOTE** *~*

Instructor should remove this chapter and place it in the trainee's training record.

TRAINEE NAME: STEVEN DUQUE RATE: SN

INSTRUCTOR NAME: BM<sup>2</sup> [REDACTED] RATE: BM

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: UTB, UTM, UTL, RBS

**NOTE** *~*

Instructors should line through those tasks not applicable to this qualification.

Task	Date Started	Date Completed	Instructor's Initials
BCM-01-01-ANY	14 MAR 03	15 JULY 03	[REDACTED]
BCM-01-02-ANY			
BCM-01-03-ANY			
BCM-02-01-ANY			
BCM-02-02-ANY			
BCM-02-03-ANY			
BCM-02-04-ANY			
BCM-02-05-ANY			
BCM-02-06-ANY			
BCM-02-07-ANY			
BCM-02-08-ANY			
BCM-02-09-ANY			
BCM-02-10-ANY			
BCM-02-11-ANY	/	/	/
BCM-02-12-ANY	/	/	/

b(6)  
+  
7(c)



Part 2 - Boat Crew Member Qualification

Task	Date Started	Date Completed	Instructor's Initials
BCM-02-13-ANY	14 MAR 07 03	15 JULY 03	[REDACTED]
BCM-02-14-ANY			
BCM-02-15-TYPE			
BCM-02-16-TYPE			
BCM-02-17-ANY			
BCM-02-18-ANY			
BCM-03-01-ANY			
BCM-03-02-TYPE			
BCM-03-03-TYPE			
BCM-03-04-TYPE			
BCM-03-05-TYPE			
BCM-03-06-ANY			
BCM-03-07-ANY			
BCM-03-08-ANY			
BCM-04-01-ANY			
BCM-04-02-TYPE			
BCM-04-03-TYPE			
BCM-04-04-TYPE			
BCM-04-05-ANY			
BCM-04-06-ANY			
BCM-04-07-ANY			
BCM-04-08-ANY			
BCM-04-09-TYPE			

b(6)  
+  
7(c)

Part 2 - Boat Crew Member Qualification



Task	Date Started	Date Completed	Instructor's Initials
BCM-04-10-TYPE	14 MARCH 03	15 JULY 03	[REDACTED]
BCM-04-11-TYPE			
BCM-04-12-TYPE			
BCM-05-01-ANY			
BCM-05-02-ANY			
BCM-05-03-ANY			
BCM-06-01-ANY			
BCM-06-02-ANY			
BCM-06-03-ANY			
BCM-06-04-ANY			
BCM-06-05-ANY			
BCM-06-06-ANY			
BCM-06-07-ANY			
BCM-06-08-ANY			
BCM-06-09-TYPE			
BCM-06-10-TYPE			
BCM-06-11-TYPE			
BCM-06-12-TYPE			
BCM-06-13-TYPE			
BCM-06-14-ANY			
BCM-06-15-ANY			
BCM-07-01-TYPE			
BCM-07-02-TYPE			

b(6) + 7(c)



Part 2 - Boat Crew Member Qualification

Task	Date Started	Date Completed	Instructor's Initials
BCM-07-03-ANY	14 MARCH 03	15 JULY 03	[REDACTED]
BCM-07-04-ANY			
BCM-07-05-TYPE			
BCM-07-06-ANY			
BCM-07-07-TYPE			
BCM-07-08-ANY			
BCM-07-09-ANY			
BCM-07-10-TYPE			
BCM-07-11-ANY			
BCM-07-12-TYPE			
BCM-07-13-ANY			
BCM-07-14-ANY			
BCM-07-15-TYPE			
BCM-07-16-ANY			
BCM-07-17-TYPE			
BCM-07-18-ANY			
BCM-07-19-ANY			
BCM-07-20-TYPE			
BCM-07-21-TYPE			
BCM-07-22-ANY			
BCM-07-23-TYPE			
BCM-07-24-TYPE			

b (6) +  
7(c)

Part 2 - Boat Crew Member Qualification



AtoN Crew Member Qualification Tasks

Task	Date Started	Date Completed	Instructor's Initials
ACM-01-01-ANY	14 MARCH 03	15 July 03	[REDACTED]
ACM-01-02-TYPE			
ACM-01-03-TYPE			
ACM-01-04-TYPE			
ACM-01-05-TYPE			
ACM-01-06-TYPE			
ACM-01-07-TYPE			
ACM-01-08-TYPE			
ACM-01-09-TYPE			
ACM-01-10-TYPE			
ACM-01-11-TYPE			
ACM-01-12-TYPE			
ACM-01-13-TYPE			
ACM-01-14-TYPE			
ACM-01-15-TYPE			
ACM-01-16-TYPE			
ACM-02-01-TYPE			
ACM-02-02-TYPE			
ACM-02-03-TYPE			
ACM-02-04-TYPE			
ACM-03-01-TYPE			
ACM-03-02-TYPE			

b(6)  
+  
7(c)



Part 2 - Boat Crew Member Qualification

Task	Date Started	Date Completed	Instructor's Initials
ACM-03-03-TYPE	141 MARCH 03	15 JULY 03	[REDACTED]
ACM-03-04-TYPE	↓	↓	[REDACTED]

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## Appendix J. Task Accomplishment Record For Communications Watchstander

Instructor should remove this section and put it in the trainee's training record.

Trainee Name: You Rate: \_\_\_\_\_

Instructor Name: Me Rate: \_\_\_\_\_

Task	Date Started	Date Completed	Instructor's Initials
TASK CWS-01-01		8 MAR 03	
TASK CWS-02-01		8 MAR 03	
TASK CWS-02-02		8 MAR 03	
TASK CWS-02-03		8 MAR 03	
TASK CWS-02-04		8 MAR 03	
TASK CWS-02-05		8 MAR 03	
TASK CWS-02-06	2	3/11/03	
TASK CWS-03-01	2	3/11/03	
TASK CWS-03-02	2	3/11/03	
TASK CWS-03-03		8 MAR 03	
TASK CWS-03-04		8 MAR 03	
TASK CWS-03-05	2	3/11/03	
TASK CWS-03-06	2	3/11/03	
TASK CWS-03-07	2	3/11/03	
TASK CWS-04-01	2	3/11/03	
TASK CWS-04-02	2	3/11/03	
TASK CWS-04-03	2	3/11/03	
TASK CWS-04-04	2	3/11/03	
TASK CWS-04-05	2	3/11/03	
TASK CWS-04-06	2	3/11/03	
TASK CWS-05-01	2	3/11/03	
TASK CWS-05-02		8 MAR 03	
TASK CWS-05-03		8 MAR 03	
TASK CWS-05-04		8 MAR 03	
TASK CWS-06-01	e	3/11/03	

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Continued on next page



## Appendix I. Answers To Self Administered Quizzes, continued

### Responding To Requests For Assistance (Appendix D), continued

41	Circumstances	M2300.7 2-D-6
42	Radio schedule	M2300.7 2-D-6
43	Switching of frequencies	M2300.7 2-D-6
44	Radio silence	M2300.7 2-F
45	All stations	M2300.7 2-G

### Responding To Mariners' Requests For Information (Appendix E)

#	Answer	Reference
1	Printed	Text B-1
2	Magnetic	Text B-2
3	National Weather Service (NWS)	Text C-1
4	Law enforcement	Public Affairs Manual C-1-A-2-gII-5-8



### Appendix J. Task Accomplishment Record For Communications Watchstander, Continued

Task	Date Started	Date Completed	Instructor's Initials
TASK CWS-06-02			
TASK CWS-07-01		2 3/11/03	
TASK CWS-07-02		2	
TASK CWS-07-03		2	
TASK CWS-07-04		2	
TASK CWS-07-05		2	
TASK CWS-07-06		2	
TASK CWS-07-07		2	
TASK CWS-08-01		2	
TASK CWS-08-02		2	

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RECORD OF PERFORMANCE QUALIFICATIONS  
BM

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new performance qualifications assigned to their rating. Performance qualifications previously demonstrated, dated and initialed off will not be recertified. Some performance qualifications include intent statements to help clarify the requirements of the task that is to be performed.

Members are required to pass the NAVRULES test or an approved Rules of the Road course prior to advancement to BM2.

RATING BOATSWAIN'S MATE (Effective for the NOV 2003 Active Duty and the OCT 2003 Reserve SWE)		ABBREVIATION BM
DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL		
E-4	E-5	E-6
E-7	E-8	E-9
NAME (Last, First, Middle Initial) DURUE, STEVEN		SOCIAL SECURITY NUMBER [REDACTED]



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RATING: BOATSWAIN'S MATE		INIT	DATE
<b>A. ADMINISTRATION</b>			
4.01 MAINTAIN department or division technical publications IAW publishers' procedures.			24 June 03
5.01 PREPARE the following reports for submission:			
<ul style="list-style-type: none"> <li>a. Ammunition Transaction Report (ATR) and Periodic Lot Report (PLR) IAW Conventional Ordnance and Stockpile Management NAVSUP P-724 and the Ordnance Manual, COMDTINST M8000.2 (series).</li> <li>b. AOPS-WEB/TMT IAW on-line instructions <a href="http://aops.osc.uscg.mil">http://aops.osc.uscg.mil</a>.</li> <li>c. Boat inspection reports IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Inspection Report (CG Form 3022).</li> </ul>			
5.02 SUBMIT a requisition for supply and/or services IAW FINCEN SOP, M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).			
5.03 PREPARE the following message traffic for submission:			
<ul style="list-style-type: none"> <li>a. LE SITREP IAW the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series).</li> <li>b. SAR SITREP IAW U.S. Coast Guard Addendum to the United States National Search And Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual, COMDTINST M16130.2 (series) and the Situation Reports (SITREPS), COMDTINST 16125.1 (series)</li> </ul>			
5.04 SEND and RECEIVE record message traffic IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).			
6.01 VERIFY proper data entry in the following programs:			
<ul style="list-style-type: none"> <li>a. MISLE IAW <a href="http://misenet.osc.uscg.mil">misenet.osc.uscg.mil</a>.</li> <li>b. SARMIS IAW SARMIS On-line instructions.</li> <li>c. CMPLUS IAW Supply Policies and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the CMPLUS User Guide.</li> <li>d. AOPS-WEB/TMT IAW on-line instructions <a href="http://aops.osc.uscg.mil">http://aops.osc.uscg.mil</a>.</li> </ul>			
6.02 PREPARE department of division for MLC Compliance Inspection IAW applicable references contained within the MLC Compliance Checklist.			
NAME (Last, First, Middle Initial) DUXUE, STEVEN		SOCIAL SECURITY NO. [REDACTED]	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<p><b>6.03 PROCURE</b> supplies and/or services IAW FINCEN SOP M7000.1 (series), Supply Policy and Procedures Manual (SPPM), COMDTINST M4400.19 (series) and the Simplified Acquisitions Procedures Handbook, COMDTINST M4200.13 (series).</p> <p><b>INTENT:</b> Given a written request for supplies or services determine the correct source of supply and the correct acquisition method to procure the services or supplies.</p>			
<p><b>6.04 REVIEW</b> Enlisted Dining Facility reports for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p>			
<p><b>7.01 VERIFY</b> a member's eligibility for a security clearance IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p>			
<p><b>7.02 CONDUCT</b> a command security brief and debrief IAW the Coast Guard Military Personnel Security Program, COMDTINST M5520.12 (series).</p>			
<p><b>B. OPERATIONS AND SEAMANSHIP</b></p>			
<p><b>4.01</b> Given the light list, charts, and local notice to mariners, <b>VERIFY</b> the characteristics of navigational aids IAW the United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Bowditch (Pub No. 9).</p>		[REDACTED]	24 J 01/03
<p><b>4.02 SPLICE</b> an eye in the following lines IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series)</p> <p>a. Double braided nylon. b. Three strand line.</p>		[REDACTED]	01/02/03
<p><b>4.03 SEIZE/WHIP</b> the following IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).</p> <p>a. Wire Rope. b. Line.</p>		[REDACTED]	01/02/03 7(L)
<p>NAME (Last, First, Middle Initial)</p> <p>DUQUE, STEVEN</p>		<p>SOCIAL SECURITY NO.</p> <p>[REDACTED]</p>	

