

2019

Auxiliary Coxswain Performance Standards



District Eleven South

Version 1.1

3/5/2019



Purpose of this Handbook

1. The standards established in this handbook are the result of two workshops and numerous discussions between DIRAUX and the D11S Qualification Examiner staff. These standards were unanimously agreed upon and are promulgated to provide standardization for candidates undergoing initial and currency maintenance checkrides.
2. This handbook is **not** intended to replace or expand the tasks prescribed in the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series). Trainees and mentors are encouraged to refer to these standards when conducting underway and dockside training.
3. QE's will refer to these standards throughout the underway check ride to ensure each underway task is completed successfully. The standards enable the QE to more fully evaluate a candidate on the water and provide performance-based feedback whether an evolution was completed satisfactorily or unsatisfactorily.
4. Certain Performance Factors are labeled with an "(S)". These factors were determined by the QE staff to be GO/No GO factors due to safety or performance reasons. Failure to properly perform a task labeled in this manner typically results in an unsafe condition or practice. Failure to meet tasks labeled with "(S)" will result in the entire task being marked as "unsatisfactory".
5. This handbook will be reviewed annually during the Spring QE workshop and published on the D11S Website.
6. Suggestions and comments may be routed through your chain of leadership.

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D11 South Region Auxiliary



COX-09-06-AUX.1 Conducted a pre-underway check off and confirmed the facility was within its stated operational limits to perform assigned mission.

Item	Task	Sat	Unsat	Comments
1.	Verified that AOMS orders have been approved and copy is onboard: a. screen shot from AOMS b. printed email AOMS approval c. Display electronic copy of AOMS approval (i.e. on smart phone)			
2.	Verified Auxiliary patrol signs are displayed along with US and Auxiliary Patrol Ensigns. (S)			
3.	Verified charts/maps of operating area are on board and current. Chart info in plotter (if installed) up to date.			
4.	Verified required navigation tools and publications are on board.			
5.	Briefed crew on location of required safety equipment: a. PFD's b. Type IV throwable PFD c. Visual Distress Signals d. Dewatering devices and installed systems e. Sound Producing Device f. First Aid Kit g. Fire Extinguishers h. Ground Tackle i. Heaving Line			
6.	Briefed crew on location and operating condition of all required equipment.			
7.	Verified machinery status of facility: a. Oil level b. Bilges empty, plugs in c. Battery isolation switches d. Fuel shut-off e. Kill Cord f. Navigation lights g. Installed GPS/RADAR/Fathometer h. VHF Radios i. Fuel status			
8.	Briefed crew concerning any machinery discrepancies or limitations on facility.			
9.	Briefed crew on facility's operational limitations as established by OIA or DIRAUX.			



COX-09-06-AUX.2 Conducted Pre-Underway Brief

Item	Task	Sat	Unsat	Comments
1.	Assessed crewmembers physical capabilities to perform mission.			
2.	Briefed crew on scheduled mission: <ul style="list-style-type: none"> a. Objectives b. Forecasted weather c. Planned events in the area of operations d. Assigned controlling station e. Communications plan f. Emergency procedures 			
3.	Facilitated Operational Risk Assessment discussion: <ul style="list-style-type: none"> a. Used approved risk assessment model b. Solicited feedback from all crew members, including trainees. c. Stated requirement to reassess ORM as mission changes or conditions warrant. 			
4.	Contacted OPCON, briefed watch stander on GAR score.			

Comments:



COX-09-06-AUX.3 Ensured all members wore PFD's and had a good understanding of the requirements and use of personal survival equipment.

Item	Task	Sat	Unsat	Comments
1.	Verified crew members had removed jewelry: a. Rings removed or covered with boat crew gloves.			
2.	Verified crew was properly wearing appropriate PPE for the conditions. (S)			
3.	If granted, briefed crew on PPE Waiver conditions and requirements.			
4.	Confirmed assigned Personal Locator Beacon is attached to Coxswain's Survival Vest as required and that most recent monthly test was satisfactorily completed. (S)			

Comments:



COX-09-06-AUX.4 Efficiently and safely handled the facility and communicated effectively with the crew while underway.

