

U.S. Department
of Transportation

United States
Coast Guard



**AUXILIARY BOAT CREW
QUALIFICATION GUIDE,
VOLUME III: PWC OPERATOR**



Commandant
United States Coast Guard

2100 Second St., S.W.
Washington, DC 20593-0001
Staff Symbol: G-OCX
Phone: (202) 267-1001

COMDTINST M16794.54

COMMANDANT INSTRUCTION M16794.54

Subj: AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOLUME III:
PWC OPERATOR

- Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(c) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
(d) Auxiliary Vessel Examination Manual, COMDTINST M16796.2 (series)

1. PURPOSE. This Guide establishes minimum performance standards for qualification as an Auxiliary Personal Watercraft (PWC) operator and establishes policy for operating Auxiliary personal watercraft facilities on Coast Guard missions.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall be sure that the units and Auxiliaries under their command adhere to the provisions of this Instruction.
3. DIRECTIVES AFFECTED. This Guide is effective immediately. District PWC qualification programs currently authorized may continue to be used through 31 December 2001. After that date, only this Guide may be used to qualify Auxiliary members as PWC operators.
4. DISCUSSION.
 - a. This Guide is part of the complete revision of the Coast Guard's family of boat crew training and qualification publications, which started with the issue of the Boat Crew Seamanship Manual, COMDTINST M16114.5B, in 1998. This is one of a series of three qualification

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COMDTINST M16794.54

guides (crew member, coxswain, and PWC operator) used in conjunction

with the Boat Crew Seamanship Manual and the Auxiliary Boat Crew Training Manual to qualify Auxiliary members in the Boat Crew Program. This Guide establishes the position of a PWC operator, a new position in the Auxiliary Boat Crew Program. Certified PWC operators are authorized to operate Auxiliary PWC facilities under Coast Guard patrol orders.

- b. Because the PWC operator is a new qualification in the Auxiliary Boat Crew Program, this Guide also establishes policies for acceptance of PWCs as operational facilities and for use of PWC facilities on Coast Guard missions. These policies are found in Appendix B of the Guide. These policies will be incorporated into the next change to the Auxiliary Operations Policy Manual and the Auxiliary Vessel Examination Manual.

5. PROCEDURES.

- a. Auxiliarists who are currently in training under a district-authorized qualification program may continue to train and be qualified under those programs through 31 December 2001. After that date, only this Guide may be used to train and qualify members as PWC operators.
- b. Auxiliarists who are currently certified as a PWC operator under a district program may continue to use that qualification. They must complete their next annual currency in accordance with this Guide.

6. FORMS AVAILABILITY. All forms required by this Guide may be ordered from the Auxiliary National Supply Center.

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Chapter 1. Introduction

Overview

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

Section A: Purpose

Section B: Description of the Guide

Section C: The Qualification Process

Section D: Currency Maintenance

Section A. Purpose

A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), to train and qualify Auxiliary members to serve as PWC operators on Auxiliary PWC facilities.

This Qualification Guide contains a series of tasks that are performed by Auxiliary members to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary PWC operator. Upon completion of all tasks in the Qualification Guide, including the dockside oral exam and underway check ride with a Qualification Examiner, the member is **qualified**. (The QE will be a PWC operator designated by the DIRAUX.)

A.2. Training Goal

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

Section B. Description of the Guide

B.1. Format

The Qualification Guide consists of three volumes:

Volume I: Crew Member

Volume II: Coxswain

Volume III: Personal Watercraft (PWC) Operator

This volume has two chapters:

Chapter 1: Introduction

Chapter 2: Qualification Tasks

B.2. Qualification Tasks

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

Designation

Title

References

Conditions

Standards

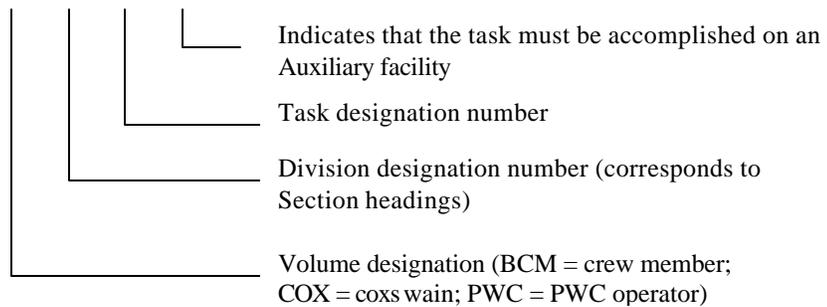
Performance Criteria

Verification

B.2.a. Designation

Each task is designated by a number in the following format:

PWC-02-03-AUX



B.2.b. Title

The name and general nature of the task.

B.2.c. Reference

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

B.2.d. Conditions

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

Boat Operations

Slow: Underway and moving ahead at clutch speed or slower.

Underway: Not tied to a pier or float and not anchored or moored.

Visibility

Restricted: Visibility less than ¼ mile.

Clear: All other states of visibility.

Sea Conditions

Calm: Waves less than 1 foot.

Moderate: Waves 1 to 4 feet.

Heavy: Waves 4 feet and over.

B.2.e. Standards

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

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

Continued on next page

B.2.e. Standards
(Continued) **Skill Tasks:** Candidate must be able to perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

B.2.f. Performance
Criteria These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways:

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

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

B.2.g. Verification The designated mentor must print his/her name, sign and date this line attesting that the candidate successfully performed the task in accordance with the prescribed standards. The mentor does not need to initial or sign each performance criterion.

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

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

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

Section C. The Qualification Process

C.1. **Process Summary**

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

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

C.2. **Sign-Off Process**

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

1. The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, and so on.
 2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of Chapter Three (Study Guide) that apply to the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task.
 3. The mentor demonstrates the task using procedures outlined in the qualification guide.
 4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
 5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
 6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.
-

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C.2. **Sign-Off Process**
(Continued) See Chapter 3 of the Auxiliary Boat Crew Training Manual for a complete description of the qualification process.

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

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

C.4. **Qualified Crew Members and Coxswains** Auxiliary members who are currently qualified as crew members or coxswains only need to complete those qualification tasks specific to operating a PWC.

