DEPARTMENT OF
HOMELAND SECURITY
**United States
Coast Guard
Auxiliary**

**United States Coast Guard Auxiliary
Department of Operations (Response)
Telecommunications Division**
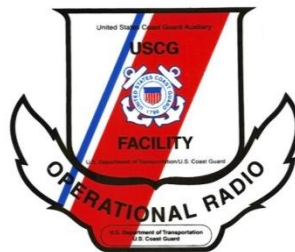
Auxiliary Telecommunications Qualification Standard

Auxiliary Telecommunications Operator Specialty

**US COAST GUARD AUXILIARY
NATIONAL OPERATIONS DEPARTMENT**

COMMUNICATIONS QUALIFICATION (TCO)

Auxiliary Telecommunications Operator Specialty

A. References:

    (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
    (b) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series); Chapter 11
    (c) Auxiliary Aviation Training Manual, COMDTINST M16798.5 (series); Chapter 6
    (d) Telecommunications Manual (TCM) COMDTINST M2000.3 (series)
    (e) Radiotelephone Handbook, COMDTINST M2300.7 (series)
    (f) U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement, COMDTINST M16130.2 (series)
    (g) Communications Watchstander Qualification Guide, COMDTINST M16120.7 (series)
    (h) AUXCOM – U.S. Coast Guard Auxiliary Communications Course
    (i) Appendices A-G to the Auxiliary Telecommunications PQS
    (j) Chart No.1, NOAA Nautical Chart Symbols and Abbreviations
    (k) NOAA or Corps of Engineers charts of the local area.
    (l) United States Coast Pilot, Vol. 1-9, as applicable to the local area
    (m) Light List, Vol. 1-7, COMDTINST M16502 (series) , as applicable to the local area
    (n) NOAA Tide Tables, as applicable to the local area
    (o) Telephone Directory, as applicable to the local area

B. Introduction

Radio communications in the US Coast Guard Auxiliary have undergone extensive changes in recent years, and continue to evolve. The advent and use of new technologies, the implementation of *Rescue 21*, the implementation of GMDSS (Global Maritime Distress and Safety System), and new roles for the Auxiliary post-9/11, have driven many of these changes. In many areas of the country Auxiliary communicators are functioning as Watchstanders from their fixed or mobile Auxiliary stations, either as a regular shift activity or as ad hoc communicators. When functioning in this manner, these Auxiliarists **are** the *voice of the Coast Guard* to the boating public.

In addition, many stations and operators fulfill key mission requirements when holding guard for Auxiliary and Coast Guard vessels and aircraft.   Some specially authorized Auxiliary Radio facilities are also providing direct operational support to CG Communications Area Master Stations (CAMS) and Communications Stations with operations being controlled solely by Auxiliarists.

As a result, it is clear that the current "comms" eligibility based upon completion of the AUXCOM class needs to be updated.   Auxiliarists are currently performing tasks

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and fulfilling duties for which this program no longer provides adequate training or guidance.

The qualification of Auxiliary communicators must be better linked to actual telecommunication operation with a minimum standard for such operations. Certification must be based on the successful accomplishment of given tasks, as in other Auxiliary programs. Operators may then be qualified and certified with assurance that they have been trained to standard.

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

The qualification detailed in this Standard is not related to the AUXCOM specialty as a part of AUXOP program, but rather is an entirely new qualification program within the Operations (Response) Department of the Auxiliary.

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

Individuals currently "comms" eligible are encouraged, but not required to meet the qualification detailed in this Standard.

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

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

C. Tasking Levels for Communications-Qualified Auxiliarists

1.0 AUXILIARY TELECOMMUNICATIONS OPERATOR (TCO) TASKS

These tasks are essentially "operator" tasks, such as basic radio operation and watchstanding at an ACU (Auxiliary Communications Unit), either fixed or mobile. These tasks would normally be expected of an individual who is primarily responsible for using communications tools as a means to accomplish other operational mission objectives such as maintaining contact with AUX facilities, augmenting CG communications by providing communications through an ACU, or operating an ACU at an AUX or CG event or training exercise.

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1.1 WATCHSTANDING AT CG FACILITIES

Required qualifications for such activities will remain the same as presently in force at individual CG units.

1.2 AUXILIARY OPERATIONAL COMMS (Afloat and Airborne)

Use of radio communication aboard operational vessel or aviation facilities will continue to be maintained and operated as part of the Boat Crew or Flight Crew programs **and will not require a Telecommunications qualification**. However, if an Operational Facility (OPFAC) is the primary ACU for an event or activity, used solely for communications purposes, radio operators will be required to hold Telecommunications qualification

1.3 INSPECTION/VALIDATION of ACU and OPERATORS

Testing and training will be conducted under the supervision of a Telecommunications (CM) staff officer at any level in the District in which they are being qualified. Trainees shall have 2 years from initiation of their PQS to complete all tasks for certification. If certification is not completed within 24 calendar months, the PQS must be taken and passed again.

When operating in more than one district, or transferring to another district, TCOs may be certified by presentation of their previous PQS completion and certification to the District Director of Auxiliary (DIRAUX) via the Telecommunications (CM) chain.

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United States Coast Guard Auxiliary
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Personal Qualification Standards

A. Introduction

The Auxiliary Telecommunications Qualification Guide is designed to be an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the candidate. In addition, it contains a set of reading and practical assignments that provide policy and background information for the tasks.

1. **Description of Tasks**

2. **Task designation**

3. **Task Identification**
   Tasks are identified by designation. For example: **ATQ-01-02-TCO**
   a. (ATQ) - Volume designation number – Auxiliary Telecommunications Qualification
   b. (01) - Task Group designation number
   c. (02) - Task order designation number
   d. (TCO) - Qualification

4. **Task** – The knowledge or skill objective to be performed.

5. **Reference** - Information sources used by the trainee and instructor to obtain the background necessary for task performance.

6. **Conditions** - The environmental and physical circumstances in which the tasks must be performed. Any tools or special equipment needed for the completion of the task are listed here. The conditions listed with each task must be met

7. **Standards** – The specific 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.

   a. Trainees must be able to cite, from memory, specific information and procedures. The trainee must also be able to locate and effectively use all applicable charts and references. Charts must be

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standard NOAA or Corps of Engineers charts of the local AORs where such are available. For inland area AORs, if such charts are not available, then local charts generally in use, such as roadmaps, lake charts or US Geographic Survey terrain maps are acceptable

b. Instructors (mentors) may wish to ask questions concerning particular steps for accomplishment in order to evaluate the trainee's total comprehension of the subject matter.

c. Trainees must be able to perform all performance tasks without prompting or assistance from the instructor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

8. **Performance Criteria -** These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways.
Some steps for task accomplishment follow exact procedures that are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.
They provide a performance check-off that can be used by the mentor to determine trainee performance when the trainee performs the task.

