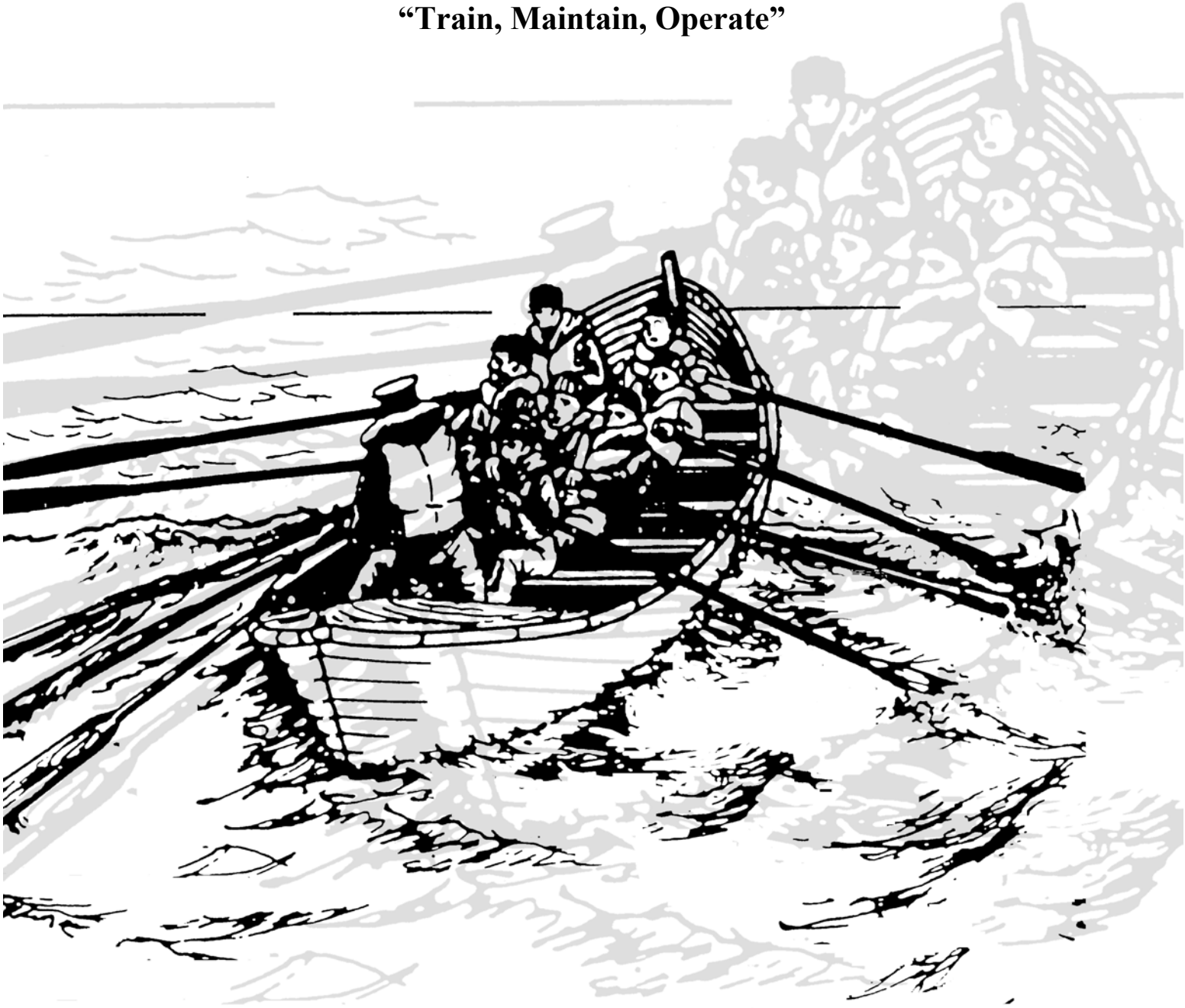
BOAT CREW

Training Manual

COMDTINST M16114.9D

"Train, Maintain, Operate"



U.S. Department
of Transportation

United States
Coast Guard

U.S. Department of Transportation
United States Coast Guard

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COMMANDANT INSTRUCTION M16114.9D

Subj: BOAT CREW TRAINING MANUAL

1. PURPOSE. This Manual prescribes policy, standards, instructions, procedures, and guidance for the purpose of training, qualifying and certifying personnel to operate Coast Guard boats.

2. ACTION. Area, district, activities, section and group commanders, and commanding officers/officer-in-charge of all units with boats assigned shall comply with this Instruction in the training, qualification, and certification of boat crews. Waivers of specific requirements will not normally be granted.

3. DIRECTIVES AFFECTED. Boat Crew Training Manual, COMDTINST M16114.9C is canceled.

4. DISCUSSION. The Coast Guard's boat crew training process is a performance-based system. While classroom instruction, shore-side practice, and use of simulators and other technology are important components, extensive underway experience will always be essential. Experienced and proficient senior enlisted personnel at stations administer the program and provide most of the instruction for junior personnel in boat handling and seamanship skills while underway. Additionally, it is vital that Group, Section, and Activities staffs are engaged in the training and evaluation program.

   Based on results from Standardization and Readiness conferences, the Surf Operations and Surf Training Advisory Group (SOSTAG), and input from numerous field commands, operational commanders and program managers, a number of changes have been incorporated into this revision. These include:

   a. Addition of the Heavy Weather Coxswain position and certification requirements.

   b. Update to command cadre certification requirements.

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c. Clarification of Surfman certification requirements.

d. Clarification of Physical Fitness requirements.

e. Establishment of Currency/Proficiency periods.

f. Revision of training documentation requirements utilizing the Abstract of Operations/Training Management Tool.

g. Establishment of an Underway Hours task for currency maintenance.

h. Clarification of the Open Water Survival Exercise.

i. Change to filing requirements within the Training Record Folder (CG-5285).

j. Change to Enlisted Qualification Codes.

5. PROCEDURES. Personnel assigned to a unit with boats and who are already certified for a boat crew position need not re-certify utilizing this Manual, but upon receipt, are required to maintain currency following the guidelines listed in chapter five. Procedures for members to acquire new certification, maintain currency, and re-certify due to PCS transfer or lapse of certification will be found in this Instruction. Any questions should be resolved through discussion with Commandant (G-OCS-1).

6. FORMS AVAILABILITY. U. S. Coast Guard Training Record (CG-5285) is distributed through the Engineering Logistics Center. Administrative Remarks (CG-3307) is available on the standard workstation in Jetform Filler.

TERRY M. CROSS
Assistant Commandant for Operations

Glossary

AOPS/TMT	Abstract of Operations/Training Management Tool - allows user to compile daily AOPS data in a Coast Guard centralized data base accessed through the web-based application. With TMT it enables the tracking of boat crew training and helps the user track certification and currency dates for both underway and shoreside training.
Boat Crew Examination Board (BCEB)	A group of certified boat crew members, consisting of experienced surfmen, heavy weather coxswains, boat coxswains, engineers, and crew members, selected by the unit commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
certification	Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard a particular boat type.
currency	Indicates that a Crew member's certification is current and all currency requirements have been met and are up to date. Currency is maintained by participating in a minimum number of different operations.
NMLBS	National Motor Lifeboat School
qualification	Refers to the satisfactory completion of the appropriate Qualification Guide.
qualification guide	Refers to the training guide for each boat crew designator or position.
re-certification	The steps a crew member takes to regain authorization to be assigned boat crew duties when prior certification has lapsed due to PCS transfer, failure to meet semi-annual/annual currency requirements, or revocation.
Senior Boatswains Mate	The senior Boatswains Mate permanently assigned , other than the OIC or XPO. For purposes of Boat Crew Training, this individual is considered a member of the command cadre and a primary function is to lend experience to the unit training program, and assist in the

	training and mentoring of subordinate personnel.
task	A separate training step learned in order to perform a particular job skill.
task code	A simple four element code used to identify the applicability of tasks listed in the Boat Crew Qualification Guide.
type	A particular class of boat, such as 41' UTB, 49’ BUSL, or 47’ MLB.
UTBSC	UTB Systems Center

Chapter 1: Introduction

Overview

Introduction

This chapter provides the basic guidelines for implementing the Coast Guard Boat Crew Training Program. It gives a basic overview of the training program itself, as well as a general outline to the certification process. This chapter also provides the references used for boat crew training and qualification in the Coast Guard.

In this chapter

This chapter is divided into 2 sections.

Section	Title	See Page
A	Program Overview	1-2
B	Training and Certification Process	1-4

Section A. Program Overview

A.1. General

This instruction establishes minimum standards of knowledge, performance and currency maintenance requirements for all personnel (Regular, Reserve, and Auxiliary) serving as crew members on all shore-based and cutter-based Coast Guard boats.

It explicitly tasks unit commanders with the responsibility for the training of boat crews, and provides them with guidelines for the establishment of a successful training program.

A.2. Underway boat operations

This entire program is based on the fact that sailors are only made at sea. To be successful, significant amounts of underway boat operations are required. Most of the training requirements in this program can be accomplished coincidental with multi-mission operations. When the tempo of operations does not provide sufficient underway opportunities, as in winter or in the off-season, frequent dedicated underway training should be scheduled.

For shore units that maintain a readiness response posture, there should be very few days when one or more boats are not underway for operations or training.

A.3. Five boat crew positions

This program identifies the five boat crew levels of certification:

- Boat Crew Member,
- Engineer,
- Coxswain,
- Heavy Weather Coxswain,
- Surfman.

It describes the separate qualification (task) guide for each position and establishes task requirements based on both environmental conditions and boat type. The program establishes Boat Crew Member, Engineer, Coxswain, Heavy Weather Coxswain, and Surfman qualification codes used to identify qualifications by boat type.

A.4. Master and apprenticeship system

This program is based on a master and apprenticeship system supplemented by trainee self-study and resident training opportunities.

In this system:

- The trainee is apprenticed to an instructor who guides the trainee through the qualification phase, providing hands-on training and assisting with the trainee's program of study.
- Reading material is based on the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), with appropriate sections referenced as reading/self study material for each task.