Qualified crew members do not have to complete tasks in Section A, B, and E, and certain tasks in Sections C, G, and H. In addition to being exempt from the requirement to complete these tasks, currently certified coxswains do not have to complete Section F.

Section D. Currency Maintenance

D.1. Annual Currency Maintenance

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

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

Additionally, the PWC operator must perform the following tasks each calendar year:

PWC-03-05-AUX, Conduct a Pre-Underway Check-Off on a PWC Facility.

PWC-04-01-AUX, Dismount and Remount a PWC in Deep Water.

PWC-07-02-AUX, Pick Up a Conscious Person and Transport to Shore.

PWC-07-03-AUX, Take another PWC in Stern Tow.

In years one through four of the currency cycle, these tasks may be signed off by a certified PWC Operator.

D.2. Fifth Year Currency Maintenance

In the fifth year of the currency cycle, the tasks in Section D.1. must be signed off by a QE. Also, in the fifth year the PWC operator must pass an open book Auxiliary Navigation Rules exam with a minimum score of 90% and complete the following tasks:

PWC-02-11-AUX, PFD Swim.

PWC-04-03-AUX, Maneuver Through a Buoyed Slalom Course.

Appendix A RECORD OF COMPLETED TASKS PWC OPERATOR

Trainee's Name: _____ Member Number: _____

<i>Section A</i>			
<i>Crew Efficiency Factors, Risk Factors and Team Coordination</i>			
Task	Description	Mentor Initials	Date
PWC-01-01-AUX	Crew Fatigue		
PWC-01-02-AUX	Sun And Heat Related Factors		
PWC-01-03-AUX	Team Coordination Training		

<i>Section B</i>			
<i>Physical Fitness, First Aid and Survival</i>			
Task	Description	Mentor Initials	Date
PWC-02-01-AUX	Personal Physical Requirements And Policy		
PWC-02-02-AUX	Crew First Aid Responsibility		
PWC-02-03-AUX	State The Symptoms And Treatment For Shock		
PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock		
PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding		
PWC-02-06-AUX	State The Signs And Treatment For Burns		
PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia		
PWC-02-08-AUX	Identify Boat Crew Personal Survival Equipment		
PWC-02-09-AUX	Use The Emergency Signaling Mirror		
PWC-02-10-AUX	Operate The Personal Marker Light (PML)		
PWC-02-11-AUX	PFD Swim		

Section C			
<i>Marlinespike Seamanship, Boat Nomenclature and Basic Stability</i>			
Task	Description	Mentor Initials	Date
PWC-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling		
PWC-03-02-AUX	Tie Various Knots, Hitches And Bends		
PWC-03-03-AUX	Secure Lines To A Cleat		
PWC-03-04-AUX	State The Operational Limitations And Characteristics Of The PWC		
PWC-03-05-AUX	Conduct A Pre-Underway Check Off On A PWC Facility		

Section D			
<i>Boat Handling</i>			
Task	Description	Mentor Initials	Date
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water		
PWC-04-02-AUX	Re-right And Remount A Capsized PWC In Deep Water (Optional)		
PWC-04-03-AUX	Maneuver Through A Buoyed Slalom Course		
PWC-04-04-AUX	Shallow Water Operations		
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters		
PWC-04-06-AUX	Identify And Describe Accepted Maritime Distress Signals		

Section E			
<i>Communications</i>			
Task	Description	Mentor Initials	Date
PWC-05-01-AUX	Operate A VHF-FM Radiotelephone		
PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
PWC-05-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit		

<i>Section F</i> <i>Navigation</i>			
Task	Description	Mentor Initials	Date
PWC-06-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam		

<i>Section G</i> <i>Mission Oriented Operations</i>			
Task	Description	Mentor Initials	Date
PWC-07-01-AUX	Legal Aspects And USCG Policies		
PWC-07-02-AUX	Pick Up A Conscious Person And Transport To Shore		
PWC-07-03-AUX	Take Another PWC In Stern Tow		
PWC-07-04-AUX	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each		
PWC-07-05-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)		

<i>Section H</i> <i>Auxiliary Specific Tasks</i>			
Task	Description	Mentor/QE Initials	Date
PWC-08-01-AUX	Basic Knowledge Of Boating Skills		
PWC-08-02-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)		
PWC-08-03-AUX	Dockside Oral Examination		
PWC-08-04-AUX	Underway Check Ride		

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Appendix B. PWC Facility Acceptance and Operating Policies

1. **Facility Acceptance**

A Personal Watercraft (PWC) is a small vessel that is propelled by an internal combustion engine powering a jet pump or propeller. It is designed to carry from one to three persons, and operated by a person sitting, standing or kneeling on the vessel rather than sitting or standing inside the vessel.

PWCs offered for use as a facility must be of the “sit down” type, designed for at least two riders.

A PWC may be offered for use and accepted as operational facilities, using Form CG-2736. PWCs do not need to be designated as special purpose facilities.

2. **Required Facility Equipment**

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

One USCG-approved non-toxic dry chemical fire extinguisher.

One 30-foot-long 3/8” nylon tow line.

PFD for each rider with required survival equipment attached. PFDs must be impact-rated for the PWC’s maximum speed.

One waterproof marine radio or portable radio in clear plastic waterproof bag.

One rescue throw bag or rescue heaving line (minimum 50 feet reach).

One throwable PFD.

First aid kit and emergency survival blanket.

One spare safety lanyard (“kill switch”)

An Auxiliary ensign or Patrol Ensign displayed on a five-foot flagstaff.
(Optional)

Continued on next page

2. **Required Equipment**
(Continued)

- Watch.
- Flashlight.
- Mooring lines (2).
- Knife (3" blade minimum).
- Sponges (2).

The following equipment should be readily available in the patrol area:

- Drinking water.
- Spare spark plugs.
- PWC tool kit. (See Task 03-05-AUX for a complete listing of contents).
- PWC oil (2 cycle).
- Visual Distress Signals (VDS).

3. **Personal Protective Equipment**

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

- Polarized, impact resistant goggles (sunglasses).
- Foot protection (wet suit booties or similar).
- Hat/helmet.
- Gloves with non-slip palms.