RATING: BOATSWAIN'S MATE		INIT	DATE
<p><b>4.04 SELECT</b> the appropriate rigging hardware for the following applications IAW Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series) and NTSM 582:</p> <ul style="list-style-type: none"> <li>a. Tow a vessel</li> <li>b. Secure an object to a deck</li> <li>c. Move an object horizontally</li> <li>d. Move an object vertically</li> </ul>	[REDACTED]	24 JUN 03	
<p><b>4.05 RIG and OPERATE</b> the following:</p> <ul style="list-style-type: none"> <li>a. Boatswain's chair IAW BM3 CG Institute correspondence course and the Ashley Book of Knots.</li> <li>b. Staging IAW BM3 CG Institute correspondence course.</li> <li>c. Wire or Fiber block and tackle system IAW Aids to Navigation Manual - Seamanship, COMDTINST M16500.21 (series).</li> </ul>	[REDACTED]	24 JUN 03	
<p><b>4.06 PERFORM</b> duties as boat crewman IAW Boat Crew Training Manual, COMDTINST M16114.9 (series).</p>	[REDACTED]	24 JUN 03	
<p><b>4.07 PERFORM</b> duties as QMOW IAW PQS/JQR and unit requirements.</p>	[REDACTED]	24 JUN 03	
<p><b>4.08 BRIEF</b> personnel prior to and after the following:</p> <ul style="list-style-type: none"> <li>a. Entering/Leaving a port IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).</li> <li>b. A Deck evolution IAW Unit Standard Operating Procedures or Coast Guard Navigation Standards, COMDTINST M3530.2 (series).</li> </ul>	[REDACTED] CUTTER SCHOOL	24 JUN 03	
<p><b>5.01 PERFORM</b> as a <u>certified</u> Coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a <u>qualified</u> Deck Watch Officer on any cutter IAW Personnel Qualification Standard - Officer of the Deck (OOD), COMDTINST M3502.5 (series) OR as a <u>qualified</u> QMOW on any cutter IAW PQS/JQR and unit requirements.</p>	[REDACTED]	24 JUN 03	
<p><b>6.01 PERFORM</b> as a <u>certified</u> coxswain on a boat listed IAW Boat Crew Training Manual, COMDTINST M16114.9 (series) OR as a <u>certified</u> Deck Watch Officer on any cutter IAW Personnel Qualification Standard - Officer of the Deck (OOD), COMDTINST M3502.5 (series).</p>	[REDACTED]		
<p><b>8.01 PERFORM</b> as a Deck Watch Officer on any cutter IAW Personnel Qualification Standard - Officer of the Deck (OOD), COMDTINST M3502.5 (series) and unit requirements.</p>	[REDACTED]		
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NO.	
DUQUE, STEVEN		[REDACTED]	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<b>C. PILOTING AND NAVIGATION</b>			
4.01	MAINTAIN charts and publications as required by the Coast Guard Navigation Standards, COMDTINST M3530.2 (series) or unit SOP IAW NIMA CATP2VOL1U and Nautical Chart and Publications Allowance for Cutters, COMDTINST M3140.5 (series).	[REDACTED]	φ 1 JUL 03
4.02	MAINTAIN the following unit logs and forms as required: <ul style="list-style-type: none"> <li>a. Unit Deck Logs IAW United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series) and Unit SOP.</li> <li>b. Radio Log IAW Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</li> <li>c. DC Closure Log IAW NSTM 079.</li> <li>d. Deviation Table IAW CG Form 2596 and NSTM's.</li> </ul>	[REDACTED]	2/12/04
4.03	SOLVE basic maneuvering board problems for course, speed, closest point of approach (CPA), time of closest point of approach (CPA), and true wind as outlined in Maneuvering Board Manual Pub No. 217.	[REDACTED]	2/12/04
4.04	PERFORM the following tasks on a radar receiver IAW the manufacturer's operating instructions and Unit SOP: <ul style="list-style-type: none"> <li>a. Tune radar for maximum display performance.</li> <li>b. Interpret radar display data for meeting, overtaking, crossing situations, and closest point of approach (CPA).</li> </ul>	[REDACTED]	φ 1 JUL 03
4.05	COMPUTE the following: <ul style="list-style-type: none"> <li>a. Sunrise and sunset IAW Nautical Almanac and electronic media.</li> <li>b. Tide and currents IAW Tide and Current tables and electronic media.</li> </ul>	[REDACTED]	φ W JUL 03
4.06	COMPUTE gyro/compass error using Sight Reduction Tables for Marine Navigation, PUB No. 229, and the Nautical Almanac IAW Bowditch, Pub No. 9, or Dutton's Navigation and Piloting by the following means or methods: <ul style="list-style-type: none"> <li>a. Azimuth of the sun.</li> <li>b. Amplitude of the sun.</li> <li>c. Terrestrial range.</li> <li>d. Trial and error.</li> </ul>	[REDACTED]	2/12/04
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NO.	
DUQUE, STEVEN		[REDACTED]	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<p><b>4.07 PERFORM</b> the following tasks on a GPS/DGPS receiver and/or authorized unit navigation system IAW the manufacturer's operating instructions and Unit SOP:</p> <ul style="list-style-type: none"> <li>a. Determine Latitude and Longitude.</li> <li>b. Establish waypoints and routes.</li> <li>c. Establish alarm-warning areas.</li> <li>d. Determine position of man overboard</li> <li>e. Determine cross track error.</li> </ul>	[REDACTED]	ΦWU43	
<p><b>4.08 FIX</b> the vessels position using all means available IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, Pub No. 9:</p> <ul style="list-style-type: none"> <li>a. Electronics (radar, DGPS, LORAN).</li> <li>b. Visual LOPs.</li> <li>c. Bottom contouring.</li> </ul> <p><b>INTENT:</b> Given a properly prepared chart, determine the vessels position on the chart using all methods available to the unit. Demonstrate proficiency in plotting fixes on the chart.</p>	[REDACTED]	ΦWU43	
<p><b>4.09 PLOT</b> a small boats course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) and Bowditch, PUB No. 9.</p> <p><b>INTENT:</b> Given a properly prepared chart, perform all functions described in the applicable reference, such as: plotting fixes, plotting a DR vector, determining set and drift, determining turn bearings and ranges, determining time to turn, course to steer, nearest hazard to navigation, nearest aid to navigation, etc....</p>	[REDACTED]	ΦWU43	
<p><b>4.10 PREPARE</b> harbor and open ocean charts IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p>	[REDACTED]	2/12/04	
<p><b>4.11 CONSTRUCT</b> a trackline using tactical data (advance and transfer) IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), Dutton's and Bowditch, PUB No. 9.</p>	[REDACTED]	2/14/04	
<p><b>4.12 CONDUCT</b> routine voice communications IAW Radiotelephone Communications Handbook, COMDTINST M2300.7 (series) and Telecommunications Manual (TCM), COMDTINST M2000.3 (series).</p>	[REDACTED]	ΦWU43	
<p>NAME (Last, First, Middle Initial)  <b>DUQUE, STEVEN</b></p>		<p>SOCIAL SECURITY NO.                  [REDACTED]</p>	

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RATING: BOATSWAIN'S MATE		INIT	DATE
4.13	<p><b>ENCODE</b> Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> <li>a. I have a diver down; keep well clear at slow speed.</li> <li>b. I am taking in, or discharging, or carrying dangerous goods.</li> <li>c. Keep clear of me; I am maneuvering with difficulty.</li> <li>d. I have a pilot onboard.</li> <li>e. Man overboard.</li> </ul>	[REDACTED]	ΦWAM04
4.14	<p><b>DECODE</b> Flag Signals IAW International Code of Signals, Pub 102, to include from memory the following critical signals:</p> <ul style="list-style-type: none"> <li>a. Alfa.</li> <li>b. Bravo.</li> <li>c. Delta.</li> <li>d. Hotel.</li> <li>e. Oscar.</li> </ul>	[REDACTED]	ΦWAM04
4.15	<p><b>IDENTIFY</b> international signal flags from memory IAW International Code of Signals, Pub 102.</p>	[REDACTED]	ΦWAM04
4.16	<p><b>SEND and RECEIVE</b> international flag hoist signals IAW International Code of Signals, Pub 102.</p>	[REDACTED]	2/12/07
5.01	<p><b>CONDUCT</b> operational checks on navigational equipment prior to getting underway IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series) and the Boat Operators Handbook.</p>		
5.02	<p><b>SOLVE</b> maneuvering board problems for intercept, avoidance, and desired wind IAW Maneuvering Board Manual, Pub 217.</p>		
5.03	<p><b>PLOT</b> a vessel's (65ft or larger) course of travel in restricted waters applying standard navigation principles IAW Coast Guard Navigation Standards, COMDTINST M3530.2 (series), and Bowditch, PUB No. 9.</p>		
6.01	<p><b>PARTICIPATE</b> in precision anchoring IAW FXP-4, MOB-N-5-SF and MOB-S-3-SF, Bowditch, Pub No. 9, NSTM 581 (Anchoring) or Unit SOP in the following positions:</p> <ul style="list-style-type: none"> <li>a. Nav Evaluator.</li> <li>b. Nav Plotter.</li> <li>c. Forecastle Anchor detail.</li> </ul>		
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NO.	
DUXIE, STEVEN		[REDACTED]	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<p><b>6.02 PARTICIPATE</b> in low visibility navigation IAW FXP-4, MOB-N-6-SF, Bowditch, Pub No.9, or Unit SOP in the following positions:</p> <p>a. Nav Evaluator. b. Nav Plotter.</p>			
<p><b>D. MAINTENANCE</b></p>			
<p><b>4.01 MAINTAIN</b> cutter and/or small boat surfaces to include hull, underwater body, decks, and all related fittings and equipment (interior/exterior) IAW Coatings and Color Manual, COMDTINST M10360.3 (series) and Boat Operators Handbook.</p>		[REDACTED]	2/12/04
<p><b>4.02 VERIFY</b> small boat is properly outfitted and operational IAW Boat Operators Handbook, Boat Outfit List, and/or Unit checklist.</p>		[REDACTED]	2/12/04
<p><b>4.03 CONDUCT</b> preventative maintenance on the following IAW the PMS Plan:</p> <p>a. Small boat equipment IAW Boat Operators Handbook, Manufacturers Technical Publications, and NSTM's. b. Rescue and survival gear IAW Rescue and Survival Systems Manual, COMDTINST M10470.10 (series). c. Shore structures IAW Civil Engineering Manual, COMDTINST M11000.11 (series), and Coatings and Color Manual, COMDTINST M10360.3 (series). d. Deck equipment IAW Manufacturers Technical Publications and NSTM's. e. Tools IAW Manufacturers Technical Publications and NSTM's. f. Bridge equipment IAW Manufacturers Technical Publications and NSTM 420. g. Standing Rigging IAW Manufacturers Technical Publications and NSTM's. h. Ground tackle IAW Manufacturers Technical Publications and NSTM's.</p>		[REDACTED]	2/12/04
<p><b>4.04 CONDUCT</b> a safety inspection of unit's load-handling equipment for safety and operability IAW Manufacturers Technical Publications, NSTM's, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p>		[REDACTED]	2/12/04
<p><b>5.01 INSPECT</b> the material condition of all attached small boats IAW Coatings and Color Manual, COMDTINST M10360.3 (series), Naval Engineering Manual, COMDTINST M9000.6 (series), Boat Operators Handbook, and the Motor Lifeboat (MLB) &amp; Utility Boat (UTB) Standardization Program Manual, COMDTINST M16114.24 (series).</p>			
<p>NAME (Last, First, Middle Initial) <b>DUQUE, STEVEN</b></p>		<p>SOCIAL SECURITY NO. [REDACTED]</p>	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<p><b>5.02 MAINTAIN</b> the following programs:</p> <ul style="list-style-type: none"> <li>a. Respiratory Protection IAW Technical Guide: Practices for Respiratory Protection, COMDTINST M6260.2 (series).</li> <li>b. Hearing Conservation IAW Safety and Environmental Health Manual, COMDTINST M5100.47 (series).</li> </ul> <p><b>5.02 MAINTAIN</b> hull history and/or boat record IAW Naval Engineering Manual, COMDTINST M9000.6 (series) and Boat Management Manual, COMDTINST M16114.4 (series)</p> <p><b>5.04 MAINTAIN</b> paint/flammable storage locker IAW Coatings and Color Manual, COMDTINST M10360.3 (series), NSTM 670, and Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p><b>6.01 MAINTAIN</b> PMS schedules for department or division IAW Naval Engineering Manual, COMDTINST M9000.6 (series), and Manufacturers Technical Publications.</p> <p><b>6.02 CONDUCT</b> a First Level inspection on unit's load-handling equipment for safety of operability IAW Naval Engineering Manual, COMDTINST M9000.6 (series).</p> <p><b>E. ORDNANCE</b></p> <p><b>5.01 MAINTAIN</b> unit's small arms, ammunition and/or pyrotechnics including lockers, logs, and related equipment IAW Ordnance Manual, COMDTINST M8000.2 (series), Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series), Physical Security and Force Protection Program, COMDTINST M5530.1 (series), and the Ordnance Publication Index, COMDTINST M8000.3 (series).</p> <p><b>F. TRAINING</b></p> <p><b>5.01 MENTOR</b> an unqualified individual within your department or division through the watch station qualification process using applicable PQS/JQR IAW applicable unit qualification standards.</p> <p><b>6.01 MANAGE</b> departmental or divisional training program IAW Cutter Training and Qualifications Manual, COMDTINST M3502.4 (series) and/or U. S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series).</p>			
<p>NAME (Last, First, Middle Initial)  <b>DUQUE, STEVEN</b></p>		<p>SOCIAL SECURITY NO.  </p>	

