

### **3<sup>rd</sup>-Year QE Check-Ride Instructions for Auxiliary Coxswains and Boat Crew Members**

#### References:

- A. Auxiliary Manual COMDTINST M16790.1G
  - B. Boat Crew Seamanship Manual COMDTINST M16115.5C
  - C. Auxiliary Boat Crew Training Manual COMDTINST M16794.51A
  - D. Rescue and Survival Systems Manual COMDTINST M10470.10F
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1. The task requirement for your 3<sup>rd</sup>-Year QE Check-Ride is specified in the Auxiliary Boat Crew Training Manual: Enclosure 1 (see attachments) provides the check-off sheets for both coxswains and boat crew members. The tasks you will be asked to perform and will be evaluated on are listed on the check-off sheets. You must complete all of the indicated tasks to the satisfaction of the assigned QE for re-qualification.
  2. You are required to be in proper uniform and have all of the required PPE items at-hand warranted by current conditions at the time of the exam.
  3. Your coxswain/boat crew member status may not be in REYR/REWK for any item other than the need for a 3<sup>rd</sup>-Year QE Check-Ride. All discrepancies must be resolved at least 10 days prior to the QE session. AUXDATA is the primary source for determination of REYR/REWK status. Please consult your Flotilla Commander regarding any discrepancies and how to resolve any REYR/REWK issues.
  4. You must provide the assigned QE with a copy of the appropriate (coxswain or boat crew member) Enclosure 1 check-off sheet and the Appendix F form from the Auxiliary Boat Crew Training Manual (see attachments). This Appendix F form must be signed-off by your FSO-IS prior to the QE session.
  5. Please arrive at the appointed location on-time.
  6. Facility assignments are subject to approval by the QE In-Charge and may change any time prior to the QE session.
  7. Depending on circumstances, failure to comply with these instructions may exclude you from participation in the QE session and/or termination of the QE session.

Decisions made by a QE are not debatable. If you disagree with a QE's decision or have any other related comments or concerns, present them in writing to the appropriate District 13 Area QE Coordinator within 10 days. All appeals will be forwarded by the Area QE Coordinator to the Chief QE Coordinator who will forward it to the District 13 Auxiliary Boat Crew Advisory Board for review.

## Appendix F Third Year Currency Maintenance

DATE: \_\_\_\_\_

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Dist: \_\_\_\_\_ Div: \_\_\_\_\_ Flotilla: \_\_\_\_\_

**Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)**

*Verification of required underway hours and Navigation Rules testing must be completed by the FSO-IS prior to requesting a Qualification Examiner. QE is to submit the completed form and appropriate enclosure to the OTO for review/approval and entry into AUXDATA.*

**The above named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing the currency maintenance requirements as marked below.**

**COXSWAIN**

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	
	FSO-IS Signature	
Enclosure (1) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

**CREW**

Not in REYR for Underway Hours _____		
	FSO-IS Signature	
Enclosure (2) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

**PWC OPERATOR**

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	
	FSO-IS Signature	
Enclosure (3) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

**Reviewed / Approved** \_\_\_\_\_ **AUXDATA** \_\_\_\_\_  
OTO Signature Date Date Entered



## **Coxswain - Underway Currency Maintenance / Recertification Check Ride**

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### **References**

Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
District SOPs, Policy Manuals, and other local Instructions

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### **Conditions**

Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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### **Standards**

In response to the QE the member must answer questions on, and perform the below listed evolutions for the Coxswain position.

**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for recertification. 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.

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**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.
  
- \_\_\_\_\_ 2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as:
  - a. Wearing of jewelry
  - b. Team coordination and communication
  - c. Operational Risk Management
  
- \_\_\_\_\_ 3. Ensured all crewmembers wore PFD's and had a good understanding of the requirements and use of the personnel survival equipment.
  
- \_\_\_\_\_ 4. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.  
Enclosure (2) to COMDTINST M16794.51A
  
- \_\_\_\_\_ 5. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.
  
- \_\_\_\_\_ 6. Assigned lookout watch (es) and verified the safety of the facility based on the reports made by lookout.
  