4. **Patrol Orders**

PWC facilities are assigned to patrol duty using the standard Patrol Order Form, CG 5132, or any of the alternative means of orders (e.g., OPORDs) described in the Auxiliary Operations Policy Manual.

-
5. **Tandem Operating Requirement** Because PWCs offer no protection against the elements and can eject the operator or capsize, prudent risk management requires that a PWC always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PWC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, on open ocean or the Great Lakes, the second craft may not be a PWC, but must be a boat or vessel.
- Single PWCs may respond to SAR incidents where there is the possibility of saving a life or property.
-
6. **Passengers** A certified crew member or trainee may be carried on a PWC facility during training missions only. Passengers or guests are not authorized on PWCs on patrol orders.
-
7. **Weather limitations** PWC patrols will normally only be conducted during summer months. When the water temperature is below 60 °F, PWC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual.
- PWC may not operate in the following conditions:
- In or near “white water” rapids, running or swift water.
 - In winds greater than 25 knots.
 - In seas greater than three feet.
 - In currents greater than ten knots.
 - In or near restricted visibility.
 - When lightning is present.
- Breaking inlets or surf.
 - Prior to 30 minutes after sunrise or later than 30 minutes before sunset.
-
8. **Fatigue Limits** PWC patrols may operate for a maximum of eight hours. A one-hour off-the-water break is required every three hours.
-

9. **Patrol Procedures**

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

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

While on patrol, all Auxiliary PWC operators will conduct themselves and operate their PWCs in a professional and courteous manner. They will comply with all state/local regulations, and abide by any posted speed restrictions. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.

10. **Communications**

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

Upon commencing patrol, securing from patrol, and every thirty minutes during the patrol, as operations permit, all PWC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard.

If, during the patrol, a PWC operator loses communications, the patrol shall be secured. When communications have been restored, the PWCs may resume patrol.

11. **SAR Plan**

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

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

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

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

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

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Chapter 2 PWC Operator Qualification Tasks

Overview

In this chapter

This chapter contains eight sections.

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A	Crew Efficiency Factors, Risk Factors and Team Coordination	2-2
B	Physical Fitness, First Aid and Survival	2-6
C	Marlinespike Seamanship, Boat Nomenclature and Basic Stability	2-18
D	Boat Handling	2-28
E	Communications	2-38
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G	Mission Oriented Operations	2-46
H	Auxiliary Specific Tasks	2-53

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

Introduction

The following are the general objectives of Section A:

Demonstrate knowledge of the factors that effect crew performance.

In this section

This section contains three tasks. Qualified coxswains and crew members have completed these tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-01-01-AUX	Crew Fatigue	2-3
PWC-01-02-AUX	Sun And Heat Related Factors	2-4
PWC-01-03-AUX	Team Coordination Training	2-5

Name: _____

Task PWC-01-02-AUX

Task **Sun And Heat Related Factors**

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

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

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

Completed

Performance Criteria

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-01-03-AUX

Task **Team Coordination Training**

References Team Coordination Training, COMDTINST 1541.1 (series)

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

Standards Candidate must attend the training as prescribed in the reference above.

NOTE: If a TCT class is not readily available, the member may be qualified and certified without signing off this task. However, TCT must be completed at the earliest opportunity after certification.

Completed

Performance Criteria

_____ 1. Date initial TCT training completed. _____

Accomplished **Mentor signature** _____ **Date** _____

Section B. Physical Fitness, First Aid and Survival

Introduction

The following are objectives of Section B:

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

In this section

This section contains eleven tasks. Qualified coxswains and crew members have completed these tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-02-01-AUX	Personal Physical Requirements And Policy	2-7
PWC-02-02-AUX	Crew First Aid Responsibility	2-8
PWC-02-03-AUX	State The Symptoms And Treatment For Shock	2-9
PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock	2-10
PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	2-11
PWC-02-06-AUX	State The Signs And Treatment For Burns	2-12
PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia	2-13
PWC-02-08-AUX	Identify Boat Crew Personal Survival Equipment	2-14
PWC-02-09-AUX	Use The Emergency Signaling Mirror	2-15
PWC-02-10-AUX	Operate The Personal Marker Light (PML)	2-16
PWC-02-11-AUX	PFD Swim	2-17

Name: _____

Task PWC-02-01-AUX

Task **Personal Physical Requirements And Policy**

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

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

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

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

Completed

Performance Criteria

- _____ 1. Stated the physical requirements necessary to participate in the Auxiliary Boat Crew program.
- _____ 2. Stated the policy and responsibility of a PWC Operator when that member is unable or unfit to perform required duties on an ordered mission.
- _____ 3. Stated the policy and requirement of a PWC Operator that becomes aware of an incapacity, disability or other disqualifying condition in another PWC Operator.
- _____ 4. Stated who is responsible to abort the operational mission if the PWC Operator is reported too unfit to perform assigned duties.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-02-AUX

Task **Crew First Aid Responsibility**

References Chapter 5, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Chapter 4, Auxiliary Operations Policy Manual,
COMDTINST M16798.3 (series)

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

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

Completed

Performance Criteria

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-03-AUX

Task **State The Symptoms And Treatment For Shock**

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

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

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

Completed **Performance Criteria**

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-04-AUX

Task **State The Symptoms And Treatment For Anaphylactic Shock**

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

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

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

Completed **Performance Criteria.**

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-06-AUX

Task	State The Signs And Treatment For Burns
References	Chapter 5, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must state the signs and treatment for burns.

Completed

Performance Criteria

- _____ 1. Stated the three degrees of burns and their signs.
- _____ 2. Stated the treatment for minor burns.
- _____ 3. Stated the treatment for serious burns.
- _____ 4. Stated the treatment for chemical burns.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-07-AUX

Task	State The Symptoms Of And Treatment For Hypothermia
References	Chapters 5 and 16, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must state the symptoms and treatment of hypothermia.