Section B. Training and Certification Process

Overview

Introduction

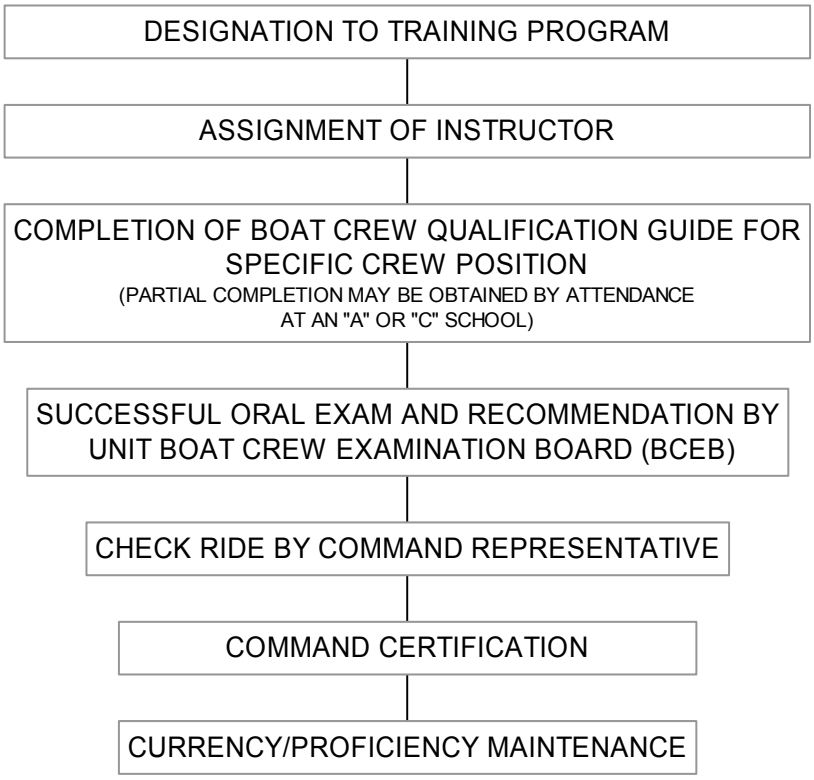
This section discusses the steps in the Coast Guard's Boat Crew Training And Certification Program. There are three main stages to this process: qualification, certification, and currency/proficiency maintenance. These stages encompass the training to prepare for the certification process and the maintenance required to keep those skills current. This section also lists the references that are used in the Coast Guard Training Program.

In this section

These items are discussed in this section:

Topic	See Page
Training and Certification Process	1-5
References	1-7

Training and Certification Process



Boat Crew Training , Qualification and Certification System
Figure 1-1

B.1. The stages

There are three stages to this process:

- qualification,
- certification, and
- currency/proficiency maintenance.

B.1.a. Qualification

Qualification, and the training inherent in it, is the responsibility of each unit. This phase consists of preparing the trainee to perform individual tasks listed in the appropriate Qualification Guide up to the task standard. Qualification may be accomplished at the member's unit, another unit or at Coast Guard resident training courses at TRACEN Yorktown or NMLBS. Boat Crew qualification guides are signed by instructors designated by the command. Only senior experienced members shall be assigned as instructors for unqualified Command Cadre. In the absence of a heavy weather coxswain or surfman at the unit, the CO/OIC is responsible for verifying performance of heavy weather and surfman tasks to standard. Commands should consider the use of outside resources, where necessary, to ensure proper standards are maintained. When the appropriate training guide is completely signed off, certification may commence.

B.1.b. Certification

Certification is the formal process used by the command to examine and attest to an individual's professional qualifications and maturity. It involves a comprehensive check ride aboard unit boats and other examination procedures prescribed herein or by the command.

B.1.c. Currency/ Proficiency Maintenance

The currency/proficiency requirement assures the command that the individual, once certified, stays proficient. Skills must be practiced on a regular basis for a boat crew member to retain required levels of expertise.

References

B.2. References

The following publications are used for the training and qualifications of Coast Guard boat crews:

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

2. Boat Crew Qualification Guides:

   a. COMDTINST M16114.6, Engineer
   b. COMDTINST M16114.10, Boat Crew Member
   c. COMDTINST M16114.11, Coxswain
   d. COMDTINST M16114.26, Heavy Weather Coxswain
   e. COMDTINST M16114.27, Surfman

3. 41' UTB Operator's Handbook, COMDTINST M16114.2 (series)

4. 44' MLB Operator's Handbook, COMDTINST M16114.3 (series)

5. 30' SRB Operator's Handbook, COMDTINST M16114.15 (series)

6. 47' MLB Operator's Handbook, COMDTINST M16114.25 (series)

7. Coast Guard Boat Readiness and Standardization Program Manual, COMDTINST M16114.24 (series)

8. Navigation Rules, International – Inland, COMDTINST M16672.2 (series)

9. U.S. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST M16120.5 and COMDTINST M16120.6, COMDTINST M16130.2 (series)

10. U.S. Coast Guard Station Operations Manual, COMDTINST M3100.6 (series)

Chapter 2: System Components

Overview

Introduction

Each component of the training program has assigned responsibilities and tasks. Each responsibility is important to the success of the training and the final certification process.

This chapter discusses the components of the training program and outlines responsibilities and duties within the program.

In this chapter

This chapter is divided into six sections.

Section	Title	See Page
A	Program Managers	2-2
B	District, Group, Section and Activities Commanders	2-3
C	Unit Commanding Officers and Officers in Charge	2-4
D	Unit Training Petty Officers	2-8
E	Boat Crew Examination Boards (BCEB)	2-10
F	Instructors and Trainees	2-17

Section A. Program Managers

A.1. Commandant (G-OCS)

The Office of Boat Forces, Commandant (G-OCS), working for the Assistant Commandant for Operations (G-O), is the program manager for the boat crew training program. As such, Commandant (G-OCS) provides long range planning for the program.

Functions of Commandant (G-OCS) include:

- monitoring Coast Guard boat operations,
- determining future personnel and training needs, and
- adjusting the system accordingly.

A.2. Duties

Additionally, Commandant (G-OCS) provides system documentation for the program. This includes:

- guidelines for implementing boat crew training;
- specific training guides for the different boat crew positions; and
- recommended documentation for maintaining the system records.

A.3. Specific needs

Other program managers with boat crew training interests or requirements should consult Commandant (G-OCS) to ensure their specific needs are met.

Section B. District, Group, Section and Activities Commanders

B.1. District Commanders

District Commanders monitor and ensure:

- program compliance within their districts through regular or special district inspections; and
- policies that encourage maximum use of district boats for underway operations and training.

B.2. Group, Section, and Activities Commanders

Group, Section, and Activities Commanders provide training support for subordinate units primarily by monitoring the training and operational performance of each unit. The procedures set forth in the Coast Guard Boat Readiness and Standardization Program Manual COMDTINST M16114.24 (series) shall be used to accomplish this. Group, Section, and Activities operations personnel should be well versed in the Ready for Operations (RFO) evaluation process and the conduct of underway drills.

B.2.a. Responsibilities

Group, Section and Activities Commanders are responsible for ensuring that all command cadre personnel maintain certification in accordance with Section C of this chapter. All initial and subsequent re-certification letters for the CO/OIC shall be signed by the Group, Section or Activities Commander (without delegation).

B.2.b. Participating in training exercises

To emphasize the importance of the program, group commanders are encouraged to periodically get underway on boats assigned to their units.

Section C. Unit Commanding Officers and Officers in Charge

Introduction

This section provides sufficient guidance on how to run an effective boat crew training program that ensures unit personnel can perform assigned missions. Since operational readiness is a function of vessel material condition and crew professionalism, boat crew training, along with proper vessel maintenance, shall be treated as a high priority.

In this section

These items are discussed in this section:

Topic	See Page
Responsibilities and Duties	2-5
Boat Crew Certification Requirements	2-6

Responsibilities and Duties

C.1. Unit commanders	Unit commanders shall: • become thoroughly familiar with the contents of all applicable references listed in paragraph 1.B.2; • monitor the unit training program. Projected deficiencies in the number of certified unit personnel are not to be used to justify deviation from established guidelines.
C.2. Local knowledge criteria	Unit commanders are responsible for analyzing local needs and promulgating any additional requirements for certification at the unit.
C.3. Boat crew certification	The unit commander has the final authority for certifying boat crew members. Recommendations from the Boat Crew Examining Board should be carefully reviewed.
C.4. Reserve training	Close liaison shall be maintained between unit commanders and reservists assigned to ensure that training opportunities are available.
C.5. Coast Guard Auxiliary	Coast Guard Auxiliarists may be assigned in any crew position, except coxswain, heavy weather coxswain or surfman, on Coast Guard boats not involved in MLE, upon completing the qualification and certification requirements as detailed in this manual.
C.6. Improvements	Unit commanders are requested to advise Commandant (G-OCS), by letter via the chain of command, of recommendations for improvement to the Boat Crew Training Program.

Boat Crew Certification Requirements

C.7.

For the purpose of this section, the command cadre of a station or aids to navigation team, includes the Commanding Officer/Officer in Charge, Executive Officer/Executive Petty Officer, Station (Small) Supervisor, Senior Boatswain's Mate, and Engineering Officer/Engineering Petty Officer.

C.7. General

Commanding Officers (Chief Warrant Officers), Officers in Charge (OIC), Executive Petty Officers (XPO), Station (Small) Supervisors and Senior Boatswain's Mates attached to units with Commanding Officers (Ensign and above), shall be certified as a coxswain, heavy weather coxswain or surfman as applicable. Engineering Officer/Engineering Petty Officers (EPO) shall be certified as boat engineers. Commanding Officers/Executive Officers (other than CWO) shall be certified as boat crew member.

C.8. Previously qualified command personnel

Previously qualified command personnel (CO, XO, OIC, XPO and EO/EPO), Station (small) Supervisor, and senior boatswain's mates) shall re-certify on all standard boats assigned to their units within 6 months of reporting aboard.

Previously unqualified command personnel shall qualify and certify on all standard boat types assigned to their units within 12 months of reporting aboard.

C.9. OIC initial re-certification

A CO/OIC's initial re-certification, Group, Section, and Activities Commanders may certify individuals based on an examination of the individual's:

- competency,
- experience, and
- background.

A comprehensive underway check ride and oral examination is recommended as the most suitable method of determining competency. Re-certification letter shall be signed by the Group, Section or Activities Commanders.

C.10. Maintenance applicability

Command Cadre must complete the semi-annual/annual currency maintenance requirements in Chapter 5 and maintain certification while assigned to the unit.

Except for medical situations of a temporary nature, a command cadre member unable or unwilling to attain certification or maintain currency shall normally be relieved for cause. Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of not more than 12 months.

C.12. Inability of unit crew to qualify for boat crew duties

Billet allowances at stations are based, in part, upon the number of personnel needed to operate the boats assigned. Whenever personnel, after a reasonable amount of time, are unable to qualify for boat crew duties, administrative action should be taken.

C.13. Inability of a coxswain to qualify

NOTE

A guideline for "reasonable amount of time" may be the average amount of time for all coxswains (previously unqualified) within the group, activity, or section to qualify.

