DEPARTMENT OF HOMELAND SECURITY
United States Coast Guard Auxiliary

United States Coast Guard Auxiliary
Department of Operations - Response
Telecommunications Division

Auxiliary Telecommunications Operator

Personal Qualification Standard

(TCO-PQS)

Mentoring Guide

March 2009

CD-ROM Reference Documents

- Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- Boat Crew Seamanship Manual, COMDTINST M16114.5 (series); Chapter 11
- Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series); chapter 6
- Telecommunications Manual (TCM) COMDTINST M2000.3 (series)
- Radiotelephone Handbook, COMDTINST M2300.7 (series)
- U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement, COMDTINST M16130.2 (series)
- Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series)
- AUXCOM – U.S. Coast Guard Auxiliary Communications Course
- Chapter 6, ACP125 Allied Communication Publications, Communications Instructions, Radio Telephone Procedures.
- Chart No. 1, NOAA Nautical Chart Symbols and Abbreviations
- NOAA or Corps of Engineers chart of local area
- United States Coast Pilot, Vol. 1-9 as applicable to the local area
- Light List, Vol. 1-7, COMDTINST M16502 (series), as applicable to the local area
- Appendices A-I to the Auxiliary Telecommunications PQS Manual & Mentoring Guide

Reference documents to be obtained locally

- NOAA Tide Tables, as applicable to the local area
- Telephone Directory, as applicable to the local area

INSTRUCTIONS FOR USE OF THIS GUIDE

This Mentoring Guide is designed for use in assisting both the Mentor and the candidate for TCO qualification (the "mentee") in completing the USCGAUX Telecommunications Operator Personal Qualification Standard (TCO-PQS). Most of the necessary files and relevant documents are included on the CD-ROM which contains this Guide.

Computer requirements for accessing these files consist of an operating system that is Windows 2000 or later (Windows XP or Windows Vista). Software for reading "pdf" files (Adobe Acrobat) is required and the CD contains in a folder named Reader 9, the needed setup file to install the software. In the event that a different setup file is required, an MS WORD file providing a link to download that software is provided.

The files are organized on the CDROM as follows:

Level 1 = TCO Mentor Documents

Level 2 = "Mentoring Slides" – slides explaining the mentoring process

Level 2 = Official PQS Guide – contains a PDF file of the actual PQS document to be used by the mentor and candidate to complete the PQS and document the sign off's by the mentor. This file should be printed for the use of both the Mentor and the Candidate.

Level 2 = TCO Reference DOCs –Complete – contains the complete text of most of the general reference documents. NOT INCLUDED are those derived from purely local information such as Corps of Engineers' Charts, tide tables, and telephone directories.

Level 3 = Individual files containing referenced manuals

Level 3 = NOAA Chart No. 1

Level 3 = Coast Pilots

Level 3 = NGA Light Lists

Level 3 = Mentoring Guide Appendices

Level 3 = Example Radio Manual

Delivery through Mentoring

Merriam-Webster's Collegiate Dictionary defines the word mentor as "a trusted counselor or guide, tutor, coach." Practically speaking, mentoring can be described as a close developmental relationship between experienced and less experienced individual leading to a legacy of shared knowledge and skills. Many successful corporations, including IBM, Microsoft, Boeing, Hewlett Packard, Intel, and Xerox have derived great value from their corporate mentoring programs. Corporate mentoring programs have been deployed to support the development of current and future leaders, retaining high potential individuals, and managing collective or institutional knowledge.

The Coast Guard has long recognized the importance of mentoring as one of its 28 Leadership Competencies. Mentoring is part of the Coast Guard's Leadership and Professional Development (CG-133) Program. This document states that:

"Mentoring is a traditional method for orienting and training those new to the Coast Guard, as well as a valuable means of supporting the development - even accelerating the professional growth – of experienced employees, middle managers, and executives. Individuals who share knowledge, experiences, and skills to benefit someone else provide valuable leadership."

"All workforce members including active duty, reservists, civilian employees, and Auxiliarists, regardless of responsibility level, can benefit from mentoring anytime during a career. Just as we need to be mentored in order to continually learn, we also learn through teaching others. Ultimately, the Coast Guard improves as an organization through the performance improvement of our people."

