



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



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



America's  
Volunteer  
Guardians  
Since 1939

## 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	: ND

**\*\*\* 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 unanswered questions will be graded as incorrect.
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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.

## 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

Clear ALL entries  Rev003

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD AN 55 7048 (1-04)		U.S. COAST GUARD AUXILIARY ACTIVITY REPORT RBS VISITATION		Division ___ Flotilla ___
SECTION I - MEMBER INFORMATION				<b>AUXDATA USE ONLY</b> Start Date Local: <input type="text"/> DD MMYY MON YYYY  Visits: ___  Hours: ___ Activity: UMS MISSION 11
Member ID	Last Name and Initials	ROLE		
		LEAD		
		TRAINEE		
		TRAINEE		
		TRAINEE		
SECTION II - VISIT INFORMATION				
	Visit Date DDMMYY	Business Name	Location	Hours
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
SECTION III - REMARKS				Total Hours
<small>Use Member Activity Report (AWSC-7025) to record level and prep time associated with visits.          Additions, deletions or changes to business listings must be reported on AWSC-7047, Manufacturer ID Code          System (MNC) &amp; Mailing Label System (MLS) form.</small>				
Date submitted	<input type="text"/>	Report number	<input type="text"/>	

-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](mailto: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

The screenshot shows the homepage of the United States Coast Guard Auxiliary website. At the top, there is a header with the U.S. Department of Homeland Security logo and the text "United States Coast Guard Auxiliary". Below the header is a navigation bar with tabs for "AUXHOME", "JOIN US NOW", "LEADERSHIP", "AUX MEMBERS", "DIRECTORATES", "UNITS", "AUX ASSOC.", and "COAST GUARD". The "AUX MEMBERS" tab is selected, and a dropdown menu is visible with the following items: "JOB AIDS & RESOURCES", "WHAT'S NEW", "7020 WEBFORM", "FORMS WAREHOUSE", "AUXILIARY MANUALS", "AUXILIARY DIRECTORY" (highlighted with a red box), and "AUXILIARY TESTING CENTER".

Below the navigation bar, the main content area features a sidebar on the left with links for "About The Auxiliary", "Boating Safety Education", "Vessel Safety Checks", "Recreational Boating Safety Information & Resources", "Library", "National Help Desk", and "SEARCH NATIONAL SITE". The "SEARCH NATIONAL SITE" section includes a search box and a "Search" button. Below this is a "SECURITY LEVELS" section with a "MARSEC LEVEL" indicator showing "1" and "2" in blue boxes, and "3" in a red box, with the text "SIGNIFICANT RISK". At the bottom of the sidebar is an "NTAS NO ACTIVE ALERTS" banner.

The main content area on the right contains a large image of two people looking at a map. To the left of the image, there is text that reads: "Established by 30,000 members of the United States Coast Guard Auxiliary are Semper Paratus. Vessel safety checks, harbor patrols, safe boating courses, search and rescue, marine environmental protection. These are just a few of the services provided by the Auxiliary. Each year, Auxiliarists volunteer more than two million hours benefitting boaters and their families. We invite you to explore our site and learn more about who we are and what we do to be 'Semper Paratus.'" Below the image are several small buttons: "See Something?", "Stratton sails away", "Ice-cold science", "Recreational Boating", and "Play All".

URL is <http://cgaux.org/>

**AUX MEMBERS** is a pull down menu

Select **AUXILIARY DIRECTORY**

# Step 2



## 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*	<input type="text"/>
Member Zone Password	<input type="password"/>
<input type="button" value="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.