The coxswain is the most critical boat crew member. If a Boatswain's Mate (E-5 or above) is unable to qualify for that position, within a reasonable amount of time, the unit commander should begin the process for reduction in rate for incompetency as outlined in Chapter 5 of the Personnel Manual, COMDTINST M1000.6 (series).

In no case, should a Boatswain's Mate (E-4 or above), unable to qualify as coxswain, be recommended for advancement.

Section D. Unit Training Petty Officers

D.1. Duties

The unit training petty officer (E-6 or above) is responsible for the day to day management of the unit training program at all Stations and ashore operational units with Coast Guard boats assigned. This involves various record keeping and supervisory duties. As such, the training petty officer is responsible for the following tasks:

- maintaining training records,
- supervising unit instructors,
- updating the unit commander,
- interviewing prospective trainees and instructors,
- recommending trainee/instructor assignments,
- monitoring trainee progress,
- coordinating certification procedures with the BCEB and the unit commander,
- maintaining a central file of lesson plans outlines for all recurring training,
- maintaining records of completed drills and exercises,
- scheduling classroom and underway training, and
- monitoring and supervising the currency/proficiency program.

D.1.a. Maintaining records

The training petty officer is responsible for the creation and maintenance of unit training records. This includes ensuring that all records regarding the qualification, certification, and currency process are accurate and current.

D.1.b. Supervising

The training petty officer's responsibilities to the unit instructors include:

- supervising,
- monitoring,
- supporting, and
- counseling.

	This includes such tasks as: • assigning specific training objectives and deadlines for completion to the instructor, and • providing training aids, equipment and technical training expertise as necessary.
D.1.c. Updating the unit commander	The training petty officer will keep the unit commander advised of training program progress.
D.1.d. Interviewing and recommending assignments	It is the training petty officer's responsibility to: • interview prospective trainees and instructors, and • recommend trainee/instructor assignments to the unit commander.
D.1.e. Monitoring trainee progress	The training petty officer will: • monitor trainee progress through the training phases, and • address the individual training needs through instructor coordination. This may include spot checking of completed training to determine if standards are being met.
D.1.f. Coordinating certification procedures	The training petty officer coordinates certification procedures with the Boat Crew Examining Board and the unit commander after a trainee has satisfactorily completed the appropriate qualification guide.
D.1.g. Scheduling	The training petty officer is responsible for scheduling dedicated classroom and underway training.
D.1.h. Monitoring currency/proficiency maintenance	The training petty officer will monitor and supervise the currency/proficiency maintenance program.

Section E. Boat Crew Examination Boards (BCEB)

Overview

Introduction

The Boat Crew Examination Board is a group of certified boat crew members, consisting of experienced crew members, engineers, coxswains, heavy weather coxswains and surfmen, selected by the unit commander and organized to examine and evaluate boat crew candidates. The BCEB is designated in writing. The primary function of the Boat Crew Examination Board (BCEB) is to recommend personnel for certification to boat crew positions. The board is responsible for the administration of comprehensive check rides and personal interviews. A unit BCEB serves as the quality control source for unit boat crews.

In this section

These items are discussed in this section:

Title	See Page
Membership	2-11
Duties	2-12

Membership

E.1. Designation	The BCEB shall be designated in writing by the Commanding Officer/Officer in Charge.
E.2. Membership	Boards should consist of at least: • one experienced engineer, • one experienced coxswain, and • if applicable, one experienced heavy weather coxswain/surfman. The size of the unit as well as the number of personnel requiring certification determines the size of board membership.
E.3. Representation	Members selected should be members of the unit representing different boat crew skills and positions found at the unit. Unit commanders should monitor the performance of board members. For continuity, those members showing superior performance should be continued on the board.
E.4. Chairman of the board	The Commanding Officer/Officer in Charge will designate the Chairman of the board, normally the XO/XPO.

Duties

E.5. Underway Check Rides

BCEB's shall plan and conduct underway check rides in order to evaluate prospective boat crew members during underway conditions. The trainee should be able to perform all duties required for the boat crew position and boat type for which certification is sought up to the standards established in the qualification guide for the crew position.

The following specific guidelines apply to the positions indicated.

E.5.a. Crew member

The check ride will be conducted by an experienced, certified coxswain from the examining board. The evaluation should include drills involving the use of various equipment and line handling.

Skills to observe include:

- boat familiarization,
- watch standing,
- area familiarization,
- basic navigation,
- boat handling,
- use of rescue and survival gear
- emergency procedures, and
- application of team coordination and risk assessment standards.

E.5.b. Engineer

The check ride will be conducted by an experienced, certified engineer from the examining board. The evaluation should include drills involving propulsion equipment, damage control, and casualty control.

Skills to observe include:

- area familiarization,
- boat engineering systems familiarization,
- pre-start checks and adjustments,
- monitoring of all engineering systems,
- simulated engineering casualties and correction procedures,
- shut down and securing procedures,
- knowledge of general engineering specifications of the boat type,
- use of rescue and survival gear,
- emergency procedures,
- required preventive maintenance for the boat type, and
- application of team coordination and risk assessment standards.

E.5.c. Coxswain

The check ride will be conducted by an experienced, certified coxswain, heavy weather coxswain, or surfman from the examining board. The evaluation should include drills involving boat type familiarization, boat operations, crew control, mission management, and the intangibles necessary to perform as a boat coxswain.

Skills and attributes to observe include:

- crew brief/debrief,
- area familiarization,
- navigation and piloting,
- plot and execute basic search patterns
- boat handling,
- towing,
- person in the water recovery

- engineering casualty control procedures
- judgment,
- leadership,
- use of rescue and survival gear,
- emergency procedures,
- evolutions specific to unit mission,
- application of team coordination and risk assessment standards, and
- Coast Guard, District, Group, Section/Activities and Station standard operating procedures and policies.

E.5.d Heavy Weather Coxswain

The check ride will be conducted by an experienced, certified heavy weather coxswain or surfman from the examining board. The evaluation should include drills involving boat operations in heavy weather and surf (less than 8 ft), crew control, mission management, and the intangibles necessary to perform as a heavy weather coxswain.

In the absence of a heavy weather coxswain or surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the qualification guide. Command should consider the use of outside resources, where necessary, to ensure proper standards are maintained.

Skills to observe include:

- crew brief/debrief,
- judgment,
- leadership,
- use of rescue and survival gear,
- emergency procedures,
- boat handling in heavy weather and surf,
- piloting in heavy weather,
- heavy weather towing,
- wave avoidance techniques,
- surf station keeping,

- transiting a breaking bar,
- person in the water recovery in heavy weather and surf, and
- application of team coordination and risk assessment standards,

E.5.e. Surfman

The check ride will be conducted by an experienced, certified surfman from the examining board. The evaluation should include drills involving boat operations in surf, crew control, mission management, and the intangibles necessary to perform as a surfman.

NOTE

Only designated surf stations will qualify surfman.

In the absence of a surfman at the unit, the CO/OIC is responsible for verifying performance of tasks to standard and signing off the qualification guide. Command should consider the use of outside resources, where necessary, to ensure proper standards are maintained.

Skills to observe include:

- crew brief/debrief,
- judgment,
- leadership,
- use of rescue and survival gear,
- emergency procedures,
- boat handling in surf,
- wave avoidance techniques,
- surf station keeping,
- transiting a breaking bar,
- person in the water recovery in surf, and
- application of team coordination and risk assessment standards,

E.6. Oral boards and reports.

The BCEB has two main duties.

1. to interview the candidate and evaluate them on their leadership ability, judgment, maturity and knowledge, and
2. provide to the unit commander a written report on the individual which recommends or does not recommend certification.

E.6.a. The oral board interview

The board interview should include questions which will evaluate the prospective boat crew member in terms of:

- leadership ability,
- judgment,
- maturity, and
- knowledge of team coordination and risk assessment standards and concepts.

Knowledge of the environmental conditions of the local area should be emphasized. The examining board should question the trainee about:

- local weather,
- tides,
- currents, and
- any particularly hazardous conditions that exist.

E.6.b. Recommending certification

Once a candidate has completed the check ride and oral board interview, the BCEB shall provide a written report to the unit commander.

This report shall recommend or not recommend the certification of the individual boat crew candidate. It should include a copy of the trainee's check ride and oral board evaluations. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience.

Section F. Instructors and Trainees

Overview

Introduction

The instructor and the trainee each have a defined role in the certification process. This section details the responsibilities and qualifications of each role.

In this section

These items are discussed in this section:

Title	See Page
Instructors	2-18
Trainees	2-19

Instructors

F.1. General

The instructor is involved primarily with the qualification phase of the training program. As such, the instructor is responsible for the initial training of the boat crew candidate.

This involves not only the introduction to the technical skills related to the boat crew position and boat type, but also the development and encouragement of those personal attributes which are most important to boat crew personnel:

- judgment,
- leadership,
- confidence,
- cooperation, and
- team coordination and risk assessment standards and concepts.

F.2. Instructor selection

As a minimum, instructors must be certified at the crew position in the boat type in which they will be instructing.

Beyond this, they should be individuals with demonstrated qualities of:

- judgment,
- patience, and
- maturity.

F.3. Instruction

Detailed instructions for instructors are found in each qualification guide.

Trainees

F.4. General	The individual trainee (Regular, Reserve, and Auxiliary) shall make a personal effort to learn and develop the knowledge and skills required by this program. In addition the trainee must maintain a level of physical fitness and mental alertness appropriate to the duties to be performed.
F.5. Instruction	Detailed instructions for trainees are found in each qualification guide.

Chapter 3: Qualification

Overview

Introduction

This chapter discusses the elements of trainee selection and instructor assignment. It also provides an overview of the qualification guide and the qualification process.

In this chapter

This chapter is divided into two sections.

Section	Title	See Page
A	Trainee Selections and Instructor Assignment	3-2
B	Completion of the Qualification Guide	3-6

Section A. Trainee Selection and Instructor Assignment

Overview

Introduction

This section outlines the important prerequisites of the trainee. It also provides an insight into how the instructor is chosen.

In this section

These items are discussed in this section:

Title	See Page
Trainee Selection	3-3
Instructor Assignment	3-5

Trainee Selection

A.1. General

Trainees should be selected by the unit commander or training petty officer in consultation with other unit petty officers. The following are prerequisites for trainees:

- certified in lower crew position,
- maturity to take on new responsibilities,
- physical fitness, and
- willingness and ability to act as the Coast Guard's direct representative.

A.2. Certified in lower crew position

Prior to training for an advanced crew position, the trainee shall be previously certified in the next lower crew position.