Completed

Performance Criteria

- _____ 1. Stated the signs and symptoms for hypothermia.
- _____ 2. Stated the treatment for hypothermia.
- _____ 3. Stated the factors that increase the possibility of hypothermia.
- _____ 4. Stated the preventative measures used to increase the chances for cold water survival.
- _____ 5. Stated the survival time for a person in the water in the local area of operations.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-10-AUX

Task **Operate The Personal Marker Light (PML)**

References Chapter 6, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Manufacturer's Operating Instructions

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

Standards In response to the mentor, the candidate must properly operate and explain the characteristics and maintenance of the PML.

NOTE: If PML is a "Chem Lite" type, task steps may be described vice actually activating the PML.

Completed

Performance Criteria

- _____ 1. PML located on, and retrieved from, the PFD. (PML should be attached to PFD by a lanyard.)
- _____ 2. Activated the PML.
- _____ 3. Describe the characteristics and maintenance of the specific PML being used.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-02-11-AUX

Task **PFD Swim**

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

Conditions This task is not intended to be performed at the dock, afloat or from the beach unless specific permission to do so has been granted by DIRAUX. A swimming pool, (heated if available), should be used. **The candidate must enter the water wearing a PFD.** Candidate must accomplish task without prompting or use of a reference.

Standards In response to the PWC-QE/mentor, the candidate must inspect and properly don a PFD. **(Preferably the approved type of PFD rated for the PWC used on patrol).** The candidate must properly enter the water, float for 5 to 10 minutes, and then swim at least 30 feet. The following tasks must be completed without assistance.

Completed

Performance Criteria

- _____ 1. Inspected and correctly donned the proper size PFD.
- _____ 2. Entered the water feet first wearing PFD.
- _____ 3. Adjusted PFD if needed and floated for 5 to 10 minutes.
- _____ 4. Swam or used a stroke of the candidates choice to travel through the water at least 30 feet.

Accomplished **Mentor signature** _____ **Date** _____

Section C. Marlinespike Seamanship, Boat Nomenclature and Basic Stability

Introduction

The following are general objectives for Section C:

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

In this section

This section contains five tasks. Qualified coxswains and crew members have completed the tasks marked (*) already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-03-01-AUX*	Identify The Different Parts Of A Line And The Hitches Used In Line Handling	2-19
PWC-03-02-AUX*	Tie Various Knots, Hitches And Bends	2-21
PWC-03-03-AUX*	Secure Line To A Cleat	2-22
PWC-03-04-AUX	State The Operational Limitations And Characteristics Of The PWC	2-23
PWC-03-05-AUX	Conduct A Pre-Underway Check Off Of A PWC Facility	2-24

Name: _____

Task PWC-03-01-AUX

Task	Identify The Different Parts Of A Line And The Hitches Used In Line Handling
References	Chapter 7, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time, ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must identify the different parts of a line and basic knots.

Completed

Performance Criteria

- _____ 1. Defined different types of line:
 - a. Double braided
 - b. Regular lay
- _____ 2. Defined line material:
 - a. Polypropylene
 - b. Nylon
 - c. Natural fiber
- _____ 3. Identified bitter end of line.
- _____ 4. Identified standing part of line.
- _____ 5. Made bight in the line.
- _____ 6. Made overhand loop in the line.
- _____ 7. Made underhand loop in the line.

Task PWC-03-01-AUX (Continued)

_____ 8. Made turn around an object.

_____ 9. Made round turn around an object.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-03-02-AUX

Task	Tie Various Knots, Hitches And Bends
References	Chapter 7, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time ashore, at the dock or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must tie an assortment of knots, hitches and bends quickly and confidently. The bitter ends must be of sufficient length to preclude the knot from working loose. All knots, bends and hitches must hold fast under a strain.

Completed

Performance Criteria

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-03-03-AUX

Task **Secure Line To A Cleat**

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

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

Standards In response to the mentor, the candidate must demonstrate the correct method for securing a line to a cleat. Once the line is secured, it must not slip or jam, and must be easily slackened for casting off.

Completed

Performance Criteria

- _____ 1. Identified a cleat.
- _____ 2. Placed complete round turn around the base of the cleat.
- _____ 3. Led line over the top of the cleat and around the horns to form a figure eight.
- _____ 4. Secured additional figure eights until the cleat is secured.
- _____ 5. Fed eye of the line through the opening in the base of the cleat, (if applicable).
- _____ 6. Looped line back over horns and pulled taut, (if applicable).
- _____ 7. Placed eye of first mooring line over the cleat.
- _____ 8. Ran eye of second mooring line through the eye of the first.
- _____ 9. Placed eye of second mooring line over the cleat.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-03-04-AUX

Task **State The Operational Limitations And Characteristics Of The PWC**

References Chapter 8, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
PWC Owners/Operators Manual
PWC's Capacity Plate

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

Standards In response to the mentor, the candidate must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.

Completed

Performance Criteria

- _____ 1. Stated the maximum speed of the PWC in knots.
- _____ 2. Stated the most economical cruising speed of the PWC in knots.
- _____ 3. Stated the maximum range, in nautical miles, of the PWC at cruising speed.
- _____ 4. Stated the maximum number of personnel that can be carried on the PWC.
- _____ 5. Stated the district's operational limits for PWCs.
- _____ 6. Stated the state and/or local PWC operating regulations (if applicable).

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-03-05-AUX

Task **Conduct A Pre-Underway Check Off On A PWC Facility**

References Chapter 1, and Appendix 1-D, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Chapter 2, Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

Conditions Performed ashore on an operational Auxiliary PWC facility. Candidate must accomplish task without prompting. A pre-underway check-off sheet may be used.

Standards In response to the mentor, the candidate must conduct a pre-underway check-off for the PWC to locate and check for proper operation, condition and stowage of required equipment. Routine mechanical, electrical and engine checks shall also be done. Check-off should be performed using Appendix 1-D or an up to date prepared checklist for the PWC that covers the specific performance criteria listed below.