Item	Task	Sat	Unsat	Comments
1.	Assigned all crewmembers positions prior to getting underway.			
2.	If equipped, bilge blower was run prior to starting engines.			
3.	Conducted a satisfactory test of steering and propulsion prior to getting underway. (S)			
4.	Used proper line handling commands, communicated them clearly and effectively to crewmembers.			
5.	Maintained control of vessel at all times while maneuvering away from dock. Minimized contact and rubbing against dock by use of spring lines when necessary. (S)			
6.	Posted lookouts once underway from the dock. (S)			
7.	Directed crew to secure lines and fenders. Secured the boat for operations.			
8.	Coxswain provided appropriate and timely guidance throughout the evolution.			
9.	Coxswain was aware of crewmembers location at all times.			
10.	Coxswain and crew did not jeopardize their personal safety or that of the vessel. (S)			



COX-09-06-AUX.5 Gave proper commands to helm watch, used navigational charts, aids to navigation, and installed navigation gear.

Item	Task	Sat	Unsat	Comments
1.	Passed appropriate information to relieving helmsman: a. Course to steer or object to steer on. b. speed or RPM's maintain. c. ensured relieving helmsman announced they had control of the helm.			
2.	Used proper commands to direct helmsman: a. Altered course minimum of 35 degrees. b. Ordered one speed change			
3.	At prompting of QE, displayed facility's estimated location on nautical chart or map of operating area.			
4.	If equipped, demonstrated proficiency operating installed GPS Chart Plotter: a. Displayed facility's location. b. Entered a waypoint. c. Created a route out of three or more waypoints. d. Activated Route and displayed XTE and ETA features. e. Activated MOB function.			
5.	If equipped, demonstrated proficiency operating installed RADAR: a. Activated RADAR. b. Cycled between range scales, chose appropriate scale for conditions, tune for sea and WX conditions. c. Used EBL/VRM feature to display range and bearing to prominent object. d. Determined risk of collision for contact on RADAR.			
6.	Demonstrated proficiency in operating fathometer.			
7.	Demonstrated proficiency in operating installed supplemental equipment, such as: a. Installed Search lights. b. FLIR c. AIS			
8.	Properly re-assumed helm.			

Comments:



COX-09-06-AUX.6 Assigned lookout watch(es) and verified safety of the facility based on the reports made by lookout.

Item	Task	Sat	Unsat	Comments
1.	Posted lookout(s) and discussed circumstances when additional lookouts might be posted.			
2.	Answered QE's questions regarding risk of collision and Navigation Rules situations for contacts in vicinity of facility.			
3.	Conducted facility in accordance with the Navigation Rules. (S)			

Comments:



COX-09-06-AUX.7 Responded to a Man-Overboard drill and safely recovered a simulated PIW.

Item	Task	Sat	Unsat	Comments
1.	Upon alert of MOB, coxswain assigned pointer and maneuvered clear of PIW.			
2.	Ensured a type IV throwable PFD or ring buoy was deployed on side of MOB.			
3.	Sounded five or more short blasts on horn.			
4.	Marked position of MOB in GPS using waypoint mark or MOB function (if equipped).			
5.	Activated spot light and deck lights as applicable to conditions.			
6.	Coxswain announced to crew when PIW was in sight.			
7.	Briefed crew on pickup procedure.			
8.	Determined general set and drift for approach based on prevailing weather.			
9.	Executed approach to PIW: a. maneuvered using appropriate helm/throttle inputs to position PIW at recovery spot. b. ensured facility was stopped (no way on) prior to directing crewmembers to recover PIW. (S)			
10.	PIW recovered within a reasonable time from initial alarm based on conditions.			
11.	Notified controlling station of situation.			
12.	Coxswain was aware of crew's location throughout the evolution.			
13.	Coxswain provided appropriate and timely guidance throughout the evolution.			
14.	Coxswain facilitated risk re-assessment. (S)			

Comments:



COX-09-06-AUX.8 Demonstrated proficiency and safety during a stern tow.