A.3. Maturity to take on new responsibilities

The trainee shall have the willingness and maturity to take on the responsibilities related to the new position.

New responsibilites for certain boatcrew positions may include:

Position	New Responsibilities
Crew member	Boat crew duties, including executing coxswain orders quickly and effectively.
Engineer	Responsibility for underway maintenance of the boat power plant and systems, as well as acting as a boat crew member.
Coxswain	Overall responsibility for the safety and conduct of passengers and crew; the safe operation and navigation of the boat; and the completion of the sortie or mission.
Heavy Weather Coxswain	Coxswain duties in heavy weather conditions.
Surfman	Coxswain duties in surf conditions.

A.4. Physical fitness

NOTE
See Appendix 6-E for specific task guidance.

All Coast Guard boat crew members are required to meet the following standards of physical fitness. Physical fitness standards are required to ensure crew members have sufficient strength, flexibility, and endurance to safely perform duties during normal and adverse conditions. Knowing these standards will ensure that personnel are able to accurately gauge their level of fitness and make improvements where necessary.

Males	Push-ups	Sit-ups	Sit and Reach	1.5 Mile Run	12 Minute Swim*
under 30	29	38	16.5″	12:51	500 yds.
30 to 39	24	35	15.5″	13:36	450 yds.
40 to 49	18	29	14.25″	14:29	400 yds.
50 to 59	15	25	12.5″	15:26	350 yds.
60+	13	22	11.5″	16:43	300 yds.
Females	**Push-ups**	**Sit-ups**	**Sit and Reach**	**1.5 Mile Run**	**12 Minute Swim***
under 30	23	32	19.25″	15:26	400 yds.
30 to 39	19	25	18.25″	15:57	350 yds.
40 to 49	13	20	17.25″	16:58	300 yds.
50 to 59	11	16	16.25″	17:55	250 yds.
60+	9	15	16.25″	18:44	200 yds.

Notes;
- 12 minute swim test chart is based on Dr. Kenneth Cooper's research.
- Push-ups and sit-ups must be performed within a one minute time period.
- Either the 1.5 mile run or the 12 minute swim may be performed to meet the standard.

Physical Fitness Standards
Figure 3-1

A.5. Willingness and ability to act as the Coast Guard's direct representative

Trainees must possess the willingness and ability to act as the Coast Guard's direct representative when dealing with the boating public. This requires attention to both appearance and attitude, along with a good professional knowledge of applicable Coast Guard procedures and policies.

Instructor Assignment

A.6. General	Instructors are assigned by the unit commander after consultation with the training petty officer.
A.7. Trainee / Instructor relationship	Each trainee shall have an assigned instructor. Trainees and instructors should be in the same duty section.

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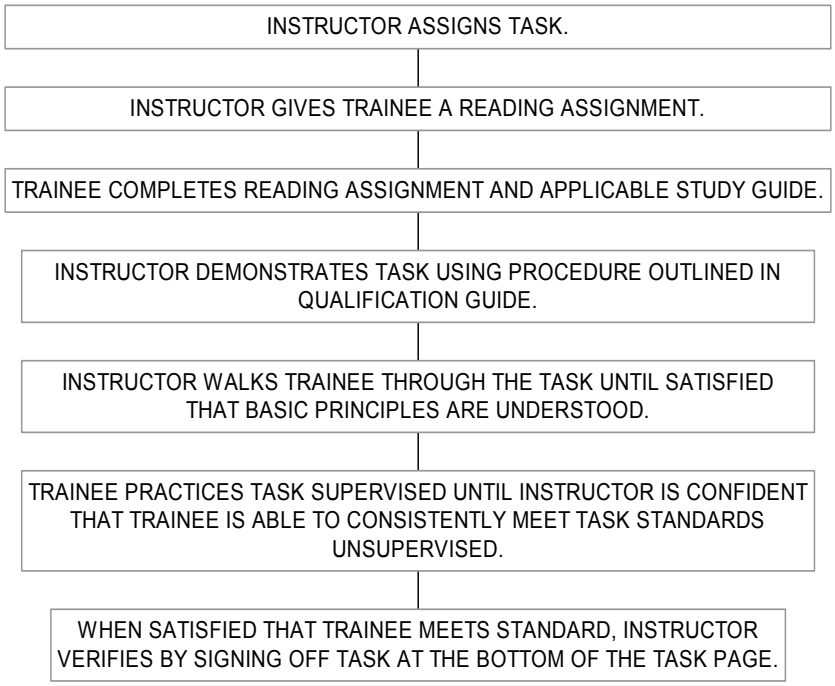
Section B. Completion of the Qualification Guide

B.1. Steps

The following figure maps the steps to completing the Boat Crew Qualification Guide.



Completion of Boat Crew Qualification Guide

Figure 3-2

B.2. Qualification

Qualification is the completion of the appropriate Boat Crew Qualification Guide for the boat type qualification desired:

- COMDTINST M16114.6 (series), Engineer
- COMDTINST M16114.10 (series), Crew Member
- COMDTINST M16114.11 (series), Coxswain
- COMDTINST M16114.26 (series), Heavy Weather Coxswain
- COMDTINST M16114.27 (series), Surfman

B.3. Purpose of the qualification guides

Each volume contains a collection of skill and knowledge tasks which must be:

- learned,
- practiced, and
- performed to the required standard by the trainee.

These tasks represent the minimum elements of skill, knowledge and performance necessary to safely and effectively execute the duties of a crew member aboard Coast Guard boats. Tasks are meant to be learned through constant practice and under the guidance of the instructor.

An explanation of the volumes and instructions for their use are found in the introduction to each qualification guide.

B.4. Record of the training

NOTE
Task accomplishment record sheets should be duplicated for use with each boat type.

A record of the training accomplished shall be kept using the Task Accomplishment Record provided in Appendix 1 of Chapter 1 in each qualification guide. Upon beginning the training program, the Task Accomplishment Record shall be removed from the qualification guide and placed in the members training record, not given to the trainee. The instructor is responsible for keeping the trainee's Task Accomplishment Record and the tasks in the qualification guide correct and current at all times.

Upon completion, the qualification guide should be given to the trainee. It is strongly recommended that the trainee retain the completed qualification guide in his/her personal records.

B.5. Completing the qualification process

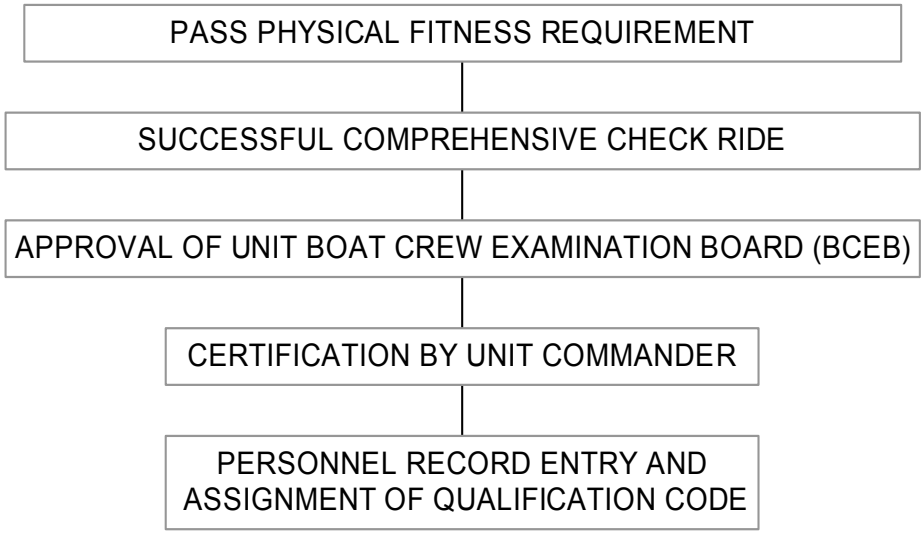
When the trainee has successfully completed the qualification process, he/she is ready to begin the certification process.

Chapter 4: Certification

Overview

Introduction

This chapter discusses the steps that are required for a trainee to obtain certification. These steps are outlined below.



Boat Crew Certification Process

Figure 4-1

In this chapter

This chapter is divided into four sections.

Section	Title	See Page
A	Definition and Authority	4-2
B	Specific Requirements	4-4
C	Re-certification	4-13
D	Unit Commander's Certification	4-14

Section A. Definition and Authority

A.1. Authority

NOTE

Reference: Coast Guard Regulations, COMDTINST M 5000.3 (series)

The Commanding Officer or Officer in Charge of a unit has the authority and responsibility to certify unit personnel to operate unit facilities. By certifying an individual, the unit commander is both verifying the individual's professional expertise and authorizing the individual to operate a unit boat type in the crew position the certification specifies.

The Commanding Officer or Officer in Charge of a unit has the authority to revoke the boat crew certification of an individual attached to the unit. This action shall be formally documented and a copy filed in the training record.

A.2. Exceptions

Certification is normally accomplished in accordance with the requirements set forth in this chapter. There are two exceptions to these requirements:

1. temporary duty, and
2. interim certification.

A.2.a. Temporary duty

Unit commanders, at their discretion, may waive the formal certification requirements for currently certified boat crew members assigned under:

- temporary duty (TD),
- temporary additional duty (TAD),
- (reservists) active duty for training to satisfy annual training required (ADT-AT),
- (reservists) active duty for special work in support of the active component (ADSW-AC), or
- inactive duty training (IDT).

An area familiarization exercise, and a check ride is required.

A.2.b. Interim certification

Personnel previously certified as surfman, heavy weather coxswain, coxswain, or engineer whose certification has lapsed will maintain certification as a crew member. It is expected that during this interim period those individuals will attempt to recertify for their original designator by completing the re-certification requirements delineated in

Section C of this chapter.

A.3. Certification lapse

Certification will lapse upon either of the following:

- PCS transfer (no action necessary), or
- Failure to meet the minimum currency requirements in accordance with this chapter.

This action shall be formally documented and a copy filed in the training record. The member must complete the re-certification process (in accordance with section C of this chapter).

Section B. Specific Requirements

Introduction

Each boat crew position has different tasks to accomplish thus each position requires different qualification requirements for certification. This section discusses the various qualifications that each job requires.

In this section

The following topics are discussed in this chapter:

Topic	See Page
Crew Member Certification	4-5
Engineer Certification	4-6
Coxswain Certification	4-7
Heavy Weather Coxswain Certification	4-09
Surfman Certification	4-11

Crew Member Certification

B.1. General

For crew member certification the following requirements must be met:

- completion of the Crew Member Qualification Guide,
- pass a physical fitness test (Figure 3-1).
- demonstrate proficiency during a comprehensive check ride, and
- complete an oral examination conducted by the unit BCEB.