Completed Performance Criteria

- _____ 1. Verified that appropriate Coast Guard patrol orders have been issued.
- _____ 2. Located and verified the proper operation, condition and stowage of the following equipment:
- a. Personal Floatation Device (PFD) with appropriate impact rating for PWC and personnel survival equipment attached.
 - b. Fire extinguisher(s).
 - c. Portable marine radio (either waterproof or in clear waterproof bag).
 - d. PWC safety lanyard key (kill switch) and spare.
 - e. First aid kit and emergency survival blanket.
 - f. Whistle or sound producing device. (Attached to PFD)

Task PWC-03-05-AUX (Continued)

- g. Spare set of spark plugs (properly gapped).
- h. PWC Oil (2cycle)
- i. PWC tool kit including, but not limited to:
 - (1) Multiple Allen Wrenches.
 - (2) Screw Driver.
 - (3) Spark Plug Wrench.
 - (4) Zip ties and hose clamps (various sizes).
 - (5) WD40.
- j. Tow line (minimum 30' of 3/8" nylon line).
- k. Flashlight.
- l. Mooring lines (2).
- m. Knife (3" blade minimum).
- n. Watch.
- o. Hat/helmet; gloves with non-slip palms and foot protection.
- p. Goggles or sunglasses and sunscreen.
- q. USCG AUX patrol ensign on a staff or whip antenna. (Optional)
- r. Throwable PFD
- s. Sponges (2).
- t. Visual Distress Signals (VDS) (if carried).
- u. Rescue throw bag or rescue heaving line, (minimum 50' reach).
- v. Drinking water.

Task PWC-03-05-AUX (Continued)

- _____ 3. Completed required mechanical, electrical and engine checks listed below:
- a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities.
 - b. Steering nozzle for proper operation (side to side movement with no binding).
 - c. Fuel line leaks, cracks or loose connections.
 - d. Water lines for tight connections, cracks or leaks.
 - e. Battery water level, proper connections and secured.
 - f. Gas and oil tanks for leaks and properly secured.
 - g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.
- _____ 4. Check hull for cracks or loose parts, particularly the pump area, the ride plate and scoop grate.
- _____ 5. Ensure drain plugs are in place and secure.
- _____ 6. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.
- _____ 7. Conduct a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.
- _____ 8. Discuss proper boat ramp etiquette.
- _____ 9. Conduct PWC team briefing, including:
- a. Patrol or mission parameters.
 - b. Expected weather and sea conditions
 - c. Radio frequency(ies) and guard.
 - d. USCG regulations, state and local laws governing PWC operations.

Task PWC-03-05-AUX (Continued)

- e. Proper uniform and outfitting of team.

Accomplished **Mentor signature** _____ **Date** _____

Section D. Boat Handling

Introduction

The following are the general objectives of Section D:

- **Demonstrate** ability to handle a PWC proficiently during various common maneuvers.
 - **Demonstrate** ability to recognize various maritime distress signals
-

In this section

This section contains six tasks. Qualified coxswains and crew members have completed these tasks marked (*) already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water	2-29
PWC-04-02-AUX	Re-right And Remount A Capsized PWC In Deep Water (Optional)	2-30
PWC-04-03-AUX	Maneuver Through A Buoyed Slalom Course	2-33
PWC-04-04-AUX	Shallow Water Operations	2-35
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters	2-36
PWC-04-06-AUX*	Identify And Describe Accepted Maritime Distress Signals	2-37

Name: _____

Task PWC-04-01-AUX

Task **Dismount And Remount PWC In Deep Water**

References

Conditions Performed underway in water deeper than the candidate is tall. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate shall disconnect the lanyard key and enter deep water, then reboard the PWC without assistance, connect the lanyard key and start the PWC.

NOTE: Inability to perform this task shall preclude further participation in the PWC program.

Completed

Performance Criteria

- _____ 1. Properly disconnected the lanyard key and safely entered deep water.
- _____ 2. Able to quickly get bearings after entering the water.
- _____ 3. Remounted PWC without assistance.
- _____ 4. Able to restart PWC and get underway.
- _____ 5. Remained calm and in control during task.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-04-02-AUX

Task	Re-Right And Remount A Capsized PWC In Deep Water (Optional)
References	PWC Owner's Manual
Conditions	Performed underway in water deeper than the candidate is tall. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall re-right and remount a capsized PWC without assistance.

Completed

Performance Criteria

- _____ 1. Determined which direction PWC must be re-righted in accordance with the owner's manual.
- _____ 2. Ensure all compartments properly secured and watertight.
- _____ 3. Safety lanyard disconnected.
- _____ 4. PWC safely capsized.
- _____ 5. Swam to side or stern of PWC.

From the stern:

- _____ 6. Placed hands on opposite corners of foot deck, (one over and one under).
- _____ 7. In one quick motion, pushed one side up and the other down while kicking feet for thrust/leverage.
- _____ 8. Remounted PWC.

Task PWC-04-02-AUX (Continued)

_____ 9. Checked compartments for water.

_____ 10. Restarted PWC.

Using the side rails:

_____ 6. Swim to preferred side in accordance with owner’s manual. (Generally the “pipe side”.)

_____ 7. Pulled body onto bottom of hull.

_____ 8. Placed feet on side rail.

_____ 9. Grabbed opposite side rail with hands.

_____ 10. Used body weight as leverage to re-right PWC.

_____ 11. As PWC rolls, pushed self clear of PWC hull.

_____ 12. Remounted PWC and checked compartments for water and damage.

_____ 13. Restarted PWC.

Using side rail and scoop grate

_____ 6. Swim to preferred side in accordance with owner’s manual. (Generally “pipe side”.)

_____ 7. Grabbed scoop grate with palm facing out.

_____ 8. Placed feet on lower side rail.

_____ 9. Used body weight as leverage to re-right PWC.

_____ 10. Released grip on scoop grate and pushed away from PWC as it re-rights.

_____ 11. Remount PWC and checked compartments for water a damage.

Task PWC-04-02-AUX (Continued)

_____ 12. Restarted PWC.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-04-03-AUX

Task **Maneuver Through A Buoyed Slalom Course**

References Five Buoy Slalom Course Page 2-34

Conditions Performed underway on the course specified in the above reference on a PWC. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate shall get underway on a PWC and maneuver through the course in the sitting and standing position with and without a passenger.