- \_\_\_\_\_ 7. Responded to a Man-Overboard drill, and safely recovered a simulated PIW. (A life ring, life-like dummy, or other floating object can be used as PIW).

\_\_\_\_\_ 8. Demonstrated the following knots:

9.

- a. Bowline.
- b. Clove Hitch.
- c. Sheet Bend.
- d. Round Turn and Half Hitch.

\_\_\_\_\_ Demonstrated proficiency and safety during a stern tow, including:

- a. Making preparations for taking a vessel in tow.
- b. Communication with crewmembers.
- c. Towing approach and station keeping.
- d. Proper speed and towline considered.
- e. Safety of and communications with personnel on towed boat.

\_\_\_\_\_ 10. Demonstrated proficiency and safety during an alongside tow.

- a. Making preparations for taking a vessel in tow.
- b. Communication with crewmembers.

Enclosure (2) to COMDTINST M16794.51A

- c. Towing approach and station keeping.
- d. Proper speed and towline considered.
- e. Safety of and communications with personnel on towed boat.

- \_\_\_\_\_ 11. Correctly plotted and ran three legs of a search pattern designated by the QE.
- \_\_\_\_\_ 12. Demonstrated proficiency while anchoring and weighing anchor.
- \_\_\_\_\_ 13. Used appropriate navigational sound signals when needed.
- \_\_\_\_\_ 14. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.
- \_\_\_\_\_ 15. Efficiently and safely moored the boat.
- \_\_\_\_\_ 16. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, and patrol commanders' duties).
- \_\_\_\_\_ 17. Discussed and demonstrated knowledge of filling out and processing required reports.

**Accomplished**

**QE's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Comments**

**(Additional comments may be recorded on the back of this sheet)**

**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. **Only those tasks not successfully completed must be redone during the next QE Evaluation session.** The session should be conducted in a reasonable time frame. 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 should accompany the letter for Recommend for Recertification, to the Director.

## Crewmember - Underway Currency Maintenance / Recertification Check Ride

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**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) District  
SOPs, Policy Manuals, and other local Instructions

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**Conditions** Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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**Standards** In response to the QE and as directed by the coxswain, member must answer questions on, and perform the below listed evolutions as the crewmember.

**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member'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.

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### Completed

### Performance Criteria

- |       |   |
|-------|---|
| _____ | Assisted coxswain with a pre-underway check-off.                          |
| _____ | 1 Participated in a pre-underway brief.                                   |
| _____ | 2 Correctly donned a PFD and demonstrated an understanding of the use of  |
| _____ | 3 personnel survival equipment.   |
| _____ | 4 Efficiently and safely handled mooring lines while getting underway and |
| _____ | 5 secured the boat for sea.   |
| _____ | 6 Stood an alert helm watch, with the correct responses to the coxswain's |
| _____ | 7 commands.   |
| _____ | 8 Stood an alert lookout watch, correctly reporting distance and relative |
| _____ | 9 bearings of objects and sounds encountered.                             |



Enclosure (1) to COMDTINST M16794.51A

- \_\_\_\_\_ 7 Correctly responded to and acted as a pointer in a Man Overboard drill.
- \_\_\_\_\_ 8 Correctly responded to and acted as a recovery/pickup man in a Man Overboard drill.
- \_\_\_\_\_ 9 Demonstrated the following knots:
  - a. Bowline.
  - b. Clove Hitch.
  - c. Sheet Bend.
  - d. Round Turn and Half Hitch.
- \_\_\_\_\_ 10 Demonstrated proficiency and safety while performing duties during a stern tow and a towing watch.
- \_\_\_\_\_ 11 Demonstrated proficiency and safety while performing duties during an alongside tow.
- \_\_\_\_\_ 12 Demonstrated proficiency in line handling.
- \_\_\_\_\_ 13 Demonstrated proficiency in anchoring and weighing anchor.
- \_\_\_\_\_ 14 Efficiently and safely positioned fenders and handled mooring lines while the boat moored.
- \_\_\_\_\_ 15 Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.

**Accomplished**    **QE's signature**\_\_\_\_\_    **Date**\_\_\_\_\_

**QE's signature**\_\_\_\_\_    **Date**\_\_\_\_\_

**Comments**