Copyright (c) 2013

index.php Version 1.1

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

# Step 3

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

## Create or Change Auxiliary Member Zone Password

Auxiliary or USCG Employee ID   Contractors: please check this box

Type New Password

Type New Password again

Type your Primary Email Address\*

**NOTICE:**

- (1) \*Auxiliaries: You must use your primary valid email address as entered in AuxData.
- (2) \*Active Duty/Contractors: You must enter your official USCG email address.
- (3) All information contained in this program is covered by the provisions of the Federal Privacy Act of 1974.
- (4) Use is strictly limited to listed members of Coast Guard Forces.
- (5) Commercial use of any information in, or based upon this program is strictly prohibited. Violators will be prosecuted.
- (6) Please do not distribute any files, and keep your password secure.
- (7) For problems with this program, please contact the National Help Desk at [help.cgaux.org](http://help.cgaux.org) and submit a ticket that explains the problem.
- (8) Use of this service indicates your acknowledgment of these provisions.

nav\_password.php Ver 1.2.1 SJ

- 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/>

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

WEDNESDAY, APRIL 24, 2013  
WWW.CGAUX.ORG

Boating Service  
Promoting Boating  
Semper Paratus  
"Always Ready"

Established by Congress in 1935, 30,000 members of the United States Coast Guard Auxiliary are Semper Paratus.

Vessel safety checks, harbor patrol, safe boating courses, search and marine environmental protection.

These are just a few of the services provided by the Auxiliary.

Each year, Auxiliarists volunteer more than two million hours benefitting boaters and their families.

We invite you to explore our site and learn more about who we are and what we do to be 'Semper Paratus.'

Navigation menu: AUX HOME, JOIN US NOW, LEADERSHIP, AUX MEMBERS, **DIRECTORATES**, UNITS, AUX 45900, COAST GUARD

Dropdown menu items: CHIEF COUNSEL, DIVERSITY, HUMAN RESOURCES, INCIDENT MGMT & PREP, INFORMATION TECHNOLOGY, INTERNATIONAL AFFAIRS, PLANNING & PERFORMANCE, PREVENTION, PUBLIC AFFAIRS, PUBLIC EDUCATION, RRS OUTREACH, RESPONSE, TRAINING, **VESSEL EXAMS & RES**

Search bar: SEARCH NATIONAL SITE, Enter Search Term(s), Search

SECURITY LEVELS: MARSEC LEVEL 1, 2, 3, SIGNIFICANT RISK

NTAS NO ACTIVE ALERTS www.DHS.gov/alerts

Footer: See something, Stratten sails away, Ice-cold science, Recreational Boating, Play All

- Pull down menu

# Step #2

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

AUXHOME | JOIN US NOW | LEADERSHIP | AUX MEMBERS | DIRECTORATES | UNITS | AUX ASSOC. | COAST GUARD

Wednesday, April 24, 2013

**Welcome to the Vessel Examination & Partner Visitation Web Site**

**Vessel Safety Check Website**

Kelly Townsend, V-Directorate Director, USCGAUX  
Tom Roscoe, National Safety Chair, USPS

**Have you had your Vessel Safety Check?**

**EVEN EXPERIENCED BOATERS NEED A VESSEL SAFETY CHECK!**

The most cautious boaters can sometimes experience unexpected problems on the water. That's why the U.S. Coast Guard recommends that all recreational boaters, including personal watercraft and paddle sport users, take advantage of the free Vessel Safety Check program every year.

The courtesy **Vessel Safety Check (VSC)** is performed at your boat - whether in a slip, at the launch ramp, or in your driveway - by a certified Vessel Examiner, at a mutually-convenient time, and usually takes 30 to 45 minutes, depending upon the size of your boat. **Click on the "I Want a VSC" menu item to the left to contact a local volunteer to perform a VSC on your boat.**

**What's In it For Me?**

Boats that pass the examination are awarded a distinctive VSC Decal that alerts the Coast Guard, Harbor Patrol, and other law-enforcement agencies that your boat was found to be in full compliance with all Federal and State boating laws. Frequently, such agencies will not detain or board boats displaying a current-year decal that are otherwise operating safely.