Completed **Performance Criteria**

- _____ 1. Successfully completed first run while sitting.
- _____ 2. Successfully completed second run standing.
- _____ 3. Successfully completed third run sitting with a passenger.
- _____ 4. Successfully completed fourth run standing with a passenger.
- _____ 5. Successfully avoided a buoy while approaching it swiftly.
- _____ 6. Demonstrated “habitual scanning techniques” while underway.
- _____ 7. Demonstrated station keeping ability near a buoy compensating for set and drift.

Accomplished **Mentor signature** _____ **Date** _____

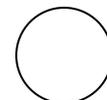
FIVE BUOY SLALOM COURSE

COURSE

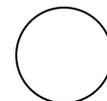
1. Pass through the gate.
2. Circle the buoys close aboard in numerical order and according to color, as indicated below.
3. At buoy #5 execute a 360 degree turn, then proceed to buoy # 1 to begin the second run.
4. After circling buoy #5 on the second run, exit through the gate.
5. For runs with a passenger, follow the same sequence listed in steps 1 through 4.

CONDITIONS

1. Circle all buoys within two vessel lengths.
2. The course is not timed.
3. Avoid excessive spacing, buoy contact or skipping buoys.
4. Use enough speed to maintain directional control.



GATE



Name: _____

Task PWC-04-04-AUX

Task **Shallow Water Operations**

References

Conditions Performed at any time ashore. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate shall demonstrate ability to clear the pump and cooling lines of debris.

Completed

Performance Criteria

- _____ 1. Stated how/where debris and bottom material are picked up by the pump.
- _____ 2. Stated the consequences of ingesting debris and bottom material.
- _____ 3. Identified cavitation from debris.
- _____ 4. Demonstrated clearing pump and cooling lines.
- _____ 5. Demonstrated checking water by-pass.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-04-05-AUX

Task **Maneuver A PWC In Tight Quarters**

References

Conditions Performed at any time underway. Task must be done within the confines of a slip or other area where maneuvering ability is limited. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate shall demonstrate the following maneuvers within the confines of a slip at idle speed.

Completed

Performance Criteria

- _____ 1. Demonstrate mooring the PWC starboard side to and the bow pointed out.
- _____ 2. Demonstrate getting safely away from dock, turning a 360-degree turn within the confines of the slip.
- _____ 3. Demonstrate mooring the PWC port side to and the bow pointed out.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-04-06-AUX

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

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

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

Standards In response to the mentor, the candidate must identify and describe at least six of the seventeen accepted maritime distress signals.

Completed **Performance Criteria**

_____ 1. Named at least six of the 17 accepted maritime distress signals.

Accomplished **Mentor signature** _____ **Date** _____

Section E. Communications

Introduction

The following are the general objectives of Section E:

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

In this section

This section contains three tasks. Qualified coxswains and crew members have completed these tasks already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-05-01-AUX	Operate A VHF-FM Radiotelephone	2-39
PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report	2-40
PWC-05-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	2-41

Name: _____

Task PWC-05-01-AUX

Task **Operate A VHF-FM Radiotelephone**

References Manufacturer's Operators Manual

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

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

Completed **Performance Criteria**

- _____ 1. Identified on/off switch and radio turned on.
- _____ 2. Identified channel selection switch/button and selected channel.
- _____ 3. Identified and adjusted volume and squelch controls.
- _____ 4. Identified microphone and operating button and demonstrated operation (transmission light observed).
- _____ 5. Identified high/low power switch and explained its use.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-05-02-AUX

Task **Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report**

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

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

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

Completed

Performance Criteria

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

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-05-03-AUX

Task **Obtain Distress Information And Pass To The Controlling Shore Unit**

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

Conditions Performed underway, dock side or ashore. The mentor will simulate a call from a vessel in distress. The candidate will obtain necessary information from the distressed boat.

Standards In response to the mentor, the candidate must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.

Completed

Performance Criteria

- _____ 1. Identified the voice distress/safety call signals and their broadcast frequency:
- a. MAYDAY, MAYDAY, MAYDAY – Channel 16, (156.8MHZ)
 - b. PAN PAN, PAN PAN, PAN PAN – Channel 16
 - c. SECURITE, SECURITE, SECURITE – Channel 16 with brief message, then shift to Channel 22A, (157.1MHZ), to transmit full message.
- _____ 2. Made initial contact with the distressed boat on Channel 16 VHF.
- _____ 3. Did not change frequency unless it was necessary.
- _____ 4. Requested additional information that may not have been passed during initial transmission:
- a. Name of distressed boat.
 - b. Disabled boat's position.
 - c. Nature of emergency.
 - d. Assistance required.
 - e. Number of people on board (POB) and their medical condition.
 - f. Boat's description and amount of time boat can stay afloat if sinking.
 - g. Emergency equipment onboard.

Task PWC-05-03-AUX (Continued)

h. On scene weather and sea conditions.

_____ 5. Transmitted the following radio traffic to the distressed boat broadcasting a MAYDAY:

- a. Name/Number of distressed vessel's name
- b. "This is Coast Guard Auxiliary Vessel, (vessel ID)"
- c. Received MAYDAY
- d. Allowed short period of time after acknowledging MAYDAY for other stations to acknowledge receipt

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

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

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

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

Accomplished **Mentor signature** _____ **Date** _____

Section F. Navigation

Introduction

The following are the general objectives for Section F:

- **Display competence** in the knowledge and use of the International-Inland Rules of the Road.
-

In this section

This section contains one task. Qualified coxswains have completed this task already and do not need to do it again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-06-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam	2-44
PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area	2-45

Name: _____

Task PWC-06-01-AUX

Task **Successfully Complete The Navigation Rules Of The Road Exam**

References Navigation Rules Inland-International, COMDTINST M16672.2 (series)
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

Conditions Task must be performed at any time in a manner prescribed by the above reference and the course or examination issuing authority.

Standards Candidate must receive a passing score (90%) on the Auxiliary Navigation Rules Examination—Initial Qualification (closed book), **or** pass the Coast Guard Institute’s NAVRULS End of Course Test or Deck Watch Officer Examination, **or** provide documentation of a current merchant marine deck officer or operator license. A QE must verify by checking one of the below and signing the task.