Item	Task	Sat	Unsat	Comments
1.	Established communications between facility and disabled vessel.			
2.	Determined condition of disabled vessel and crew. Performed on scene assessment: <ul style="list-style-type: none"> a. Had D/A crew don PFD's. b. Determined if vessel is taking on water. c. Looked for hazards in the water, gear hanging over the side. d. Assessed stability of D/A vessel. e. Ascertained if vessel's cleats or fittings were backed. 			
3.	Assigned tasks and positions to crew. Stressed gear to be passed on coxswain's command only. (S)			
4.	Briefed crew on type of approach and planned gear to be passed.			
5.	Briefed crew on emergency break away procedures.			
6.	Briefed crew that no turns on tow bitt or cleat shall be made until towline is secured on disabled vessel and all crew on the vessel are clear.			
7.	Briefed disabled vessel's master on emergency procedures and towing equipment to be passed. Confirmed communications procedures.			
8.	Coxswain inspected towing rig and confirmed deck was ready prior to making approach.			
9.	Made approach as briefed to crew, demonstrated control of facility, used appropriate helm, throttle inputs to keep station.			
10.	Towline was passed on coxswain's command only. (S)			
11.	Coxswain maintained station with tow points aligned, maintained safe distance between facility and vessel.			
12.	Set initial course and controlled speed to ensure towline paid out clear of the propulsion machinery.			
13.	Coxswain answered QE's questions regarding emergency towing procedures and safe speed.			
14.	Assigned tow watch and lookout(s).			
15.	Facilitated risk re-assessment.			



COX-09-06-AUX.9 Demonstrated proficiency and safety during an alongside tow.

Item	Task	Sat	Unsat	Comments
1.	Ensured sea state and weather were acceptable for transition to side tow. (S)			
2.	Conducted risk re-assessment.			
3.	Briefed crew on procedures.			
4.	Briefed disabled vessel on procedures.			
5.	Ensured deck was rigged and ready prior to executing approach: a. Fenders rigged on both vessels. b. Mooring lines on station.			
6.	Slowly took way off before directing crewman to break down the bitt or cleat.			
7.	Upon report that vessel was stopped, maneuvered stern to clear the towline away from the propulsion machinery.			
8.	Properly executed a drop tow or backing down approach.			
9.	Coxswain communicated effectively and used proper line handling commands directing alongside lines to be put over.			
10.	Used appropriate helm and throttle inputs to adjust lines and position of towed vessel.			
11.	Established control of towed vessel.			

Comments:



COX-09-06-AUX.10 Safely moored a disabled vessel in tow to a float or a pier.

Item	Task	Sat	Unsat	Comments
1.	Discussed mooring instructions with disabled vessel.			
2.	Posted lookout(s) and line handlers in effective positions.			
3.	Safely moored vessels in alongside tow.			
4.	Facilitated de-brief with crewmembers.			

Comments:



COX-09-06-AUX.11 Correctly plotted and ran three legs of search pattern designated by the QE.

Item	Task	Sat	Unsat	Comments
1.	On a either a navigation chart of the operating area, or a chartlet provided by the QE, plot CSP and three legs of a precision search pattern.			
2.	After plotting the search pattern, determine: <ul style="list-style-type: none"> a. Total time to run pattern at six knots. b. Total time to run pattern at ten knots. c. Estimated DR times to turn for each leg. 			
3.	Execute search pattern, utilizing installed electronic navigation aids to complete three legs of the search pattern.			
4.	Alternatively, executed a drifting search pattern as designated by the QE. <ul style="list-style-type: none"> a. Established location accurately and determine safe location. b. Determine set and drift. c. Have crewmember deploy datum marker at CSP (for VS only) d. Start search pattern within five minutes of arrival at CSP. 			
5.	Coxswain passed search plans to controlling station.			
6.	First leg of drifting pattern run in direction of drift, or 000 degrees C if drift cannot be determined.			
7.	Third, Sixth, and Ninth legs end at datum marker (VS only).			
8.	Conduct of own vessel in accordance with Navigation Rules.			
9.	For drifting patterns, speed determined and set by RPM curve, not adjusted during search to counter effect of set and drift.			
10.	Passed final datum marker position to controlling station along with prevailing weather conditions.			
11.	Crew communicated effectively throughout evolution.			
12.	Coxswain was aware of each member's location during evolution.			



COX-09-06-AUX.12 Demonstrated proficiency anchoring and weighing anchor.