RATING: BOATSWAIN'S MATE		INIT	DATE
8.01	Having personally reviewed the E-4 through E-9 Boatswain's Mate Qualification Codes for accuracy and currency, <b>SUBMIT</b> recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series).		
9.01	Having personally reviewed the E-4 through E-9 Boatswain's Mate Enlisted Performance Qualifications for accuracy and currency, <b>SUBMIT</b> recommendations in writing to Commandant (G-ORW) IAW Coast Guard Enlisted Qualifications Manual, COMDTINST M1414.8 (series).		
<b>G. HONORS AND CEREMONIES</b>			
4.01	<b>PERFORM</b> required honors, ceremonies, and customs relating to the following routine occurrences IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:		
	<ul style="list-style-type: none"> <li>a. Rigging and displaying of flags and pennants.</li> <li>b. Boatswains calls IAW Coast Guard Institute Honors and Ceremonies Course.</li> <li>c. Colors.</li> <li>d. Passing honors.</li> <li>e. Arrival/Departure of officials.</li> </ul>		
5.01	<b>PERFORM</b> required honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:		
	<ul style="list-style-type: none"> <li>a. Memorial Day</li> <li>b. Presidents Day</li> <li>c. Independence Day</li> </ul>		
NAME (Last, First, Middle Initial)		SOCIAL SECURITY NO.	
DUGUE, STEVEN		[REDACTED]	

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RATING: BOATSWAIN'S MATE		INIT	DATE
<b>6.01 REVIEW</b> requirements required to conduct honors, ceremonies, and customs relating to the following unique occasions IAW Naval Telecommunication Procedures, NTP 13 (series) and United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series), Chapter 14:  a. Arrival/Departure of President of the United States or Cabinet Level Officials. b. Arrival/Departure of foreign dignitaries. c. Passing Washington's Tomb or the USS ARIZONA Memorial. d. Change of Command ceremony. e. Full Dress Ship. f. Dress Ship.			
NAME (Last, First, Middle Initial) <b>DUGUE, STEVEN</b>		SOCIAL SECURITY NO. <b>[REDACTED]</b>	

RECORD OF MILITARY REQUIREMENTS (MRN)

INSTRUCTIONS

Record of Military Requirements shall be completed for enlisted personnel of the Coast Guard and Coast Guard Reserve as outlined in the Enlisted Qualifications Manual COMDTINST M1414.8 (series). As proficiency in each Military Requirement is demonstrated, the DATE and INITIALS column shall be completed. Personnel are required to demonstrate proficiency in all new qualifications. Qualifications previously demonstrated, dated and initialed off will not be re-certified.

Prior to commencement of ADT, the member's Reserve Unit shall indicate, by circling in red, those qualifications, which cannot be completed during inactive duty and should be completed on ADT.

Title		Abbreviation	
MILITARY REQUIREMENT		MRN	
Date Completed all Military Requirements for Rate Level			
E-3	E-4	E-5	E-6
E-7	E-8	E-9	
NAME (Last, First, Middle Initial)			SOCIAL SECURITY #
DUQUE, STEVEN			[REDACTED]



MILITARY REQUIREMENTS (MRM)	INT	DATE
<p><b>STANDARDS FOR ADVANCEMENT</b></p> <p><b>A. COURTESIES, DRILLS AND CEREMONIES</b></p> <p>NONE</p> <p><b>B. MILITARY JUSTICE AND CODE OF CONDUCT</b></p> <p><b>4.01</b> Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> <li>a. EMI (Extra Military Duties)</li> <li>b. Withholding of Privileges</li> <li>c. Offense and Violation</li> <li>d. Rights of Accused</li> <li>e. Basic statutory authority of the Coast Guard under title 14 USC Sec. 89</li> </ul> <p><b>7.01</b> Describe and practice the responsibilities of a Petty Officer as they pertain to the following categories, in accordance with the U. S. Manual for Courts-Martial (current series), Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U. S. Code Section 89:</p> <ul style="list-style-type: none"> <li>a. mast representative</li> <li>b. pre-mast investigator</li> </ul> <p><b>7.02</b> Outline the prerequisites for search and seizure aboard a Coast Guard installation/vessel as outlined in the Manual for Court-Martial.</p>		<p>14 Feb 2004</p> <p>b(6) + 7(c)</p>
<p>Duque, STEVEN</p>		

MILITARY REQUIREMENTS (MRM)	INT	DATE
<p>C. INTERNATIONAL ACTIVITIES</p> <p>NONE.</p>		
<p>D. SECURITY REGULATIONS</p>		
<p>4.01 PERFORM the procedures for handling top secret, secret, confidential, and for official use only (FOUO) information in accordance with the Information Security Program (COMDTINST M5510.21 series).</p>	[REDACTED]	14 Feb 2004
<p>4.02 DIAGRAM the procedures for loss, compromise, and unauthorized disclosure of classified matter in accordance with the Information Security Program (COMDTINST M5510.21 series).</p>	[REDACTED]	14 Feb 2004
<p>E. BOAT AND DECK SEAMANSHIP</p> <p>NONE</p>		b6 + 7c
<p>F. UNIFORMS, MEDALS AND AWARDS</p>		
<p>3.01 Place the following awards in the correct order of Precedence using the Medals and Awards Manual (COMDTINST 1650.25A)</p> <ul style="list-style-type: none"> <li>CG Distinguished Service Medal</li> <li>Silver Lifesaving Medal</li> <li>CG Good Conduct Medal</li> <li>CG Commendation Medal</li> <li>Medal of Honor</li> <li>CG Achievement Medal</li> <li>CG Meritorious Unit Commendation</li> <li>CG Medal</li> <li>CG Unit Commendation</li> <li>Gold Lifesaving Medal.</li> </ul>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY #</p>	
<p>DUSSE, STEVEN</p>	<p>[REDACTED]</p>	

MILITARY REQUIREMENTS (MRM)	INIT	DATE
<b>G. CAREER INFORMATION</b>		
<b>3.01 INITIATE</b> an outline on preparing a civil rights complaint in accordance with the Military Coast Guard Civil Rights Manual (COMDTINST M5350.11 series).		
<b>3.02 PARTICIPATE</b> in a drug and alcohol training session presented at your command, which covers but is not limited to the following topics in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and the USCG Beneficiary Guide: <ul style="list-style-type: none"> <li>a. Coast Guard drug and alcohol policies</li> <li>b. Duties of the Drug and Alcohol Representative (DAR &amp; CDAR)</li> <li>c. How to detect potential alcohol abuse</li> <li>d. Alcohol situations</li> <li>e. Alcohol incidents</li> <li>f. Coast Guard required drug and alcohol training</li> <li>g. Alcohol abuse programs</li> </ul>		
<b>3.03 DISCUSS</b> with the Health Benefits Advisor (HBA) how the following CHAMPUS policies impact members with and without dependents in accordance with Medical Manual (COMDTINST M6000.1 series) and the Handbook, DOD Pub 6010.46 (series) and the USCG Beneficiary Guide: <ul style="list-style-type: none"> <li>a. CHAMPUS Eligibility</li> <li>b. Coast Sharing for In and Outpatient Care</li> <li>c. Allowable charges</li> <li>d. Non-availability Statement</li> <li>e. Limitations of dependent health care coverage</li> <li>f. DEERS Enrollment</li> </ul>		
<b>4.01</b> Complete a Form CG-3698A, Unit Assignment request (Dream Sheet) in accordance with PPCINST M1000.2 and Personnel Manual (COMDTINST M1000.6A).		14Feb2009
NAME (Last, First, Middle Initial)	SOCIAL SECURITY #	
DUBUE, STEVEN		

b(6)  
+  
3(c)

MILITARY REQUIREMENTS (MRS)		INT	DATE
4.02	Outline your career path to Warrant Officer in accordance with the CG Personnel Manual (COMDTINST M1000.6A).	[REDACTED]	14 Feb 2004
4.03	Verify your time in service, time in grade and award points for the next servicewide exam in accordance with PPCINST M1000.2 and CG Personnel Manual (CCOMDTINST M1000.6A).	[REDACTED]	14 Feb 2004 b(6) +
4.04	DIAGRAM the appeal process for enlisted performance (COMDTINST M1000.6 series) evaluation as stated in the Personnel Manual	[REDACTED]	14 Feb 2004 JLC
5.01	Prepare a Leave Authorization, CG-2519, in accordance with the Pay Personnel Procedures (PPCINST M1000.2).		
6.01	INSTRUCT personnel with the Drug and Alcohol representative (DAR) or collateral duty drug and alcohol representative (CDAR) present on drug and alcohol abuse policies covering but not limited to the following in accordance with the Personnel Manual (COMDTINST M1000.6 series) and the Alcohol Abuse Treatment and Prevention Program (COMDTINST M6330.1 series) and USCG Beneficiary Guide: <ul style="list-style-type: none"> <li>a. Coast Guard drug and alcohol policies</li> <li>b. Duties of the Drug and Alcohol Representative (DAR &amp; CDAR)</li> <li>c. How to detect potential alcohol abuse</li> <li>d. Alcohol situations</li> <li>e. Alcohol incidents</li> <li>f. Coast Guard required drug and alcohol training</li> <li>g. Alcohol abuse programs</li> </ul>		
H.	FIRST AID		
	NONE		
I.	SURVIVAL		
	NONE		
NAME (Last, First, Middle Initial)		SOCIAL SECURITY #	
DUJOU, STEVEN		[REDACTED]	