Completed

Performance Criteria

- _____ 1. Passed the Navigation Rules Examination—Initial Qualification, **or**
- _____ 2. Passed the Coast Guard Institute’s NAVRULS End of Course Test or Deck Watch Officer Examination, **or**
- _____ 3. Provided documentation of a current Coast Guard merchant marine deck officer or operator license.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC06-02-AUX

Task **Sketch A Chart Of The Local Operating Area**

References Local charts and personal knowledge of the local area

Conditions Performed at any time ashore, at the dock, or afloat. Sketch on a plain sheet of paper. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must sketch and label from memory a chart of the local operating area. The sketch does not have to be to scale but should approximate relative distances and shapes. The mentor shall approve the area to be sketched.

Completed

Performance Criteria

- _____ 1. Sketched and labeled the local operating area.
- _____ 2. Sketched prominent coast lines noting the following, as appropriate:
 - a. Points
 - b. Capes
 - c. Harbors and local basins
 - d. Landmarks
- _____ 3. Sketched major hazards to navigation, (wrecks, rocks, shoals, bars, submerged pilings, fishnet areas, etc.).
- _____ 4. Sketched shipping and boat channels.

Accomplished **Mentor signature** _____ **Date** _____

Section G. Mission Oriented Operations

Introduction

The following are the general objectives for Section G:

- **Demonstrate** knowledge of SAR organization, responsibilities and fundamentals.
 - **Demonstrate** ability to recover and safely transport a person in the water.
 - **Demonstrate** ability to take another PWC in tow.
 - **Demonstrate** knowledge of basic fire fighting and use of a Dry Chemical fire extinguisher.
-

In this section

This section contains five tasks. Qualified coxswains and crew members have completed the tasks marked (*) already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-07-01-AUX*	Legal Aspects And USCG Policies	2-47
PWC-07-02-AUX	Pick Up A Conscious Person And Transport To Shore	2-49
PWC-07-03-AUX	Take Another PWC In Stern Tow	2-50
PWC-07-04-AUX*	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each	2-51
PWC-07-05-AUX*	Operate A Dry Chemical Fire Extinguisher (Simulate)	2-52

Name: _____

Task PWC-07-01-AUX

Task **Legal Aspects And USCG Policies**

References Chapter 15, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Chapter 3, Coast Guard Addendum to the National Search and Rescue Manual, COMDTINST M16130.2 (series)

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

Standards In response to the mentor, the candidate must demonstrate a basic understanding of the legal aspects, USCG policy including Maritime SAR Assistance and General Salvage policy, and how it is related to Auxiliary SAR operations.

Completed

Performance Criteria

- _____ 1. Defined Emergency Distress SAR case.
- _____ 2. Defined Non-Emergency SAR case.
- _____ 3. Defined Commercial provider, (Commercial Assistance).
- _____ 4. Defined Operational Commander.
- _____ 5. Discussed Coast Guard policy on responding to all requests for assistance, (including "come upons").
- _____ 6. Stated resources the Coast Guard may use to provide assistance to boaters.
- _____ 7. Stated actions Auxiliarists can take in cases determined to be in the distress emergency phase.
- _____ 8. Stated actions Auxiliarists can take in cases determined to be non-distress.

Task PWC-07-01-AUX (Continued)

- _____ 9. Stated actions a PWC Operator would perform when a disabled boat, not in contact with the Coast Guard, is found.

- _____ 10. Defined Marine Assistance Request Broadcast, (MARB), and described how it relates to Auxiliary SAR operations.

- _____ 11. Stated when Coast Guard or Auxiliary units could engage in general salvage other than towing.

- _____ 12. Stated what actions Auxiliarists under orders would take in responding to a mariners request to refloat a grounded boat.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-07-02-AUX

Task

Pick Up A Conscious Person And Transport To Shore

References

Conditions

Performed at any time underway on a PWC and with a conscious person in the water. The person in the water SHALL wear a PFD and safety helmet. Candidate must accomplish task without prompting or use of a reference.

NOTE: Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.

Standards

In response to the mentor, the candidate must, demonstrate the proper procedures for picking up a conscious person from the water and returning to a safe mooring.

Completed

Performance Criteria

- _____ 1. Located the person in the water (PIW).
- _____ 2. Approached the PIW at a safe speed.
- _____ 3. Deployed extra PFD or other floatation device for PIW.
- _____ 4. Verbally evaluated the PIW's condition, gained their confidence and explained intentions to recover PIW.
- _____ 5. Approached PIW on PWC's port side, verbally instructed PIW what to do to assist with the pick up.
- _____ 6. PIW safely aboard PWC.
- _____ 7. PIW safely transported to shore.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-07-03-AUX

Task **Take Another PWC In Stern Tow**

References

Conditions Performed underway on a PWC. A second PWC is needed to act as a disabled PWC. Candidate must accomplish task without prompting or use of a reference.

NOTE: Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.

Standards In response to the mentor, the candidate must, without error, come alongside the disabled PWC, connect the towline. Safely tow the disabled PWC to shore or another boat.

Completed

Performance Criteria

- _____ 1. Maneuvered alongside disabled PWC.
- _____ 2. Verbally briefed operator of disabled PWC on towing procedures.
- _____ 3. Connected towline to disabled PWC.
- _____ 4. Removed or secured safety lanyard key from disabled PWC.
- _____ 5. Connected towline to towing PWC.
- _____ 6. Paid out towline.
- _____ 7. Disabled PWC towed to safe mooring.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-07-04-AUX

Task **Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each**

References Chapter 18, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

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

Standards In response to the mentor, the candidate must state the answer called for in the steps below.

Completed

Performance Criteria

- _____ 1. Stated most common fuels for a Class A fire, and the primary extinguishing agent for use on a Class A fire.
- _____ 2. Stated most common fuels for a Class B fire, and the primary extinguishing agent for use on a Class B fire.
- _____ 3. Stated most common fuels for a Class C fire, and the primary extinguishing agent for use on a Class C fire.
- _____ 4. Stated most common fuels for a Class D fire, and the primary agent used to contain a Class D fire.
- _____ 5. Explained the safety precautions that must be used when using CO2 and Halon.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-07-05-AUX

Task	Operate A Dry Chemical Fire Extinguisher (Simulate)
References	Chapter 18, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) Fire extinguisher's operating instructions
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must demonstrate the use of a Dry Chemical fire extinguisher in accordance with the guidelines below and the extinguishers operating instructions.