**What If I Don't Pass?**

If your boat does not pass, you will be notified. Instead, you can

**MEMBER ZONE**

Member ID:   
Password:

**SEARCH NATIONAL SITE**

Enter Search Term(s):

# Step # 3



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

AUXHOME | JOIN US NOW | LEADERSHIP | AUX MEMBERS | DIRECTORATES | UNITS | AUX ASSOC. | COAST GUARD

Wednesday, April 24, 2013



V-Directorate  
Vessel Examination &  
Partner Visitation

Welcome

Virtual Safety Check

I Want a VSC

Questions & Answers

**RBS Partner Visitation**  
Join the Program  
**RBS-VP Manual**  
RBS Outreach Plans

Job Aid Kits

USCGAux V-Directorate

What's New

U.S. Power Squadrons

Boating Links

Link to Us

National Help Desk

MEMBER ZONE

Member ID:

Password:

LOG IN

SEARCH: [input] GO

### Recreational Boating Safety Partner Visitation Program



**MERCHANTS AND MARINE DEALERS: YOUR SUPPORT OF BOATING SAFETY IS NEEDED!**

If you are a dealer in recreational boating, or simply a merchant with a high sense of community service, **WE WANT YOU!**

The Coast Guard and Coast Guard Auxiliary have a key, community outreach program called the "Recreational Boating Safety Visitation Program", and it's all about you. If you believe in supporting recreational boating safety to make our waterways safer for everyone, then become one of our Recreational Boating Safety (RBS) Partners, and turn your belief into action!

**What Does It Mean to Be a Partner?**

Our goal is to educate the recreational boater about boating safety. In fact, the Coast Guard considers this our "Job #1". We achieve this two principal ways: through our highly-respected public education classes, and the distribution of State and Federal boating safety literature.

You can help by giving us space in your venue to display boating safety literature, and a bulletin board where we may post flyers for our upcoming boating safety classes. And many of our partners — particularly marine dealers — invite us in for special events, where we can support the boating public one-on-one, or provide us space for teaching one of our many courses.

Our partners typically include marine dealerships, repair facilities, sporting goods stores, bait shops and boat rental outfits. But other "interested businesses" desiring to participate in promoting boating safety, such as medical facilities, various professional offices, restaurants/fast food establishments, hotels, motels and resorts together with transportation facilities, have partnered with us. Nationwide, we have tens of thousands of partners.

**Our Ambassador to You - the "Program Visitor"**

Key to our dealer/partner outreach program are a cadre of trained Auxiliarists who visit you on a regular basis to drop off or restock boating safety literature displays, or to discuss upcoming special events with you. We call these members "Program Visitors", short for



# COMDINST M16796.3C

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



## **Recreational Boating Safety Visitation Program Manual**

COMDINST M16796.3C

# **Navigating The AUX Member Training Web Site**

## **PV Testing**

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URL is <http://cgaux.org/>

**AUX MEMBERS** is a pull down menu

Select **AUXILIARY TESTING CENTER**

# Step 2

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

AUXHOME JOIN US NOW! LEADERSHIP AUX MEMBERS DIRECTORATES UNITS AUX ASSOC. COAST GUARD

**USCG AUX AUXWeb**  
NTC Home

**Take a Test**

Get a Password

National Help Desk

Training Courses Links

ICS Courses Links

SEARCH NATIONAL SITE

Enter Search Term(s):  
  
Search

SECURITY LEVELS

**MARSEC LEVEL**  
1 2 3  
**SIGNIFICANT RISK**

**NTAS**  
NO ACTIVE ALERTS  
[www.DHS.gov/alerts](http://www.DHS.gov/alerts)

## Welcome to the **New** National Testing Center

**ONLY USE ONE OF THE FOLLOWING SUPPORTED BROWSERS:**

- Internet Explorer (IE)
- Firefox
- Chrome
- Safari

**NEVER use the AOL browser.**

**QUESTIONS ABOUT EXAMS AND NTC**

The National Testing Center only administers the exams. If you have questions about taking exams here, use the "Contact Us - Help Desk" link to the left. However, questions regarding exam contents should be directed to the leadership of the content provider via the appropriate communications channel.

**ABOUT YOUR PASSWORD**

You need to log on to take tests or to be an online proctor. Your user ID is simply your member number. Your password is the same Member Zone password you use to log on to AuxDirectory/AuxOfficer, or to make purchases at CGAuxCan.

If you do not yet have a Member Zone password (or have forgotten it), then click on the "Get a Password" link to the left. **WARNING:** you must have been a member long enough for your member information in AuxData to make it over to AuxOfficer, in order to either get a password, or to take a test. This process usually takes 1-3 weeks, depending upon database update cycles. You also must have a functioning email address entered in AuxData, as your password confirmation email is mailed to that address, and must be acted upon within 15 minutes of receipt.

**PROCTORED TESTS**

Some tests you take here are "closed book", and require a proctor to be physically present with you near your computer while you take the test. To take a proctored test, first you log onto the test, and then the proctor logs on after you, with his or her own Member Zone credentials.

Contact National National Help Desk Website Policies Accessibility FOIA Plug Ins

U.S. Coast Guard U.S. Department of Homeland Security USA.gov

CGAUX.ORG is the U.S. Coast Guard Auxiliary official web portal.

# Step 3

The screenshot shows a web page for the United States Coast Guard Auxiliary. At the top left is the organization's logo and name: "United States Coast Guard Auxiliary" and "U.S. Department of Homeland Security". At the top right is a blue banner with the text "America's Volunteer Guardians" and "Since 1939". The main heading in the center reads "Welcome to The National Testing Center v1.2". Below this is a blue underlined link: "Click Here For Proctor Instructions". In the center, there is a message: "Access to this site is through member ID only!" flanked by two small circular icons. Below the message is a light blue login box titled "eDirectory Login". Inside the box are two input fields: "ID:" and "Password:", each followed by a white text box. Below these fields is a "Submit" button.

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

# Step 4

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

America's  
Volunteer  
Guardians  
Since 1939

## Members Home

Test Catalog | Test History | Proctor List | Instructions

Test ID	Test Name Test Description
<a href="#">AIR</a>	Aviation Exam Part A
<a href="#">APC</a>	Administrative Procedures Course (APC) Administrative Procedures Course
<a href="#">AUX-20</a>	AUX 20 Intro to Auxiliary Public Affairs final exam
<a href="#">AUX-21</a>	AUX 21 Auxiliary Public Affairs Policy final exam
<a href="#">AUX-22</a>	AUX 22 USCG Public Affairs 2nd Class final exam
<a href="#">AUX-23</a>	Journalism for Coast Guard Public Affairs Evaluation of knowledge base and skill set of those seeking Public Affairs journalism specialization
<a href="#">AUX-26</a>	AUX 26 Introduction to Digital Photography, final exam
<a href="#">BIC</a>	<b>Basic Introduction Course (BIC)</b> BIC prepares new Auxiliary University Programs (AUP) members for effective service in the U.S. Coast Guard Auxiliary. It is a foundational course designed to supplement and enhance existing knowledge of the Coast Guard and Coast Guard Auxiliary, and is a program-specific requirement for all AUP students before they graduate.
<a href="#">COM</a>	AUXCOM Communications Exam
<a href="#">ELC-O</a>	Flotilla Leadership Course - Online
<a href="#">FPRINTTECH</a>	Fingerprint Exam
<a href="#">GMATE</a>	GoodMate Exam
<a href="#">IT</a>	Instructor Development Course (IDC)
<a href="#">MBV</a>	Recreational Boating Safety Program Visitor Exam - NEW EXAM
<a href="#">MSBP</a>	Introduction to Marine Safety and Environmental Protection (MSBP)
<a href="#">NAVA</a>	AUXNAV Exam Part A
<a href="#">NRUL70</a>	Navigation Rules 70
<a href="#">NRUL95</a>	Navigation Rules 95

- 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

## Instruction Page

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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**

RBS Handbooks are also available for:

- Instructors
- Vessel Examiners

Contact your FSO-MT for information