PREVIOUS EDITION IS OBSOLETE

MILITARY REQUIREMENTS (MRM)		INT	DATE
<b>J. FITNESS, HEALTH AND WELLNESS</b>			
3.01 PLAN and discuss your own stress reduction with your supervisor using the Wellness Bulletin (COMDTPUB 6100.4 series) and the Fit For Duty/Fit For Life (COMDTUP 6100.2 series).			
4.01 PLAN and discuss personal wellness program with your supervisor using the Wellness Bulletin and the Fit for Duty/Fit For Life (COMDTPUB 6100.2 series).			14 FEB 2004
5.01 INSTRUCT to your coworkers and junior members what are the effects of stress in the workplace in accordance with the CG Wellness Bulletin (COMDTPUB 6100.4 series), CG Wellness Bulletins CY 92 (COMDTPUB 6100.7 series) and the Fit for Duty/Fit for Life (CO 6100.2 series).			
7.01 Discuss with a non-Petty Officer/Petty Officer their personal stress reduction program using the Wellness Bulletin and the Fit For Duty/Fit For Life (COMDTPUB 6100.2 series).			
<b>K. COAST GUARD HISTORY AND TRADITIONS</b>			
NONE			
<b>L. SAFETY AND OCCUPATIONAL HEALTH</b>			
3.01 PERFORM equipment tag-out procedures in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).			
3.02 PERFORM necessary safety precautions before entering a non-ventilated or poorly ventilated space in accordance with the Naval Engineering Manual (COMDTINST M9000.6 series) and the Safety and Environmental Health Manual (COMDTINST M5100.47 series).			
NAME (Last, First, Middle Initial)		SOCIAL SECURITY #	
DUQUE, STEVEN		[REDACTED]	

b(6)  
+  
7(c)

MILITARY REQUIREMENTS (MRN)	INT	DATE
<p>3.03 PERFORM the proper procedure for lifting a 20-lb. box from the floor or deck in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.01 CONDUCT a training session to non-Petty Officer/Petty Officers on the rights and responsibilities of safety and environmental health in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>6.02 PREPARE a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>7.01 List the procedures for conducting a preliminary investigation of personal injury/death and fill out a mishap report in accordance with the Safety and Environmental Health Manual (COMDTINST M5100.47 series).</p> <p>M. DAMAGE CONTROL NONE</p> <p>N. SMALL ARMS NONE</p> <p>O. CG ORGANIZATION NONE</p> <p>P. VESSEL AND AIRCRAFT CHARACTERISTICS NONE</p> <p>Q. SURFCE PRESERVATION NONE</p> <p>R. SIGNALS AND COMMUNICATIONS NONE</p>		
NAME (Last, First, Middle Initial) OCUVE, STEVEN	SOCIAL SECURITY # 	

MILITARY REQUIREMENTS (MRM)	INIT	DATE
<p>S. WATCHSTANDING</p> <p>NONE</p> <p>T. ADMINISTRATION AND CLERICAL</p> <p>3.01 PARTICIPATE in a basic awareness of Total Quality Management (TQM) presentation at your unit in accordance with Coast Guard Total Quality Management (TQM) Generic Organization (COMDTINST 5224.7 series).</p> <p>5.01 Verify your PCS entitlements 30 days prior to detachment in accordance with Joint Federal Travel Regulations (JFTR), Pay and Personnel Procedures Manual (PPCINST M1000.2). Submit a completed PCS travel claim to your supervisor for review in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>5.02 UTILIZE the appropriate sections of the Personal Property Accountability (PPA) system to determine an individual's responsibilities listed below to track, use, and dispose of PPA items and related documentation requirements in accordance with Property Management Manual (COMDTINST M4500.5 series):</p> <ul style="list-style-type: none"> <li>a. User</li> <li>b. Custodian</li> <li>c. Property Officer</li> </ul> <p>5.04 PREPARE a Short-Term Resident Training Request (CG-5223) for Class "C" training in accordance with the Training and Education Manual (COMDTINST M1500.10 series).</p> <p>6.01 DRAFT the following Coast Guard correspondence in accordance with the Correspondence Manual (COMDTINST M5216.4 series):</p> <ul style="list-style-type: none"> <li>a. Coast Guard Basic Letter</li> <li>b. Coast Guard Business Letter</li> <li>c. Coast Guard Rapdraft Letter</li> </ul>		
<p>NAME (Last, First, Middle Initial)</p> <p>DUQUE, STEVEN</p>	<p>SOCIAL SECURITY #</p> <p>[REDACTED]</p>	

MILITARY REQUIREMENTS (MRM)	INT	DATE
<p>6.02 DRAFT a message using proper format in accordance with the Telecommunications Manual (TQM COMDTINST M2000.3 series).</p> <p>7.01 Brief personnel on procedures for submitting ideas as outlined in the Idea Express Suggestion System (COMDTINST M5305.4 series).</p> <p>7.02 Review a completed travel claim for accuracy in accordance with Travel Manual (COMDTINST M4600.12 series) and Supplement to (JFIR).</p> <p>7.03 Evaluate a Petty Officer training session and provide feedback in accordance with CG Training Pamphlet (D45393).</p> <p>7.04 DISCUSS with a non-petty officer/petty officer their personnel stress reduction program using the wellness bulletin (COMDTPUB 6100.4) and Fit for Duty fit for Life (COMDTPUB 6100.2 series).</p>		
<p>U. TRAINING</p>		
<p>NONE</p>		
<p>V. LEADERSHIP AND SUPERVISION</p>		
<p>3.01 Using the Non-Rated Enlisted Performance Evaluation Form (CG-3788A) and the Non-Rated Enlisted Performance Evaluation Support Form (CG-3788G), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counselling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> <li>a. Uniform</li> <li>b. Grooming</li> <li>c. Customs and Courtesies</li> <li>d. Integrity</li> <li>e. Cogitating</li> <li>f. Loyalty</li> <li>g. Respecting Others</li> </ul>		
<p>NAME (Last, First, Middle Initial)</p>	<p>SOCIAL SECURITY #</p>	
<p>DUBUE, STEVEN</p>	<p>[REDACTED]</p>	

MILITARY REQUIREMENTS (MRN)	INT	DATE
<p>h. Human Relations i. Working with Others j. Responsibility k. Setting an Example</p> <p>4.01 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <p>a. Communicating b. Responsibility c. Directing Others d. Working with Others e. Developing Subordinates f. Looking Out for Others g. Setting an Example h. Military Bearing i. Customs and Courtesies j. Integrity k. Loyalty l. Respecting Others m. Human Relations</p> <p>4.02 DESCRIBE and practice the responsibilities of a petty officer as they pertain to the following categories in accordance with the U. S. Manual for Courts-Martial, Military Justice Manual (COMDTINST M5810.1 series), the Uniform Code of Military Justice, and Title 14, U.S. Code Section 89:</p> <p>a. Extra Military Instruction (EMI) b. Withholding of Privileges c. Offense and Violation d. Rights of the accused e. Basic Statutory Authority of the Coast Guard under Title 14, U.S. Code Section 89</p>	<p>[REDACTED]</p> <p>[REDACTED]</p>	<p>14 FEB 2004</p> <p>14 FEB 2004</p> <p>b(6) + 7(c)</p>
<p>NAME (Last, First, Middle Initial) DUWES, STEVEN</p>	<p>SOCIAL SECURITY # [REDACTED]</p>	

MILITARY REQUIREMENTS (MRO)	INIT	DATE
<p>5.01 Using an Enlisted Performance Evaluation Forms (CG-3788A or B) and the Enlisted Performance Evaluation Support Forms (CG-3788E, or G), EVALUATE a subordinate on the following performance dimensions and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> <li>a. Communicating</li> <li>b. Responsibility</li> <li>c. Directing Others (Form CG-3788B only)</li> <li>d. Working with Others</li> <li>e. Developing Subordinates (Form CG-3788B only)</li> <li>f. Looking Out for Others (Form CG-3788B only)</li> <li>g. Setting an Example (Form CG-3788B only)</li> <li>h. Military Bearing (Form CG-3788B only)</li> <li>i. Customs and Courtesies</li> <li>j. Integrity</li> <li>k. Loyalty</li> <li>l. Respecting Others</li> <li>m. Human Relations</li> </ul> <p>5.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, counsel a subordinate in accordance with Chapter 10-B Personnel Manual (CCOMDTINST M1000.6 series).</p>		
NAME (Last, First, Middle Initial)	SOCIAL SECURITY #	
DURVE, STEVEN	[REDACTED]	

MILITARY REQUIREMENTS (MRS)	INT	DATE
<p>5.03 Using the Petty Officer Enlisted Performance Evaluation Form (CG-3788B) and the Petty Officer Enlisted Performance Evaluation Support Form (CG-3788E), EVALUATE yourself on the following performance dimensions and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> <li>a. Communicating</li> <li>b. Responsibility</li> <li>c. Directing Others</li> <li>d. Working with Others</li> <li>e. Developing Subordinates</li> <li>f. Looking Out for Others</li> <li>g. Setting an Example</li> <li>h. Military Bearing</li> <li>i. Customs and Courtesies</li> <li>j. Integrity</li> <li>k. Loyalty</li> <li>l. Respecting Others</li> <li>m. Human Relations</li> </ul> <p>6.01 Using the Enlisted Performance Evaluation Support Form (CG-3788E or G), CONDUCT a pre-evaluation counseling session to a newly assigned member (junior to you) to your unit and explain their general duties and responsibilities. Reference: Chapter 10-B Personnel Manual (COMDTINST M1000.6 series).</p>		
NAME (Last, First, Middle Initial DUBUE, STEVEN	SOCIAL SECURITY # 	

MILITARY REQUIREMENTS (MRN)	INIT	DATE
<p>6.02 Using the Petty Officer Enlisted Performance Evaluation Report (CG-3788B) and the Enlisted Performance Evaluation Support Form (03-3788 E), EVALUATE a subordinate on the Following performance dimensions of his or her leadership abilities, and submit the evaluation to your supervisor for feedback in accordance with Chapter 10-B Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> <li>a. Communication</li> <li>b. Responsibility</li> <li>c. Directing Others</li> <li>d. Working with Others</li> <li>e. Developing Subordinates</li> <li>f. Looking Out for Others</li> <li>g. Setting an Example</li> <li>h. Military Bearing</li> <li>i. Customs and Courtesies</li> <li>j. Integrity</li> <li>k. Loyalty</li> <li>l. Respecting Others</li> <li>m. Human Relations</li> </ul> <p>6.03 Using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (03-3788E), COUNSEL a junior member in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p> <p>6.04 PREPARE an Administrative Remarks Sheet (03-3307) and submit it to your supervisor for review on the following performance behaviors in accordance with Personnel and Pay Procedures Manual PPCINST M1000.2 &amp; Chapter 10 (Encl. 6).</p> <ul style="list-style-type: none"> <li>a. Exceptional</li> <li>b. Substandard</li> </ul> <p>7.01 EVALUATE and counsel an individual (junior to you) on his or her ability to evaluate others in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series)</p>		
<p>NAME (Last, First, Middle Initial) DUQUE STEVEN</p>	<p>SOCIAL SECURITY # [REDACTED]</p>	