Completed

Performance Criteria

- _____ 1. Identified the safety pin.
- _____ 2. Explained how puncture lever is activated, and why this is done.
- _____ 3. Demonstrated approaching the simulated fire from the windward side.
- _____ 4. Remained at least 8 feet from the fire.
- _____ 5. Extinguisher pointed at base of fire, discharge procedure explained while sweeping the fire with the extinguishing agent.

Accomplished **Mentor signature** _____ **Date** _____

Section H. Auxiliary Specific Tasks

Introduction

The following are the general objectives for Section H:

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

In this section

This section contains four tasks. Qualified coxswains and crew members have completed the tasks marked (*) already and do not need to do them again to qualify as a PWC operator.

Task Number	Task	See Page
PWC-08-01-AUX*	Basic Knowledge Of Boating Skills	2-54
PWC-08-02-AUX*	Complete Administrative Tasks (Reports, Orders, Etc.)	2-55
PWC-08-03-AUX	Dockside Oral Examination	2-56
PWC-08-04-AUX	Underway Check Ride	2-58

Name: _____

Task PWC-08-01-AUX

Task **Basic Knowledge Of Boating Skills**

References Chapter 3, Auxiliary Boat Crew Training Manual,
COMDTINST M16794.51 (series)

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

Standards Auxiliary members must show proof of having satisfactorily completed one of
the following prerequisites for basic knowledge of boating skills

Completed

Performance Criteria

- _____ 1. Completed the Auxiliary Basic Skills and Seamanship (BS&S) course, or
- _____ 2. Completed the Sailing Fundamentals (SF) course, or
- _____ 3. Completed the Sailing and Seamanship (S&S) course, or
- _____ 4. Completed the Boating Safely Course (BSC), or
- _____ 5. Completed the U.S. Power Squadron's basic boating course, or
- _____ 6. Challenged and passed the closed book exam for one of the above courses.

Accomplished **QE's signature** _____ **Date** _____

Name: _____

Task PWC-08-02-AUX

Task	Complete Administrative Tasks (Reports, Orders, Etc.)
References	Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) Various Forms Instructions District Director's procedures for submitting forms
Conditions	Performed at any time ashore. Candidate may use instructions for filling out the forms, and must follow the most current district/area procedures for submitting forms.
Standards	In response to the mentor, the candidate must demonstrate the ability to prepare and submit forms associated with Auxiliary PWC patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Completed

Performance Criteria

- _____ 1. Prepared Activity Report-Mission, CGAUX-26.
- _____ 2. Prepared Auxiliary SAR Incident Report, CG-4612.
- _____ 3. Prepared Coast Guard Auxiliary Patrol Order, CG-5132.
- _____ 4. Stated reference sources to follow if involved in a PWC mishap.
- _____ 5. Described distribution of the above forms and submission requirements.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PWC-08-03-AUX

Task **Dockside Oral Examination**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 District SOPs, Policy Manuals, and other local Instructions

Conditions Performed ashore. Candidate must accomplish task without prompting or use of a reference.

Standards The candidate must successfully demonstrate knowledge of the qualifications tasks selected by the QE. The QE will select at least one task from each section (A – G) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the candidate is fully ready to be qualified.

Completed

Performance Criteria

- _____ 1. Section A, PWC-01-____-AUX
- _____ 2. Section B, PWC-02-____-AUX
- _____ 3. Section C, PWC-03-____-AUX
- _____ 4. Section D, PWC-04-____-AUX
- _____ 5. Section E, PWC-05-____-AUX
- _____ 6. Section F, PWC-06-____-AUX
- _____ 7. Section G, PWC-07-____-AUX

Task PWC-08-03-AUX (Continued)

_____ 8. PWC-_____-_____-AUX

_____ 9. PWC-_____-_____-AUX

_____ 10. PWC-_____-_____-AUX

Accomplished **QE signature**_____ **Date**_____

QE signature_____ **Date**_____

Comments

Name: _____

Task PWC-08-04-AUX

Task **Underway Check Ride**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
District SOPs, Policy Manuals, and other local Instructions

Conditions Performed underway on an Auxiliary Facility in calm sea conditions. Candidate must accomplish task without prompting or use of a reference. PWC-01-01-AUX through PWC-08-03-AUX **must** be satisfactorily completed prior to conducting this underway check ride.

Standards In response to the QE, the candidate must answer questions on, and perform the below listed evolutions for the PWC Operator position.

NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a candidate's readiness for qualification. The addition of any tasks will be reported to Commandant (G-OCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Completed

Performance Criteria

- _____ 1. Conducted a pre-underway check.
- _____ 2. Conducted a pre-underway brief. Assessed physical capabilities to perform mission, discussed safety issues, team coordination and communication
- _____ 3. Properly donned PFD and had a good understanding of the requirements and use of the personnel survival equipment.
- _____ 4. Efficiently and safely handled the PWC and communicated effectively with the crew while getting underway.
- _____ 5. Demonstrated ability to remount PWC in deep water.

Task PWC-08-04-AUX (Continued)

- _____ 6. Demonstrated ability to complete five buoy slalom course.
- _____ 7. Responded to and safely recovered a Person In the Water (PIW).
- _____ 8. Demonstrated proficiency and safety during a stern tow, including:
 - a. Making preparations for taking another PWC in tow.
 - b. Safety of and communications with personnel on towed PWC.
- _____ 9. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.
- _____ 10. Efficiently and safely moored the PWC.
- _____ 11. Satisfactorily answered questions from the QE(s) on policies, procedures and requirements practiced by an Auxiliary PWC Operator.
- _____ 12. Discussed and demonstrated knowledge of filling out and processing required reports.

Accomplished **QE's signature** _____ **Date** _____

Comments **QE's signature** _____ **Date** _____