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

Recreational
Boating Safety (RBS)

Marine Dealer Program Visitor

Handbook
2013

Introduction

Recreational Boating Safety (RBS) is a cornerstone initiative for the USCG AUX

RBS involves three core AUX disciplines:
1. Instructor Public Education (PE)
2. Vessel Examinations (VE)
3. **Marine Dealer Program Visits (PV)**

The goals of this Program Visitor's Handbook is to:
– Provide a basic "job description"
– Define the skills needed to be a Program Visitor
– Document the processes to:
>Download all the required training material
>Access the on line testing web site
>Submit all required documentation for 1SR approval

Program Visitor (PV) Mission

Courtesy Marine Dealer Visits

Conducted at marina stores & marine retail dealers

• Conducted by trained Aux members
• Outlet for Recreational Boating Safety (RBS) literature distribution
• Source of "networking" with boating community in the local area e.g. open houses, special events, etc
• Frequency of visits on an as needed basis

Marine Dealer Program Visitor Skill Set

- Boating expertise
- Experienced dealing with the public
- Professional appearance
- Organizational skills
- Good interpersonal skills

Want to become an AUX Marine Dealer Program Visitor?

Contact your:

>Flotilla Staff Officer - Member Training
>Flotilla Commander (FC)
>Vice Flotilla Commander (VFC)

So, let's get started…….

Marine Dealer Program Visitor

Qualification Process

Qualification Process #1

Successfully complete an online open book test

Instruction Page

Test Specifications

Test ID	: MDV
Test Name	: Recreational Boating Safety Program Visitor Exam - NEW EXAM
Test Description	:
Passing Score	: 90%
Questions	: 30
Test Time	: 180 minutes
Proctor Required	: NO

*** WARNING ***

1. **DO NOT** use the browser's navigation keys! Use the test page's "Previous" and "Next" buttons only!
2. **DO NOT** use the browser's Refresh Function!

Violation of these rules can cause a unpredictable results such as program crash, loss of test data and/or failing score.

General Instructions

1. All 30 questions must be answered within the 180 minutes allowed for this test. Any unaswered questions will be graded as incorrect.
2. You must obtain a score of 90% or greater to pass this test.
3. You are allowed to move forward and backward through this test. Therefore, if you are uncertain about a question, you can move on to the next question and come back to the unanswered questions later.
4. The program has a FLAG toggle button. The FLAG is provided as a help for highlighting questions you wish to review.
5. When the test is finished, you will be given the option to review your incorrect answers.

[**Start Test**]   [**Cancel**]

Qualification Process - #2

• Under supervision of a qualified PV conduct five marine dealer visits.

• Annual requirement to maintain qualification is five marine dealer visits per calendar year

NOTE: Year one - PV Trainee will need to conduct 10 marine dealer visits:
   >5 supervised
   >5 individually

PV Qualification Process Summary

- –FC or FSO-MT will notify FSO-PV of members intent to become PV Qualified and the FSO-PV will assign a Mentor .
- –The PV Trainee must be either BQ or AUXOP qualified
- –PV Trainee must pass the on line exam and a AUXDATA Member Training Report must be submitted to the FC verifying the successful completion of the PV Test.
- –PV Trainee must conduct 5 supervised marine dealer visits.

PV Qualification Process Summary

–The 5 supervised marine dealer visits must:

>Documented in AUXDATA

>Dates of the 5 VE's must be documented

FORM 7048

PV Qualification Process Summary

– All of the aforementioned documentation needs to be sent to the FC.

– After the FC reviews and verifies all the submitted information, he/she sends an email or a letter stating that they have reviewed the required information , the PV Trainee is in compliance and the FC is requesting certification.

– FC must also include:
>Member name
>EMPLID #
>Flotilla #
>Date(s) of 5 supervised vessel exams

– Email the required information to:
Lil Haines
norddorf@comcast.com

– Regular mail:
Lil Haines
39 Reynolds Drive
Wallingford, CT 06492

The AUX Member Web Site
Log In/Password

NOTE: If you already have a password to access the eDirectory of AuxInfo you can skip this section

Step 1

URL is http://cgaux.org/

AUX MEMBERS is a pull down menu

Select **AUXILIARY DIRECTORY**

Step 2

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

AUXIT

AuxDirectory/AuxOfficer
Version II

IF YOUR ACCESS TO THIS PROGRAM HAS EXPIRED
SIMPLY OBTAIN A NEW PASSWORD BELOW

Obtain or Change Password

Please Log In

Auxiliary Member ID* [   ]

Member Zone Password [   ]

Log in to Auxiliary Directory

NOTICE:

(1) *Active duty and contractors use credentials provided to you at signup.

(2) All information contained in this program is covered by the provisions of the Federal Privacy Act of 1974.

(3) Use is strictly limited to listed members of Coast Guard Forces.

(4) Commercial use of any information in, or based upon this program is strictly prohibited. Violators will be prosecuted.

(5) Please do not distribute any files, and keep your password secure.

(6) For problems with this program, please contact the National Help Desk and submit a ticket that explains the problem.

(7) Use of this service indicates your acknowledgment of these provisions.

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index.php Version 1.1

AuxOfficer Developed and Written by Bill Pritchard
AuxOfficer II by Bill Pritchard & Steve Johnson

Step 3

- Member's Employee ID is your seven digit ID number - 1201234

- Member must have an email address

- This email address will be in the eDirectory for all official email

- Confirmation will be sent to the email address entered

Navigating The AUX Member Training Web Site

PV Manuals (1)

Step #1
AUX Web Site **http://cgaux.org/**

• Pull down menu

Step #2

Step # 3

COMDINST M16796.3C

U.S. Department of
Homeland Security

United States
Coast Guard

Recreational Boating Safety
Visitation Program
Manual

COMDTINST M16796.3C

Navigating The AUX Member Training Web Site

PV Testing

Step 1

URL is http://cgaux.org/

AUX MEMBERS is a pull down menu

Select **AUXILIARY TESTING CENTER**

Step 2

Step 3

- ID is member's Employee ID # 1201234
- Password is the same as used for access to the eDirectory

Step 4

- To access specific test site, click on **TEXT ID**

Program Visitor
Testing Site

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

America's Volunteer Guardians
Since 1939

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RBS Handbooks are also available for:

- Instructors
- Vessel Examiners

Contact your FSO-MT for information