

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOLUME III: PWC OPERATOR

COMDTINST M16794.54A
January 2007



COMDTINST M16794.54A
05 JAN 2007

COMMANDANT INSTRUCTION M16794.54A

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

- Ref:
- (a) Auxiliary Manual, COMDTINST M16790.1 (series)
 - (b) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 - (c) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
 - (d) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 - (e) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
 - (f) Team Coordination Training, COMDTINST 1541.1 (series)
 - (g) Navigation Rules, International – Inland, COMDTINST M16672.2 (series)

1. PURPOSE. This Manual establishes policies and procedures for the training, qualification, and certification of Auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED.
 - a. Effective 01 January 2007, the Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 is cancelled.
 - b. Where the provisions of this Manual differ from the Auxiliary Manual, COMDTINST M16790.1 (series), the provisions of this Manual shall apply.

DISTRIBUTION – SDL No.146

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4. DISCUSSION. This Manual is part of the complete revision of the Coast Guard's family of boat crew training and qualification publications. These publications are being revised to reflect the best and safest practices in the Coast Guard Auxiliary fleet.
5. RESPONSIBILITY. Commandant (CG-3PCX-2) is responsible for the content and upkeep of this Manual. Questions or concerns about the material contained in this Manual should be addressed to Commandant (CG-3PCX) at (202) 372-1271.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.
7. FORMS/REPORTS. The Coast Guard (CG) forms called for in this Manual are available on the internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>. Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/forms.html>.

/s/

CRAIG E. BONE

Rear Admiral, U. S. Coast Guard

Assistant Commandant for Prevention

RECORD OF CHANGES

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Chapter 1. Introduction

Overview

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

- Section A: Purpose
 - Section B: Description of the Guide
 - Section C: The Qualification Process
-

Section A. Purpose

A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), the Operations Policy Manual, COMDTINST M16798.3 (series) and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), to train and qualify Auxiliary members to serve as PWC operators on Auxiliary PWC facilities.

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

A.2. Training Goal

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

Section B. Description of the Guide

B.1. Format

The Qualification Guide consists of three volumes:

- Volume I: Crew Member
- Volume II: Coxswain
- Volume III: Personal Watercraft (PWC) Operator

This volume has two chapters:

- Chapter 1: Introduction
 - Chapter 2: Qualification Tasks
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B.2. Qualification Tasks

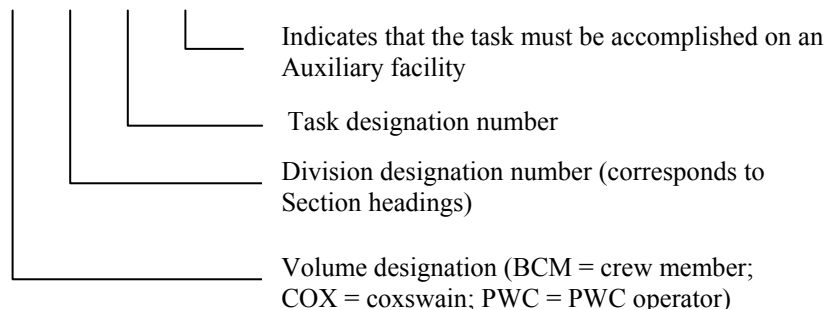
Each qualification task represents a certain skill or piece of knowledge required in the performance of duty as an Auxiliary PWC Operator. Collectively, the complete set of tasks represents the minimum performance standard for the position. Each task has seven parts:

- Designation
 - Title
 - References
 - Conditions
 - Standards
 - Performance Criteria
 - Verification
-

B.2.a. Designation

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

PWC-02-03-AUX



B.2.b. Title	The name and general nature of the task.
B.2.c. Reference	<p>Lists sources of teaching material, background information, and policy. The primary reference for seamanship skills is reference (b). Other references shown in this guide are Coast Guard policy or technical directives. However, members are encouraged to use a wide range of references for small boat handling, navigation, and seamanship skills. Reference (c) has an extensive list of references, including the Auxiliary Specialty courses and the Auxiliary Public Education courses.</p>
B.2.d. Conditions	<p>Describes the environment and physical circumstances in which the task must be performed. Any tools or special equipment needed for completion of the task are listed here. The following terms are used in the Conditions and Standards sections of the tasks:</p> <p><u>Boat Operations</u></p> <p>Slow: Underway and moving ahead at clutch speed or slower. Underway: Not tied to a pier or float and not anchored or moored.</p> <p><u>Visibility</u></p> <p>Restricted: Visibility less than ¼ mile. Clear: All other states of visibility.</p> <p><u>Sea Conditions</u></p> <p>Calm: Waves less than 1 foot. Moderate: Waves 1 to 4 feet. Heavy: Waves 4 feet and over.</p>
B.2.e. Standards	<p>Standards describe the expected outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows.</p> <ul style="list-style-type: none">● Knowledge Tasks: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.● Skill Tasks: Candidate must be able to perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

B.2.f. Performance Criteria

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

- **To Aid in Learning the Task:** Some steps for task accomplishment follow exact procedures which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.
- **To Provide a Performance Check:** The steps provide a check list which can be used by the mentor to evaluate the trainee's performance.

B.2.g. Verification

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

B.3. Additional Standards

No additional qualification tasks or modification of task therein may be required to achieve either qualification or certification. The tasks (not including waivable tasks) in each volume of the Qualification Guide represent a uniform, national standard for qualification and certification. National standard tasks may be altered with CHDIRAUX approval. A member who successfully completes the national standard tasks is entitled to be certified by the Director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

Order-issuing authorities may require additional training, based on local operational considerations, prior to assigning a certified member to duty.

B.4. Waivable Tasks

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

Section C. The Qualification Process

C.1. Process Summary

For a complete description of the training and qualification process and policies, refer to the reference (c). The process is summarized below.

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

C.2. Sign-Off Process

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

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

C.3. Qualification Examination

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

Once qualified, the member is then certified by the Director. See Chapter 4 of reference (c) for a complete description of the certification process.

C.4. Qualified Crew Members and Coxswains

Auxiliary members who are currently qualified as crew members or coxswains only need to complete those qualification tasks specific to operating a PWC.

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

Appendix A –Training Plans

Training Plan – Inport Tasks		
<i>Task Number</i>	<i>Task Name</i>	<i>Required Materials</i>
PWC-01-01-AUX	Crew Fatigue	
PWC-01-02-AUX	Sun And Heat Related Factors	
PWC-01-03-AUX	Team Coordination Training	Proof of Completion
PWC-02-01-AUX	Personal Physical Requirements And Policy	
PWC-02-02-AUX	Crew First Aid Responsibility	
PWC-02-03-AUX	State The Symptoms And Treatment For Shock	
PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)	
PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	Tourniquet and Pressure Dressings
PWC-02-06-AUX	State The Signs And Treatment For Burns	
PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia	
PWC-02-08-AUX	Identify Boat Crew Survival Equipment	
PWC-02-09-AUX	Use The Emergency Signal Mirror	Signal Mirror
PWC-02-10-AUX	Operate The Personal Marker Light (PML) or Strobe Light	PML or Strobe Light
PWC-03-01-AUX	Identify the Different Parts of a Line and the Hitches Used in Line Handling	Several Pieces of Line
PWC-03-02-AUX	Tie Various Knots, Hitches and Bends	Several Pieces of Line
PWC-03-03-AUX	Secure Lines To Cleats, Bitts And Posts	Line, Cleat, Sampson Post
PWC-04-06-AUX	Identify And Describe Accepted Maritime Distress Signals	
PWC-05-01-AUX	Operate A VHF-FM Radiotelephone	VHF-FM Radio
PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Operations Normal Report	VHF-FM Radio
PWC-05-03-AUX	Obtain Distress Information and Pass to the Controlling Shore Unit	VHF-FM Radio
PWC-06-01-AUX	Successfully Complete the Navigation Rules of the Road Exam	Proof of Completion
PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area	None
PWC-07-01-AUX	Legal Aspects and USCG Policies	
PWC-07-04-AUX	Identify The Different Classes Of Fires; State The Fuel And Primary Extinguishing Agents Associated With Each	
PWC-07-05-AUX	Operate A CO2 Fire Extinguisher (Simulate)	CO2 Fire Extinguisher
PWC-08-01-AUX	Complete The Incident Command System (ICS) Courses	Proof of Completion
PWC-08-02-AUX	Basic Knowledge Of Boating Skills	Proof of Completion
PWC-08-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)	Appropriate Forms
PWC-08-04-AUX	Complete the Operations Policy Manual and National SAR Plan Open Book Exam	Proof of Completion

Training Plan - Underway Tasks		
<i>* All Tasks Require a properly Equipped Auxiliary Facility(PWC)</i>		
Task Number	Task Name	Required Materials
PWC-02-11-AUX	Type III PFD Or Dry Suit Swim	PFD or Dry Suit w/ PFD
PWC-03-04-AUX	State the Operational Limitations and Characteristics of the PWC	
PWC-03-05-AUX	Conduct a Pre-Underway Check Off on a PWC Facility	PWC/Check List
PWC-04-01-AUX	Dismount and Remount PWC in Deep Water	PWC
PWC-04-02-AUX	Explain How To Re-right a Capsized PWC	
PWC-04-03-AUX	Maneuver Through a Buoyed Slalom Course	5 Buoys and Anchors
PWC-04-04-AUX	Shallow Water Operations	PWC
PWC-04-05-AUX	Maneuver A PWC in Tight Quarters	PWC
PWC-07-02-AUX	Pick Up a Conscious Person and Transport to Shore	PWC
PWC-07-03-AUX	Take Another PWC In Stern Tow	2 PWCs, Tow Line
PWC-08-05-AUX	Dockside Oral Examination	QE
PWC-08-06-AUX	Underway Check Ride	PWC, QE

<i>Section A</i> <i>Crew Efficiency Factors, Risk Factors and Team Coordination</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-01-01-AUX	Crew Fatigue		
PWC-01-02-AUX	Sun And Heat Related Factors		
PWC-01-03-AUX	Team Coordination Training		
<i>Section B</i> <i>Physical Fitness, First Aid and Survival</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-02-01-AUX	Personal Physical Requirements And Policy		
PWC-02-02-AUX	Crew First Aid Responsibility		
PWC-02-03-AUX	State The Symptoms And Treatment For Shock		
PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)		
PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding		
PWC-02-06-AUX	State The Signs And Treatment For Burns		
PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia		
PWC-02-08-AUX	Identify Boat Crew Personal Survival Equipment		
PWC-02-09-AUX	Use The Emergency Signaling Mirror		
PWC-02-10-AUX	Operate The Personal Marker Light (PML) or Strobe Light		
PWC-02-11-AUX	Type III PFD Or Dry Suit Swim		

<i>Section C</i> <i>Marlinespike Seamanship, Boat Nomenclature and Basic Stability</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling		
PWC-03-02-AUX	Tie Various Knots, Hitches And Bends		
PWC-03-03-AUX	Secure Lines To A Cleat		
PWC-03-04-AUX	State The Operational Limitations And Characteristics Of The PWC		
PWC-03-05-AUX	Conduct A Pre-Underway Check Off On A PWC Facility		
<i>Section D</i> <i>Boat Handling</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water		
PWC-04-02-AUX	Explain How To Re-right And Remount A Capsized PWC		
PWC-04-03-AUX	Maneuver Through A Buoyed Slalom Course		
PWC-04-04-AUX	Shallow Water Operations		
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters		
PWC-04-06-AUX	Identify And Describe Accepted Maritime Distress Signals		
<i>Section E</i> <i>Communications</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-05-01-AUX	Operate A VHF-FM Radiotelephone		
PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
PWC-05-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit		

<i>Section F</i> <i>Navigation</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-06-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam		
PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area		
<i>Section G</i> <i>Mission Oriented Operations</i>			
<i>Task</i>	Description	Mentor Initials	Date
PWC-07-01-AUX	Legal Aspects And USCG Policies		
PWC-07-02-AUX	Pick Up A Conscious Person And Transport To Shore		
PWC-07-03-AUX	Take Another PWC In Stern Tow		
PWC-07-04-AUX	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each		
PWC-07-05-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)		
<i>Section H</i> <i>Auxiliary Specific Tasks</i>			
<i>Task</i>	Description	Mentor/QE Initials	Date
PWC-08-01-AUX	Complete The Incident Command System (ICS) Courses		
PWC-08-02-AUX	Basic Knowledge Of Boating Skills		
PWC-08-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)		
PWC-08-04-AUX	Complete the Operations Policy Manual and National SAR Plan Open Book Exam		
PWC-08-05-AUX	Dockside Oral Examination		
PWC-08-06-AUX	Underway Check Ride		

Appendix C. PWC Facility Acceptance and Operating Policies

1. Facility Acceptance

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

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

A PWC may be offered for use and accepted as operational facilities, using Form ANSC-7008. PWCs do not need to be designated as special purpose facilities.

2. Required Facility Equipment

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

- One USCG-approved non-toxic dry chemical fire extinguisher.
 - One 30-foot-long 3/8” polypropylene towline.
 - Personal Flotation Device (PFD) for each rider with required survival equipment attached. PFDs must be impact-rated for the PWC’s maximum speed (minimum dynamic strength test rating of 50 miles per hour).
 - One waterproof marine radio or portable radio in clear plastic waterproof bag.
 - One rescue throw bag or rescue heaving line (minimum 50 feet reach).
 - One throwable PFD.
 - First aid kit and emergency survival blanket.
 - One spare safety lanyard (“kill switch”).
 - An Auxiliary ensign or Patrol Ensign displayed on a five-foot flagstaff, (Optional).
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2. Required Equipment (Continued)	<hr/> <ul style="list-style-type: none"> ● Watch. ● Flashlight. ● Mooring lines (2). ● Knife (3” blade minimum). ● Sponges (2). ● Drinking water. ● Spare spark plugs. ● PWC tool kit (see Task 03-05-AUX for a complete listing of contents). ● PWC oil (as specified by the engine manufacturer). ● Visual Distress Signals (VDS). <hr/>
3. Personal Protective Equipment	<p>The following personal protective equipment (PPE) is required to be carried on patrols:</p> <ul style="list-style-type: none"> ● Polarized, impact resistant goggles (sunglasses). ● Foot protection (wet suit booties or similar). ● Hat/helmet. ● Gloves with non-slip palms. <hr/>
4. Patrol Orders	<hr/> <p>PWC facilities are assigned to patrol duty by obtaining patrol orders through the Patrol Order Management System (POMS) or any of the alternative means of orders (e.g., OPORDs) described in the Auxiliary Operations Policy Manual.</p> <hr/>

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| 5. Tandem Operating Requirement | <p>Because PWCs offer no protection against the elements and can eject the operator or capsize, prudent risk management requires that a PWC always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PWC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, the second craft may not be a PWC, but must be a boat or vessel. The minimum distance from shore requirement for a boat or vessel may be extended at the discretion of the Order Issuing Authority or Coast Guard Operational Commander.</p> <p>Single PWCs may respond to Search and Rescue (SAR) incidents where there is the possibility of saving a life or property.</p> |
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| 6. Passengers | <p>A certified crew member or trainee may be carried on a PWC facility during training missions only. Passengers or guests are not authorized on PWCs on patrol orders unless they are victims from a SAR case.</p> |
|---------------|---|
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- | | |
|------------------------|--|
| 7. Weather limitations | <p>PWC patrols will normally only be conducted during summer months. When the water temperature is below 60° F, PWC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual.</p> <p>PWC may <u>not</u> operate in the following conditions:</p> <ul style="list-style-type: none">● In or near “white water” rapids, running, or swift water.● In winds greater than 25 knots.● In seas greater than three feet.● In currents greater than ten knots.● In or near restricted visibility.● When lightning is present.● Breaking inlets or surf.● Prior to 30 minutes <u>after</u> sunrise or later than 30 minutes <u>before</u> sunset or in accordance with (IAW) State laws and regulations if more restrictive. |
|------------------------|--|
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|----------------------|---|
| 8. Fatigue Limits | PWC patrols may operate for a maximum of six hours in a 24 hour period. A one-hour off-the-water break is required every three hours. |
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- | | |
|----------------------------|---|
| 9. Patrol
Procedures | <p>Immediately after launching, each PWC operator will establish contact and a radio guard with a Coast Guard unit, local law enforcement agency, Coast Guard Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.</p> <p>One of the PWC operator's missions is to educate, both by example and through the distribution of boating literature, all members of the boating public.</p> <p>While on patrol, all Auxiliary PWC operators will conduct themselves and operate their PWCs in a professional and courteous manner. They will comply with all state/local regulations, and abide by any posted speed restrictions. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.</p> |
|----------------------------|---|
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| 10. Communications | <p>All PWC operators, while under official patrol orders, will carry a working, waterproof radio with communications capabilities sufficient to meet the requirements of the order issuing authority.</p> <p>Upon commencing patrol, securing from patrol, and every thirty minutes during the patrol, as operations permit, all PWC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard.</p> <p>If, during the patrol, a PWC operator loses communications, the patrol shall be secured. When communications have been restored, the PWCs may resume patrol.</p> |
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11. SAR Plan

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

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

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

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

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

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Chapter 2 PWC Operator Qualification Tasks

Overview

In this chapter

This chapter contains eight sections.

Section	Title	See Page
A	Crew Efficiency Factors, Risk Factors and Team Coordination	2-2
B	Physical Fitness, First Aid and Survival	2-6
C	Marlinespike Seamanship, Boat Nomenclature and Basic Stability	2-20
D	Boat Handling	2-29
E	Communications	2-38
F	Navigation	2-43
G	Mission Oriented Operations	2-46
H	Auxiliary Specific Tasks	2-53

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

Introduction

The following are the general objectives of Section A:

Demonstrate knowledge of the factors that effect crew performance.

In this section

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

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 3, Section B Ref (d) Chapter 4, Section E	PWC-01-01-AUX	Crew Fatigue	2-3
Ref (b) Chapter 3, Section H	PWC-01-02-AUX	Sun And Heat Related Factors	2-4
Ref (f)	PWC-01-03-AUX	Team Coordination Training	2-5

Name: _____

Task PWC-01-01-AUX

Task	Crew Fatigue
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 3 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

<u>Completed</u>	<u>Performance Criteria</u>
-------------------------	------------------------------------

- | | |
|-------|---|
| _____ | 1. Described the situations that may cause fatigue. |
| _____ | 2. Stated the crew's responsibility. |
| _____ | 3. Described the primary symptoms of fatigue. |
| _____ | 4. Described the prevention measures. |

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

Name: _____

Task PWC-01-02-AUX

Task	Sun And Heat Related Factors
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 3
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Completed

Performance Criteria

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

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

Name: _____

Task PWC-01-03-AUX

Task	Team Coordination Training
References	Team Coordination Training, COMDTINST 1541.1 (series)
Conditions	Task should be performed at any time, at facilities available to the member.
Standards	Trainee must attend Team Coordination Training (TCT) as prescribed in the reference above before scheduling a QE session.

Completed

Performance Criteria

_____ 1. Date initial TCT training completed. _____

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

Section B. Physical Fitness, First Aid and Survival

Introduction

The following are objectives of Section B:

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

In this section

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

Reading Assignments	Task Number	Task	See Page
Ref (c) Chapter 3, Section A Ref (d) Chapter 1, Section L	PWC-02-01-AUX	Personal Physical Requirements And Policy	2-8
Ref (b) Chapter 5, Section A Ref (d) Chapter 4, Section E	PWC-02-02-AUX	Crew First Aid Responsibility	2-9
Ref (b) Chapter 5, Section B	PWC-02-03-AUX	State The Symptoms And Treatment For Shock	2-10
Ref (b) Chapter 5, Section B	PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)	2-11
Ref (b) Chapter 5, Section D	PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	2-12
Ref (b) Chapter 5, Section D	PWC-02-06-AUX	State The Signs And Treatment For Burns	2-13
Ref (b) Chapter 5, Section E Ref (b) Chapter 16, Section B	PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia	2-14
Ref (b) Chapter 6, Section A & D Ref (d) Chapter 4, Section E	PWC-02-08-AUX	Identify Boat Crew Personal Survival Equipment	2-15

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 6, Section D	PWC-02-09-AUX	Use The Emergency Signaling Mirror	2-16
Ref (b) Chapter 6, Section D	PWC-02-10-AUX	Operate The Personal Marker Light (PML) or Strobe Light	2-17
Ref (b) Chapter 6, Section B	PWC-02-11-AUX	Type III PFD Or Dry Suit Swim	2-18

Name: _____

Task PWC-02-01-AUX

Task	Personal Physical Requirements And Policy
References	Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 1 Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 3
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor the candidate must, state the physical requirements to be demonstrated and policies required to be practiced to participate as an Auxiliary PWC Operator, in the Auxiliary Boat Crew program.

Completed

Performance Criteria

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

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

Name: _____

Task PWC-02-02-AUX

Task	Crew First Aid Responsibility	
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4	
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.	
Standards	Candidate must demonstrate knowledge of key elements of crew responsibilities for rendering first aid.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Stated the policy for rendering first aid, including CPR, by an Auxiliary member.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-02-03-AUX

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

<u>Completed</u>	<u>Performance Criteria</u>
-------------------------	------------------------------------

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

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

Name: _____

Task PWC-02-04-AUX

Task	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must state the common symptoms and treatment for anaphylactic shock.

<u>Completed</u>	<u>Performance Criteria.</u>
-------------------------	-------------------------------------

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

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

Name: _____

Task PWC-02-05-AUX

Task	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must demonstrate methods used to control bleeding.

Completed

Performance Criteria

- | | |
|-------|--|
| _____ | 1. Direct pressure method demonstrated. |
| _____ | 2. Identified and demonstrated at least three pressure points. |
| _____ | 3. Tourniquet method demonstrated. |

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

Name: _____

Task PWC-02-06-AUX

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

<u>Completed</u>	<u>Performance Criteria</u>
-------------------------	------------------------------------

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

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

Name: _____

Task PWC-02-07-AUX

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

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

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

Name: _____

Task PWC-02-08-AUX

Task	Identify Boat Crew Personnel Survival Equipment
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor the candidate must state the policy for wearing, the types of PFDs, and the survival equipment required while on a surface patrol or mission.

<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Stated the types of PFDs required to be worn when on patrol.
_____	2. Stated the required survival equipment that must be on the PFD.
_____	3. Stated the type of flares/smoke that must be used and the policy when required to be carried on the PFD.

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

Name: _____

Task PWC-02-09-AUX

Task	Use The Emergency Signaling Mirror	
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Manufacturer's Operating Instructions	
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate should be wearing personnel survival equipment. Mirror should have lanyard attached to the PFD. Sunlight should be reflected onto a predetermined target (boat, location on a wall, etc.). Candidate must accomplish task without prompting or use of a reference.	
Standards	In response to the mentor, the candidate must, using the mirror, reflect light rays from the sun onto the predetermined object within one minute.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Signal mirror located and broken out.	
_____	2. Sunlight reflected from the mirror onto a nearby surface (hand, wall, or boat).	
_____	3. Mirror brought to eye level, target sighted through sighting hole, and mirror manipulated so that light spot was on designated target.	
_____	4. Horizon sweep to demonstrate attention-attracting technique.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-02-10-AUX

Task	Operate The Personal Marker Light (PML) or Strobe Light
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Manufacturer's Operating Instructions
Conditions	Performed at any time ashore, at the dock, or afloat, candidate should be wearing personnel survival equipment and. must accomplish task using the manufacturers guidelines.
Standards	In response to the mentor, the candidate must properly operate and explain the characteristics and maintenance of the PML or strobe light. NOTE: If PML is a "Chem Lite" type, task steps may be described vice actually activating the PML.

<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Light located on, and retrieved from, the PFD (light should be attached to PFD by a lanyard).
_____	2. Activated the PML or strobe light.
_____	3. Describe the characteristics and maintenance of the specific light being used.

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

Name: _____

Task PCW-02-11-AUX

Task	Type III PFD Or Dry Suit Swim
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Rescue and Survival Systems Manual, COMDTINST M10470.10 (series), Chapter 3
Conditions	This task is not intended to be performed at the dock, afloat, or from the beach, unless specific permission to do so has been granted by DIRAUX. A swimming pool (heated if available) should be used. The trainee must enter the water wearing a PFD or dry suit. Trainee should be wearing all other survival gear consistent with the weather and water temperature of local operating area. Trainee must accomplish task without prompting, hesitation, or use of a reference.
Standards	In response to the QE, the trainee must inspect and properly don a PFD or a dry suit with proper undergarments and PFD. If a dry suit is used it must be broken out and donned without hesitation or assistance after receiving an instruction from the QE. Trainee must enter the water in the manner prescribed in the steps below. The trainee must float for 5 to 10 minutes, and then swim at least 30 feet. The following tasks must be completed without assistance.
<u>Completed</u>	<u>Performance Criteria</u>

1. Inspected and correctly donned the proper size PFD.

or

Dry suit with:

- a. All wrist and ankle seals secured;
- b. All other zippers and/or seals secured;
- c. Hood pulled up over head and secured;
- d. Gloves donned; and

Task PWC-02-11-AUX (Continued)

e. All signaling gear attached.

_____ 2. Checked for debris in surrounding water.

_____ 3. Eyes straight ahead.

_____ 4. Entered water feet first with:

a. Vertical position maintained; and

b. Ankles crossed upon entry into the water.

_____ 5. Remained in water for a period of 5 to 10 minutes and swam or used a stroke of the trainee's choice to travel through the water at least 30 feet.

_____ 6. After exercise, PFD or dry suit rinsed, allowed to dry thoroughly, and properly stowed.

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

Section C. Marlinespike Seamanship, Boat Nomenclature and Basic Stability

Introduction

The following are general objectives for Section C:

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

In this section

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

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 7, Section A & D	PWC-03-01-AUX*	Identify The Different Parts Of A Line And The Hitches Used In Line Handling	2-21
Ref (b) Chapter 7, Section D	PWC-03-02-AUX*	Tie Various Knots, Hitches And Bends	2-23
Ref (b) Chapter 7, Section E	PWC-03-03-AUX*	Secure Line To A Cleat	2-24
PWC Owner Manual	PWC-03-04-AUX	State The Operational Limitations And Characteristics Of The PWC	2-25
None	PWC-03-05-AUX	Conduct A Pre-Underway Check Off Of A PWC Facility	2-26

Name: _____

Task PWC-03-01-AUX

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

<u>Completed</u>	<u>Performance Criteria</u>
-------------------------	------------------------------------

- | | |
|---|--|
| <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> | <ol style="list-style-type: none"> 1. Defined different types of line: <ol style="list-style-type: none"> a. Double braided b. Regular lay 2. Defined line material: <ol style="list-style-type: none"> a. Polypropylene b. Nylon c. Natural fiber 3. Identified bitter end of line. 4. Identified standing part of line. 5. Made bight in the line. 6. Made overhand loop in the line. |
|---|--|

Task PWC-03-01-AUX (Continued)

- _____ 7. Made underhand loop in the line.
- _____ 8. Made turn around an object.
- _____ 9. Made round turn around an object.

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

Name: _____

Task PWC-03-02-AUX

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

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

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

Name: _____

Task PWC-03-03-AUX

Task	Secure Line To A Cleat
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 7
Conditions	Performed ashore, at the dock or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must demonstrate the correct method for securing a line to a cleat. Once the line is secured, it must not slip or jam, and must be easily slackened for casting off.

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

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

Name: _____

Task PWC-03-04-AUX

Task	State The Operational Limitations And Characteristics Of The PWC
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References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 8 PWC Owners/Operators Manual PWC's Capacity Plate
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Conditions	Performed at any time ashore, at the dock or afloat. Candidate must accomplish task without prompting. Use of a reference is allowed.
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Standards	In response to the mentor, the candidate must state the policy for operational limitations and review the operational limitations and specific characteristics of the facility being trained on.
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<u>Completed</u>	<u>Performance Criteria</u>
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- | | |
|-------|---|
| _____ | 1. Stated the maximum speed of the PWC in knots. |
| _____ | 2. Stated the most economical cruising speed of the PWC in knots. |
| _____ | 3. Stated the maximum range, in nautical miles, of the PWC at cruising speed. |
| _____ | 4. Stated the maximum number of personnel that can be carried on the PWC. |
| _____ | 5. Stated the district's operational limits for PWCs. |
| _____ | 6. Stated the state and/or local PWC operating regulations (if applicable). |

Accomplished	Mentor signature _____	Date _____
---------------------	-------------------------------	-------------------

Name: _____

Task PWC-03-05-AUX

Task	Conduct A Pre-Underway Check Off On A PWC Facility
References	None
Conditions	Performed ashore on an operational Auxiliary PWC facility. Candidate must accomplish task without prompting. A pre-underway check-off sheet may be used.
Standards	In response to the mentor, the candidate must conduct a pre-underway check-off for the PWC to locate and check for proper operation, condition, and stowage of required equipment. Routine mechanical, electrical, and engine checks shall also be done. Check-off should be performed using enclosure (1) or an up to date prepared checklist for the PWC that covers the specific performance criteria listed below.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Verified that appropriate Coast Guard patrol orders have been issued.
_____	2. Conducted a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.
_____	3. Discussed proper boat ramp etiquette.
_____	4. Located and verified the proper operation, condition, and stowage of the following equipment: <ul style="list-style-type: none"> a. Personal Floatation Device (PFD) with appropriate impact rating for PWC and personnel survival equipment attached. b. Fire extinguisher. c. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio. d. PWC safety lanyard key (kill switch) and spare. e. First aid kit and emergency survival blanket.

Task PWC-03-05-AUX (Continued)

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

Task PWC-03-05-AUX (Continued)

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

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

Section D. Boat Handling

Introduction

The following are the general objectives of Section D:

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

In this section

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

Reading Assignments	Task Number	Task	See Page
PWC Owner Manual	PWC-04-01-AUX	Dismount And Remount PWC In Deep Water	2-30
PWC Owner Manual	PWC-04-02-AUX	Explain How To Re-right And Remount A Capsized PWC	2-31
Course Layout Page 2-34	PWC-04-03-AUX	Maneuver Through A Buoyed Slalom Course	2-33
PWC Owner Manual	PWC-04-04-AUX	Shallow Water Operations	2-35
PWC Owner Manual	PWC-04-05-AUX	Maneuver A PWC In Tight Quarters	2-36
Ref (b) Chapter 11, Section F Ref (g) Annex IV	PWC-04-06-AUX*	Identify And Describe Accepted Maritime Distress Signals	2-37

Name: _____

Task PWC-04-01-AUX

Task	Dismount And Remount PWC In Deep Water
References	PWC Owner's Manual
Conditions	Performed underway in water deeper than the candidate is tall. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall disconnect the lanyard key and enter deep water, then reboard the PWC without assistance, connect the lanyard key and start the PWC.
	NOTE: Inability to perform this task shall preclude further participation in the PWC program.

Completed

Performance Criteria

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

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

Name: _____

Task PWC-04-02-AUX

Task	Explain How To Re-Right And Remount A Capsized PWC
References	PWC Owner's Manual
Conditions	Performed ashore. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall <u>state</u> the procedures for re-righting and remounting a capsized PWC without assistance (ensure the operator does not overturn the PWC).

Completed

Performance Criteria

- _____
1. Determine which direction PWC must be re-righted in accordance with the owner's manual.

From the stern:

- _____
- _____
- _____
- _____
- _____
- _____
1. Swim to side or stern of PWC.
 2. Place hands on opposite corners of foot deck (one over and one under).
 3. In one quick motion, push one side up and the other down while kicking feet for thrust/leverage.
 4. Remount PWC.
 5. Check compartments for water.
 6. Restart PWC.

Using the side rails:

- _____
1. Swim to preferred side in accordance with owner's manual (generally the "pipe side").

Task PWC-04-02-AUX (Continued)

- _____ 2. Pull body onto bottom of hull.
- _____ 3. Place feet on side rail.
- _____ 4. Grab opposite side rail with hands.
- _____ 5. Use body weight as leverage to re-right PWC.
- _____ 6. As PWC rolls, push self clear of PWC hull.
- _____ 7. Remount PWC and checked compartments for water and damage.
- _____ 8. Restart PWC.

Using side rail and scoop grate

- _____ 1. Swim to preferred side in accordance with owner's manual (generally "pipe side").
- _____ 2. Grab scoop grate with palm facing out.
- _____ 3. Place feet on lower side rail.
- _____ 4. Use body weight as leverage to re-right PWC.
- _____ 5. Release grip on scoop grate and pushed away from PWC as it re-rights.
- _____ 6. Remount PWC and check compartments for water a damage.
- _____ 7. Restart PWC.

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

Name: _____

Task PWC-04-03-AUX

Task	Maneuver Through A Buoyed Slalom Course
References	Five Buoy Slalom Course Page 2-34
Conditions	Performed underway on the course specified in the above reference on a PWC. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall get underway on a PWC and maneuver through the course in the sitting and standing position with and without a passenger.

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

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

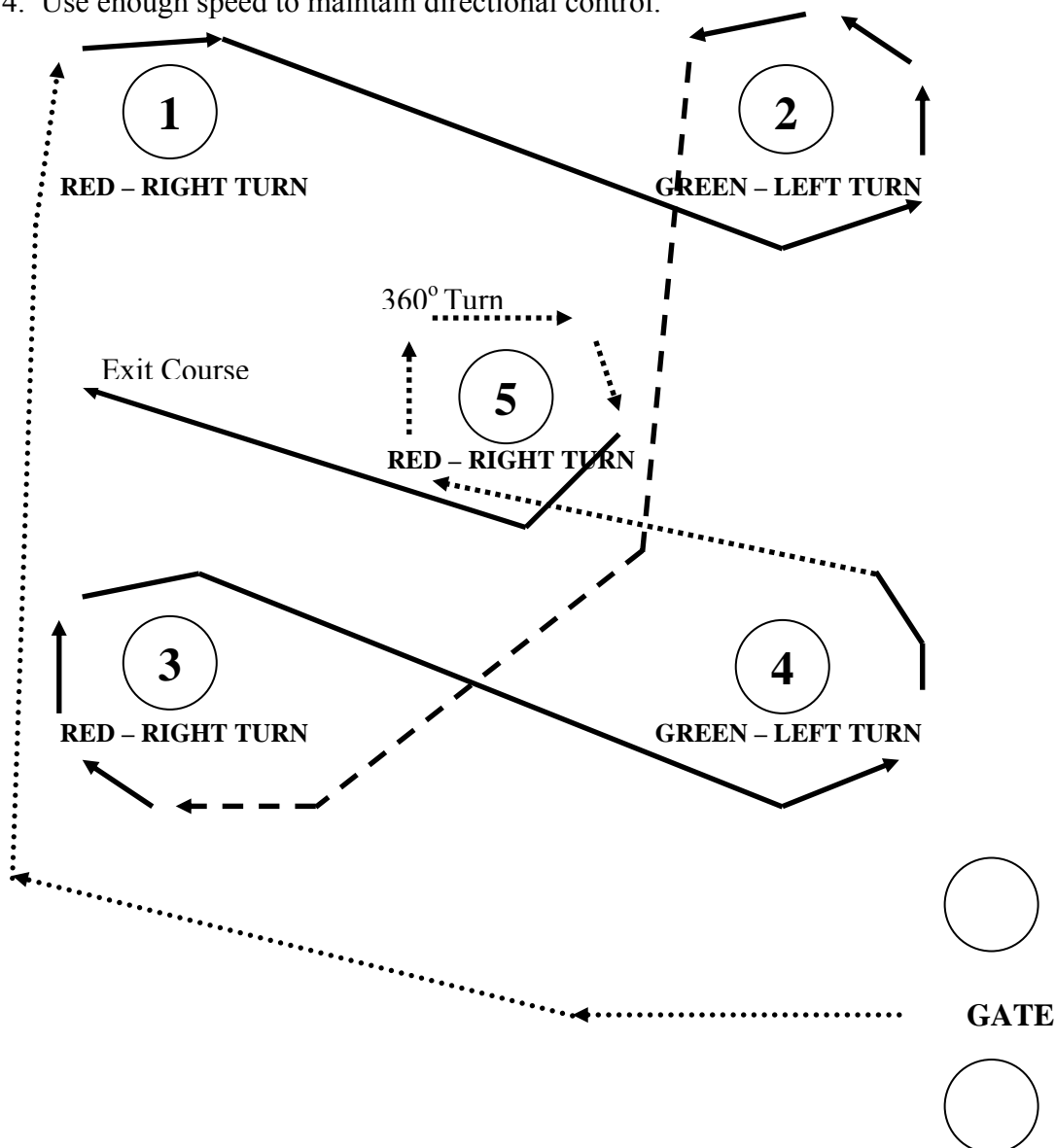
FIVE BUOY SLALOM COURSE

COURSE

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

CONDITIONS

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



Name: _____

Task PWC-04-04-AUX

Task	Shallow Water Operations
References	PWC Owner's Manual
Conditions	Performed at any time ashore. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall demonstrate ability to clear the pump and cooling lines of debris.

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

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

Name: _____

Task PWC-04-05-AUX

Task	Maneuver A PWC In Tight Quarters
References	None
Conditions	Performed at any time underway. Task must be done within the confines of a slip or other area where maneuvering ability is limited. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate shall demonstrate the following maneuvers within the confines of a slip at idle speed.

Completed

Performance Criteria

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

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

Name: _____

Task PWC-04-06-AUX

Task	Identify And Describe Accepted Maritime Distress Signals	
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11 Navigation Rules International-Inland, COMDTINST M16672.2 (series), Rule 37	
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.	
Standards	In response to the mentor, the candidate must identify and describe at least six of the seventeen accepted maritime distress signals.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Named at least six of the 17 accepted maritime distress signals.	
Accomplished	Mentor signature _____	Date _____

Section E. Communications

Introduction

The following are the general objectives of Section E:

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

In this section

This section contains three tasks. Qualified coxswains have completed these tasks already and do not need to do them again to qualify as a PWC operator. Qualified crewmembers must complete only task PWC-05-03-AUX.

Reading Assignments	Task Number	Task	See Page
Radio User Manual Ref (b) Chapter 11, Sections A - E	PWC-05-01-AUX	Operate A VHF-FM Radiotelephone	2-39
Ref (b) Chapter 11, Section G	PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report	2-40
Ref (b) Chapter 11, Section F	PWC-05-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit	2-41

Name: _____

Task PWC-05-01-AUX

Task	Operate A VHF-FM Radiotelephone
References	Manufacturer's Operators Manual
Conditions	Performed at any time aboard the PWC. Candidate must accomplish task without prompting. Use of references is allowed.
Standards	In response to the mentor, the candidate must identify the different operating parts of the radio, and operate the controls.

Completed

Performance Criteria

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

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

Name: _____

Task PWC-05-02-AUX

Task	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report	
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11	
Conditions	Performed at any time underway or at the dock. Message to be sent should be composed by the candidate and the mentor prior to the beginning of the task. Candidate must accomplish task without prompting or use of a reference.	
Standards	In response to the mentor, the candidate must transmit message traffic using proper radiotelephone procedures, including prowords and phonetic alphabet.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Demonstrated proper radiotelephone procedures.	
_____	2. Transmitted an “Underway” or “Assuming Patrol Status” report in accordance with local Coast Guard procedures.	
_____	3. Transmitted hourly “Operations Normal,” or other required reports.	
_____	4. Transmitted a “Request Permission to Secure Patrol.”	
_____	5. Transmitted other official traffic.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-05-03-AUX

Task	Obtain Distress Information And Pass To The Controlling Shore Unit
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11
Conditions	Performed underway, dock side or ashore. The mentor will simulate a call from a vessel in distress. The candidate will obtain necessary information from the distressed boat.
Standards	In response to the mentor, the candidate must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Identified the voice distress/safety call signals and their broadcast frequency:
	a. MAYDAY, MAYDAY, MAYDAY – Channel 16 (156.8MHZ)
	b. PAN PAN, PAN PAN, PAN PAN – Channel 16
	c. SECURITE, SECURITE, SECURITE – Channel 16 with brief message, then shift to Channel 22A (157.1MHZ) to transmit full message.
_____	2. Made initial contact with the distressed boat on Channel 16 VHF.
_____	3. Did not change frequency unless it was necessary.
_____	4. Requested additional information that may not have been passed during initial transmission:
	a. Name of distressed boat.
	b. Disabled boat's position.
	c. Nature of emergency.
	d. Assistance required.
	e. Number of people on board (POB) and their medical condition.
	f. Boat's description and amount of time boat can stay afloat if sinking.
	g. Emergency equipment onboard.

Task PWC-05-03-AUX (Continued)

h. On scene weather and sea conditions.

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

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

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

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

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

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

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

Section F. Navigation

Introduction

The following are the general objectives for Section F:

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

In this section

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

Reading Assignments	Task Number	Task	See Page
Ref (g)	PWC-06-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam	2-44
None	PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area	2-45

Name: _____

Task PWC-06-01-AUX

Task	Successfully Complete The Navigation Rules Of The Road Exam	
References	Navigation Rules Inland-International, COMDTINST M16672.2 (series) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)	
Conditions	Task must be performed at any time in a manner prescribed by the above reference and the course or examination issuing authority.	
Standards	Candidate must receive a passing score (90%) on the Auxiliary Navigation Rules Examination—Initial Qualification (closed book), or pass the Coast Guard Institute’s NAVRULS End of Course Test or Deck Watch Officer Examination, or provide documentation of a current merchant marine deck officer or operator license. A QE must verify by checking one of the below and signing the task prior to the check ride.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Passed the Navigation Rules Examination—Initial Qualification, or	
_____	2. Passed the Coast Guard Institute’s NAVRULS End of Course Test or Deck Watch Officer Examination, or	
_____	3. Provided documentation of a current Coast Guard merchant marine deck officer or operator license.	
Accomplished	QE signature _____	Date _____

Name: _____

Task PWC06-02-AUX

Task	Sketch A Chart Of The Local Operating Area
References	Local charts and personal knowledge of the local area
Conditions	Performed at any time ashore, at the dock, or afloat. Sketch on a plain sheet of paper. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must sketch and label from memory a chart of the local operating area. The sketch does not have to be to scale but should approximate relative distances and shapes. The mentor shall approve the area to be sketched.

Completed

Performance Criteria

- | | |
|-------|--|
| _____ | 1. Sketched and labeled the local operating area. |
| _____ | 2. Sketched prominent coast lines noting the following, as appropriate: <ul style="list-style-type: none"> a. Points b. Capes c. Harbors and local basins d. Landmarks |
| _____ | 3. Sketched major hazards to navigation (wrecks, rocks, shoals, bars, submerged pilings, fishnet areas, etc.). |
| _____ | 4. Sketched shipping and boat channels. |

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

Section G. Mission Oriented Operations

Introduction

The following are the general objectives for Section G:

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

In this section

This section contains five tasks. Qualified coxswains must complete only tasks PWC-07-02-AUX and PWC-07-03-AUX. Qualified Crewmembers must complete only tasks PWC-07-01-AUX through PWC-07-03-AUX.

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 15, Section C Ref (d) Chapter 4 Ref (e) Chapter 4, Section 4.1 and 4.2	PWC-07-01-AUX	Legal Aspects And USCG Policies	2-47
PWC Owner's Manual	PWC-07-02-AUX	Pick Up A Conscious Person And Transport To Shore	2-49
PWC Owner's Manual	PWC-07-03-AUX	Take Another PWC In Stern Tow	2-50
Ref (b) Chapter 18, Sections A-D	PWC-07-04-AUX	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each	2-51
Ref (b) Chapter 18, Sections E-G	PWC-07-05-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)	2-52

Name: _____

Task PWC-07-01-AUX

Task	Legal Aspects And USCG Policies
References	<p>Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 15</p> <p>Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4</p> <p>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series), Chapter 4</p>
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must demonstrate a basic understanding of the legal aspects, USCG policy including Maritime SAR Assistance and General Salvage policy, and how it is related to Auxiliary SAR operations.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Defined Emergency Distress SAR case.
_____	2. Defined Non-Emergency SAR case.
_____	3. Defined Commercial provider (Commercial Assistance).
_____	4. Defined Operational Commander.
_____	5. Discussed Coast Guard policy on responding to all requests for assistance (including "come upons").
_____	6. Stated resources the Coast Guard may use to provide assistance to boaters.
_____	7. Stated actions Auxiliarists can take in cases determined to be in the distress emergency phase.
_____	8. Stated actions Auxiliarists can take in cases determined to be non-distress.

Task PWC-07-01-AUX (Continued)

- _____ 9. Stated actions a PWC Operator would perform when a disabled boat, not in contact with the Coast Guard, is found.
- _____ 10. Defined Marine Assistance Request Broadcast (MARB) and described how it relates to Auxiliary SAR operations.
- _____ 11. Stated when Coast Guard or Auxiliary units could engage in general salvage other than towing.
- _____ 12. Stated what actions Auxiliarists under orders would take in responding to a mariners request to refloat a grounded boat.

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

Name: _____

Task PWC-07-02-AUX

Task	Pick Up A Conscious Person And Transport To Shore	
References	PWC Owner's Manual	
Conditions	<p>Performed at any time underway on a PWC and with a conscious person in the water. The person in the water SHALL wear a PFD and safety helmet. Candidate must accomplish task without prompting or use of a reference.</p> <p>NOTE: Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.</p>	
Standards	In response to the mentor, the candidate must demonstrate the proper procedures for picking up a conscious person from the water and returning to a safe mooring.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Located the person in the water (PIW).	
_____	2. Approached the PIW at a safe speed.	
_____	3. Deployed extra PFD or other floatation device for PIW.	
_____	4. Verbally evaluated the PIWs condition, gained their confidence, and explained intentions to recover PIW.	
_____	5. Approached PIW on PWC's port side, verbally instructed PIW what to do to assist with the pick up.	
_____	6. PIW safely aboard PWC.	
_____	7. PIW safely transported to shore.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-07-03-AUX

Task	Take Another PWC In Stern Tow	
References	PWC Owner's Manual	
Conditions	<p>Performed underway on a PWC. A second PWC is needed to act as a disabled PWC. Candidate must accomplish task without prompting or use of a reference.</p> <p>NOTE: Task PWC-04-03-AUX must be satisfactorily completed prior to performing this task.</p>	
Standards	<p>In response to the mentor, the candidate must, without error, come alongside the disabled PWC, connect the towline and safely tow the disabled PWC to shore or another boat.</p>	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Maneuvered alongside disabled PWC.	
_____	2. Verbally briefed operator of disabled PWC on towing procedures.	
_____	3. Connected towline to disabled PWC.	
_____	4. Removed or secured safety lanyard key from disabled PWC.	
_____	5. Connected towline to towing PWC.	
_____	6. Paid out towline.	
_____	7. Disabled PWC towed to safe mooring.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-07-04-AUX

Task	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each	
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 18	
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.	
Standards	In response to the mentor, the candidate must state the answer called for in the steps below.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Stated most common fuels for a Class A fire, and the primary extinguishing agent for use on a Class A fire.	
_____	2. Stated most common fuels for a Class B fire, and the primary extinguishing agent for use on a Class B fire.	
_____	3. Stated most common fuels for a Class C fire, and the primary extinguishing agent for use on a Class C fire.	
_____	4. Stated most common fuels for a Class D fire, and the primary agent used to contain a Class D fire.	
_____	5. Explained the safety precautions that must be used when using CO2 and Halon.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-07-05-AUX

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

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

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

Section H. Auxiliary Specific Tasks

Introduction

The following are the general objectives for Section H:

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

In this section

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

Reading Assignments	Task Number	Task	See Page
Course Curriculum	PWC-08-01-AUX*	Complete The Incident Command System (ICS) Courses	2-54
Course Curriculum	PWC-08-02-AUX*	Basic Knowledge Of Boating Skills	2-55
Ref (d) Chapter 2 District Polices, Form Instructions	PWC-08-03-AUX*	Complete Administrative Tasks (Reports, Orders, Etc.)	2-56
Ref (d) Chapters 1-5 Ref (e) Chapter 4, Sections 4.1 and 4.3	PWC-08-04-AUX	Complete the Operations Policy Manual and National SAR Plan Open Book Exam	2-57
	PWC-08-05-AUX	Dockside Oral Examination	2-58
	PWC-08-06-AUX	Underway Check Ride	2-60

Name: _____

Task PWC-08-01-AUX

Task	Complete The Incident Command System (ICS) Courses	
References	Federal Emergency Management Agency (FEMA) on-line courses or Coast Guard Correspondence courses.	
Conditions	Task is conducted on-line or thru Correspondence Courses.	
Standards	The Trainee must show proof of completion.	
<u>Completed</u>	<u>Performance Criteria</u>	
_____	1. Passed the IS-100 Course.	
_____	2. Passed the IS-200 Course.	
_____	3. Passed the IS-700 Course.	
_____	4. Passed the IS-800 Course.	
Accomplished	Mentor signature _____	Date _____

Name: _____

Task PWC-08-02-AUX

Task	Basic Knowledge Of Boating Skills
References	Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1
Conditions	Auxiliary member must successfully complete the requirement prior to participating in the Auxiliary boat crew qualification program.
Standards	Auxiliary members must show proof of having satisfactorily completed one of the following prerequisites for basic knowledge of boating skills

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

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

Name: _____

Task PWC-08-03-AUX

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

<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Prepared Activity Report-Mission, ANSC-7030.
_____	2. Prepared ANSC-7034/CG-4612, Auxiliary SAR Incident Report.
_____	3. Obtained patrol orders from POMS and completed CG-5132, Coast Guard Auxiliary Patrol Order.
_____	4. Stated reference sources to follow if involved in a PWC mishap.
_____	5. Described distribution of the above forms and submission requirements.

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

Name: _____

Task PWC-08-04-AUX

Task	Complete the Operations Policy Manual and National SAR Plan Open Book Exam
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References	Operations Policy Manual, COMDTINST M16798.3 (series) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series), Chapter 4
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Conditions	Task is conducted at the dock or online. Trainee may accomplish task with the use of a reference.
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Standards	The Trainee must have a score of 90% or better.
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<u>Completed</u>	<u>Performance Criteria</u>
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_____	1. Passed the open book Operations Policy Manual and National SAR Plan exam.
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Accomplished	Mentor signature _____	Date _____
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Name: _____

Task PWC-08-05-AUX

Task	Dockside Oral Examination
References	<p>Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)</p> <p>Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)</p> <p>Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)</p> <p>District Standard Operating Procedures, Policy Manuals, and other local Instructions</p>
Conditions	Performed ashore. Candidate must accomplish task without prompting or use of a reference.
Standards	The candidate must successfully demonstrate knowledge of the qualifications tasks selected by the QE. The QE will select at least one task from each section (A – G) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the candidate is fully ready to be qualified.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Section A, PWC-01-____-AUX
_____	2. Section B, PWC-02-____-AUX
_____	3. Section C, PWC-03-____-AUX
_____	4. Section D, PWC-04-____-AUX
_____	5. Section E, PWC-05-____-AUX
_____	6. Section F, PWC-06-____-AUX
_____	7. Section G, PWC-07-____-AUX

Task PWC-08-05-AUX (Continued)

_____ 8. PWC-_____-_____-AUX

_____ 9. PWC-_____-_____-AUX

_____ 10. PWC-_____-_____-AUX

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

QE signature_____ **Date**_____

Comments

Name: _____

Task PWC-08-06-AUX

Task	Underway Check Ride
References	<p>Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)</p> <p>Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)</p> <p>Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)</p> <p>District Standard Operating Procedures, Policy Manuals, and other local Instructions</p>
Conditions	<p>Performed underway on an Auxiliary Facility in calm sea conditions. Candidate must accomplish task without prompting or use of a reference. PWC-01-01-AUX through PWC-08-03-AUX must be satisfactorily completed prior to conducting this underway check ride.</p>
Standards	<p>In response to the QE, the candidate must answer questions on, and perform the below listed evolutions for the PWC Operator position.</p> <p>NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a candidate's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.</p>
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Conducted a pre-underway check.
_____	2. Conducted a pre-underway brief. Assessed physical capabilities to perform mission, discussed safety issues, team coordination and communication
_____	3. Properly donned PFD and had a good understanding of the requirements and use of the personnel survival equipment.
_____	4. Efficiently and safely handled the PWC and communicated effectively with the tandem facility while getting underway.
_____	5. Demonstrated ability to remount PWC in deep water.
_____	6. Demonstrated ability to complete five buoy slalom course.

Task PWC-08-06-AUX (Continued)

- _____ 7. Responded to and safely recovered a Person In the Water (PIW).
- _____ 8. Demonstrated proficiency and safety during a stern tow, including:
 - a. Making preparations for taking another PWC in tow.
 - b. Safety of and communications with personnel on towed PWC.
- _____ 9. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.
- _____ 10. Efficiently and safely moored the PWC.
- _____ 11. Satisfactorily answered QEs questions on policies, procedures and requirements practiced by an Auxiliary PWC Operator. Questions are limited to knowledge required by the qualification guide tasks (e.g. engine casualties, SAR organization and responsibilities, MSAP, and salvage policy).
- _____ 12. Discussed and demonstrated knowledge of filling out and processing required reports.

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

QE's signature_____ **Date**_____

Comments **NOTE-** Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

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Enclosure 1

Auxiliary PWC Pre-Underway Checklist

Overview Prior to launching or getting underway, conduct a pre-underway check-off of your Personal Watercraft (PWC). Check for proper condition, operation, and stowage of required equipment. Routine mechanical, electrical, and engine checks must also be done. Ensure all crew members are aware of emergency procedures and the location and use of emergency equipment. Inform the Operational Commander of the number of persons and PWC involved in your patrol and their names prior to getting underway. Prepare a pre-underway check-off sheet for your specific facility. Below is a sample pre-underway checklist.

Date: _____

Facility

Number: _____

- _____ 1. Verified that appropriate Coast Guard patrol orders have been issued.
- _____ 2. Conduct a safety inspection of PWC trailer, including lights, proper hitch, chains, etc.
- _____ 3. Discuss proper boat ramp etiquette.
- _____ 4. Located and verified the proper operation, condition and stowage of the following equipment:
 - _____ a. Personal Floatation Device (PFD) with appropriate impact rating for PWC and personnel survival equipment attached.
 - _____ b. Fire extinguisher(s).
 - _____ c. Portable marine radio (either waterproof or in clear waterproof bag) or installed marine radio.
 - _____ d. PWC safety lanyard key (kill switch) and spare.
 - _____ e. First aid kit and emergency survival blanket.
 - _____ f. Whistle or sound producing device (attached to PFD).
 - _____ g. Spare set of spark plugs (properly gapped).
 - _____ h. PWC Oil (as specified by the engine manufacturer).
 - _____ i. PWC tool kit including, but not limited to:
 - (1) Multiple allen wrenches.
 - (2) Screw driver.
 - (3) Spark plug wrench.
 - (4) Zip ties and hose clamps (various sizes).
 - (5) WD40 type lubricant

- _____ j. Tow line (minimum 30' of 3/8" nylon line).
 - _____ k. Flashlight.
 - _____ l. Mooring lines (2).
 - _____ m. Knife (3" blade minimum).
 - _____ n. Watch.
 - _____ o. Hat/helmet; gloves with non-slip palms and foot protection.
 - _____ p. Goggles or sunglasses and sunscreen.
 - _____ q. USCG AUX patrol ensign on a staff or whip antenna (if PWC construction allows).
 - _____ r. Throwable PFD.
 - _____ s. Sponges (2).
 - _____ t. Visual Distress Signals (VDS) (if required in AOR).
 - _____ u. Rescue throw bag or rescue heaving line (minimum 50' reach).
 - _____ v. Drinking water.
- _____ 3. Completed required mechanical, electrical and engine checks listed below:
- _____ a. Steering cable and connections for ease of operation. Steering column checked for cracks and deformities.
 - _____ b. Steering nozzle for proper operation (side to side movement with no binding).
 - _____ c. Fuel line leaks, cracks, or loose connections.
 - _____ d. Water lines for tight connections, cracks, or leaks.
 - _____ e. Battery water level, proper connections and secured.
 - _____ f. Gas and oil tanks for leaks and properly secured.
 - _____ g. Ensure safety lanyard is properly attached, works properly, and is not cracked or broken.
- _____ 4. Check hull for cracks or loose parts, particularly the pump area, the ride plate and scoop grate.

- _____ 5. Ensure drain plugs are in place and secure.
- _____ 6. Ensure compartment gaskets are in good condition and compartment bilges are clean and dry.
- _____ 7. Conduct PWC team briefing, including:
 - _____ a. Patrol or mission parameters.
 - _____ b. Expected weather and sea conditions
 - _____ c. Radio frequency(ies) and guard.
 - _____ d. USCG regulations, state, and local laws governing PWC operations.
 - _____ e. Proper uniform and outfitting of team.