PREVIOUS EDITIONS ARE OBSOLETE

MILITARY REQUIREMENTS (MRM)	INIT	DATE
<p>7.02 WITH your supervisor present and using the Enlisted Performance Evaluation Report (CG-3788B) and Enlisted Evaluation Support Form (CG-3788E) prepared by you, COUNSEL a junior member on his or her performance evaluations in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series).</p>		
<p>7.03 Using the Chief Petty Officer Enlisted Performance Evaluation Form (CG-3788C) and the Chief Petty Officer Enlisted Performance Evaluation Support Form (CG-3788F), EVALUATE yourself on the following performance dimensions, and submit your evaluation to your supervisor for counseling and feedback in accordance with Chapter 10-B, Personnel Manual (COMDTINST M1000.6 series):</p> <ul style="list-style-type: none"> <li>a. Communicating</li> <li>b. Responsibility</li> <li>c. Directing Others</li> <li>d. Working with Others</li> <li>e. Developing Subordinates</li> <li>f. Looking Out for Others</li> <li>g. Getting an Example</li> <li>h. Military Bearing</li> <li>i. Customs and Courtesies</li> <li>j. Integrity</li> <li>k. Loyalty</li> <li>l. Respecting Others</li> <li>m. Human Relations.</li> </ul>		
<p>7.04 PREPARE an award recommendation on an individual assigned to your unit and submit it to your super-visor for review in accordance with The Coast Guard Medals and Awards Manual (COMDTINST M1650.25 series).</p>		
<p>8.01 CONDUCT a unit/division training session on the enlisted evaluation system. In accordance with Chapter 10-B, CG Personnel Manual (COMDTINST M1000.6A).</p>		
<p>9.01 COMPLETE the USCG Chief Petty Officer Academy or any of the Department of Defense Senior Enlisted Academies in accordance with Chief Petty Officer's Academy (COMDTINST 1500.15 series).</p>		
<p>NAME (Last, First, Middle Initial)  <b>DUQUE STEVEN</b></p>	<p>SOCIAL SECURITY #  </p>	

FORM 1000-6 (REV. 10-1997)

MILITARY REQUIREMENTS (MRN)	INT	DATE
<p><b>W. PUBLIC AFFAIRS</b></p> <p><b>6.01 DRAFT</b> a public affairs news release in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDINST M5720.3 (series).</p> <p><b>6.02 INSTRUCT</b> juniors on the policy of releasing and selling photographs and videotaping of Coast Guard activities in accordance with the Public Affairs Manual (COMDTINST M5728.2 series) and the Privacy and Freedom of Information Act Manual, COMDTINST M5720.3 (series).</p>		
<p><b>NAME (Last, First, Middle Initial)</b>          O'QUE, STEVEN</p>		<p><b>SOCIAL SECURITY #</b>  </p>

No. 205276

In Recognition of Successful Completion of the  
U.S. Coast Guard Approved Curriculum for  
**Bigloma**

**Rules of the Road**

This is to certify that

**Captain Steven Anque**

has successfully completed our Coast Guard approved 16 hour course which satisfies the written Rules of the Road examination requirements for any deck license up to Master not more than 200 gross tons, OUV or Master or Mate of Fishing Vessels.

This encompasses examination modules 065XX and 066XX.

b(6) + 7(c)

Authorized Signature \_\_\_\_\_

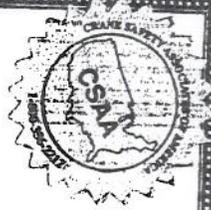
APR 13 2004  
Issued this date at St. Petersburg, Florida



This proof of passing certificate (of an approved course) must be submitted to USCG within one (1) year of date shown. The Coast Guard retains the ultimate license issuing authority and all established requirements must be satisfied.

6,7c





# Certificate of Completion

presented by

**Crane Safety Associates of America, Inc.**

The Leader in Safety Training  
to

STEVEN DUQUE

for  
Participation and Attendance in

FORKLIFT OPERATORS TRAIN THE  
TRAINER SAFETY COURSE

DECEMBER 5, 2005

DATE

There is no  
such thing as a  
routine lift.™



TECHNICAL INSTRUCTOR

b(6)  
+  
7(c)

## Section 4

- Record of Lectures Attended
  - Training Attended:

L/E  
SAR





# MIAMI WORK LIFE ALL HANDS ATTENDANCE ROSTER

**TOPIC**  
Suicide Prevention, Workplace Violence, Rape/Sexual Assault

**PRESENTER**  
Ernie Gray  
30 MAR 05

Date:

Location:

First Name, Middle Initial  
Last Name

Rate/Rank

Unit/Branch/

*(PLEASE PRINT LEGIBLY - DO NOT INCLUDE SOCIAL SECURITY NUMBERS)*

b(6)  
+  
7(c)

[REDACTED]	E-4/BM <sup>3</sup>	STA. FT. LAUDERDALE
2. [REDACTED]	E-5/GM <sup>2</sup>	STA. FT. LAUDERDALE
3. [REDACTED]	Bmcs	CGC GANNET
4. [REDACTED]	E-3/EN	STA FT. LAUDERDALE
5. [REDACTED]	Bm2	STA FT LAUDERDALE
6. [REDACTED]	E-4/BM <sup>3</sup>	STA, FT. LAUDERDALE
7. [REDACTED]	E-5/BM <sup>2</sup>	" "
8. [REDACTED]	E-6/BM <sup>1</sup>	" " "
9. [REDACTED]	E7-MK <sup>c</sup>	" " "
10. [REDACTED]	E-7/BM <sup>c</sup>	" " "
11. [REDACTED]	E-5/SK <sup>2</sup>	" " "
12. [REDACTED]	E-3/EN	STA FT. LAUDERDALE
13. STEVEN DUQUE	E-4/BM	STA FT. LAUDERDALE
14. [REDACTED]	E-4/MK	STA FT LAUDERDALE
15. [REDACTED]	E2/SA	CGC GANNET
16. [REDACTED]	FN/E3	CGC GANNET
17. [REDACTED]	Bm/ES	CGC GANNET
18. _____	_____	_____
19. _____	_____	_____
20. _____	_____	_____

**TO RECEIVE CREDIT FOR ATTENDING THIS TRAINING YOU MUST SIGN ONE OF THESE SIGN IN SHEETS. THANKS.**



# Seventh District TACLET Student Roster

Training conducted at: Coast Guard Station Fort Lauderdale

Wednesday, February 09, 2005

Student's Unit Student's Name	SSN:	Status	MLE Qualification	MLE Instructor	
<b>Coast Guard Station Fort Lauderdale</b>					
[REDACTED]	[REDACTED]	Active Duty	BTM		
Use of Force Level IV	Authority & Jurisdiction Physical Fitness (pass)	Tactical Techniques	Laws	Search and Arrest Asylum Request	Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics
[REDACTED]	MK3	Active Duty	Unqualified		
Use of Force	Authority & Jurisdiction	Tactical Techniques	Laws	Search and Arrest Asylum Request	
[REDACTED]	SN	Active Duty	BTM		
Use of Force Level IV	Authority & Jurisdiction Expandable Baton	Tactical Techniques Weapon Retention	Laws DT Arrest Techniques	Search and Arrest Mock Boardings	Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics
[REDACTED]	MK2	Active Duty	BO		
Use of Force Level IV	Authority & Jurisdiction Expandable Baton	Search and Arrest Weapon Retention	Laws Tactical Techniques	Asylum Request	Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics Level
[REDACTED]	BM3	Active Duty	BTM		
Use of Force	Defensive Tactics Levels I, II, & III	Use of Force	Authority & Jurisdiction	Tactical Techniques	Laws
[REDACTED]	SA	Active Duty	Unqualified		Search and Arrest Asylum Request
Use of Force	Physical Fitness (pass)				
[REDACTED]	MK3	Active Duty	BTM		
Use of Force Level IV	Authority & Jurisdiction Expandable Baton	Search and Arrest Weapon Retention	Laws DT Arrest Techniques	Mock Boardings	Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics Level
[REDACTED]		Active Duty	Unqualified		
Use of Force	Authority & Jurisdiction	Tactical Techniques	Laws	Physical Fitness (pass)	
[REDACTED]	75-14-2848	Active Duty	BTM		
Use of Force Level IV	Authority & Jurisdiction	Search and Arrest	Laws	Tactical Techniques	Asylum Request
[REDACTED]		Active Duty	BTM		Defensive Tactics Levels I, II, & III Handcuffing Defensive Tactics
Authority & Jurisdiction Expandable Baton	Tactical Techniques Weapon Retention	Laws	Search and Arrest Asylum Request	Defensive Tactics Levels I, II, & III	Handcuffing Defensive Tactics Level IV
[REDACTED]	SN	Active Duty	BTM		
Use of Force Physical Fitness (pass)	Defensive Tactics Levels I, II, & III	Handcuffing	Defensive Tactics Level IV	Expandable Baton	Weapon Retention DT Arrest Techniques Mock Boardings

b(6) + 7(c)

# TCT STUDENT ROSTER

TCT Course Title (with course codes): Circle one: Cutter Ops (500686) /  
Group Ops (500687) / Facilitator (500688) / Unit level (500834) 16 HRS

Dates/ location of training: 28 May 03 USCG Lake Worth Station 0800-1700

Facilitator name and rank: Aux [REDACTED] # [REDACTED]

	Name	Rk	Aux Mbr/ Empl ID#	Unit or parent district	Aux/Res/AD
1.	[REDACTED]	FNMK E-3	[REDACTED]	Ft. Lauderdale	AD
2.	[REDACTED]	MK3 E-4	[REDACTED]	Lake Worth	AD
3.	[REDACTED]	FN E-3	[REDACTED]	Lake Worth	AD
4.	[REDACTED]	SA E-2	[REDACTED]	Lake Worth	AD
5.	[REDACTED]	BM3 E-4	[REDACTED]	Lake Worth	AD RES
6.	[REDACTED]	SN E-3	[REDACTED]	Lake Worth	AD
7.	[REDACTED]	FN E-3	[REDACTED]	Lake Worth	AD
8.	[REDACTED]	FA E-2	[REDACTED]	Lake Worth	AD
9.	[REDACTED]	BM3 E-4	[REDACTED]	Ft. Lauderdale	AD
10.	[REDACTED]	SN E-3	[REDACTED]	Ft. Lauderdale	AD
11.	Dugue, Steven	SN E-3	[REDACTED]	Ft. Lauderdale	AD
12.	[REDACTED]	SN E-3	[REDACTED]	Ft. Lauderdale	AD
13.					
14.					

b(6) + 7(c)

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# TRAINING ROSTER

DATE: 11 Aug 84

TOPIC: SAFETY STAND DOWN

INSTRUCTOR: SN BM [redacted] BM [redacted] BM [redacted] BM<sup>2</sup> [redacted] MK<sup>2</sup> [redacted]

b(6)  
+  
7(c)

LT [redacted]	MK2 [redacted]
BMC [redacted]	SNBM [redacted]
SN BM Deque	MK2 [redacted]
BM3 [redacted]	
FN [redacted]	
SN [redacted]	
MK3 [redacted]	
SN [redacted]	
FS1 [redacted]	
FS2 [redacted]	
MK2 [redacted]	
SN [redacted]	
YN [redacted]	
SN [redacted]	
BM3 [redacted]	
BM3 [redacted]	
BM3 [redacted]	
BMA [redacted]	
ME2 [redacted]	
MK [redacted]	
EM1 [redacted]	
BM1 [redacted]	
DC2 [redacted]	
SN [redacted]	
BM2 [redacted]	
MK1 [redacted]	
MK2 [redacted]	
BM3 [redacted]	
BM [redacted]	
BM3 [redacted]	

COMMENTS:

**USCG SOUTHEAST REGIONAL FISHERIES TRAINING CENTER  
ATTENDANCE TRACKING LEDGER**

b(6) + 7(c)

1	Name	Prior course	Rank/Rate	Unit	EMPLID	Qual BO Y/N	Years Exp
1	[REDACTED]	Yes	Bm3	STA FT LAUD	[REDACTED]	Y	6
2	[REDACTED]	NO	SK3	"	[REDACTED]	N	
3	[REDACTED]		SN	STA FT LAUD	[REDACTED]	N	1
4	DUQUE, STEVEN		SU BM	STA FT. LAUD	[REDACTED]	N	
5	[REDACTED]	NO	GBBM	STA FT. LAUD	[REDACTED]	NO	
6	[REDACTED]	Yes	Bm2	"	[REDACTED]	Y	2
7	[REDACTED]	Yes	SUBM	STA FT LAUD	[REDACTED]	NO	3.5 yrs
8	[REDACTED]	YES	Bm3	STA FT LAUD	[REDACTED]	Y	2 yrs
9	[REDACTED]	YES	Mk2	STA FT LAUD	[REDACTED]	Y	10 yrs
10	[REDACTED]	YES	Mk2	STA FT LAUD	[REDACTED]	NB	
11	[REDACTED]	YES	SN	STA FT LAUD	[REDACTED]	NO	3 1/2
12	[REDACTED]	NO	SM2	STA FT LAUD	[REDACTED]	NO	3
13	[REDACTED]	Yes	Mk1	STA FT LAUD	[REDACTED]	N	10
14	[REDACTED]	NO	Bm3	STA FT LAUD	[REDACTED]	N	
15	[REDACTED]	Yes	Bm3	STA FT LAUD	[REDACTED]	YES	1
16	[REDACTED]	YES	FU	STA FT LAUD	[REDACTED]	N	3
17	[REDACTED]	YES	Bm3	"	[REDACTED]	N	1
18	[REDACTED]	NO	SN	"	[REDACTED]	NO	
19	[REDACTED]	NO	Bm2	"	[REDACTED]	NO	3
20	[REDACTED]	NO	SN	"	[REDACTED]	NO	1.5
21	[REDACTED]	NO	Bm3	"	[REDACTED]	NO	6

Instructors:  
Class Date:

22	[REDACTED]	YES	FN	"	[REDACTED]	NO	2
23	[REDACTED]	Yes	SM	"	[REDACTED]	NO	2
24	[REDACTED]	Yes	Mk5	"	[REDACTED]	NB	5
25	[REDACTED]	NO	Bm3	"	[REDACTED]	NO	3.5
26	[REDACTED]	Yes	Mk3	"	[REDACTED]	YES	3.5
27	[REDACTED]	YES	Bm2	"	[REDACTED]	YES	4
28	[REDACTED]	YES	Bm3	"	[REDACTED]	YES	4

14



TRAINING ROSTER

DATE: 07 JAN 04

TOPIC: HAZMAT / [REDACTED]

INSTRUCTOR: BM3 [REDACTED] / [REDACTED]

b(6)  
+  
7(c)

Bm3 [REDACTED] S	SN [REDACTED]
Bm2 [REDACTED]	SN [REDACTED]
Bm1 [REDACTED]	DC3 [REDACTED]
Bm1 [REDACTED]	Bm2 [REDACTED]
FN [REDACTED]	Bm3 [REDACTED]
FN [REDACTED]	MK2 [REDACTED]
MK3 [REDACTED]	Bm1 [REDACTED]
SN [REDACTED]	
MK3 [REDACTED]	
FN [REDACTED]	
Bm2 [REDACTED]	
MK3 [REDACTED]	
[REDACTED]	
MK1 [REDACTED]	
MK2 [REDACTED]	
Bm3 [REDACTED]	
Bm2 [REDACTED]	
MK2 [REDACTED]	
SN [REDACTED]	
Bm2 [REDACTED]	
MK2 [REDACTED]	
Bm3 [REDACTED]	
MK3 [REDACTED]	
Bm3 [REDACTED]	
MAS [REDACTED]	
FN [REDACTED]	
Bm3 [REDACTED]	
AT Bm2 [REDACTED]	
Bm3 [REDACTED]	
SN DuBUE	

COMMENTS:

**TRAINING ROSTER**

DATE: 15 Dec 83

TOPIC: S.A.F.E. / Holiday Traffic Safety

INSTRUCTOR: Coral Springs F.D. + F.H.P

b(6)  
+  
7(c)

Lt. [REDACTED]	MK2 [REDACTED]
Lt. [REDACTED]	MK3 [REDACTED]
BMC [REDACTED]	Bm2 [REDACTED]
MK2 [REDACTED]	Bm1 [REDACTED]
Bm1 [REDACTED]	MK1 [REDACTED]
Bm2 [REDACTED]	SK2 [REDACTED]
Bm3 [REDACTED]	SI [REDACTED]
SA [REDACTED]	Bm2 [REDACTED]
Bm3 [REDACTED]	SK3 [REDACTED]
Bm3 [REDACTED]	MK2 [REDACTED]
Bm3 [REDACTED]	SN [REDACTED]
SN [REDACTED]	Bm3 [REDACTED]
Bm2 [REDACTED]	FN [REDACTED]
Bm3 [REDACTED]	SN OUGUE
Bm3 [REDACTED]	SN [REDACTED]
Bm3 [REDACTED]	SN [REDACTED]
SN [REDACTED]	SN [REDACTED]
Bm3 B [REDACTED]	MK1 [REDACTED]
Bm2 H [REDACTED]	FN [REDACTED]
Bm3 [REDACTED]	MK1 [REDACTED]
SN [REDACTED]	MK3 [REDACTED]
FN [REDACTED]	MU3 [REDACTED]
MK2 [REDACTED]	MU3 [REDACTED]
MK3 [REDACTED]	FN [REDACTED]
DS [REDACTED]	SA [REDACTED]
SKI [REDACTED]	Bm3 [REDACTED]
UN3 [REDACTED]	
Bm3 [REDACTED]	
Bm1 [REDACTED]	
MK3 [REDACTED]	

COMMENTS:

TRAINING ROSTER

DATE: 12/02/03

TOPIC: PEPIRB

INSTRUCTOR: Bm<sup>3</sup> [REDACTED] / Bm<sup>2</sup> [REDACTED]

b(6)  
+  
7(c)

Bm <sup>2</sup>	[REDACTED]	Mk3B	[REDACTED]
Bm3	[REDACTED]	SA	[REDACTED]
Bm3	[REDACTED]	Bm3	[REDACTED]
Bm3	[REDACTED]	FN	[REDACTED]
Mk3	[REDACTED]	Mk2	[REDACTED]
FN	[REDACTED]	EM9	[REDACTED]
FN	[REDACTED]	BH3	[REDACTED]
SN	[REDACTED]	Mk3	[REDACTED]
Mk3	[REDACTED]	Bm <sup>1</sup>	[REDACTED]
Mk3	[REDACTED]	Bm <sup>1</sup>	[REDACTED]
SN	[REDACTED]	Bm2	[REDACTED]
SN	[REDACTED]	Ala	[REDACTED]
Bm2	[REDACTED]	LT	[REDACTED]
SN	[REDACTED]	[REDACTED]	BHC
FN	[REDACTED]	Bm2	[REDACTED]
Bm3	[REDACTED]	Bm2	[REDACTED]
Bm3	[REDACTED]	Bm3	[REDACTED]
Bm3	[REDACTED]	Bm <sup>1</sup>	[REDACTED]
SN	[REDACTED]	SN	[REDACTED]
SN DUQUE	[REDACTED]	FN	[REDACTED]
Bm3	[REDACTED]	Bm2	[REDACTED]
Bm2	[REDACTED]	Bm2	[REDACTED]
SAJ	[REDACTED]	SN	[REDACTED]
Mk2	[REDACTED]	[REDACTED]	Mk2
Mk3	[REDACTED]	[REDACTED]	X10
Mk1	[REDACTED]	Bm <sup>1</sup>	[REDACTED]
Mk3	[REDACTED]		
Mk2	[REDACTED]		
Mk2	[REDACTED]		
Mk1	[REDACTED]		

COMMENTS:

TRAINING ROSTER

DATE: 22 OCT 83

TOPIC: Physical Fitness

INSTRUCTOR: D7 TACLET

LT	[REDACTED]	
LT	[REDACTED]	
BMC	[REDACTED]	
MK1	[REDACTED]	
SN	[REDACTED]	
BM3	[REDACTED]	
BM3	[REDACTED]	
SN	[REDACTED]	
BMA	[REDACTED]	
SN	Steve Duque	
MK2	[REDACTED]	
SN	[REDACTED]	
SN	[REDACTED]	
MK3	[REDACTED]	
BMA	[REDACTED]	
BM3	[REDACTED]	
MK2	[REDACTED]	
BM2	[REDACTED]	
BM2	[REDACTED]	
Bm3	[REDACTED]	
MK3	[REDACTED]	
MK1	[REDACTED]	
BMI	[REDACTED]	
SN	[REDACTED]	
SN	[REDACTED]	
MK3	[REDACTED]	
SN	[REDACTED]	
BM3	[REDACTED]	
BM3	[REDACTED]	

b(6)  
+  
7(c)

COMMENTS:

BOAT Crew / LE

# Individual GMT/D&E Report

From: 11/01/2002 To: 01/01/2003

Crew Member: SA Duque, Steven

Trng Date	Trng Type	Trng ID #	Description	Instructor	Time in Min.	omments
02-Nov-02	Drill/Exerc	MOB-S-5-SF	MOOR TO PIER/SHIP	LTJG [REDACTED]	10	
06-Nov-02	GMT	GMT-007	OPSEC Management (COM	LT [REDACTED]	30	
06-Nov-02	GMT	GMT-009	Security Awareness (COMD	LT [REDACTED]	30	
06-Nov-02	GMT	MISC-001	Training Listed in Comments	LT [REDACTED]	15	IFF
06-Nov-02	GMT	GMT-001	AIS Security Awareness (CO	LT [REDACTED]	15	
18-Nov-02	Drill/Exerc	MISC-001	Training Listed in Comments	LTJG [REDACTED]	30	Section 1 BO/BTM qual (fit test)
03-Dec-02	Drill/Exerc	MOB-D-24-S	DARKEN SHIP	LTJG [REDACTED]	15	
03-Dec-02	Drill/Exerc	MOB-N-5-SF	PRECISION ANCHORING	LTJG [REDACTED]	30	
03-Dec-02	Drill/Exerc	MOB-D-11-S	SET MAT. COND.	LTJG [REDACTED]	15	
03-Dec-02	Drill/Exerc	MOB-S-3-SF	PRECISION ANCH.	LTJG [REDACTED]	30	
26-Dec-02	Drill/Exerc	MOB-D-4-SF	EMERG. INT. COMM.	LTJG [REDACTED]	15	
26-Dec-02	Drill/Exerc	NCO-5-SF	EQPT CAS. REPAIR	LTJG [REDACTED]	20	
26-Dec-02	Drill/Exerc	MOB-N-6-SF	LOW VIS PILOTING	LTJG [REDACTED]	30	
26-Dec-02	Drill/Exerc	MOB-N-7-SF	LOSS OF GYRO	LTJG [REDACTED]	30	
26-Dec-02	Drill/Exerc	MOB-N-9-SF	LOSS STRG. CONTR.	LTJG [REDACTED]	30	
26-Dec-02	Drill/Exerc	MOB-E-003-S	STEERING CASUL.	LTJG [REDACTED]	30	
30-Dec-02	GMT	MISC-001	Training Listed in Comments	GM3 [REDACTED]	60	Weapons Farn (M-16, 9mm, rsg, line throwing gun)
30-Dec-02	GMT	GMT-018	Shoulder Line Throwing Gun	GM3 [REDACTED]	30	

Hours Spent in Training 7.75

b (6) + 7 (c)

# Individual GMT/D&E Report

From: 08/01/2002 To: 11/07/2002

Crew Member: SA Duque, Steven

Trng Date	Trng Type	Trng ID #	Description	Instructor	Time in Min.	omments
28-Oct-02	GMT	MISC-001	Training Listed in Comments	MK3 [REDACTED]	60	Use of Force/ Rules of Engagment/ Safety Standown
29-Oct-02	Drill/Exerc	MOB-S-3-SF	PRECISION ANCH.	MKC [REDACTED]	30	
29-Oct-02	Drill/Exerc	MOB-N-5-SF	PRECISION ANCHORING	MKC [REDACTED]	30	
29-Oct-02	Drill/Exerc	MOB-N-4-SF	PILOTING BY GYRO	MKC [REDACTED]	30	
29-Oct-02	GMT	MISC-001	Training Listed in Comments	MKC [REDACTED]	60	DC Olympic (FFE,P-250,P-1,OBA)
06-Nov-02	GMT	MISC-001	Training Listed in Comments	LT [REDACTED]	15	IFF
06-Nov-02	GMT	GMT-009	Security Awareness (COMD	LT [REDACTED]	30	
06-Nov-02	GMT	GMT-007	OPSEC Management (COM	LT [REDACTED]	30	
06-Nov-02	GMT	GMT-001	AIS Security Awareness (CO	LT [REDACTED]	15	

Hours Spent in Training 5.00

b(6) + 7(c)

## Section 5

- Misc Training Information

**TRAINING RECORD ITEMS**

Unit: STA FT LAUDERDALE Date: 14 APR 05

Name <u>STEVEN DUQUE</u>	_____
Initial Certification	<u>/</u> _____
Crewman Certification	<u>/</u> _____
Currency Letter	<u>/</u> _____
Navigation Rules EOCT	<u>/</u> _____
SAR Fund. EOCT	<u>/</u> _____
AOPS/TMT Currency Maintenance Report (signed by CO/OIC)	<u>/</u> _____
Boat Crew Exam Board Letter	<u>/</u> _____
Task Accomplishment (PQS)	<u>/</u> _____
Section H (HLS)	<u>/</u> _____
Inflatable PFD PQS	<u>/</u> _____
PEPIRB PQS	<u>/</u> _____
Physical Fitness Test	<u>/</u> _____
Cold Water Survival Exercise	_____
Required U/W Hours (40/10/2)	<u>/</u> _____
TCT/Bi-annual <u>28 MAY 03</u>	_____
ORM Annual	_____
First Aid/CPR Initial	<u>/</u> _____

First Aid/CPR Annual  
Currency ~~18 FEB 2007~~

	OIC	XPO	EPO
U/W Day Hours:	_____	_____	_____
U/W Night Hours:	_____	_____	_____
Remarks/Notes (misplaced documents):			

# AUTOMATED INFORMATION SYSTEMS (AIS) USER ACKNOWLEDGEMENT FORM

This brief outlines Automated Information Systems (AIS) security practices that are applicable to all SW III users. Each user shall adhere to these practices while using Coast Guard owned or operated computer systems, telecommunications systems, or networks.

There are several controls that you, as a user, must comply with in order to assist in the safeguarding of Coast Guard owned information and system resources. AIS Security is primarily concerned with preventing uncontrolled and unauthorized disclosure, alteration, or destruction of information that could reveal Coast Guard operations, lead to the release of personnel information, or result in damage to CG property. Additionally, violation of these rules could potentially lead to unwarranted and inadvertent embarrassment to the Coast Guard. COMDTINST M5500.13A, AIS Security Manual, COMDTINST 5375.1, Limited Personal Use of Government Resources, and COMDTINST M5510.21, Information Security Program Manual apply.

## MANDATORY USER RESPONSIBILITIES

### 1. OFFICIAL USE POLICY:

- U. S. Coast Guard (CG) and other Government owned and operated computer systems are to be used primarily to conduct "Official Government Business."
  - ◆ Official use refers to the execution of your job and the completion of your unit's mission.
  - ◆ Unofficial use for personal reasons (word processing for educational or recreational purposes, private letters, etc) is allowed on a limited basis as per COMDTINST 5375.1. Use for games, any activities that are conducted for personal financial gain, etc. is strictly prohibited.
  - ◆ Unauthorized access or use of Government computers and software is prohibited by Title 18, U.S. Code, Section 1030, fraud and related activity in connection with computers.
- Comply with the following hardware and software controls:
  - ◆ Do not add or remove system hardware (items such as keyboards/mouse, disk drives (including zip, tape, or CD drives), memory cards, modems, printers, etc.) without the knowledge or assistance of the Local System Manager (LSM) or local ESU/ESD personnel.
  - ◆ Do not attempt to change the operating systems' configuration by adding, deleting, or modifying existing software. Loading new software or system upgrades is not authorized without the knowledge or assistance of the LSM or local ESU/ESD personnel.

### 2. INFORMATION SECURITY:

- All CG networked systems are categorized as SENSITIVE because they process protected information which falls under or is related to one of the following categories:
  - ◆ For Official Use Only (FOUO) - Unclassified National Security-related topics, information related to or referring to Law Enforcement, information detailing CG missions or plans, personnel information (including administrative decisions or policies).
  - ◆ Privacy Act - Social Security Numbers, home addresses/phone numbers, spouse's name, allotments, withholdings, medical data, etc.
  - ◆ Privileged Information relates to the awarding of contracts, terms, or conditions.
  - ◆ Proprietary Information refers to private information or programs that belong to a civilian corporation or is on loan to the Government.
  - ◆ Financial - Financial data relates to budget, economical, or management information, including the use or status of government credit cards.
- Protection of sensitive information is mandated by federal regulations, therefore all systems are subject to monitoring by authorized personnel to ensure the appropriate security controls remain in effect.

FOR OFFICIAL USE ONLY

REVISED 02/01

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**AUTOMATED INFORMATION SYSTEMS (AIS)  
USER ACKNOWLEDGEMENT FORM**

- ◆ Please note - **THERE IS NO EXPECTATION OF PRIVACY WHILE USING UNCLASSIFIED COAST GUARD AUTOMATED INFORMATION SYSTEMS!**
- ◆ Though no one ROUTINELY inspects your files, it may sometimes be necessary for system administrative personnel to review your files during system audits, troubleshooting efforts, upon your relief, or in extenuating circumstances such as reports of inappropriate use.

**3. PHYSICAL SECURITY:**

- Physical security is an important practice that helps to safeguard computer systems from unauthorized use or damage. It can be achieved through basic measures such as:
  - ◆ Challenging strangers or unknown personnel in your workplace or computer area.
  - ◆ Never leaving an active terminal unattended (lock the workstation when not in the immediate vicinity, such as when you leave your desk for extended periods during work hours).
  - ◆ Logging out when leaving for the day (this also ensures your central files are backed up regularly).
  - ◆ Not tampering with or altering hardware (e.g. physically installing or removing memory).
  - ◆ No eating, drinking, or smoking near computer equipment or media. It is a careless practice and damage caused by spillage is not covered in the warranty under the SW III contract.
  - ◆ Magnetic material (in devices such as portable radios & telephone handsets) should not be kept near AIS storage media (such as disks or tape) because of possible erasure from magnetic fields.

**4. SAFEGUARDING DATA:**

- An appropriate level of protection shall be provided to AIS equipment and storage media.
  - ◆ Store floppy disks and backup tapes safely in protective jackets/containers when not in use.
- Although CD-ROM's can't be altered by magnetic material, their performance or ability to extract data can be lost if handled improperly or the protective surface is damaged.
  - ◆ Always hold by the edges, being careful not to smudge or smear the mirrored surface with fingerprints.
  - ◆ Avoid surfaces that may cause scratches. Scratches can make the CD-ROM unreadable.
- Print outs and other paper documents may contain SENSITIVE information (as outlined in paragraph 2) and should be stored appropriately.
- Remove media from their respective drives when finished.

**5. PASSWORDS:**

- Every user of Coast Guard computer systems shall use a password.
  - ◆ All passwords shall use ALPHANUMERIC CHARACTERS (combination of numbers and letters) to prevent them from being easily guessed (minimum of 8 and maximum of 14 for SWIII).
  - ◆ Passwords shall not be names/numbers that can easily be associated with your person (i.e. first, middle, or last names, well known nicknames, spouse's or close relatives (son, daughter, mother, etc) name, type of car you drive, etc.) nor should they be dictionary words (e.g. "INCOMING" or "SECURITY").
  - ◆ Try to choose a password that is easy for you to remember but would be difficult to guess. For ideas on creating an effective password, confer with your local Systems Security Officer (ISSO).

**AUTOMATED INFORMATION SYSTEMS (AIS)  
USER ACKNOWLEDGEMENT FORM**

- **Do Not Share Your Password!** The sharing of passwords is prohibited as is writing it down in easily accessible places (such as "post-it" notes on your desk or in your organizer file under "P", etc.). Remember: your password is used to authenticate you and only you as a valid user of the system. You are directly responsible for any misuse, abuse, or practices that may jeopardize the system that can be directly associated to your user name, (e.g. browsing inappropriate sites on the Internet).
- If you feel that your password has become known or that unauthorized personnel are accessing your files or misusing the system, report it immediately to your local system manager.

**6. ELECTRONIC MAIL:**

- Electronic Mail (E-mail) is a CG owned desktop communications system used to supplement the official record message system.
  - ◆ E-mail is subject to the same "For Official Use Only" constraints as government postal mail or telephones, and shall be used to conduct "Official Government Business." Personal use of E-mail is permitted but must be in strict conformance with COMDTINST 5375.1.
  - ◆ The transmission (originated or forwarding) of material considered to be inappropriate (jokes, including material of sexual or racial content, etc.) or that may be offensive to anyone within the CG workplace is strictly prohibited on CG E-Mail systems.
- As a government employee, you should be aware that system administrators have the responsibility of managing the E-mail network and may have to review and/or re-disseminate your E-mail. Though no one ROUTINELY inspects your E-mail messages, it may sometimes be necessary for technical support personnel to view your E-mail during audits, system troubleshooting, extended absences, upon your relief, or in extenuating circumstances such as reports of inappropriate use.
- With the availability of gateways to public and private networks, E-mail transmitted for personal or unauthorized reasons has the potential to cause great embarrassment or harm to the reputation of the Coast Guard organization.
  - ◆ CG resources shall not be used to support private or personal agendas, whether political, moral or philosophical. Using the CG E-Mail system to address such issues as Government policies, Gay Rights, Abortion, Religion, etc. are at a minimum, illegal and unethical, and are strictly prohibited. Be very careful that the content of any E-mail message does not imply Coast Guard concurrence with your personal opinions.
  - ◆ **DO NOT FORWARD E-MAIL CHAIN LETTERS or INTERNET HOAXES!** Chain E-Mail and Internet hoaxes are dubious messages that users are asked to forward to all their family, friends, associates, etc. The only thing that this accomplishes is the clogging or degradation of service on organizations' mail servers by flooding them with hundreds or even thousands of unnecessary messages. Personnel found to be forwarding chain E-mail on Coast Guard systems may be prosecuted under article 92 of the UCMJ. The AISSM or local ISSO should be contacted whenever a message of this type is received (to stop further forwarding). Whenever there is a question or doubt as to whether information received via E-mail is chain E-mail or a hoax, the ISSO or AISSM should be contacted as soon as possible.
- Transmission of messages which contain EFTO (Encrypted For Transmission Only) information is not authorized via CG E-mail systems. This includes the forwarding of official messages and/or the forwarding of official messages as attachments. If messages need to be disseminated beyond your command, they should be readdressed through the official CG message system.
  - ◆ EFTO information shall not be transmitted outside of a Local Area Network (LAN) unless it is contained within an official message and transmitted via authorized encrypted circuits. Again, **DO NOT FORWARD THIS TYPE OF INFORMATION VIA E-MAIL!**

Transmission of attachments greater than 2MB in SW III E-mail affects network performance and IS NOT recommended (e.g. it slows down the overall system). Avoid transmitting any documents that reach this size. As SW III capabilities improve, this limitation most likely will be relaxed. It is strongly recommended that each SW III user understand the limitations of the system and work within established guidelines.

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**INTERNET E-MAIL**

- The Internet offers global electronic communications through the use of many computer networks connected worldwide. Most SW III users have the ability to interact with industry counterparts outside of the CGDN+.
  - ◆ Users must apply the criteria outlined in paragraph 2 to ensure SENSITIVE CG information **IS NOT** transmitted, received, or shared over the Internet as it can potentially be viewed by many non-intended recipients worldwide.
- Although not explicitly defined in COMDT policy, "**AUTOFORWARDING**" your official CG E-mail to a personal or business Internet account **IS STRICTLY PROHIBITED** because it allows no control over the type of information being forwarded. The forwarding of E-mail is allowed, but only after the content of a message has been examined to ensure it contains no sensitive information.
  - ◆ All personnel should be aware that any E-mail they send has the potential to be FORWARDED by a recipient outside of the original intended distribution; and might be widely posted on the Internet. If you do not want your E-mail to be forwarded to others, state your intentions in quotes (e.g. THIS E-MAIL NOT AUTHORIZED FOR INTERNET RELEASE OR NO FORWARDING, etc).
  - ◆ Every recipient of an E-mail message should be aware of the originator's desired intentions whether explicitly stated or not. If in doubt - ASK! COMMON SENSE AND GOOD JUDGEMENT SHOULD ALWAYS BE EXERCISED.

**7. COMPUTER VIRUSES/MALICIOUS PROGRAMS:**

- ◆ All SW III users shall prevent the transmission of computer viruses. System-wide warnings are transmitted on a regular basis. Please pay attention to them. If you suspect you have received or loaded a virus or receive an alert from the system, IMMEDIATELY contact your system administrator!! DO NOT ATTEMPT TO SOLVE THE PROBLEM ON YOUR OWN.

**8. INTERNET ACCESS AND USE:**

- Internet access is available directly at the desktop for each SW III user as a means of enhancing access to information resources. Please note that Internet access is primarily for conducting "**Official Government Business**" although limited personal use is authorized. Refer to Enclosure (2) of COMDTINST 5375.1 for a complete listing of prohibited uses. This privilege has been provided to benefit you in the performance of your job and assigned duties. PLEASE USE IT WISELY!

**WEB BROWSING**

- ◆ Connection to web sites NOT related to "**Official Government Business**" may be allowed during certain timeframes such as lunch or after work hours on a not-to-interfere basis. This type of access is authorized by COMDTINST 5375.1 but may be regulated by the official in command so as not to interfere with normal Coast Guard business.
- ◆ Connection to web sites containing inappropriate material (text, graphics, audio, video, etc. of sexually explicit/pornographic, political, criminal and/or hate groups, racism, or other unsuitable content) is explicitly NOT authorized and is prosecutable under civil and military law. Other inappropriate uses may include, but are not limited to, viewing, downloading, copying, or forwarding messages related to entertainment, merchandising, ticketing, movies, interactive games, on-line gambling, etc. USE COMMON SENSE!
- ◆ Your Web site locations are electronically monitored locally and to a degree at the CG Internet Gateway. If you abuse your Internet privilege (ex: browsing pornographic or hate/racist web sites, downloading inappropriate material), system administrators are required

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to notify Security Officials so that appropriate action may be taken. As a result, you may face administrative sanctions and your access to SW III may be revoked.

- ◆ SW III users are asked to minimize connection time to Web sites in the normal course of their jobs because it slows down the network's ability to process information quickly. As an example, when you leave Internet Explorer running and are not using it - all other programs in use will run slower. As a simple rule, don't launch Internet Explorer in the morning - use it for a few minutes - then keep it active all day.

### 9. ILLEGAL SOFTWARE AND GAMES:

- In order to protect the integrity of data on CG information systems, the use or loading of games, illegal software ("bootleg" or pirated copies), and "public domain" or third party software (shareware) is prohibited.
  - ◆ Public domain software may be allowed only if it has been certified to perform a necessary function not available from other approved sources. (This use must be documented and authorized by the official having command responsibility for the system.)
  - ◆ **Reminder:** Installation of any software **MUST** be coordinated through your local ESU. This includes any CG or contractor developed programs and/or any commercial off-the-shelf (COTS) programs purchased for local use. No software will be installed without proof of a valid license.
- It is illegal to reproduce or copy any licensed software or any copyright protected software the CG has purchased.
- Unless specifically designed for and approved by CG program managers or the local ESU, copying and loading executable software (.EXE files) on any SW III is **STRICTLY PROHIBITED!**

### 10. USE OF PERSONAL COMPUTERS

- Using your privately owned computer resource (e.g. your home PC) to work on related CG business requires that you be aware of several cautionary points:
  - ◆ The transport of CG information on portable media (e.g. from office to home and return) requires that the media (floppy disk, ZIP drive, CD-ROM) **MUST** be in the positive control of the user at all times.
  - ◆ **SENSITIVE** information (see categories listed in paragraph 2 above) **shall NOT** be permanently stored on your privately owned computer resource. It must be removed when it is no longer needed or required.
  - ◆ Processing classified information on your home PC is a security violation and will result in possible confiscation of the machine and full "scrubbing" (erasure) of all hard disk(s) and associated storage media in order to declassify it; this means all personal files will be lost. **NO EXCEPTIONS!!!**
  - ◆ Incidents that involve unauthorized processing of classified information may constitute a compromise and **MUST** be documented and reported to CGHQ in accordance with chapter 4 of COMDTINST 5510.21 (Information Security Program) and may result in administrative action(s).
  - ◆ It is illegal to reproduce or copy any licensed software or any copyright protected software the CG has purchased.

### 11. PORTABLE COMPUTER SYSTEMS:

- **ALL** users of portable systems (laptops, notebooks, etc.) are responsible for the provisions indicated above, in addition to the following:
  - ◆ Know how to properly use and care for the portable computer hardware, software and associated peripherals.

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- ◆ Safeguard against loss, theft, damage or destruction of the machine and associated media.
- ◆ Always 'Backup' essential data to an approved storage medium. Remember: if you have/use a portable computer, you are responsible for backing up all information when not connected to the network.

**12. GENERAL USE (filing, training, support):**

- Any files within your directory that are no longer necessary should be deleted to prevent your directory from filling up.
  - ◆ Conduct a "cleanup" of your U: drive at least monthly. Files that may be needed for record purposes should be copied to or backed up to floppy disks or other portable storage media. Remember: you are responsible for safeguarding any portable storage media. For large files including those containing graphics, e.g. Power Point presentations, the "zip" application (or other file compression software) may be used to reduce the overall size.
  - ◆ It is the responsibility of each user to ensure he/she receives adequate training in the use of the SW III system and the application/programs in use on it.
  - ◆ Training may be obtained through instruction by personnel familiar with the system and it's applications (like your Local Systems Manager or Office Applications Expert).
  - ◆ Training may be self-taught using books, online courses, and other reference materials.
  - ◆ Training courses may also be coordinated through your local ESU's training branch. Contact your office's training coordinator for more information.
- System problems should always be reported to your Local System Manager as soon as possible after they occur. Whenever a "glitch" or problem occurs, immediately write down the error code(s) or message(s) and a description of the work being conducted at the time of the failure. Remember - to prevent delays in response time, always let your Local System Manager make the initial report to the ESU.

**13. DISCOVERING CLASSIFIED INFORMATION ON UNCLASSIFIED SYSTEMS.**

- Occasionally, messages containing classified information are found to exist on unclassified systems. This may occur when the originator of an official message accidentally misclassifies a message or when otherwise unclassified messages contain classified paragraph markings. In either case, appropriate actions must be taken by systems support personnel to remove the classified information from unclassified systems. Upon discovering classified information on the Coast Guard Message System (CGMS):
  1. Log time of discovery.
  2. Immediately notify your Local System Manager, the ESU Hotline, the local Command Center, District Security Manager, Command Security Officer, ESU ISSO, or the AISSM, whichever is appropriate. Do not "wait" until the "next working day." Waiting may result in the message or information being further distributed throughout the network, increasing the number of man-hours required to locate and remove it.
  3. Identify message by date-time-group (DTG), Originator, addressees, and internal routing.

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U.S. Coast Guard AIS User Form 5500.1 (Revised 02/01)		<b>USER ACCESS AUTHORIZATION/REVOCATION FORM</b>	
User's Name (First, M.I., Last) <b>STEVEN DUQUE</b>		RANK/RATE <b>SN/E3</b>	Organization and Office Symbol: Work Phone: <b>[REDACTED]</b> FAX: <b>[REDACTED]</b>
<b>Part 1 - Authorization to Access Automated Information Systems (To Be Filled In By System/Network Administrator)</b>			
Relief For (Rank FN MI. LN): Previous SWIII User Form on file: YES NO (If Yes, only this form is required)		Bldg Number:	Room Number: Machine Name:
<p align="center"><b>Scope of Authorization</b></p> <p><i>Subject to the limitations detailed in this brief (and all applicable regulations), the user is authorized access to Coast Guard computer systems as required. This authorization contains no implied authorization to access any other computer system of the United States Government not specifically identified herein. This authorization shall be revoked upon separation, retirement, reassignment of duties, change of organization or when determined by the designated Coast Guard Security Representative to be in the best interest of the Government.</i></p> <p><b>WARNING: Only Authorized Users May Access Coast Guard Systems.</b> Individuals using Coast Guard information and computer resources without authority, or in excess of their authority, are subject to having all of their activities monitored and recorded by system administration personnel. In the course of monitoring individuals improperly using these systems, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using these systems expressly consents to such monitoring and is advised that if such monitoring reveals possible evidence of misuse or criminal activity, management may authorize system administration personnel to provide the evidence of such monitoring to law enforcement officials.</p>			
<p align="center"><b>Acknowledgment</b></p> <p>I understand that I am authorized access to Coast Guard and other Government information and computer resources as necessary for the performance of my official duties. Access for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al.). I understand the AIS briefing along with my responsibilities to properly use and safeguard all Coast Guard and other Government information and computing resources. I further understand that <b>THERE IS NO EXPECTATION OF PRIVACY WHILE USING COAST GUARD E-MAIL AND INTERNET ACCESS AND THAT THESE SYSTEMS ARE SUBJECT TO MONITORING BY AUTHORIZED PERSONNEL.</b></p>			
User's Signature <b>[REDACTED]</b>		Date <b>12-1-03</b>	
Local System Manager (Signature and Date)		Division/Branch Official Authorizing Use (Signature and Date)	
<b>Part 2 - Revocation of Access Authority</b>			
<p align="center"><b>Notice to User</b></p> <p>You are hereby notified that the above access authorization has been revoked and the associated log-in name and password have been disabled or removed. To continue to access a United States Government computer without proper authorization is a violation of Federal law (18 U.S.C. 1030 et al.). Authorization to access another United States Government computer system does not imply reinstatement of the authorization being revoked.</p>			
Coast Guard Security Representative's Signature		Date	
<b>Acknowledgment</b>			
User's Signature		Date	

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