9. **Accomplished -** The designated instructor (mentor) must print his/her name, sign and date this line attesting that the trainee successfully performed the task in accordance with the prescribed standards.

10. **Comments** - The comment section can be used to describe circumstances or conditions that might have a bearing on task completion. Failure to perform any element or unsatisfactory performance of an individual element should be noted in the comments section for the task. If the task is completed under more arduous circumstances than those described, a notation should be made.

B. **Steps in the Qualification and Certification Process**

1. **Assignment to the training program** - The trainee initiates entry into the qualification program by contacting his or her Member Training (MT) Officer or flotilla telecommunications officer (FSO-CM).

2. **Assignment of Mentor** - A mentor is assigned by the flotilla telecommunications staff officer, MT officer, or Flotilla Commander as the trainee's primary instructor. Mentors must be qualified in telecommunications, preferably with at least 2 years experience as a station operator.

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3. **Completion of qualification guide** - The trainee completes the qualification guide. To accomplish this, he/she follows the procedure below.

    a) Step Procedure
       1) Trainee selects a task.
       2) Trainee completes reading assignment.
       3) Task is demonstrated to trainee by the mentor.
       4) Trainee practices the task.
       5) Trainee demonstrates proficiency at least to the task standard.
       6) Task is signed off by the mentor.
       7) When all tasks for the desired level of certification are completed, a telecommunications staff officer (CM) reviews the completed task list, and test the candidate in an oral and practical demonstration of skills selected from among each task group.

4. **Certification -** Upon successful completion of all tasks and successful demonstration to a qualified telecommunications staff officer (CM), the trainee will submit the signed-off task list to the DSO for telecommunications (DSO-CM) via the telecommunications chain, for verification and approval and submission to DIRAUX for certification.

5. **Time Frame -** Trainees shall complete all elements of the PQS within two years from initial tasking sign-off. Should the PQS not be completed within 24 calendar months, it must be re-taken.

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United States Coast Guard Auxiliary
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Personal Qualification Standard 1

Telecommunications Operator (TCO)

A. Telecommunications Operator (TCO) Duties

TCOs may be assigned to duty at an ACU (Auxiliary Communications Unit), according to schedules arranged with their Order Issuing Authority (OIA), or their flotilla, division or district telecommunications or elected officers. They will maintain a guard on assigned local or sector radio channels and should also monitor radio channel 16, as available. They are directly responsible for fulfilling duties of the missions they are assigned and for coordinating activities with the OIA or cognizant Coast Guard unit as needed.

The ACU may be an individual's facility or be an Auxiliary unit-owned or operated station. In some cases, mobile, vessel or aircraft facilities may be utilized as a primary communications facility for a special event or circumstance.

The TCO must contact and coordinate with the OIA or cognizant CG unit in cases of distress, emergency or mishap. The TCO should be aware of the activities of relevant Sector and Station radio stations, and will usually not make initial radio contact with the public unless the Sector or other CG unit is busy or cannot hear caller's transmission. TCOs assist the Sector or Station in certain cases (i.e., lost communication, maintenance of radio guard) as necessary. A TCOs normal responsibility is to maintain direct communications with Auxiliary assets and record all distress communications and assist if necessary.

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B. Tasks for Qualification

Task ATQ-01-01-TCO

Task: Operate the Unit's Radios

References:

a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

b. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

c. Operator's Manual for the specific radio

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

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

Performance Criteria:

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

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

_____ Turn radio on.

_____ Adjust squelch to point where static just disappears.

_____ Adjust volume control to desired level.

_____ Demonstrate Channel 16 selection.

_____ Demonstrate working channel selection.

_____ Demonstrate and explain Hi/Lo power selection and use.

_____ Demonstrate microphone use.

_____ Demonstrate scanner use (if applicable) and explain difficulties that may arise from the use of a scanner.

_____ Demonstrate Direction Finder use (if applicable).

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Task ATQ-01-02-TCO

Task: Demonstrate Basic Radio Procedure
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
b. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)
Conditions: Task must be performed in an ACU or unit communications center using the VHF/FM transceiver normally used by the station for radio/telephone traffic.
Task may be completed at any time using a short message (at least one paragraph) drafted by the mentor or telecommunications staff officer. These should be typical radio messages a unit would normally transmit to one of their boats.
Standards: The trainee must send the messages a minimum of three times with no errors using the methods described in reference a.
Performance Criteria:

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

Task ATQ-01-03-TCO

Task: Basic Telecommunications Skills
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
b. Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
c. Chapter 1, Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. AUXCOM course
e. Appendix F
Conditions: Task should be performed at any time at any location by successfully demonstrating ability in the task.
Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain the appropriate performance element.
Performance Criteria:

_____Demonstrate use of the standard phonetic alphabet (see Appendix F).
_____Demonstrate the makeup and usage of a communications log

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_____Explain the procedures for operating an ACU under orders

_____Explain the mechanisms of coordination with the OIA or cognizant CG unit.

_____Explain which activities and missions must be coordinated or overseen by the

_____ OIA or cognizant CG unit.

_____Demonstrate a simulated coordinated mission activity.

_____Successfully complete the following quiz:

Quiz:

1. The squelch control is adjusted until _____ disappears.
2. The volume control should be set high enough to hear _____ signals through static and other interference.
3. You should _____ before transmitting to avoid unauthorized break-in on established communications.
4. You should speak in a _____ tone of voice.
5. Do not transmit while surrounding persons are talking and do not _____ the microphone until you are ready to transmit.
6. Do not use profane or _____ language.
7. The _____ alphabet is used to spell difficult words which are hard to understand over the radio.
8. The radio pronunciation for the Arabic numeral "9" is _____.
9. The prowords "Correct" and _____ are used to indicate that what was transmitted was correct.
10. The proword _____ is used to indicate the end of a transmission when nothing else follows.
11. The proword _____ is used to indicate the end of a transmission when a response is necessary.
12. The prowords _____ _____ mean that you are pausing for more than a few seconds.
13. Radio checks are conducted when communication with a unit is _____ or when a sender requests to know the strength or readability of the transmission received.
14. The international VHF-FM calling and safety frequency is 156.8 MHz, Channel

    _____.
15. The highest priority is a distress call. It is _____.
16. SECURITE, SECURITE, SECURITE is a _____ call.
17. When you use the radiotelephone, you are speaking for, and to the public will be the voice of the _____ _____.
18. Violations of radio silence are _____.
19. You should _____ the push to talk button occasionally to allow another station to break in if necessary.
20. The proword "symbol for" is _____ used.
21. Before transmitting, be certain that your transmitter is set to the proper

    _____.

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22. Avoid _____ calling and unofficial transmissions.
23. When transmitting messages, send only as _____ as the receiving operator can copy.
24. Normally a vessel's _____ serves as its voice call sign.
25. When an aircraft is engaged in a SAR mission, the word _____ shall be included as part of the call sign.
26. Radio silence may be imposed or lifted only when _____ by a competent authority.

Task ATQ-02-01-TCO

Task: Controlling Communications with the Mariner
Reference:
a. Appendix A Reading Assignment
Conditions: Task should be performed at any time at any location by naming and explaining the significance or use of and demonstrating techniques for controlling communications.
Standards: In response to the mentor or telecommunications staff officer the trainee must, without error, identify and explain the methods used for controlling communications.
Performance Criteria:
_____ Demonstrate use of clear speech using even moderate rate. Trainee must be able to do this function as a watchstander.
_____ Explain the significance of giving your full attention.
_____ Explain why military/Coast Guard slang or acronyms should never be used when talking to the public.
_____ Explain the necessity of remaining calm and not raising the voice despite the severity of the situation.

Task ATQ-02-02-TCO

Task: State VHF/FM Marine Band Distress and Radio Frequencies
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
b. Chapter 11, Boat Crew Seamanship Manual, COMDTINST, M16114.5 (series)
c. Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
d. Chapter 3, Radiotelephone Handbook, COMDTINST M2300.7 (series)
e. AUXCOM course
Conditions: Task may be performed at any location at any time.
Standards: The trainee must, without error, state standard working and distress frequencies.
Performance Criteria:

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_____State which channel or frequency is the international safety, distress and calling frequency, and what it may be used for.

_____State which channels or frequencies are the primary and secondary working channels / frequencies for the station or unit and adjacent stations.

_____State which channel or frequency is used for "Bridge to Bridge" communications and what it may be used for.

_____State the international ship-to-ship channel or frequency and what it may be used for.

_____State the primary liaison channel or frequency for communications between non-government and Coast Guard vessels and stations and name two broadcasts it is routinely used for.

_____Name two command and control channels or frequencies.

Task ATQ-02-03-TCO

Task: Identify and Explain Standard Radio Urgency Calls/Signals
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
b. Chapter 11, Boat Crew Seamanship Manual, COMDTINST, M16114.5 (series)
c. Chapter 2, Radiotelephone Handbook, COMDTINST M2300.7 (series)
d. AUXCOM course
Conditions: Task should be performed at any time at any location by naming and explaining the significance or use of each signal when presented using simulated or actual signals by the mentor or telecommunications staff officer.
Standards: In response to the mentor or telecommunications staff officer, the trainee must, without error, identify and explain verbally the signals below.
Performance Criteria:
_____Identify and explain MAYDAY signal.
_____Identify and explain S - 0 - S signal.
_____Identify and explain PAN-PAN signal.
_____Identify and explain SECURITE signal.
_____Identify and explain two main types of Electronic Position Indicating Radio Beacons (EPIRBS) and basic operation of each type.

Task ATQ-03-01-TCO

Task: Identify Routine Information on a Nautical Chart (or optionally, a Corps of Engineers River Chart where appropriate)
References:
a. Chapter 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. Chart No. 1, Nautical Chart Symbols and Abbreviations
Conditions: Task should be performed ashore, at any time, using chart(s) of the local area.

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Trainee must accomplish task without prompting or use of a reference.

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

Performance Criteria:

_____Identify the latitude and longitude scale.

_____Identify one nautical mile using the latitude scale, or other method.

_____Identify fathom/feet curves.

_____Identify the sounding measurement.

_____Identify the general information block.

_____Identify the miles and yards scale.

_____Identify buoy symbols.

_____Identify the symbols for prominent landmarks printed on the chart.

_____Identify the compass rose and explain its function.

_____Identify the symbol for a wreck, rock, or other submerged object.

_____Provide magnetic/true bearings to/from a fixed object on a nautical chart.

_____Successfully plot the location of a point on the chart from given latitude-longitude coordinates.

_____Successfully identify a point on the chart by defining its latitude-longitude coordinates.

Task ATQ-03-02-TCO

Task: Identify and Locate Information from Coast Pilot and Light List/Tide Tables.

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

References:

a. United States Coast Pilot, Vol. 1-9, as applicable

b. Light List, Vol. 1-7, as applicable, COMDTINST M16502 (series)

c. NOAA Tide Tables, as applicable

d. NOAA or Corps of Engineers Charts, as applicable

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

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

Performance Criteria:

_____Read instructions in Light List for description of columns.

_____Identify aids in Light List that pertain to operational area and locate them on the chart.

_____Read sailing directions in Coast Pilot for area of operation, if applicable.

_____Read NOAA Tide table instructions for area of operation, if applicable.

_____Determine time/height of high tide, if applicable.

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_____Determine time/height of low tide, if applicable.

Task ATQ-03-03-TCO

Task: Identify Contact Telephone Numbers for Available Resources within Area of Responsibility (AOR)
References:
a. Local Telephone Directories
b. Chapter 2, National Search and Rescue Manual (SAR), Vol. 1, COMDTINST M16120.5 (series)
Conditions: Task should be performed ashore, at any time, using directories and unit resource files containing organizations, agencies and resources available for SAR support in the local area. Trainee must accomplish task without prompting.
Standards: Trainee must, without error, identify potential SAR resources contained in directories and unit resource files.
Performance Criteria:
_____Locate telephone numbers of local Coast Guard units
_____Locate telephone numbers of local Auxiliary unit operations officers and key personnel
_____Locate telephone numbers of local law enforcement agencies including maritime agencies (harbor patrols, harbor masters).
_____Locate telephone number of local fire department.
_____Locate telephone number of local paramedics.

Task ATQ-04-01-TCO

Task: Respond To a Non-distress Vessel Incident
References:
a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix B Reading Assignment and Appendix C
Conditions: Task may be performed at any time using the Initial SAR Check Sheet from reference (a) and the script provided in Appendix C. Given a scenario of a routine SAR incident, not requiring immediate assistance, by the mentor; the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.
Standards: The trainee must, accurately and completely, a minimum of three times, without error or prompting, in a simulated environment, elicit all information necessary and complete the incident check-off sheet.
Performance Criteria:
_____Respond to initial call and establish communications.

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_____Take proper steps to switch communication to a working frequency including procedures for switching back if communications are not established on the new channel

_____Obtain location of the distressed unit

_____Obtain number of persons on board (POB).

_____Obtain nature of distress.

_____Obtain description of vessel requesting assistance.

_____Obtain information regarding the on scene weather.

_____Inform senior watch personnel and determine case severity.

_____Transmit standard response to a request for vessel assistance when OOD/GDO or command cadre determine case to be non-distress.

_____Advise the vessel that Coast Guard will assist in contacting any specifically requested alternate assistance.

_____Offer to make a Marine Assistance Request Broadcast (MARB).

_____Simulate broadcasting of a MARB using the format given in reference a.

_____State when a communications schedule would be required and the Coast Guard's response if a mariner fails to meet the established schedule.

_____State when the Coast Guard's responsibility for the safety of a distressed vessel ends and why.

Task ATQ-04-02-TCO

Task: Respond To a Distress Vessel Incident
References: a. Coast Guard Addendum to the National Search and Rescue (SAR) Manual, COMDTINST 16130.2 (series)
b. Appendix B Reading Assignment and Appendix C
c. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
Conditions: Task may be performed at any time using a SAR Incident Check Sheet from reference (a) and applicable supplemental sheets. Given a scenario of a SAR incident requiring immediate assistance by the mentor; the trainee must, by asking questions and without prompting, elicit all information necessary to prosecute the case. The incident scenario should be given verbally simulating as closely as possible the actual communications watch environment including the use of proper radio procedure.
Standards: The trainee must, accurately and completely, a minimum of three times, without error or prompting, elicit all information necessary and complete the incident check-off sheet.
Performance Criteria:
_____Respond to initial call and establish communications.

_____Obtain Location of the distressed unit

_____Obtain number of persons on board (POB),

_____Obtain nature of distress.

_____Obtain description of vessel requesting assistance.

_____Inform all persons on board to put on life jackets.

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_____Obtain information regarding the on-scene weather.

_____Inform the OIA or cognizant CG unit of the situation and communication information.

_____Obtain guidance as to further action, including whether a MARB or UMIB would be appropriate or whether any supplemental information is needed to assist in rescue efforts.

_____When continuing action from the ACU, inform the vessel of any Coast Guard action being taken.

_____Inform vessel of rescue craft estimated time of arrival.

_____After ensuring case is under control, take proper steps to switch communication to a working frequency including procedures for switching back if communications are not established on the new channel.

Task ATQ-05-01-TCO

Task: Provide Appropriate Navigational Assistance to the Public

Reference a. Appendix B Reading Assignment

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

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

Performance Criteria:

_____State standard navigational information that may be passed to mariners including the following:

_____ Characteristics of lights

_____ Magnetic bearings between charted objects

_____ Charted range bearings

_____ Charted depth of water

_____ Charted hazards

_____ Radio beacon frequencies

_____ Charted buoy positions

_____ Lat/long of charted objects

_____ Loran-C TD coordinates

_____ Magnetic bearings to charted objects

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

_____ Compass courses

_____ Deviation

_____ Recommended course lines

_____ Uncharted soundings

_____ Conjectures or personal opinions

_____Explain the dangers of passing non-standard information.

Trainee Name_____

EMPID_____

Task ATQ-05-02-TCO

Task: Pass Appropriate Basic Weather Information to the Public
References:
a. Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
b. National Weather Forecast
Conditions: Task should be performed at any time with the aid of NWS weather messages, nautical publications and station weather instruments. For weather observations, trainee should report only those conditions the trainee can actually see from the location.
Standards: Trainee must accurately identify NWS weather forecasts and describe local weather conditions.
Performance Criteria:
_____Identify NWS weather forecast message and explain its use.
_____State sources for providing weather information in the local area including NWS local VHF-FM broadcast channels.
_____State observed wind direction and velocity.
_____State observed sea direction and height.
_____State observed visibility.
_____State sources for local area weather warnings.

Task ATQ-06-01-TCO

Task: Demonstrate Knowledge of OPS Normal/Position Reports
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
b. Chapters 14 and 15, Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.
Standards: In response to the mentor or telecommunications staff officer the trainee must, without error, demonstrate proficient knowledge of "Ops Normal/Position" Report schedules.
Performance Criteria:
_____Explain purpose of "Operations Normal" Position Reports.
_____Explain Commandant policy regarding "Ops Normal" Position Reports with fixed wing aircraft, both single- and multi-engine
_____Explain Commandant Policy regarding "Ops Normal" Position Reports with rotary wing aircraft.
_____Explain Commandant Policy regarding "Ops Normal" Position Reports with Coast Guard small boats.

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_____Explain policy regarding reducing interval between "Ops Normal" Position
               Reports in unique operating conditions (i.e.surf, cold weather, fog etc).

Task ATQ-06-02-TCO

Task: Demonstrate Knowledge of Lost Communications Procedures
References:
a. Chapters 14 and 15, Telecommunications Manual (TCM), COMDTINST M2000.3 (series)
b. Appendix D
Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.
Standards: In response to the mentor or telecommunications staff officer the trainee must, without error, demonstrate proficient knowledge of "Lost Comms" procedures.
Performance Criteria:
_____Demonstrate knowledge and understanding of Commandant Policy and
               procedure regarding "Lost Comms" with Coast Guard and Auxiliary aircraft.
_____Demonstrate knowledge and understanding of Commandant Policy and
               procedure regarding "Lost Comms" with Coast Guard and Auxiliary small boats.
_____Demonstrate knowledge and understanding of unit contingency plans regarding
               areas in an AOR which may contain coverage gaps.

Task ATQ-06-03-TCO

Task: Explain the Need For and Process of Filing a Float Plan
References:
a. Appendix C Reading Assignment
Conditions: Task should be performed ashore, at any time. Trainee must accomplish task without prompting.
Standards: The trainee must, without error, demonstrate communication with an actual or simulated coxswain in establishing a float plan and must demonstrate proficient knowledge of procedures for "deviation" from the original plan.
Performance Criteria:
_____Explain what a "Float Plan" is and why it's necessary to establish a float plan
               prior to getting a boat underway.
_____Identify and record the minimum parts of a "Float Plan".
_____Explain coxswain's responsibility if there is deviation from the original float
               plan.

TASK ATQ-06-04-TCO

Task: Demonstrate Correct Procedures for participating in a Directed Net
References:
a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
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b. Appendices D and E

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

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

Performance Criteria:

_____Detail differences between standard operations and net operation.

_____Specify the correct response by the operator of an Auxiliary radio station to an "All Stations this Net" broadcast by the Net Control Station (NECOS)

_____If you are requested to make a net check-in call on behalf of the NECOS and you are able to comply, the correct response on the air is "_____".

_____Detail the differences between a directed net and a free net.

_____Explain the difference between a full call sign and an abbreviated call sign.

_____Demonstrate response to different instructions from net control

Task ATQ-07-01-TS

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

References:

a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

b.Telecommunications Manual (TCM) COMDTINST M2000.3 (series)

c.Radiotelephone Handbook, COMDTINST M2300.7 (series)

d. Appendices D and E

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

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

Performance Criteria:

_____Explain the role of ANECOS (Alternate Net Control Station) versus NECOS for a directed net.

_____Identify two conditions when NECOS should shift a net to a secondary frequency,

_____Describe the correct process for dealing with stations checking into a net with incorrect procedures.

_____Describe the contents of a report of net participation to the next higher echelon of the Division or net structure.

_____Identify three characteristics of a station to be designated as ANECOS.

TASK ATQ-07-02-TS

Task: Demonstrate Correct Procedures in managing a Directed Net

References:

a. Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

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b.Telecommunications Manual (TCM) COMDTINST M2000.3 (series)

c.Radiotelephone Handbook, COMDTINST M2300.7 (series)

d. Appendices D and E

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

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

Performance Criteria:

_____Detail differences between standard operations and net operation.

_____Demonstrate a correct net call up transmission

_____Write a "net specific" preamble

_____Demonstrate a request on the part of NECOS for a relay

_____Demonstrate a request on the part of a station (not NECOS) for a relay.

_____Simulate an "ad hoc" request for a station to take over as NECOS

_____Demonstrate ability to properly manage net participants during simulated
             operation

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<u>APPENDIX A</u> Glossary

ACU - Auxiliary Telecommunications capability is based on a facility for operational service, the "ACU". An ACU is an Auxiliary Communications Unit. It consists of a certified communications facility, mobile, portable or fixed, that contains a minimum set of required communications equipment and capabilities.

ANECOS – Alternate Net Control Station. A station operator charged with controlling the net in the absence of the NECOS, or for temporary purposes, as assigned by the NECOS.

DIRAUX – District Director of Auxiliary

MARB – Marine Assistance Radio Broadcast

NECOS – Net Control Station. The station operator charged with managing and controlling the net.

OIA – Order Issuing Authority. Typically a Coast Guard Station or Sector issuing orders for a patrol or watchstanding duty.

OOD – Officer of the Deck, the Coast Guard officer with the duty of overseeing the current watch

OPFAC – Operational Facility. A vessel, aircraft or Mobile ACU offered and accepted for use by the DIRAUX as an operational facility.

TCO – An Auxiliary member who is current and qualified as a Telecommunications Operator

<u>APPENDIX B</u> Reading Assignment

Controlling Communications with Mariner Reading Assignment

Credibility: Mariners worldwide recognize the United States Coast Guard as the leader in maritime Search and Rescue. An important aspect of the SAR function involves the management of a VHF-FM radio network which provides distress radio coverage over our coastal waters, navigable rivers and Great Lakes. As a communications watchstander you are an integral part of this network. While performing your job as a communications watchstander your voice represents the voice of the Coast Guard. Traditionally, mariners have placed the utmost respect and confidence in your position to perform the SAR mission.

Since the establishment of the Life Saving Service in 1848 the Coast Guard has been responsible for saving thousands of lives at sea. So established is this tradition that mariners assume our services to be readily available. A value cannot be placed on that time proven trust. There is no doubt it endows the watchstander with tremendous credibility.

Confidence: Credibility provides confidence that can be most effective when dealing with the public. The watchstander should never feel intimidated or insecure but must appreciate the advantages this public trust offers. Remember, you are the good guy; never underestimate that advantage or abuse it. It's absolutely essential you maintain the utmost integrity when conversing over the radio telephone.

Professionalism: With this public trust and confidence comes the opportunity to provide valuable and effective assistance to the public. Two key factors that will help the watchstander are: experience and knowledge. Experience will come in due time with practice; knowledge can be readily attained with diligent effort.

Area familiarization, navigation, proper use of the radio telephone and other knowledge components that can be mastered in short order will directly affect and enhance skills. That knowledge will assure a degree of professionalism that will allow you to control the situation over the airways.

Crisis Situations: During a crisis situation, few people can manage crisis without experiencing personal conflict. It's part of the human condition. The key is to recognize it as such, let the emotional conflict pass and get on with the case.

Watchstanders deal with persons exhibiting a variety of emotions: confusion, hysteria, impaired thinking (due to drugs, alcohol, fatigue, or hypothermia), aggression, panic and simple ignorance. All can be managed with effective results if you know what to do and how to do it. Nevertheless a watchstander will feel an urgency to reach through the microphone to control the situation.

That tendency will induce its own frustrations that may affect performance. Understand, there's only so much that can be done from afar. How radio traffic is passed becomes critical. Remember, a watchstander's voice to a distraught boater represents the voice of the Coast Guard not the watchstander, more so it represents hope and a feeling of resolve. If the

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watchstander's tone of voice reflects nervousness, fear, or indecision the distraught person will react accordingly.

So, a watchstander must take control of the conversation in a calm, professional tone of voice that will soothe the calling party regardless of the situation. Some important skills for the watchstander to concentrate on in crisis situations are:

- Speech; keep it even, not too fast, and not too loud.
- Speak clearly.
- Concentrate; be clear on what you intend to say before keying the microphone.
- Relate to the level of caller (child, adult, fisherman, professional mariner, etc.).
- Give your full attention; listen.
- Never **use Military or Coast Guard slang or acronyms; words like POB, DIW, and PFD are unintelligible to the average boater.**
- Never be defensive.
- Be confident; remember you are the Coast Guard.
- Know the geography, names, and places of your unit's area of responsibility like the back of your hand.
- Keep calm.

Quiz

1. The time proven trust the maritime public places in the Coast Guard provides the watchstander with tremendous _____.
2. Credibility provides _____ that can be most effective when dealing with the public.
3. Two key factors that will help the watchstander are _____ and _____.
4. The key to handling emotional conflict is to _____ as such, let it pass and go on with the case.
5. Watchstanders must deal with persons exhibiting a _____ of emotions.
6. How radio traffic is passed is _____.
7. The watchstander's voice represents the voice of the _____.
8. A watchstander must take _____ of the conversation.

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APPENDIX C

Standard Scripts and Quiz

Standard Scripts and Responses to Request for Vessel Assistance Reading Assignment

Standard Script for Watchstander to Follow When Taking Assistance Information

The following script is provided as a training scenario but **must be committed to memory**, and a SAR check sheet from the Addendum to the National SAR Manual must be readily available. After determining that Coast Guard assistance is being requested and the name and time of notification has been recorded, use the following script to request assistance information:

Step Action

1   "Vessel in distress (or vessel name), _____, this is Coast Guard Auxiliary (unit) _____."
2   "What is your position?" _____ "How many people are on board your vessel?" _____
3   "What is the nature of the situation?"(unless already given)
4   "What is the description of your vessel?" _____
5   "Put on life jackets, if you haven't already."
6   "Any medical situations on board?" _____
7   "What attempts have you taken to control the situation?"
8   "Estimate wind and waves." _____
9   Check with (Officer of the Deck) OOD/command cadre on proper response to situation.

Standard Response to a Request for Vessel Assistance If Determined To Be a Non-Distress

Step Action

1   "For the situation you've described, Coast Guard guidelines require that we attempt to locate other capable and timely help for you. Is there a friend, marina, or commercial firm that you want us to contact for you? OVER"
2   (If affirmative, contact the party as requested. If negative, then continue with):
3   "We can make a Marine Assistance Request Broadcast on your behalf. This announces that you need help, gives your location, and invites others to come to your aid. Do you want us to make a broadcast for you? OVER"
4   (If affirmative, complete a broadcast. If negative, then respond with):
5   "ROGER, PLEASE ADVISE US IF YOUR SITUATION CHANGES, OR IF YOU CHANGE YOUR MIND CONCERNING THE MARINE ASSISTANCE REQUEST BROADCAST. THANK YOU, COAST GUARD AUXILIARY (UNIT) _____ STANDING BY, OUT"

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Broadcast the Marine Assistance Request Broadcast (MARB) on a working frequency; do not use Channel 16. An initial alert of an upcoming MARB is normally transmitted on channel 16, and then the MARB itself is transmitted on channel 22. If a request for a MARB is made, you must complete the broadcast even if circumstances change.

Marine Assistance Request Broadcast Format for Radiotelephone Transmission

1. Format

(a) Channel 16 (156.8MHz)
(b) HELLO ALL STATIONS (3 times) THIS IS (unit identification) RELAYING A MARINE ASSISTANCE REQUEST BROADCAST FOR (type of vessel) (nature of problem) IN THE VICINITY OF (location). LISTEN CHANNEL 22A, OUT.
(c) Channel 22A (157.1MHz)
(d) HELLO ALL STATIONS (3 times) THIS IS (unit identification) RELAYING A MARINE ASSISTANCE REQUEST BROADCAST (text) OUT.

2. Example of Text

 (a) Channel 16 (156.8MHz) HELLO ALL STATIONS. HELLO ALL STATIONS. HELLO ALL STATIONS. THIS IS COAST GUARD AUXILIARY NONSUCH RADIO RELAYING A MARINE ASSISTANCE REQUEST BROADCAST FOR A DISABLED PLEASURE CRAFT IN THE VICINITY OF THE FOURTH ISLAND OF THE CHESAPEAKE BAY BRIDGE TUNNEL, LISTEN CHANNEL 22A, OUT.
(b) Channel 22A (157.1MHz) HELLO ALL STATIONS. HELLO ALL STATIONS. HELLO ALL STATIONS. THIS IS COAST GUARD AUXILIARY NONSUCH RADIO RELAYING A MARINE ASSISTANCE REQUEST BROADCAST FOR PLEASURE CRAFT MOONSHINE WYT5138. PLEASURE CRAFT MOONSHINE IS A SEVENTEEN-FOOT FIBERGLASS OUTBOARD DISABLED DUE TO LACK OF FUEL IN VICINITY OF THE FOURTH ISLAND OF THE CHESAPEAKE BAY BRIDGE TUNNEL LATITUDE 37-03N LONGITUDE 76-04W.
ANY VESSEL DESIRING TO ASSIST THE MOONSHINE IS INVITED TO PROCEED TO THAT LOCATION OR CONTACT HIM BY RADIO. PLEASURE CRAFT MOONSHINE IS STANDING BY CHANNEL (an appropriate intership frequency).
IF YOU ARE OFFERING TO ASSIST THE MOONSHINE, PLEASE RESPOND AND PROVIDE AN ESTIMATED TIME OF ARRIVAL. OUT.