From the perspective of the auxiliary and its mission, mentoring hold the continued promise of an efficient and effective means to accelerate the transfer of skills from the experienced to the less experienced members. It's a process that not only rewards the mentee but provides the mentor with an opportunity to learn through teaching others. Mentoring is being utilized for the Telecommunications Operator PQS because:

- Mentoring is a proven Coast Guard method that **accelerates** the transfer of skills
- It quickly and efficiently taps the skills of our tenured watchstander population
- It benefits both the mentee and the mentor as well as the CG
- Mentoring works well with skill based material
- Mentoring builds on the fact that each individual learns skills at a different pace
- The mentor can add emphasis where individually required
- Allows the mentee to select their own order of study
- Avoids the potential pitfalls of class room training with multiple students on multiple learning tracks

The bottom line is that mentoring is an extremely efficient means of transferring skills from our experienced to our less experienced members. As stated above, the mentees benefit, the mentor benefits, and the Coast Guard Auxiliary benefits from the process. **So, why not become a Coast Guard Auxiliary mentor, mentee, or both?**

CTRL +Click this link to go to slides: Mentoring Slides

Background & Introduction

Background

Radio communications in the US Coast Guard Auxiliary have undergone extensive changes in recent years, and will continue to evolve. The advent and use of new technologies, the implementation of Rescue 21, the implementation of GMDSS (Global Marine Distress and Safety System) and new roles for the Auxiliary post-9/11 have driven many of these changes. The qualification of Auxiliary communicators must be better linked to actual telecommunications operation and minimum standards for such operations.

As a result, it is clear that the current and future "comms." eligibility based upon completion of the AUXCOM class needs to be updated. Auxiliarists are now required to perform tasks and fulfill duties for which AUXCOM no longer provided adequate training or guidance

A standardized level of qualification will allow increased interoperability with Coast Guard units and other agencies and will also allow improved response capability during contingency operations.

The Qualification Standard detailed herein is not related to the AUXCOM specialty as a part of the AUXOP program, but rather is an entirely new qualification program within the Operations - Response Department of the Auxiliary. Certification is based on the successful accomplishment of specific tasks, as in other auxiliary programs. Operators may then be qualified and certified with assurance that they have been trained to standard.

Introduction

Effective 1 August 2008, a new Personal Qualification (PQS) for Auxiliary Telecommunications was approved by the Auxiliary and CG-5421. The PQS is a task-oriented qualification guide, designed to provide the members with focused training and enhanced skills to deal with both internal and external radio communications. Successful completion of the PQS will qualify the candidate as a Telecommunications Operator (TCO).

Current "comms" eligibility, based upon the completion of the AUXCOM class accomplished prior to the, 1 August 2008, effective date of this Standard, will remain in effect indefinitely.

After the, 1 August 2008, effective date of this Standard, completion of the qualification detailed in this Standard is required for all new communications qualifications.

Individuals currently "comms" eligible, as of 1 August 2008, are encouraged, but not required to meet the qualifications detailed in this Standard.

The qualification detailed in this Standard does not apply to and is not required for operations of those radios that are a part of surface or air facilities when those facilities are in operations under orders.

Personal Qualification Standard (PQS) Overview

Effective 1 August 2008, all new applicants for fixed land or land mobile radio facility certification and/or operation must be certified as a TCO. However, current AUXCOM-rated will continue to be eligible for facility ownership and operation indefinitely, as long as their AUXCOM was earned prior to August 1, 2008. All radio communicators, AUXCOM or not, are encouraged to achieve the TCO qualification through completion of this PQS. Telecommunications PQS completion is designed to be a mentored process as described in the PQS document, and to be implemented primarily at the flotilla level. **Rather than formal class room training, this content is designed to be absorbed through the mentoring process.** Through this process, the applicant is required to learn, practice and perform a collection of specific tasks. In addition, they are required to complete a set of reading and practical assignments that provide policy and background information for the required tasks. During periodic meetings with their mentor, each task will be demonstrated or tested to determine the applicant's level of proficiency.

This PQS Mentoring Guide will be available on-line from the National Auxiliary Operations Web site and from the Auxiliary National Supply Center.

The Telecommunications PQS and its elements were adopted and became effective as of 1 August 2008 Members holding AUXCOM earned prior to 1 August 2008 may continue to operate and own radio facilities.