B.2. Completion of the Crew Member Qualification Guide

The trainee must satisfactorily complete the Crew Member Qualification Guide including all type requirements for the boat being certified on.

B.3. Comprehensive check ride

During a comprehensive check ride, the trainee will demonstrate required proficiency to a certified coxswain, including:

- all activities incident to the normal operation of the boat, and
- day and night knowledge of the local area, emphasizing possible trouble spots.

B.4. Oral examination

Successfully complete an oral examination to be conducted by the unit BCEB on the following topics:

- seamanship and navigation,
- policies and procedures,
- local knowledge without reference to charts and publications,
- pertinent technical data for the boat type being certified on,
- other subjects as determined by the unit commander, and
- application of team coordination and risk assessment standards and concepts.

Engineer Certification

B.5. General	For engineer certification, the following requirements must be met: • completion of the Engineer Qualification Guide, • pass a physical fitness test (figure 3-1), • demonstrate proficiency during a comprehensive check ride, and • complete an oral examination conducted by the unit BCEB.
B.6. Previous certification	The trainee must be previously certified as crew member for that boat type.
B.7. Completion of qualification guide	Satisfactory completion of the Engineer Qualification Guide, including all the boat type requirements for the boat being certified on.
B.8. Physical fitness test	The trainee must have passed a physical fitness test (figure 3-1) within the past year.
B.9. Comprehensive check ride	During a comprehensive check ride, demonstrate required proficiency to an experienced certified engineer, including both performance incident to the normal operation of the boat, and performance incident to boat engineering casualty control.
B.10. Oral examination	Successfully complete an oral examination by the unit BCEB on the following topics: • boat casualties and repairs, • policies and procedures, • fuel, lubricating, electrical, hydraulic, steering, and cooling systems, • flooding, fire fighting and damage control, and • application of team coordination and risk assessment standards and concepts.

Coxswain Certification

B.11. General	For coxswain certification, the following requirements must be met: • completion of the Coxswain Qualification Guide, • pass a physical fitness test (figure 3-1), • demonstrate proficiency during a comprehensive check ride, and • complete an oral examination conducted by the unit BCEB.
B.12. Previous certification	The trainee must be previously certified as crew member for that boat type.
B.13. Completion of qualification guide	Satisfactory completion of the Coxswain Qualification Guide.
B.14. Physical fitness test	The trainee must have passed a physical fitness test (figure 3.-1) within the past year.
B.15. Comprehensive check ride	During a comprehensive check ride, demonstrate required proficiency to an experienced, certified coxswain, heavy weather coxswain or surfman including: • departure planning, • crew brief, • all maneuvers incident to the normal operation of the boat type being qualified on, • safety and emergency procedures including operations, engineering casualty control procedures and criteria for wearing of personal protective equipment (PPE), • local knowledge without reference to charts and publications, including any probable trouble spots (shallow water, sunken pilings, etc.), and • application of team coordination and risk assessment standards and concepts.

B.16. Oral examination

The trainee will successfully complete an oral examination by the unit BCEB on the following topics:

- Navigation and seamanship,
- Policies and procedures for all Coast Guard missions assigned the unit,
- Knowledge of team coordination and risk assessment standards and concepts,
- Pertinent technical data on the boat type being certified on,
- Appropriate maturity, judgment, attitude, and professionalism associated with duties of a coxswain,
- Willingness to accept the duties and responsibilities of a Coxswain, and
- Detailed knowledge of the unit's OPAREA including:
    - major headlands, points, jetties, shoals, surf zones and channels,
    - all NAVAIDS and their characteristics, and
    - knowledge of unit’s boat piloting and navigation instruction.

Heavy Weather Coxswain Certification

B.17. General

For heavy weather coxswain certification, the following requirements must be met:

- completion of the Heavy Weather Coxswain Qualification Guide,
- pass a physical fitness test (figure 3-1),
- demonstrate proficiency during a comprehensive check ride, and
- complete an oral examination conducted by the unit BCEB.

B.18. Previous certification

The trainee must be previously certified as coxswain for that boat type.

B.19. Completion of qualification guide

Satisfactory completion of the Heavy Weather Qualification Guide.

B.20. Physical fitness test

The trainee must have passed a physical fitness test (figure 3-1) within the past year.

B.21. Comprehensive check ride

During a comprehensive check ride, conducted in heavy weather, demonstrate required proficiency to an experienced certified heavy weather coxwain/surfman including:

- departure planning,
- crew brief/debrief,
- safety and emergency procedures including operations, engineering casualty control procedures,
- use of rescue and survival equipment including personal protective equipment (PPE) during heavy weather conditions,
- heavy weather piloting and navigation,
- heavy weather towing,
- person in the water recovery in heavy weather (in surf if

applicable),

- transiting a breaking bar (if applicable), and
- application of team coordination and risk assessment standards and concepts.

NOTE

A member may be assigned a Heavy Weather Coxswain qualification code without completion of the surf tasks in Chapter 2 Section D of the Qualification guide. Coxswains and heavy weather coxswains shall "NOT" attempt operations in the surf unless they have demonstrated the proper skills through satisfactory accomplishment of the Chapter 2 Section D tasks.

At some units, the infrequency of heavy weather and surf conditions may not allow certification of heavy weather coxswains. The unit command should ensure coxswains are prepared to meet the environmental challenges found in their AOR by having them complete as many of the knowledge and skills tasks in the heavy weather coxswain qualification guide as possible. This will provide the command with a gauge of an individual's professional competency and unit capacity to meet higher risk situations.

B.22. Oral Examination

Successfully complete an oral examination by the unit BCEB on the following topics:

- knowledge of weather, waves, heavy seas, surf and currents,
- policies and procedures pertaining to heavy weather operations and missions,
- mission sortie planning for heavy weather or surf situations,
- piloting procedures applicable to a heavy weather or surf environment,
- emergency and casualty procedures,
- local knowledge, particularly bar and entrance conditions, and
- application of team coordination and risk assessment

standards and concepts.

Surfman Certification

B.23. General

NOTE

Only designated surf stations will qualify surfman.

For surfman certification, the following requirements must be met:

- assigned to a surf designated station,
- completion of the Surfman Qualification Guide,
- pass a physical fitness test (figure 3-1),
- demonstrate proficiency during a comprehensive check ride, and
- complete an oral examination conducted by the unit BCEB.

B.24. Previous certification

The trainee must be previously certified as heavy weather coxswain for that boat type and have Chapter 2 section D of the Heavy Weather Qualification Guide completed.

B.25. Completion of qualification guide

Satisfactory completion of the Surfman Qualification Guide.

B.26. Physical fitness test

The trainee must have passed a physical fitness test (figure 3-1) within the past year.

B.27. Comprehensive check ride

During a comprehensive check ride, conducted in a surf zone, demonstrate required proficiency to an experienced certified surfman including:

- departure planning,
- crew brief/debrief,
- safety and emergency procedures including operations, and engineering casualty control procedures,
- use of rescue and survival equipment including personal protective equipment (PPE) during surf conditions,
- piloting procedures applicable to operating in a surf environment,
- person in the water recovery in surf,
- transiting a breaking bar or entrance, and

- application of team coordination and risk assessment standards and concepts.

B.28. Oral Examination

Successfully complete an oral examination by the unit BCEB on the following topics:

- knowledge of weather, waves, heavy seas, surf and currents,
- policies and procedures pertaining to surf operations and missions,
- mission sortie planning for surf situations,
- piloting procedures applicable to a surf environment,
- emergency and casualty procedures,
- local knowledge, particularly bar and entrance conditions, and
- application of team coordination and risk assessment standards and concepts.

Section C. Re-certification

C.1. General	To re-certify, the following must be completed satisfactorily: • physical fitness test (figure 3-1), • an underway area familiarization exercise, • comprehensive underway check ride, and • an oral examination with the BCEB.
C.2. Physical fitness test	The trainee must have passed a physical fitness test (figure 3-1) within the past year.
C.3. Comprehensive underway ride	Demonstrate proficiency and local knowledge by successful completion of a comprehensive underway check ride, as per the appropriate certification requirements.
C.4. Interview	Successfully complete an interview with the unit BCEB.
C.5. Documentation	Complete formal documentation and copy placed in members training record.

Section D. Unit Commander's Certification

D.1. General

Every crew member must be certified in writing by the unit commander. The CO/OIC must be certified in writing by the Group, Section, or Activity Commander (this cannot be delagated).

D.2. Further information

Further information on the documentation required may be found in Chapter 6 of this manual.

Chapter 5: Currency Maintenance

Overview

Introduction

The requirements tabulated in this chapter represent the minimum semi-annual and annual recurrent task completion requirements for all certified boat crew personnel.

NOTE
A crew member who is certified or re-certified within 90 days of the end of the currency/proficiency period does not have to complete the minimum proficiency requirements for that period.

Each crew member's currency/proficiency period normally commences upon the effective date of certification or re-certification. Due to the complexity of managing, individual currency maintenance will be tracked through the periods 01 January to 30 June and July 01 through 31 December. Additional requirements may be imposed by the unit commander.

Personnel need only maintain currency in the most senior crew position held.

In this chapter

This chapter is divided into three sections.

Section	Title	See Page
A	Compliance	5-2
B	Requirements	5-3
C	Specific Requirements	5-13

Section A. Compliance

A.1. Commanding Officer/Officer in Charge responsibilities

Commanding Officers/Officer in Charge shall ensure that all designated boat crew members under their command are afforded sufficient opportunity to comply with the prescribed minimum requirements listed in this chapter.

The Training module of AOPS/TMT is the desired system to record and track currency maintenance, with updated semi annual printouts placed in the members training record. In addition, a boat crew status board is suggested for visually tracking currency requirements. This can be found in Appendix 6-D.

A.2. Formal documentation

Currency/proficiency maintenance must be formally documented. A letter entry shall be signed by the unit command and placed in the training record.

The currency letter for the Commanding Officer/Officer In Charge must be signed by the Group, Section or Activity Commander.

Auxiliary documentation should be forwarded to the District Director of Auxiliary.

A.3. Failure to meet requirements

Certification will lapse upon failure to meet the minimum currency requirements in accordance with this chapter.

This action shall be formally documented and a copy filed in the training record. The member must complete the re-certification process (in accordance with Chapter 4, Section C).

Section B. Requirements

Overview

Introduction

Listed in the following tables are the minimum proficiency requirements for maintaining current crew position certification.

Only those tasks required for the highest certification held need be completed.

Some tasks required for currency maintenance involve evolutions on each boat type.

Currency maintenance tasks will be accomplished on boats assigned to the unit or identical standard boats.

Requirements may be met through performance during normal operations or dedicated training operations.

In this section

These items are discussed in this section:

Topic	See Page
Requirements for Crew Member	5-4
Requirements for Engineer	5-5
Requirements for Coxswain	5-7
Requirements for Heavy Weather Coxswain	5-9
Requirements for Surfman	5-11

Requirements for Crew Member

B.1. Requirements

NOTE

Frequency means how many times you must perform the task. Remember, if the unit has enough operations, dedicated trips should not

Task	Required	Frequency
Physical Fitness Standards	Figure 3-1	once each year
Underway hours	Minimum of 36 hours total, 10 percent at night. Minimum of 12 hours total per boat type, 10 percent at night.	every six months **NOTE** **Units with more than 3 boat types are required the minimum of 12 hours per boat type.**
Area of Responsibility (AOR) Familiarization	Equivalent of one day and one night trip through all designated areas of interest within the AOR (see Section C.1.)	every six months
Boat Handling	As helmsman, get boat underway from, & moor to a pier/dock	2 times each per boat type every six months
Towing (not applicable to cutter boats)	Participate on deck in stern tow and alongside tow	2 tows each (stern/alongside)per boat type every six months
Open water survival	Ten minute survival exercise (see section C.5 for clarification)	1 per year wearing PFD, anti-exposure coveralls or dry suit as required by local conditions
First aid	Burns, hypothermia, shock, bleeding, and CPR treatment	once each year
Operational Risk Management	Review TCT concepts with an emphasis on Mission Analysis (risk management principles and use of SPE/GAR)	once each year

Requirements for Engineer

B.2. Requirements

NOTE

Frequency means how many times you must perform the task. Remember, if the unit has enough operations, dedicated trips should not

Task	Required	Frequency
Physical Fitness Standards	Figure 3-1	once each year
Underway hours	Minimum of 36 hours total, 10 percent at night. Minimum of 12 hours total per boat type, 10 percent at night.	every six months **NOTE** **Units with more than 3 boat types are required the minimum of 12 hours per boat type.**
Area of Responsibility (AOR) Familiarization	Equivalent of one day and one night trip through all designated areas of interest within the AOR (see Section C.1.)	every six months
Boat Handling	As helmsman, get boat underway from, & moor to a pier/dock	2 times each per boat type every six months
Towing (not applicable to cutter boats)	Participate on deck in stern tow and alongside tow	2 tows each (stern/alongside) per boat type, every six months
Conduct pre-start check and start the boat	Conduct the check and start each boat type certified for	2 times per each boat type every six months
Secure the boat	Conduct securing procedures for each boat certified for	2 times per each boat type every six months
Basic engineering Casualty Control	Successfully complete BECCE Drills contained in COMDTINST M16114.24 (series) for each type standard boat attached	1 set of drills per boat type every 6 months

Open water survival	Ten minute survival exercise (see section C.5 for clarification)	1 per year wearing PFD, anti-exposure coveralls or dry suit as required by local conditions
First aid	Burns, hypothermia, shock, bleeding, and CPR treatment	once each year
Operational Risk Management	Review TCT concepts with an emphasis on Mission Analysis (risk management principles and use of SPE/GAR)	once each year

Requirements for Coxswain

B.3. Requirements

NOTE

Frequency means how many times you must perform the task. Remember, if the unit has enough operations, dedicated trips should not

Task	Required	Frequency
Physical Fitness Standards	Figure 3-1	once each year
Underway hours	Minimum of 36 hours total, 10 percent at night. Minimum of 12 hours total per boat type, 10 percent at night.	every six months **NOTE** **Units with more than 3 boat types are required the minimum of 12 hours per boat type.**
Area of Responsibility(AOR) Familiarization	Equivalent of one day and one night trip through all designated areas of interest within the AOR (see Section C.1.)	every six months
Boat handling	Get underway, moor, and maneuver in tight quarters	2 each per boat type every six months
Navigation and piloting	Low visibility, electronic and dead reckoning navigation	2 each per boat type every six months
Towing (not applicable to cutter boats)	Stern tow and alongside tow	2 tows each (stern/alongside) per boat type every six months
Person in the water recovery	Conduct person in water recovery	2 each per boat type every 6 months
Open water survival	Ten minute survival exercise (see section C.5 for clarification)	1 per year wearing PFD, anti-exposure coveralls or dry suits as required by local conditions
First aid	Burns, hypothermia, shock bleeding, and CPR treatment	once each year
Operational Risk management	Review TCT concepts with an emphasis on	once each year

	Mission Analysis (risk management principles and use of SPE/GAR)	
Conduct pre-start check and start the boat	Conduct the check and start each boat type certified for	2 times per each boat type every six months
Secure the boat	Conduct securing procedures for each boat certified for	2 times per each boat type every six months
Basic engineering Casualty Control	Successfully complete BECCE Drills contained in COMDTINST M16114.24 (series) for each type standard boat attached	1 set of drills per boat type every 6 months
Rules of the Road	Pass Coast Guard Institute NAVRULE or DWO Rules of the Road (international/inland) Examination	once every 5 years

Requirements for Heavy Weather Coxswain

B.4. Requirements

Task	Required	Frequency
Physical Fitness Standards	Figure 3-1	once each year
Underway hours	Minimum of 36 hours total, 10 percent at night. Minimum of 12 hours total per boat type, 10 percent at night.	every six months **NOTE** **Units with more than 3 boat types are required the minimum of 12 hours per boat type.**
Area of Responsibility (AOR) Familiarization	Equivalent of one day and one night trip through all designated areas of interest within the AOR (see Section C.1.)	every six months
Boat handling	Get underway, moor, and maneuver in tight quarters	2 each per boat type every six months
Navigation	Low visibility, electronic and dead reckoning navigation	2 each per boat type every six months
Towing	Stern tow and alongside tow	2 tows each (stern /alongside) per boat type every six months
Person in the water recovery	Conduct person in water recovery in heavy weather (surf up to 8 ft if applicable)	2 each per boat type every 6 months
Transit a surf zone (if applicable)	Transit in surf up to 8 ft breaking seas	3 transits per boat type every six months
Open water survival	Ten minute survival exercise (see section C.5 for clarification)	1 each year wearing PFD, anti-exposure coveralls or dry suit as required by local

NOTE

***Night trips are defined as sorties beginning no sooner than ½ hour after sunset.**

		conditions
First aid	Burns, hypothermia, shock, bleeding, and CPR treatment	once each year
Operational Risk Management	Review TCT concepts with an emphasis on Mission Analysis (risk management principles and use of SPE/GAR)	once each year
Conduct pre-start check and start the boat	Conduct the check and start each boat type certified for	2 times per each boat type every six months
Secure the boat	Conduct securing procedures for each boat certified for	2 times per each boat type every six months
Basic engineering Casualty Control	Successfully complete BECCE Drills contained in COMDTINST M16114.24 (series) for each type standard boat attached	1 set of drills per boat type every 6 months
Rules of the Road	Pass Rules of the Road test (See Coxswain section)	once every 5 years

Requirements for Surfman

B.5. Requirements

Task	Required	Frequency
Physical Fitness Standards	Figure 3-1	once each year
Underway hours	Minimum of 36 hours total, 10 percent at night. Minimum of 12 hours total per boat type, 10 percent at night.	every six months **NOTE** **Units with more than 3 boat types are required the minimum of 12 hours per boat type.**
Area of Responsibility (AOR) Familiarization	Equivalent of one day and one night trip through all designated areas of interest within the AOR (see Section C.1.)	every six months
Boat handling	Get underway, moor, and maneuver in tight quarters	2 each per boat type every six months
Navigation	Low visibility, electronic and dead reckoning navigation	2 each per boat type every six months
Towing	Stern tow and alongside tow	2 tows each (stern /alongside) per boat type every six months
Person in the water recovery	Conduct person in water recovery in surf greater than 8 ft	2 each per boat type every 6 months
Transit a surf zone	Transit in surf greater than 8 ft	3 transits per boat type every six months
Open water survival exercise	Ten minute survival exercise (see section C.5 for clarification)	1 each year wearing PFD, anti-exposure coveralls or dry suit as required by local conditions
First aid	Burns, hypothermia,	once each year

NOTE

***Night trips are defined as sorties beginning no sooner than ½ hour after sunset.**

	shock, bleeding, and CPR treatment	
Operational Risk Management	Review TCT concepts with an emphasis on Mission Analysis (risk management principles and use of SPE/GAR)	once each year
Conduct pre-start check and start the boat	Conduct the check and start each boat type certified for	2 times per each boat type every six months
Secure the boat	Conduct securing procedures for each boat certified for	2 times per each boat type every six months
Basic engineering Casualty Control	Successfully complete BECCE Drills contained in COMDTINST M16114.24 (series) for each type standard boat attached	1 set of drills per boat type every 6 months
Rules of the Road	Pass Rules of the Road test (See Coxswain section)	once every 5 years

Section C. Specific Requirements

C.1. Area of Responsibility (AOR)

Unit commanders (CO/OIC) shall review their area of responsibility (AOR) and establish, **in writing**, designated areas of interest that boat crews must be intimately familiar with. Prior local knowledge of AOR is essential to complete missions safely.

NOTE
AOR sorties will be completed on unit assigned boats.

The AOR familiarization currency maintenance task may be completed by any combination of sorties so that the end result is at least one day trip and one night trip each six months to all command designated areas of interest within the AOR.

C.1.a. Station (small)

For pooled Station (small), the parent unit commander (CO/OIC) shall review the Station (small) AOR and establish, **in writing**, designated areas of interest that boat crews must be intimately familiar with. For non-pooled Station (small), the Officer in Charge shall establish, **in writing**, designated areas of interest. The Parent command shall review and approve designated areas of interest. Prior local knowledge of AOR is essential to complete missions safely.

Members permanently or temporarily stationed at a Station (small) must meet the AOR familiarization currency requirements for the Station (small).

C.1.b. Knowledge of areas

For those areas determined to be of interest, boat crews must be intimately familiar with:

1. Harbor and channel conditions,
2. Depth of water,
3. Type of bottom,
4. Shoaling effect,
5. Effects of squalls,
6. Water hazards, and surf zones,
7. Currents,
8. How the current affects the boat in various areas,
9. Landmarks,

10. Established ranges,
11. Lights on buildings,
12. Names and locations of marinas and boat ramps,
13. Local terminology for landmarks in area,
14. Magnetic courses in and out of commonly used harbors/inlets.

C.2. Requirement for night operations

Unit commanders shall ensure that at least 10% of the units underway training for each crew member, engineer, coxswain, heavy weather coxswain or surfman be conducted at night. Night time operations are defined as sorties that begin no sooner than ½ hour after sunset.

Surf training **shall not** be conducted at night.

C.3. NAVRULE end of course test (EOCT)

The initial NAVRULE end of course test (EOCT) or Deck Watch Officer Examination (DWO) (International/Inland) for Coxswain Task COX-04-01 ANY is a closed book test.

NOTE

OPEN BOOK EXAMS - Defined as using a new, unmarked copy of Navigation Rules, International - Inland, COMDTINST M16672.2 (series) only.

Rules of the Road proficiency require administration of an open book test every 5 years after initial successful completion of the NAVRULE EOCT or DWONR.

Failure to meet this currency requirement results in loss of coxswain, heavy weather coxswain or surfman certification until the test is passed.

C.3.a. NAVRULE course

Ordering instructions and end of course test administration procedures may be found in the CG Institute Non-Resident Training Manual.

C.4. Team Coordination Training (TCT) requirement

Unit commanders (CO/OIC) shall comply with the requirements of COMDTINST 1541 (series). All members exercising control over boat operations, including Commanding Officers/Officers in Charge, OOD's, communications' watchstanders, and all boat crew members assigned to the unit shall receive TCT on a biennial basis. Attendance of this training shall be recorded in each members training record.

C.5. Open water survival exercise

The open water survival exercise is intended to prepare boat crew members for the possibility that they may find themselves in the water. This excerise should be conducted in open water using the appropriate survival gear as outlined in the Rescue and Survival Systems Manual COMDINST M10470.10 (series). All attempts should be made to

conduct this excerise in a dry suit. Units that do not require dry suits should use the survival gear which is prescribed for their enviroment. Every effort should be made to incorptrate annual pyrotechnics training during the open water survival exercise. Conduct this excerise in accordance with the the Crew Member qualification guide (Task BCM-02-05-ANY).

Chapter 6: Documentation

Overview

Introduction

Documentation provides the verification that proper qualification and certification has been attained. Efficient administrative procedures are also discussed.

In this chapter

This chapter is divided into seven sections.

Section	Title	See Page
A	Qualification	6-2
B	Certification and Currency	6-7
C	Boat Crew Certificates	6-11
Appendix 6-A	Sample Record of Underway Training And Operations	6-12
Appendix 6-B	Samples of Consolidated Letters of Certification, Re-certification or Currency Maintenance	6-14
Appendix 6-C	Sample Letter of Certification for Coxswain, Heavy Weather Coxswain or Surfman	6-18
Appendix 6-D	Sample Boat Crew Status Board	6-19

Section A. Qualification

Overview

Introduction

This section discusses the different forms used to track trainee progress. It also details who is responsible for the different forms associated with trainee record maintenance.

In this section

These items are discussed in this section:

Topic	See Page
Record of Trainee Progress	6-3
Responsibilities	6-4

Record Of Trainee Progress

A.1. Two parts of trainee progress record

A complete record of each trainee's progress should be kept. This record is made up of two parts:

1. a record of trainee underway operations and drills, and
2. the record of those qualification tasks signed off by the instructor as completed.

Together these two records make up the trainee's boat crew training record, and should be kept together by the training petty officer in a Training Record Folder. Each crew member should have his/her own boat crew training record binder.

A.2. Record of trainee underway operations and drills

This should be a complete record of all trainee time spent underway. The desired system for recording training acomplished, both underway and shoreside, is the Training module of AOPS/TMT. Information captured in the database may then be extracted and placed in the members training record. If done manually, a sample of a trainee Underway Training and Operations Record can be found in Appendix 6-A.

A.3. Record of completed tasks

A form for keeping a trainee record of completed tasks is contained in each qualification guide. Copies of this form should be kept in the trainee boat crew training binder and updated as required.

Responsibilities

A.4. Record maintenance

The member, the instructor, and the unit training petty officer share joint responsibility for maintaining the members training record.

A.5. Unit Training Petty Officer

The unit training petty officer is responsible for the establishment and monitoring of the trainee boat crew training.

When a new trainee is designated, the training officer should enter the member in the AOPS/TMT data base and assign a Training Record Folder (CG-5285) to the trainee in accordance with section A.8.

A.6 Instructor

The instructor is responsible for seeing that all tasks from boat crew qualification guides, or additional locally generated tasks, are signed off when completed and entered into the members Training Record Folder.

The instructor should also monitor the Record of Underway Training and Operations to ensure it is current and accurate.

A.7. Member / Trainee

The member/trainee is responsible for maintaining the Record of Underway Training and Operations. All underway time should be recorded. The desired system for recording training acomplished, both underway and shoreside, is the AOPS/TMT data base. Information captured in the database may then be extracted and placed in the member's training record.

If done manually, a sample of a trainee Underway Training and Operations Record can be found in Appendix 6-A. All underway time should be logged on the form. Trainees should pay special attention to the "Operations Performed" block. It is important that an accurate record of the type of operations performed and the capacity in which they were performed be kept.

A.8. Training Record Folder

The purpose of the Training Record Folder (CG-5285) is to provide a single location for the maintenance of documentation regarding a members boat crew qualification, certification, and currency maintenance. The scope of the Training Record Folder may be expanded to include other unit training documentation, however, there is no intent to create or duplicate documentation in the Training Record

Folder and the Personnel Data Record (PDR) if it is maintained.

The below table outlines the standard filing of documentation in the Training Record Folder, "optional" items should be filed as indicated

Place in Binder	Insertions
Inside front cover	• Completed indoctrination check off sheets.
Section 1	• Copies of Certification letters, currency letters or Administrative Remarks (CG-3307) regarding PQS/JQR certification, Revocation, lapse of currency maintenance and or re-certification. Copies of Individual's Record of Small Arms Training (CG-3029A)
Section 2	• Formal school completion letters or certificates. Copies of correspondence course completion letters.
Section 3	• Copies of correspondence related to advancement or promotion and performance based Qualification sheets including ⇒ BO/BTM PQS ⇒ Boat crew qualification PQS tasks sheet ⇒ Records of U/W drills and operations ⇒ Boarding team practical examination assessments and BCEB results. ⇒ Duty stander designation letters of certification. ⇒ AOPS/TMT report reflecting completion of training and currency maintenance.
Section 4	• Record of Lectures attended on general military training, departmental/divisional training or those associated with professional development programs (law enforcement SAR training, etc)
Section 5	• Miscellaneous Training Information

A.9. Disposition of records

Upon PCS transfer, the member's Training Record Folder will be hand carried to the member's new duty station.

For periods of TAD forwarding the member's Training Record Folder shall be at the discretion of the receiving unit.

Section B. Certification, Re-certification and Currency

Overview

Introduction

This section discusses the final steps of certification. It also discusses the means by which currency records may be maintained.

In this section

These items are discussed in this section:

Topic	See Page
Certification	6-8
Re-certification and Currency	6-10

Certification

B.1. Letter of certification

Final certification for all boat crew positions and boat type designations shall be in writing and signed by the unit commander. These letters of certification may be in any format but should contain:

- the boat crew position, and
- boat type for which the certification is granted.

To keep paperwork to a minimum, consolidated letters of qualification and certification are encouraged. Letters of certification shall be placed in the member's individual training record (CG-5285). Appendix 6-B and 6-C contain sample letters.

B.2. Enlisted qualification codes

Qualification codes reflect the type of boat and the crew position for which a member is certified. When a certified boat crew member has met the requirements set forth in this manual and Enlisted Qualification Codes Manual, COMDTINST M1414.9 (series), the appropriate enlisted qualification code is assigned and an entry made in the individual's personnel record. The PERSRU yeoman will make a PMIS/JUMPS entry in the members PDR and electronic PDR after receipt of supporting documentation provided by the unit command. **Submission of the necessary documentation into the personnel management system is critical to the member as well as all levels of the Coast Guard.**

The following chart reflects boat crew qualification codes by boat position and boat type.

Qualification Codes

Boat Type	Crew Member	Engineer	Coxswain	Heavy Weather Coxswain	Surfman
CB-S, CB-M, CB-L	UA	TA	SA		
UTL	UB	TB	SB		
UTM	UN	TN	ST		
TANB	UC	TC	SC		
MSB	UD	TD	SD		
41' UTB	UG	TG	SG		
44' MLB	UH	TH	SH	SN	SK
47' MLB	UI	TI	SL	SO	SM
49' BUSL	UJ	TJ	SI		
55' ANB	UE	TE	SP		
63' ANB	UF	TF	SW		
64' ANB	UM	TM	SX		
SPC (HWX) (52' MLB)	UK	TK	SQ	SS	SU
CB-OTH	UL	TL	SR		
TPSB (BASIC)			SV		
TPSB (ADVANCED)			SY		

Re-certification and Currency

B.4. Re-certification

Documentation verifying completion of re-certification requirements shall be in writing and signed by the unit commander (CO/OIC). The Group, Section, Activities Commander shall sign the re-certification letter for the CO/OIC. The re-certification may be docmented in any format but should contain:

- the boat crew position, and
- boat type for which the re-certification or currency maintenance was accomplished.

Re-certification letters shall be placed in the member's individual training record (CG-5285).

B.5. Currency

Documentation verifying completion of currency maintenance requirements shall be in writing and signed by the unit commander (CO/OIC). The Group, Section, Activities Commander shall sign the currency maintence letter for the CO/OIC. The currency may be docmented in any format but should contain:

- the six month period in which the currency was completed,
- the boat crew position, and
- boat type for which the currency maintenance was accomplished.

Currency letters shall be placed in the member's individual training record (CG-5285). A consolidated letter (similar to those used for qualification and certification (see Appendix 6-B) may be used to record and track currency.

Section C. Boat Crew Certificates

C.1. Coxswain Certificate

The Coxswain Certificate, (CG-5063), shall be furnished by Commanding Officers/ Officers in Charge in accordance with Chapter 6-B-2 of the Personnel Manual, COMDTINST M1000.6 (series).

C.3. Heavy Weather Coxswain

The Heavy Weather Coxswain Certificate, (CG-XXXX) shall be furnished by Commanding Officer/Officer In Charge in accordance with Chapter 6-B-2 of the Personnel Manual, COMDINST M1000.6 (series).

Note: This certificate is under development.

C.2. Surfman Certificates

The Surfman Certificate (CG-5063C), shall be furnished by the Commanding Officers/Officers in Charge in accordance with Chapter 6-B-2 of the Personnel Manual, COMDTINST M1000.6 (series).

C.3. Boat Crew Certificates

Enlisted personnel of the Coast Guard, Coast Guard Reserve, and members of the Coast Guard Auxiliary shall be provided with a certificate recognizing their certification as a Boat Engineer (CG-5063A) or Boat Crew Member (CG-5063B).

Commanding Officers and Officers in Charge are authorized to furnish the appropriate certificate providing the member has met the eligibility requirements below:

1. member must be qualified and certified in accordance with this manual, and
2. member shall have been certified on a standard boat.

Appendix 6-A
Sample Record of Underway Training and Operations

RECORD OF UNDERWAY TRAINING AND OPERATIONS

NAME: _____ **RATE:** _____

BOAT CREW POSITION: _____ **DATE OF DESIGNATION:** _____

UNDERWAY LOG:

DATE	TOTAL TIME - UNDERWAY	OPERATIONS PERFORMED

Appendix 6-B
Samples of Consolidated Letters of Certification, Re-certification or Currency Maintenance

NOTE

These are only examples. Units should tailor to fit their own need and reflect their own local references and instructions.

From: Commanding Officer, Coast Guard National Motor Lifeboat School
To: Distribution, National Motor Lifeboat School

Subj: BOAT CREW CURRENCY MAINTENANCE FOR 01 JUL 99 TO 31 DEC 99

Ref: (a) Boat Crew Training Manual, COMDTINST M16114.9 (series)

1. The following personnel have met the proficiency maintenance requirements in reference (a) and are re-certified for the following boat types:

Rate	Name	Position
BMC	Clemens	Surfman 47’
BMC	Gray	Surfman 47’
BMC	Oglesby	Surfman 47’
BM1	Abstetar	Surfman 44’, Coxn 47’
BM1	Edwardson	Surfman 44’, Coxn 47’
BM1	Farmer	Surfman 47
BM1	Mahoney	Surfman 47’, Coxn 44’
BM1	Pope	Surfman 47’
BM1	Wallace	Surfman 47’, Surfman 44’
MK1	Guindon	Engineer 44’, 47’
MK1	Hanna	Engineer 44’, 47’
MK2	Wood	Engineer 44’, 47’
MK2	Sowers	Engineer 44’, 47’
MK3	Ondich	Engineer 44’, 47’
MK3	Peterson	Engineer 44’, 47’
SN	Thomas	Crew 44’, 47’
BM2	Babcock	Crew 44’, 47’

M. H. DOBNEY

Copy: Training Records

From: Officer in Charge, Coast Guard Station XXXXX
To: SN XXXX

Subj: LETTER OF CERTIFICATION, RE-CERTIFICATION AND CURRENCY

Ref:
(a) Boat Crew Training Manual, COMDTINST M16114.9 (series)
(b) Group Mayport Instructions
(c) Station Organization and Regulations Manual
(d) Maritime Law Enforcement Manual (LEMAN) (FOUO), COMDTINST M16247.1 (series)
(e) Boarding Officer/Boarding Team Member Personal Qualification Standard (PQS), COMDTINST M16247.3 (series)
(f) Telecommunications Manual (TCM), COMDTINST M2000.3 (series)

1. You have been found qualified and are hereby certified to perform the duties as noted by OIC's/CO's initials, while assigned to this command. You will be guided in the performance of your duties by the above references. These certifications will be rescinded when member transfers, or when deemed necessary by the Officer in Charge or CO.
2. In accordance with the applicable reference you have successfully maintained your currency to perform all duties inherent to that position. As each currency cycle is complete, the Officer in Charge/CO and member will initial and date in the appropriate spaces.

INTIAL CERTIFICATION OR RE-CERTIFICATION RECORD

	UTB	UTL	RHIM	MBR INT	OINC INT	DATE
CREW MEMBER						
ENGINEER						
COXSWAIN						
OC SPRAY						
BOARDING TEAM						
BOARDING OFFICER						

Subj: LETTER OF CERTIFICATION, RE-CERTIFICATION AND CURRENCY

RECORD WILL REFLECT CURRENCY MAINTENENCE

UTB	UTL	RHIB	BO	BTM	OINC INT	DATE
SG						

Note: Record reflects highest certification. Each boat type position will be reflected using qualification codes.

G. A. Jones

Copy: Unit Files
Training Record
Member

From: Commanding Officer, Coast Guard Station XXXXXX

To: BM2 XXXXX XXXX, USCG

Subj: LETTER OF CERTIFICATION AND CURRENCY MAINTENENCE

Ref: (a) Group and Stations Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series)

(b) Boat Crew Training Manual, COMDTINST M16114.9 (series)

(c) Maritime Law Enforcement Manual, COMDTINST M16247.1 (series)

(d) Telecommunications Manual, COMDINST M2000.3 (series)

I. In accordance with the applicable reference you are hereby qualified/certified to perform all duties inherent to that position. As each duty is qualified for or certified for, the Commanding Officer/ Officer in Charge and person being certified will initial in the appropriate space.

a. Communications Watchstander: Ref(a) _____/_____/_____
CO/OIC Member Date

b. Boat Crew Member: Ref(b) _____/_____/_____
CO/OIC Member Date

Currency Record: 1. ____/____ 2. ____/____ 3. ____/____ 4. ____/____
Intl Date Intl Date Intl Date Intl Date

5. ____/____ 6. ____/____ 7.____/____ 8. ____/____
Intl Date Intl Date Intl Date Intl Date

c. Boat Engineer: Ref(b) _____/_____/_____
CO/OIC Member Date

Currency Record: 1. ____/____ 2. ____/____ 3. ____/____ 4. ____/____
Intl Date Intl Date Intl Date Intl Date

5. ____/____ 6. ____/____ 7.____/____ 8. ____/____
Intl Date Intl Date Intl Date Intl Date

d. Boarding Team Member: Ref(a) _____/_____/_____
CO/OIC Member Date

e. Boarding Officer: Ref(a) _____/_____/_____
CO/OIC Member Date

f. Message Releasing Authority: Ref(a) _____/_____/_____
CO/OIC Member Date

SIGNATURE

Appendix 6-C
Sample Letter of Certification for Coxswain, Heavy Weather Coxswain, or Surfman

From:
To:

Subj: Certification As (**Designator**, e.g., Coxswain, Heavy Weather Coxswain, or Surfman), (**Boat Type**, e.g., 44′ MLB)

Ref: (a) Boat Crew Training Manual, COMDTINST M16114.9 (series)
(b) U.S. Coast Guard Regulations, COMDTINST M5000.3, Section 5-1-8

1. Having been found qualified in accordance with reference (a) you are certified to perform the duties of (Designation) on board (boat type) while assigned to this command. You are hereby assigned the _____ qualification code.

2. You shall comply with the guidelines contained in reference (b) 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 annual proficiency training in accordance with reference (a). Failure to complete such training will result in the loss of this certification.

4. A copy of this letter will remain part of your permanent service record.

5. This certification will expire upon PCS or if otherwise rescinded by this command.

SIGNATURE

Copy to: Training Record
PERSRU

Appendix 6-D
Sample Boat Crew Status Board

PERIOD:																
SECT:																
D= DAY N = NIGHT * = ANNUAL KEY - ** = 5 YRS.	OPERATIONAL AREA FAMILIAR (REQ: 1D&1N)			BOAT HANDLING (REQD: 2 D OR N)		TOWING (REQD: 2 D OR N)		* OPEN WATER SURVIVAL SWIM		* FIRST AID	CONDUCT CHECK START BOAT (REQD: 2 D OR N)		SECURE BOAT (REQD: 2 D OR N)	NAVIGATION PILOTING (REQD: 2 D OR N)		* * RULES OF ROAD
CREWMAN																
I.M. SEAMAN	7/59 N					7/59 0										62
H.E. SMART	6/590								7/590							53
ENGINEER																
M.K. IAM										6/59N						232
COXSWAIN																

NOTE: The above sample boat crew status board does not encompass all currency maintenance requirements. Units should tailor status boards to reflect chapter 5.B and unit's needs.

Appendix 6-E
Physical Fitness Standards

1. Arm and shoulder strength

One minute push-ups	Step	Procedure
Perform as many correct push-ups as possible in one minute.	1	Start with hands shoulder-width apart.
	2	Males will be on hands and toes only, females will place knees on the deck and position hands slightly forward of shoulders.
	3	In the up position, the elbows must be fully extended.
	4	For a proper push-up to be completed, lower the body until the chest is within one fist distance of the deck, and then return to the up position. **Note:** The back must be kept straight the entire time.

2. Abdominal and trunk strength

One minute sit-ups	Step	Procedure
Perform as many correct sit-ups as possible in one minute.	1	Lie on back, bend knees, place heels flat on floor about 18 inches away from buttocks, and keep fingers loosely on side of head. Hands may not come off of side of head for sit-up to count. **Note:** Feet may be anchored.
	2	In the up position, elbows will touch the knees, then return so that both shoulder blades are touching the deck.
	3	The buttocks should never leave the deck. **Note:** Any resting should be done in the up position.

Continued on next page

3. Flexibility

Sit and reach	Step	Procedure
Place a yardstick on top of a box with the 15-inch mark even with the edge of the box.	1	Warm up and stretch sufficiently.
	2	Remove shoes and sit with feet flat against the box. **Note:** The 15-inch mark is between the individual's feet with the end of the yardstick, 0 inches through 15 inches, extending forward towards the subjects knees.
	3	Feet must be no more than 8 inches apart.
	4	Place the hands exactly together, one on top of the other, with the fingers extended.
	5	Keep the knees extended and the hands together.
	6	Lean forward without lunging and reach as far down the yardstick as possible.
	7	Record the reach to the nearest ½ inch.
	8	Three trials are allowed to pass the minimum standard.

4. Endurance

1.5 mile run/walk	Step	Procedure
For the endurance qualification, an individual will be required to run/walk 1.5 miles in 15 minutes, or perform a 12-minute swim.	1	Refrain from smoking or eating for 2 hours prior to this test.
	2	Warm up and stretch sufficiently.
	3	Run or walk 1.5 miles in the required amount of time for the appropriate age bracket.
	4	If possible, receive pacing assistance, either by having a trained pacer run alongside or by calling out lap times during the test.
	5	Be forewarned not to start out too fast and not to run to complete exhaustion during the test.
	6	At the end of the test, walk for an additional 5 minutes to aid in recovery.

12-minute swim	Step	Procedure
The 12-minute swim is an alternative method to fulfill the endurance qualification.	1	Warm up and stretch sufficiently.
	2	Swim the required distance for the appropriate age bracket in 12 minutes.
	3	Use whichever stroke desired and rest as necessary.