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Quiz

1. The purpose of this Instruction is to set forth policy and procedures for handling the request for _____ of search and rescue assistance.
2. The term Coast Guard resources includes regular active duty personnel; _____ personnel when serving under active or inactive duty orders; and cutters, boats, aircraft, and equipment of regular and reserve Coast Guard units and Auxiliary facilities.
3. The _____ phase exists when a craft or person is threatened by grave or imminent danger requiring immediate response to the distress scene.
4. The Coast Guard is authorized to perform _____ and _____ acts necessary to rescue and aid persons.
5. The Coast Guard's primary concern in a search and rescue situation is that _____ assistance be provided.
6. There is an _____ danger associated with being disabled on the water.
7. _____ to any known situation in which the mariner is in imminent danger will be initiated if feasible.
8. Private organizations (non-commercial), state and local organizations, and good Samaritans are _____ sources of SAR assistance. When volunteered or available, their help can be used without any concern for _____ with commercial providers.
9. When specifically requested assistance, such as a commercial firm, marina, or friend, is not available, a _____ will be broadcast.
10. Assistance normally will be provided by the responder which first _____.
11. If a Coast Guard resource or Auxiliary facility takes a disabled vessel in tow, the tow will normally terminate at the _____.
12. Once undertaken, and with certain exceptions, there is no requirement to _____ the tow.
13. Coast Guard resources or Auxiliary facilities may be used to help _____ facilities in need of help at any time.
14. If there is any question as to the degree of danger to persons or property, the case should be classified as being in the _____ phase.
15. For cases determined to be in the Distress phase, you should respond _____ if able.
16. If the Coast Guard arrives on scene and determines that there is no emergency, the case will be handled as a _____.
17. For cases determined as non-distress, the first thing you should do it _____ the mariner and seek their _____.
18. The requestor should be advised that it appears there is no _____ danger.
19. You should then offer a _____.
20. A MARB is made to solicit the _____ response of anyone who can assist the mariner.
21. After broadcasting a MARB, you should _____ the response.
22. A _____ between the Coast Guard and the requestor should be established until direct communication is achieved between the requestor and the responder.
23. In cases involving towing by the Coast Guard or Coast Guard Auxiliary, the vessel being assisted will normally be taken to the nearest _____.

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24. If someone interferes with government communications, issue the command "_____".
25. When the SAR system first becomes aware of an emergency or potential emergency,
26. the information collected and the initial action taken are critical to SAR _____.
27. If the SAR facility receiving the information is an operational facility, and the situation warrants, the facility should take _____ action to respond to the incident.
28. Communication should be maintained with a person or craft reporting an emergency,
29. and they should be kept _____ of action being taken.
30. Shifting should be _____.
31. For incidents reported by telephone, the name and _____ of the caller should be recorded in case additional information is needed later.
32. SAR incident data should be collected from the reporting source, with the most important information gathered _____ in case communication is lost.
33. If the location was given using latitude and longitude, ask _____.
34. If the position is a known geographical location, obtain _____ to other known objects in the immediate area.
35. Primary target information should include a description of the _____ or person
36. and any radio equipment, including names and call signs.
37. On scene weather information is used to assist in deciding type and _____ of response.
38. Information processing forms (checklists) are used so that information is not _____.
39. All stations hearing a _____ shall immediately cease transmissions capable of interfering.
40. Most small vessels _____ follow prescribed procedures during a distress.
41. When a distressed unit is in your vicinity, receipt for the message _____.
42. The words "received _____" are used when receipting for a distress message.
43. Stations receiving distress traffic should maintain communications with the _____.
44. You should keep the distressed unit informed of any _____ that may affect your assistance to it.
45. If the distressed unit is unable to stand a continuous communications watch, you should set up a _____.
46. Needless _____ by you or the distressed unit may end in loss of communications.
47. The distressed unit or controlling station can impose _____ on stations interfering on the frequency being used for distress traffic.
48. When distress traffic has ended, the controlling station shall broadcast a message addressed to _____ indicating all distress traffic has ceased.

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APPENDIX D
COMMUNICATING WITH CG UNITS
READING ASSIGNMENT

Communicating Between Coast Guard Resources

Reading Assignment
Watchstander Responsibility

Watchstanders must be familiar with their responsibilities prior to small boat deployment. Although much of the accountability for the safety of the boat and crew is placed on the coxswain, the watchstander plays an invaluable role in ensuring the highest levels of safety. A good watchstander:

- Requests details of coxswain's float plan prior to a crew getting underway.
- Recognizes and provides contingency plans for any gaps in communication coverage.
- Relays important weather information.
- Relays additional information concerning the specifics of case (i.e., relays to crew that person-in-water is reported to have a broken leg, etc).
- Establishes communications with the Auxiliary / CG resource if they fail to provide a timely "Ops Normal" Position Report.

Float Plan A verbal "Float Plan", or intended course of movement and action must be completed between the coxswain and watchstander prior to getting the boat underway. A detailed float plan consists of these parts:

- Show on applicable chart(s) intended course and action.
- Discuss mission particulars such as mission type, training, etc.
- Record general course and area where operations are to be conducted.
- Communicate that any deviation from the original float plan must be relayed to the watchstander.

NOTE
In situations where there is a SAR case deployed from its regular location, a Float Plan is not required. The watchstander should assume boat crew will take fastest course and should advise of any operating conditions that may hinder a rapid response (i.e., low tide, surf-zone, dredging, or construction).

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APPENDIX E
NET AND DIRECTED NET OPERATIONS
READING ASSIGNMENT

Networks and Network Operations

Reading Assignment
NETWORK ESTABLISHMENT

To enable USCGAUX Telecommunications to fulfill its mission, it is necessary that both intra- and inter-area networks be established and maintained to meet the requirements for effective and efficient communications. The Division Chief, Telecommunications, will coordinate, through the area and District Communications Officers, the operations of the USCGAUX networks. Networks will be established and disestablished by the National Division Chief Telecommunications, and the District Communications Officers to meet requirements of the program. Networks are categorized by primary use, however all networks are available to meet the requirements of the USCGAUX missions.

TYPES OF NETWORKS

a. Administrative/Coordination Net: A net primarily established for administrative purposes linking any echelon of authority with immediate subordinates and such other stations as may be specifically designated or for coordination purposes among the National Telecommunications Division, District and/or Area communications Officers and such other stations as may be specifically authorized.

b. Contingency/Emergency Net: A net primarily established to handle emergency communications and control functional and/or emergency traffic.

c. Training Net: A net primarily established to promote technical and procedural training in matters pertaining to CG and CGAUX communications.

d. Specialty Net: A net primarily established for a purpose other than administration, emergency traffic or training.

e. Tactical Net: A net primarily established to meet requirements for single event or emergency point-to-point operations among stations.

NETWORK OPERATIONAL CONTROLS
a. Net Control Station (NECOS) - The net control station (NECOS) is a station designated by appropriate authority to direct and control the operation and flow of all traffic on the net. Where practicable, NECOS assignments should be rotated among members to take advantage of the significant training value of this key position.