Successful completion of this PQS and certification as a TCO is now required for any Auxiliarist operating a radio facility under orders or applying for a radio facility certification after 1 August 2008 (unless prior AUXCOM-rated). Trainees may continue to operate radio facilities under the direct supervision of a TCO or AUXCOM-rated (prior to 1 august 2008) member.

All members operating radio facilities are encouraged to qualify as a TCO, whether prior AUXCOM or not.

Operation of radios on auxiliary aircraft and vessels, under orders, is unaffected. Boat Crew and or Flight Crew qualification will continue, as presently constituted, to provide training and authorization for use of vessel or aircraft radios.

Telecommunications PQS completion is designed as a mentored process as described in this PQS Guide. Implementation will primarily take place at the flotilla level

Once a member completes his/her Telecommunications PQS, through the mentoring process, it shall be reviewed and approved by a communications staff officer (CM) who holds either AUXCOM (earned prior to 1 August 2008) or TCO.

The completed and CM-approved Telecommunications PQS shall be submitted to DIRAUX for certification and entry into AuxData.

Radio facility inspections may only be conducted by a Communications Staff Officer who has successfully completed the TCO PQS or AUXCOM (prior to 1 August 2008), or a member (not Comms Staff Officer) who has completed the required qualification and been specifically designated by the Director.

Telecommunications Qualification and Standards

Tasks for TCO Qualification

Task ATQ-01-01-TCO

Task: Operate the Unit's Radios

References:

a. Auxiliary Operations Policy Manual ANNEX 4, COMDTINST M16798.3 (series)
b. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Operator's Manual for the specific radio --- Sample Manual
d. Appendix I --- VHF Frequencies

Conditions: Task must be performed in an ACU or unit communications center using each type of radio commonly used by the unit for radio/telephone traffic. Tasks may be done at any time.

Standards: The trainee must, without error, identify and operate the controls for each of the unit's radios.

Performance Criteria:

Adjust radio operating controls and features identified including, if applicable:

- On/Off
- Volume
- Squelch
- Hi/Lo power
- Dimmer
- Monitor
- Frequency/Channel Select
- International/Canadian/USA Selection
- Weather Select
- Microphone
- Scanner (if applicable)
- Direction Finder (if applicable)

_____ Turn radio on.
_____ Adjust squelch to point where static just disappears.
_____ Adjust volume control to desired level.
_____ Demonstrate Channel 16 selection
_____ Demonstrate working channel selection
_____ Demonstrate and explain Hi/Lo power selection and use
_____ Demonstrate microphone use.
_____ Demonstrate scanner use (if applicable) and explain difficulties that may arise from the use of a scanner.
_____ Demonstrate Direction Finder use (if applicable)

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-01-02-TCO

Task: Demonstrate Basic Radio Procedure

References:
a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. Appendix H
e. Appendix I

Conditions: Task must be performed in an ACU or unit communications center using the VHF/FM transceiver normally used by the station for radio/telephone traffic. Tasks may be completed at any time using a short message (at least one paragraph as drafted by the mentor or telecommunications staff officer. These should be typical radio messages that a unit would normally transmit to one of their boats.

Standards: The trainee must send the messages a minimum of three times with no errors using the method described in the above listed reference (a).

Performance Criteria:

_____ Ensure radio is set to proper frequency or channel.
_____ Ensure volume control is set high enough to hear weak signals through static or other interference.
_____ Listen before transmitting to avoid breaking in on other transmissions.
_____ Speak concisely and clearly.
_____ Speak slowly to give receiving party a chance to receive the entire message.
_____ Speak in a normal tone of voice.
_____ Keep microphone approximately 1-2 inches from lips.
_____ Use proper prowords, especially “over” or “out” at the end of each transmission.

MENTOR COMMENTS:

Mentor/Instructor’s Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-01-03-TCO

Task: Basic Telecommunications Skills

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. AUXCOM course
e. Appendix F
f. Appendix H

Conditions: Tasks should be performed at any time at any location by successfully demonstrating ability in the task
Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain the appropriate performance element.
Performance Criteria:

_____Demonstrate use of the standard phonetic alphabet (see Appendix F)
_____Demonstrate the makeup and usage of a telecommunications log.
_____Explain the procedure for operating on ACU under orders.
_____Explain the mechanisms of coordination with OIA or cognizant CG unit.
_____Explain which activities and missions must be coordinated or overseen by the OIA or cognizant CG unit
_____Demonstrate a simulated coordinated mission activity.
_____Successfully complete the following quiz:

Quiz:
The squelch control is adjusted until_____ disappears.
The volume control should be set high enough to hear_____ signals through static and other interference.
3. You should_____ before transmitting to avoid unauthorized break-in on established communications.
4. You should speak in a_____ tone of voice.
5 Do not transmit while surrounding persons are talking and do not_____ the microphone until you are ready to transmit.
6. Do not use profane or_____ language.
7. The_____ alphabet is used to spell difficult words which are hard to understand over the radio.
8. The radio pronouncement for the Arabic numeral “9” is_____.

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9. The prowords “Correct” and_____ are used to indicate that was transmitted was correct.
10. The proword_____ is used to indicate the end of a transmission when nothing else follows.
11. The proword_____ is used to indicate the end of a transmission when a response is necessary.
12. The prowords_____ _____ mean that you are pausing for more than a few seconds.
13. Radio checks are conducted when communications with a unit is_____ or when a sender requests to know the strength or readability of the of the transmission received.
14. The international VHF-FM calling and safety frequency is 156.8 MHz, Channel_____.
15. The highest priority is a distress call. It is_____.
16. SECURITE, SECURITE, SECURITE is a_____ call.
17. When you use the radiotelephone you speak for, and to the boating public you are the voice of, the _____ _____.
18. Violations of radio silence are_____.
19. You should_____ the push to talk button occasionally to allow another station to break in if necessary..

20. The proword “symbol for” is_____ used.
21. Before transmitting, be certain that you transmitter is set to the proper _____.
22. Avoid_____ calling and unofficial transmissions.
23. When transmitting messages, send only as_____ as the receiving operator can copy.
24 Normally, a vessel’s_____ serves as its voice call sign.
25. When an aircraft is engaged in a SAR mission, the word_____ shall be included as part of the call sign.
26. Radio silence may be imposed or lifted only when_____ by a competent authority.

MENTOR COMMENTS:

Mentor/Instructor’s Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-02-01-TCO

Task: Controlling Communications with the Mariner

Reference:

a. Appendix B Reading Assignment

Conditions: Task should be performed at any time at any location by naming and explaining the significance or use of and demonstrating techniques for controlling communications.

Standards: In response to the mentor or telecommunications staff officer the trainee must without error, identify and explain the methods used for controlling communications.

Performance Criteria:

_____ Demonstrate use of clear speech using even moderate rate. Trainee must be able to do this function as a watchstander.
_____ Explain the significance of giving your full attention.
_____ Explain why military/Coast Guard slang or acronyms should never be used when talking to the public.
_____ Explain the necessity of remaining calm and not raising the voice despite the severity of the situation.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-02-02-TCO

Task: State VHF/FM Marine Band Distress and Radio Frequencies

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
d. Chapter 3, Radiotelephone Handbook, COMDTINST M2300.7 (series)
e. AUXCOM course
f. Appendix I

Conditions: Task may be performed at any location at any time.

Standards: The trainee must, without error, state standard working and distress frequencies.

Performance Criteria:

_____ State which channel or frequency is the international safety, distress and calling frequency and what it may be used for.
_____ State which channels or frequencies are the primary and secondary working channels/frequencies for the station, or unit, and adjacent stations.
_____ State which channel or frequency is used for "Bridge to Bridge" communications and what it may be used for.
_____ State the international ship-to-ship channel or frequency and what it may be used for.
_____ State the primary liaison channel or frequency for communications between non-government and Coast Guard vessels and stations as well as two broadcasts it is routinely used for.
_____ Name two command and control channels or frequencies.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-02-03-TCO

Task: Identify and explain Standard Radio Urgency Calls/Signals

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Chapter 2, Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. AUXCOM course

Conditions: Task should be performed at any time at any location by naming and explaining the significance or use of each signal when presented using simulated or actual signals by the mentor or telecommunications staff officer.
Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain verbally the signals listed below.

Performance Criteria:

_____ Identify and explain MAYDAY signal.
_____ Identify and explain S-O-S signal.
_____ Identify and explain PAN-PAN signal.
_____ Identify and explain SECURITY signal.
_____ Identify and explain two main types of Electronic Position Indicating Radio Beacons (EPIRBS) and basic operation of each type.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-03-01-TCO

Task: Identify Routine Information on a Nautical Chart (or optionally, a Corps of Engineers River Chart where appropriate)

References:

a. Chapter 14 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Chart No. 1, Nautical Chart Symbols and Abbreviations.

Conditions: Task should be performed ashore, at any time, using chart (s) of the area. Trainee must accomplish tasks without prompting or use of a reference.

Standards: In response to the mentor, the trainee must, without error, identify the different parts of a nautical chart (or optionally, a Corps of Engineers River Chart where appropriate).

Performance Criteria:

_____ Identify the latitude and longitude scale
_____ Identify one nautical mile using the latitude scale, or other method
_____ Identify fathom/feet curves
_____ Identify the sounding measurement.
_____ Identify the general information block.
_____ Identify the miles and yards scale.
_____ Identify buoy symbols.
_____ Identify the symbols for prominent landmarks printed on the chart.
_____ identify the compass rose and explain its function/use.
_____ Identify the symbol for wreck, rock, or submerged object.
_____ Provide magnetic and true bearings to/from a fixed object on a chart
_____ Successfully plot the location of a point on the chart from given latitude-longitude coordinates.
_____ Successfully identify a point on the chart by defining its latitude-Longitude coordinates.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-03-02-TCO

Task: Identify and locate information from Coast Pilot and Light List/Tide Tables.

This task is optional for AORs where nautical charts, Coast Pilot and Light List data do not apply, such as some lakes and inland areas.

References:

a. United States Coast Pilot, Vol. 1-9, as applicable.
b. Light List, Vol. 1-7, as applicable, COMDTINST M16502 (series)
c. NOAA Tide Tables, as applicable
d. NOAA or Corps of Engineers Charts, as applicable.

Conditions: Task should be performed ashore, at any time, using Light List and Coast Pilot entries and charts for the local area. Trainee must accomplish task without prompting or use of a reference other than those indicated in Task References.

Standards: Trainee must identify, without error, data in the publication and locate the items on local nautical charts.

Performance Criteria:

_____ Read instructions in Light List for description of columns.
_____ Identify aids in Light List that pertain to operational area and locate them on the chart.
_____ Read sailing directions in Coast Pilot for area of operation, if applicable.
_____ Read NOAA Tide Table instructions for area of operation, if applicable.
_____ Determine time/height of high tide, if applicable.
_____ Determine time/height of low tide, if applicable.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-03-03-TCO

Task: Identify Contact Telephone Numbers for Available Resources within Area of Responsibility (AOR)

References:

a. Local Telephone Directories
b. Chapter 2, National Search and Rescue Manual (SAR), Vol. 1, COMDTINST M16120.5 (series)

Conditions: Task should be performed ashore, at any time, using directories and unit resource files containing organizations, agencies and resources available for SAR support in local area. Trainee must accomplish without prompting.

Standards: Trainee must, without error, identify potential SAR resources contained in directories and unit resource files.

Performance Criteria:

_____ Locate telephone numbers of local Coast Guard units
_____ Locate telephone numbers of local Auxiliary unit operations officer and other key personnel
_____ Locate telephone numbers of local law enforcement agencies including maritime agencies (harbor patrols, harbor masters)
_____ Locate telephone number of local fire department
_____ Locate telephone number of local paramedics.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-04-01-TCO

Task: Respond to a Non distress Vessel Incident

References:

a. Chapter 2, National Search and Rescue Manual (SAR), Vol. 1, COMDTINST M16120.5 (series)
b. Appendix B Reading Assignment
c. Appendix C Reading Assignment

Conditions: Task may be performed at any time using the initial SAR Check Sheet from the above listed Reference (a). Given a scenario of a routine SAR incident, not requiring immediate assistance, by a mentor: the trainee must, by asking questions without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating, as closely as possible, the actual communications watch environment including the use of proper radio procedure.

Standards: The trainee must accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and then complete the Incident Check-Off Sheet.

Performance Criteria:

_____ Respond to initial call and establish communications.
_____ Take proper steps to switch communications to a working frequency/channel. including procedures for switching back if communications are not established on the new channel.
_____ Obtain location of the distressed vessel.
_____ Obtain number of persons on board (POB).
_____ Obtain nature of distress.
_____ Obtain description of vessel requesting assistance.
_____ Obtain information regarding the on-scene weather.
_____ Inform senior watch personnel and determine case severity.
_____ Transmit standard response to a request for vessel assistance when OOD/GDO or command cadre determine the case to be non-distress.
_____ Advise the vessel that the Coast Guard will assist in contacting any specifically requested alternate assistance.
_____ Offer to make a Marine Assistance Request Broadcast (MARB).
_____ Simulate broadcasting a MARB using the format given in reference (a).of Appendix C.
_____ State when a communication schedule would be required and the Coast Guard's response if a mariner fails to meet the established schedule.
_____ State when the Coast Guard's responsibility for the safety of a distressed vessel ends and why.

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-04-02-TCO

Task: Respond to a Distressed Vessel Incident

References:

a. Chapter 2, National Search and Rescue Manual (SAR), Vol. 1, COMDTINST M16120.5 (series)
b. Appendix B Reading Assignment
c. Appendix C Reading Assignment
c. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)

Conditions: Task may be performed at any time using a SAR Incident Check Sheet from the above listed Reference (a) and applicable supplemental sheets. Given a scenario of a SAR incident requiring immediate assistance by the mentor; the trainee must
by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible, the actual communications watch environment including the use of proper radio procedure.

Standards: The trainee must accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the Incident
Check-Off Sheet.

Performance Criteria:

_____ Response to initial call and establish communications...
_____ Obtain location of distressed unit.
_____ Obtain number of persons on board (POB).
_____ Obtain nature of distress.
_____ Obtain description of vessel requesting assistance.
_____ Inform all persons on board to put on life jackets.
_____ Obtain information regarding the on-scene weather.
_____ Inform the OIA or cognizant CG unit of situation and communications information.
_____ Obtain guidance as to further action, including whether a MARB or UMIB would be appropriate or whether any supplemental information is needed to assist in rescue efforts.
_____ When continuing action from the ACU, inform the vessel of any Coast Guard action being taken.
_____ Inform vessel of rescue craft estimated time of arrival.
_____ After ensuring case is under control, take proper steps to switch communications

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Mentee Name_____EMPID_____

to a working frequency, including procedures for switching back if communications are not established on the new channel.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-05-01-TCO

Task: Provide Appropriate Navigational Assistance to the Public

Reference: Appendix B Reading Assignment

Conditions: Task should be performed at any time with the aid of navigational charts and use of nautical publications for the area.

Standards: The trainee must identify, without error, the standard navigational information that may be passed to mariners and explain the dangers of passing non-standard information.

Performance Criteria:

State Standard navigational information that may be passed to mariners including the following:

_____ Characteristics of lights
_____ Magnetic bearings between charted objects
_____ Charted range bearings
_____ Charted depth of water
_____ Charted hazards
_____ Radio beacon frequencies
_____ Charted buoy positions
_____ Lat/long of charted objects
_____ Loran-C TD coordinates

State non-standard information that may not be passed to mariners including the following:

_____ Compass courses
_____ Deviation
_____ Recommended course lines
_____ Uncharted soundings
_____ Conjecture or personal opinions
_____ Explain the dangers of passing non-standard information

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

TASK ATQ-05-02-TCO

Task: Pass appropriate Basic Weather information to the public

References:

a. Chapter 11 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. National Weather Service forecast.

Conditions: Task should be performed at any time, with the aid of NWS weather Messages, nautical publications and stations weather instruments, if available. For weather observations, trainee should report only those conditions the trainee can actually see from the location.

Standards: Trainees must accurately identify NWS weather forecasts and describe local weather conditions.

Performance Criteria:
_____ Identify NWS weather forecast message and explain its use.
_____ State sources for providing weather information in the local area including NWS and local VHF-FM broadcast channels.
_____ State observed wind direction and velocity.
_____ State observed sea direction and height.
_____ State observed visibility.
_____ State sources for local area weather warnings

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-06-01-TCO

Task: Demonstrate knowledge of OPS Normal/Position Reports

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Chapter 14 & 15 Telecommunications Manual (TCM) COMDTINST M2000.3 (series)

Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of "Ops Normal/Position Report schedules.

Performance Criteria:

_____ Explain purpose of "Operations Normal" Position Reports.
_____ Explain Commandant's policy regarding "Ops Normal" Position Reports with fixed wing aircraft, both single and multi-engine
_____ Explain Commandant's policy regarding "Ops Normal" Position Reports with rotary wing aircraft.
_____ Explain Commandant's policy regarding "Ops Normal" Position Reports with Coast Guard small boats.
_____ Explain policy regarding reducing interval between "Ops Normal" Position reports in unique operating conditions (i.e. surf, cold weather, fog, etc).

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-06-02-TCO

Task: Demonstrate knowledge of Lost Communications Procedures

References:

a. Chapter 14 & 15 Telecommunications Manual (TCM) COMDTINST M2000.3 (series)
b. Appendix D

Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of "Lost Comms" procedures.

Performance Criteria:

_____ Demonstrate knowledge and understanding of Commandant Policy and procedure regarding "Lost Comms" with Coast Guard and Auxiliary aircraft.
_____ Demonstrate knowledge and understanding of Commandant Policy and procedure regarding "Lost Comms" with Coast Guard and Auxiliary small boats.
_____ Demonstrate knowledge and understanding of unit contingency plans regarding areas within an AOR that may contain coverage gaps

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-06-03-TCO

Task: Explain the need for and process of filing a Float Plan

Reference:

Appendix C Reading Assignment

Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: The trainee must, without error, demonstrate communications with an actual or simulated coxswain to establish a Float Plan and must demonstrate proficient knowledge of procedures for "deviation" from the original plan.

Performance Criteria:

_____ Explain what a "Float Plan" is and why it's necessary to establish a Float Plan prior to getting a boat underway.
_____ Identify and record the minimum parts of a "Float Plan".
_____ Explain coxswain's responsibility if there is deviation from the original Float Plan

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-06-04-TCO

Task: Demonstrate correct procedure for participating in a Directed Net

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Appendix E

Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of procedures.

Performance Criteria:

_____ Detail differences between standard operations and net operations.
_____ Specify the correct response by the operator of an Auxiliary radio station to an "all Stations this Net" broadcast by the Net control Station (NECOS)
_____ If you are requested to make a net check-in call on behalf of the NECOS and you are able to comply, the correct response on the air is"_____'.
_____ Detail the difference between a directed net and a free net.
_____ Explain the difference between a full call sign and an abbreviated call sign.
_____ Demonstrate response to different instructions from net control.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

TASK ATQ-07-01-TCO

Task: Explain the role of Net Control Station in Directed Net

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Telecommunications Manual (TCM) COMDTINST M2000.3 (series)
c. Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. Appendix E
e. Chapter 6 ACP125 Allied Communication Publications, Communications Instructions, Radio Telephone Procedures.

Conditions: Tasks should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, demonstrate proficient knowledge of procedures.

Performance Criteria:

_____ Explain the role of ANECOS (Alternate Net Control Station) versus NECOS for a directed net.
_____ Identify two conditions when NECOS should shift a net to a secondary frequency
_____ Describe the correct process for dealing with stations checking into a net with incorrect procedures.
_____ Describe the contents of a report of net participation to the next higher echelon of the division or net structure.
_____ Describe three characteristics of a station to be designated as ANECOS.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

Task ATQ-07-02-TCO

Task: Demonstrate correct procedures for managing a Directed Net

References:

a. Auxiliary Operations Policy Manual, ANNEX 4 COMDTINST M16798.3 (series)
b. Telecommunications Manual (TCM) COMDTINST M2000.3 (series)
c. Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. Appendix E.
e. Chapter 6 ACP125 Allied Communication Publications, Communications Instructions, Radio Telephone Procedures.

Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.

Standards: In response to the mentor or telecommunications staff officer the trainee must, without error, demonstrate proficient knowledge of procedures.

Performance Criteria:

_____ Detail differences between standard operations and net operations.
_____ Demonstrate a correct net call-up transmission
_____ Write a "net specific" preamble.
_____ Demonstrate a request on the part of NECOS for a relay
_____ Demonstrate a request, on the part of a station (not NECOS), for a relay.
_____ Simulate an "ad hoc" request for a stations to take over as NECOS.
_____ Demonstrate ability to properly manage net participants during simulated operations.

MENTOR COMMENTS:

Mentor/Instructor's Name_____EMPID_____

Mentee Name_____EMPID_____

APPENDIX H

PROWORDS

Procedure words (prowords) are words and phrases used to speed the transmission of radiotelephone messages. The table shown below contains a list of prowords together with an explanation of each.

PROWORD	MEANING
ALL AFTER	All [message contents] after
ALL BEFORE	All [message contents] before
BREAK	Separation of text from other portions of the message
CORRECTION	Error
DISREGARD THIS TRANSMISSION	This transmission is in error-disregard it
FIGURES	Numerals or numbers to follow
FROM	Originator's sign
INFO	The addressee (s) designation immediately following are addressed for information
INITIAL	The following phonetic equivalent is to be recorded as a single letter initial
I READ BACK	The following is my response to the instructions to read back
I SAY AGAIN	I am repeating transmissions or portion indicated
I SPELL	I shall spell the next word phonetically
I VERIFY	I have verified with originator and am repeating
MESSAGE	A message requiring recording is about to follow
OUT	End of transmission: no receipt required (Never used with OVER)

OVER	Go ahead, or this is the end of my transmission, a reply is expected (Never used with OUT)
READ BACK	Repeat this entire transmission back exactly as received
RELAY (TO)	Transmit this message to all addressees immediately following
ROGER	I have received your last transmission satisfactorily
SAY AGAIN	Repeat
SPEAK SLOWER	Your transmission is too fast a speed-send slower
THAT IS CORRECT	Correct
THIS IS	From
TIME	What follows is time or Date-Time Group of this message
TO	Action address
UNKNOWN STATION	Unknown station
VERIFY	Verify with originator and repeat
WAIT	I must pause for a few seconds
WAIT OUT	I must pause for more than a few seconds
WILCO	I have received your message, I understand, and I will comply
WORD AFTER	Word after
WORD BEFORE	Word before
WORD TWICE	Communication is difficult-transmit each phrase twice (Can be used as an order or a request)
WRONG	Your last transmission was incorrect – the correct version is a…….

APPENDIX I

VHF-FM MARINE BAND CHANNEL ASSIGNMENTS (FREQUENCY IN MHz)

CHANNEL	SHIP	COAST	USE
16	156.800	156.800	Distress and Calling
06	156.300	156.300	Intership Safety
13	156.650	156.650	Bridge-to-bridge
15		156.750	Environmental
17	156.850	156.850	State Control
70	156.525	156.525	Digital Selective Calling
65	156.275	156.275	Port operations for intership
66	156.325	156.325	and ship
12	156.600	156.600	to coast.
73	156.675	156.675	Same.
14	156.700	156.700	Same.
74	156.725	156.725	Same.
20	156.000	161.600	Same.
07	156.350	156.350	Commercial use for
09*	156.450	156.450	intership and ship
10	156.500	156.500	to coast.
11	156.550	156.550	Same.
18	156.900	156.900	Same.
19	156.950	156.950	Same.
79	156.975	156.975	Same.
80	157.025	157.025	Same.
67	156.375		Commercial use for
08	156.400		intership only.
77	156.875		Same.
88	157.425		Same.
68	156.425	156.425	Noncommercial use
69	156.475	156.475	intership and ship
71	156.575	156.575	to coast..
78	156.925	156.925	

CHANNEL	SHIP	COAST	USE
72	156.625		Intership only..
24	157.200	161.800	Public Correspondence
84	157.225	161.825	ship to coast.
25	157.250	161.850	(Telephone channels)
85	157.275	161.875	Same
26	157.300	161.900	Same
86	157.325	161.925	Same
27	157.350	161.950	Same
87	157.375	161.975	Same
28	157.400	162.000	Same

***Channel 9 is an alternate calling channel for recreational vessels**

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VHF-FM Coast Guard Working Frequencies

CHANNEL	SHIP	COAST	USE
21A	157.05	157.05	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.
22A	157.100	157.100	Primary VHF-FM liaison frequency for communications between Coast Guard units and civilian stations. It is also used for making Coast Guard Marine Information and Marine Assistance Request Broadcasts (MARBs).
23A	157.15	157.15	Intra-Coast Guard VHF-FM working frequency used for communications between Coast Guard units working in maritime mobile operations.
81A	157.075	157.075	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.
83A	157.175	157.175	Intra-Coast Guard VHF-FM working frequency for units in maritime mobile operations.