

POLICY REGARDING PASSING NAMES TO UNIT COMMANDERS

Subj: **BOAT CREW SEAMANSHIP MANUAL (COMDTINST M16114.5C)**

1. **PURPOSE.** The Boat Crew Seamanship Manual presents the approved methods and procedures for the conduct of Coast Guard boat operations. The Coast Guard Auxiliary, for the conduct of vessel facility operations, also uses this Manual.

2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, and assistant commandants for directorates, Chief Counsel, special staff offices at Headquarters, group commanders, boat unit commanding officers and officers-in-charge shall ensure the contents of this Manual are utilized in all boat operations where applicable. Internet release authorized.

5. **PROCEDURES.** The standard methods and procedures presented in this Manual apply to all boat operations, crew training and certification.

a. **Commanding Officers/Officers-in-Charge shall ensure that personnel tasked with boat crew responsibilities are trained in all methods and procedures in this Manual.**

Relevant sections:

Chapter 1 – Boat Crew Duties and Responsibilities

A.4.c. Auxiliary Coxswain/Operator (Pg 1-3)

An Auxiliary coxswain (operator) assigned to any surface facility under orders is the person responsible for the boat, the safety and conduct of the crew and passengers, and completion of the assigned mission. **Since the coxswain is responsible for assigning (and often selecting) their crew for each patrol, the Unit Commander may not know the identity of all crew members. Therefore, the names of all of the crew (including trainees/passengers) must be passed to the Unit Commander prior to the facility departing on any sortie.** A designated coxswain of a facility under orders may abort any mission due to weather, engine, equipment failure, crew fatigue, injury, or other reasons. Likewise, an owner of a facility (coxswain or not), if aboard, may abort the mission if, in the opinion of the owner, the facility or crew is being placed in jeopardy. In either case, the coxswain/operator shall immediately notify the order-issuing authority and/or Unit Commander. **For further guidance, refer to *Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)* and directives issued by the District Director of Auxiliary.**

Chapter 2 – Auxiliary Operational Mission/Patrols

A.3. Coxswain's Responsibility (Pg 2-3)

Coxswains should know and follow the local guidance and all Coast Guard directives outlining policy and procedures. This information comes from the Coast Guard Group Commander, Director of Auxiliary, or order-issuing authority in response to the local needs or changing conditions. Before getting underway, the coxswain should:

- Know the patrol area and review factors such as tidal action, weather patterns, fishing areas, and navigational aids.
- Verify that fuel tanks are full and all equipment is checked and operating properly.
- Ensure that the crew is outfitted in the correct uniform and appropriate personal protective equipment (PPE). (All crew members must be properly trained and certified on all PPE.)
- Verify that at least one other crew member is qualified to operate the boat in case the coxswain needs to seek relief.
- Ensure all crew members are physically capable of performing the mission.
- Provide a thorough briefing on the boat, its equipment, and its operation. Specifically address possible hazards, risk awareness, and situation awareness.
- Once satisfied, go to the assigned patrol sector and **notify the Operational Commander of your arrival or departure, the number and names of persons onboard**, and verify that conditions are within the facility's operational standards.

Subj: **AUXILIARY OPERATIONS POLICY MANUAL (COMDTINST M16798.3E)**

1. **PURPOSE. This Manual applies to all members of Coast Guard Forces who are involved with Coast Guard Auxiliary Operations, including Auxiliarists, military and civilian personnel.**

2. **ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure all Auxiliarists, all Directors of Auxiliary, and any military or civilian Coast Guard members who are involved with Auxiliary operations become thoroughly familiar with this Manual.** Internet release authorized.

Relevant sections:

Chapter 4 Operational Activities

A.5. Alternate Communications Plan (Pg 4-4)

In areas where there are known communication gaps, the OIA may authorize an alternate communications plan. **At a minimum, the facility operator must notify that OIA, or designee, before beginning the mission, of the patrol's start and end times and the names of all individuals aboard.** The facility operator must notify the OIA, or designee, immediately upon return from the mission. At any time the mission is expected to run more than 15 minutes beyond the estimated end time (ETA), the facility operator must communicate a new ETA to the OIA, or designee, as soon as practicable, but in no case later than 15 minutes from the original ETA.

A.15.c. Coxswain (Pg 4-7)

The coxswain is responsible for all aspects of facility operation including those described below. The coxswain does not have to be the helmsman and may delegate that duty to a certified crewmember. The coxswain is the person listed as the “coxswain” on the orders. They will be either the owner of the facility or one of the people listed on the owner’s “Non-Owner Authorization Letter.”

- The coxswain must carry out assigned missions following Coast Guard policies, regulations, or orders of the OIA and must meet any additional qualifications specified by the District Commander.
- The coxswain of a surface facility must follow the requirements of paragraph A.2 of this section concerning communications and position reporting during a patrol. Paragraph G.6 of Annex 1, lists the position reporting requirements for an aircraft facility.
- The coxswain must be sure the facility properly displays all required flags, decals, and patrol signs (see Chapter 3).
- The coxswain must not use unauthorized lights, sirens, flags, or markings and must be sure the facility does not display unauthorized lights, sirens, flags, or markings.
- **The coxswain shall provide the names of all crewmembers (including crew trainees) and passengers to the OIA to be sure an accurate account is on record just prior to the facility’s departure.**

E.18. Guests/Passengers on Auxiliary Facilities (Pg 4-29)

Operators may not allow non-Auxiliary guests or passengers (including family members) onboard any Auxiliary surface or aircraft facility under orders unless the OIA authorizes their presence specifically for that event or patrol. However, the total number of persons onboard must not exceed the manufacturer’s stated maximum capacity. **All individuals’ names onboard (guests/passengers as well as crew) must be given to the unit commander before getting underway or getting airborne and must be listed on the patrol orders prior to returning them to the OIA.**

Guests and passengers may be authorized only for limited purposes (e.g., training, indoctrination, public affairs, and other circumstances reasonably linked to the Auxiliary’s purpose and mission). When guests or passengers are contemplated in advance of orders being issued, the below must be followed:

- Guest/passenger authorization must be in writing. Authorization can be by title (e.g., members of WXXX-TV news team, on-water training students of flotilla X) or by name (e.g., Mrs. Martha C. Cranberry, prospective Auxiliarist).
- Operators may not involve guests or passengers in any crew activity except as authorized in paragraph E.6 of Chapter 4.
- All guests/passengers must wear appropriate flotation and hypothermia protective equipment when underway (see paragraph E.13 of this section).
- Auxiliarists who are not assigned to duty as crewmembers are not guests within the meaning of this restriction. Facility operators may take these Auxiliarists onboard at their discretion, consistent with district policies.
- The passenger carrying requirements of this paragraph do not apply to persons recovered from the water or assisted during a patrol.