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b. Authority of the NECOS extends only to the net operations. Within their scope of authority, decisions of the NECOS are final. The NECOS does not have jurisdiction over the administration of the individual stations within the net, except for reporting network participation. NECOS is charged with the following responsibilities:

> (1) Expedite traffic on the net;
> (2) Maintain circuit discipline;
> (3) Monitor net operations to determine and initiate corrective action on procedural discrepancies; and
> (4) Submit a report of net participation to the designated authority on completion of the net.

c. Alternate Net Control Station (ANECOS): An Alternate Net Control Station (ANECOS) shall be designated to assume the duties of NECOS when directed or when NECOS has failed to answer after three successive calls. When assuming NECOS duties, the ANECOS will announce NECOS assumption (ZKA) by a transmission to "All Stations This Net". In the event NECOS or ANECOS are not present, another member of the net should assume the duties of NECOS until such time as the NECOS or ANECOS report into the net.

NETWORK OPERATIONS

a.   Directed Net: When operating on a directed net, stations must obtain NECOS permission prior to transmitting traffic. Record traffic may only be passed during a directed net.

b.   Free Net: When operating conditions permit, the NECOS may direct that the net be operated as a free net. Member stations are then authorized to communicate with other net stations without obtaining prior permission from the NECOS. Record traffic may not be passed during a free net. Free net operation does not relieve the NECOS of the responsibility for circuit discipline.

c.   When opening a net, the NECOS should start the net at the scheduled time and make an announcement of the net opening, including:

> 1.   Net identity
> 2.   Net location and purpose
> 3.   Statement of directed net (when appropriate)
> 4.   Procedure for sign-in of members
> 5.   Other standard net procedures, as appropriate
> 6.   Requesting appropriate relay if conditions warrant

d.   When closing a net, the NECOS should make an announcement of the fact, including:
> 1.   Net identity
> 2.   Frequency availability for other net activities
> 3.   Requesting appropriate relay of the net closing if conditions warrant.

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APPENDIX F
A.PHONETIC ALPHABET and NUMERALS

1. The phonetic alphabet may be used to identify any letter of the alphabet, or to spell words or group of letters.
2.

Letter	Phonetic	Spoken As
A	ALFA	AL-FAH
B	BRAVO	BRAH-VOH
C	CHARLIE	CHAR-LEE
D	DELTA	DELL-TAH
E	ECHO	ECK-OH
F	FOXTROT	FOXS-TROT
G	GOLF	GOLF
H	HOTEL	HOH-TELL
I	INDIA	IN-DEE-AH
J	JULIETT	JEW-LEE-ETT
K	KILO	KEY-LOH
L	LIMA	LEE-MAH
M	MIKE	MIKE
N	NOVEMBER	NO-VEM BER
O	OSCAR	OSS-CAH
P	PAPA	PAH-PAH
Q	QUEBEC	KEH-BECK
R	ROMEO	ROW-ME-OH
S	SIERRA	SEE AIR RAH
T	TANGO	TANG-GO
U	UNIFORM	YOU-NEE-FORM
V	VICTOR	VIC-TAH
W	WHISKEY	WISS-KEY
X	XRAY	ECKS-RAY
Y	YANKEE	YANK-KEY
Z	ZULU	ZOO-LOO

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B.NUMERALS

Pronunciation of numerals

1.To distinguish numerals from words having the same meaning, the PROWORD
"FIGURES" is used preceding such numbers.

Number	Spoken
0	ZE-RO
1	WUN
2	TOO
3	TREE
4	FOW-ER
5	FIFE
6	SIX
7	SEV-EN
8	AIT
9	NIN-ER

A hyphen represents a pause

2. Numbers will be transmitted digit by digit except exact multiples of hundreds and
thousands which may be spoken as such. The exception to this rule is date time groups
which are always sent digit by digit

C. Spelling

1. Difficult words or groups within the text of plain text messages should be spelled
using the phonetic alphabet preceded by the proword "I SPELL." If you can pronounce
the word to be spelled, do so before and after the spelling to identify the word.

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Appendix G – Mentor Tracking Form

Signer's Name (Printed)	Signature	Initials	Date

Section 01 Basic Radio Operation			
Task	Description	Mentor Initials	Date
ATQ-01-01-TCO	Operate the Unit's Radios		
ATQ-01-02-TCO	Basic Radio Procedure		
ATQ-01-03-TCO	Basic Telecommunications Skills		

Section 02 Communications Operations			
Task	Description	Mentor Initials	Date
ATQ-02-01-TCO	Controlling Communications with the Mariner		
ATQ-02-02-TCO	VHF/FM Marine Band Distress and Radio Frequencies		
ATQ-02-03-TCO	Identify and Explain Standard Radio Urgency Calls / Signals		

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Section 03 Target Location and Area Familiarization			
Task	**_Description_**	**_Mentor Initials_**	**_Date_**
ATQ-03-01-TCO	Identify Routine Information on a Nautical (or Corps of Engineers) Chart		
ATQ-03-02-TCO	Identify and Locate Information from Coast Pilot and Light List / Tide Tables		
ATQ-03-03-TCO	Identify Contact Telephone Numbers for Available Resources within the AOR		

Section 04 Incident Communications from the Public			
Task	**_Description_**	**_Mentor Initials_**	**_Date_**
ATQ-04-01-TCO	Respond to a Non-distress Vessel Incident		
ATQ-04-02-TCO	Respond to a Distress Vessel Incident		

Section 05 Routine Communications with the Public			
Task	**_Description_**	**_Mentor Initials_**	**_Date_**
ATQ-05-01-TCO	Provide Appropriate Navigational Assistance to the Public		
ATQ-05-02-TCO	Pass Appropriate Basic Weather Information to the Public		

Section 06 Communications Procedures			
Task	**_Description_**	**_Mentor Initials_**	**_Date_**
ATQ-06-01-TCO	Demonstrate Knowledge of OPS Normal / Position Reports		
ATQ-06-02-TCO	Demonstrate Knowledge of Lost Communications Procedures		

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ATQ-06-03-TCO	Explain the Need For and Process of Filing a Float Plan		
ATQ-06-04-TCO	Demonstrate Correct Procedures for participating in a Directed Net		

Section 07 Net Operations and Control			
Task	**_Description_**	**_Mentor Initials_**	**_Date_**
ATQ-07-01-TCO	Explain the Role of the Net Control Station in a Directed Net		
ATQ-07-02-TCO	Demonstrate Correct Procedures in Managing a Directed Net		

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