Item	Task	Sat	Unsat	Comments
1.	Selected proper anchorage area, clear of obstructions and traffic.			
2.	Briefed crew on evolution: a. Depth of water. b. Type of bottom. c. Expected scope of line to pay out. d. Prevailing weather and sea conditions. Discuss alternative procedures for facility equipped with a windlass.			
3.	Assigned positions to crew.			
4.	Confirmed anchor line is secured to the facility.			
5.	Coxswain demonstrated control of facility, efficiently used helm and throttle to approach anchorage into the prevailing condition.			
6.	Coxswain directed the crew to lower the anchor from bow hand over hand and pay out enough line to properly hold the vessel.			
7.	Coxswain used proper line handling commands to direct crew to secure anchor line to cleat.			
8.	Coxswain used appropriate power to set the anchor.			
9.	Directed anchor watch to be set.			
10.	Coxswain answered QE's questions regarding maintaining anchor watch.			
11.	Coxswain briefed crew on procedures for weighing anchor. Assigned jobs.			
12.	Coxswain demonstrated control of facility while slowly coming ahead as crew brought in anchor line.			
13.	Coxswain maintained bare steerageway while crew secured anchor and returned to the cockpit.			
14.	If conducted at night, coxswain ensured adequate lighting was available for crew on bow.			

Comments:



COX-09-06-AUX.13 Used appropriate navigational sound signals when needed.

Item	Task	Sat	Unsat	Comments
1.	Conduct of the facility while underway was in accordance with the Navigation Rules. (S)			
2.	When prompted by the QE, sounded the following sound signals: a. Vessel Making Way in reduced visibility. b. Vessel U/W, not making way in reduced visibility. c. Vessel being towed in reduced visibility. d. Danger Signal. e. Vessel at anchor in reduced visibility.			
3.	Coxswain answered QE's questions about expected light displays seen by vessels in the area of operations.			

Comments:



COX-09-06-AUX.14 Correctly Piloted and labeled navigation charts during a three leg course run given by the QE.

Item	Task	Sat	Unsat	Comments
1.	On nautical chart or chartlet provided by the QE, correctly plotted three positions given by QE. Connected points with track lines.			
2.	Correctly labeled all tracks with compass courses after converting from true course.			
3.	Computed speed, time and distance given by QE.			
4.	Demonstrated understanding of set and drift, applied effects to course and speed.			
5.	<i>For inland lakes</i> , after plotting exercise, coxswain demonstrated ability to safely navigate to a location determined by QE using DR navigation and installed electronics.			

Comments:



COX-09-06-AUX.16 Kept controlling unit informed of mission operations and conducted scheduled OPS Normal Reports.

Item	Task	Sat	Unsat	Comments
1.	Maintained radio guard on designated VHF_FM radio channel.			
2.	Accurately communicated location and activities to controlling unit throughout patrol.			
3.	Utilized proper radio procedures in all reports.			

Comments:



COX-09-06-AUX.17 Efficiently and safely moored the boat.

Item	Task	Sat	Unsat	Comments
1.	Briefed crew on mooring procedures.			
2.	Assigned positions.			
3.	Ensured fenders were rigged at correct height and deck was ready prior to making approach to pier.			
4.	Utilized appropriate throttle and helm inputs to safely moor in assigned position without excessive contact or rubbing.			
5.	Utilized spring lines as needed to moor.			
6.	Coxswain communicated clearly and effectively using proper line handling commands to direct crew.			
7.	Coxswain provided appropriate and timely guidance throughout the evolution.			
8.	Secured facility from patrol, notified controlling unit.			
9.	Facilitated de-brief with crew, drew out feedback from all involved.			

Comments:



COX-09-06-AUX.17 Satisfactorily answered QE's questions on policies and procedures.

Item	Task	Sat	Unsat	Comments
1.	Stated facility's role in local SAR structure. Identified key roles: a. SRU b. OSC c. SMC			
2.	Defined three SAR phases: a. Uncertainty b. Alert c. Distress			
3.	Discussed OIA policies for obtaining waivers for operational limitations.			
4.	Stated salvage policy, Marine Assistance policy, and Firefighting Policy per SAR Addendum and OIA policies.			
5.	Stated first aid policy per Auxiliary Operations Policy Manual.			
6.	Discussed actions to be taken in the following emergencies: a. Loss of steering. b. Engine Fire. c. Loss of oil pressure. d. Loss of engine control RPM's. e. Accidental grounding. f. Striking a submerged object.			
7.	Described local area of operations, local agencies that may be able to provide assistance.			

Comments:



COX-09-06-AUX.18 Discussed and demonstrated knowledge of filling out and processing required reports.

Item	Task	Sat	Unsat	Comments
1.	Discussed OIA procedures for completing patrol in AOMS.			
2.	Discussed mishap reporting and damage claim procedures. a. Required reporting of MOB to OIA.			
3.	Discussed injury claim procedures.			
4.	Demonstrated familiarity in completing ANSC-7034, SAR form.			

Comments: