



U.S. Department of
Homeland Security

United States
Coast Guard



Recreational Boating Safety Visitation Program



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Subj: RECREATIONAL BOATING SAFETY VISITATION PROGRAM HANDBOOK,
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Ref: a. Auxiliary Marine Dealer Visitor Manual, COMDTINST M16794.3 (*series*)
b. Auxiliary Manual, COMDTINST M16790.1 (*series*)

1. PURPOSE. This Handbook is to promote safe boating for the recreational boating public through the aid of local businesses, offices, and marine dealerships. This will include the continuing education of the general public and office, business, and dealership managers (program partners) and distribution of safety/boating related literature.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commandants, chief of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet Release is Authorized.
4. DIRECTIVES AFFECTED. Reference (a) is hereby canceled.
5. DISCUSSION. The new name, look and expanded scope of the former Auxiliary Marine Dealer Visit Program has changed. The Recreational Boating Safety Visitation Program Handbook is a public outreach program in support of the U.S. Coast Guard's recreational boating safety mission facilitated by the U.S. Coast Guard Auxiliary.
6. DISCLAIMER. This Handbook is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard and Auxiliary personnel and is not intended nor does it impose legally binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES.
 - a. Converted from a Manual to a Handbook.
 - b. Renamed instruction.
8. SCOPE AND AUTHORITIES. It is recommended the reader become familiar with the directives and publications noted throughout this Handbook.

9. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Auxiliary and Boating Safety (CG-BSX) reviewed this Handbook and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Handbook will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
10. DISTRIBUTION. No paper distribution will be made of this Handbook. An electronic version will be posted on the Chief Director of Auxiliary and Coast Guard Auxiliary web sites: <http://agroup-bx.wow.uscgaux.info/content.php?unit=BX-GROUP> and <http://www.cgaux.org/>, respectively. All web sites in this Handbook are the most current available. If the cited web site link does not work, then access should be attempted by copying and pasting or typing the web site address into the user's internet browser.
11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Handbook, regardless of format or media, must be managed in accordance with records retention guidance in reference (b).
12. FORMS. The forms called for in this Handbook are available on the internet at <https://forms.cgaux.org/>.
13. REQUESTS FOR CHANGES. Questions or proposed changes to this Handbook should be directed to the Office of Auxiliary and Boating Safety, Auxiliary Division, Operations Branch (CG-BSX-12) at CGAUX@uscg.mil. Coast Guard units and individuals may recommend changes via their chain of command to the same address. Auxiliary units and individuals may similarly recommend changes via the cognizant Auxiliary chain of leadership and management.

/T. P. Glendye/
Captain, U.S. Coast Guard
Chief, Office of Auxiliary and Boating Safety



Table of Contents

CHAPTER 1 INTRODUCTION	1-1
Section A. Purpose of this Handbook.....	1-2
A.1. Procedures	1-2
A.2. Goal	1-2
A.3. Forms.....	1-3
Section B. How to Use this Handbook	1-4
B.1. Chapter Layout	1-4
B.2. Notes	1-4
CHAPTER 2 RECREATIONAL BOATING SAFETY VISITATION PROGRAM	2-1
Section A. Auxiliary Command Responsibility.....	2-2
A.1. Auxiliary Staff Structure.....	2-2
A.2. DSO-PV	2-2
A.3. SO-PV.....	2-2
A.4. Flotilla Commander Responsibilities.....	2-3
A.5. FSO-PV.....	2-3
Section B. Program Visitor	2-4
B.1. Program Visitor (PV)	2-4
B.2. Restrictions	2-4
B.3. Conduct	2-5
B.4. Uniforms	2-5
B.5. Assignment to Duty	2-5
B.6. Objectives	2-6
Section C. Program Partners.....	2-7
C.1. Program Partner	2-7
C.2. Identification of Partners	2-7
C.3. Advertising.....	2-7
C.4. Partner Benefits.....	2-8
C.5. Additional Partner Benefits.....	2-8
C.6. Public Benefits	2-9
C.7. Area Coverage	2-9
Section D. Program Visitation Procedures	2-10
D.1. General	2-10
D.2. Visitation Coverage.....	2-11
D.3. Local Coordination.....	2-11
D.4. Timing of Visits	2-11
D.5. Initial Contact	2-12
D.6. Purpose of Visit.....	2-12
D.7. Partner Education.....	2-12
D.8. Available Information	2-12
D.9. Checklist	2-13
D.10. Display Materials	2-13



D.11. Additional Materials	2-13
D.12. Vessel Safety Check (VSC)	2-14
D.13. Personal or Member Services	2-14
D.14. Member Training	2-14
D.15. Marine Safety	2-14
Section E. Certificate of Appreciation	2-15
E.1. Eligibility.....	2-15
E.2. Availability.....	2-15
E.3. Presentation.....	2-15
Section F. Reports	2-16
F.1. Activity Report.....	2-16
F.2. Performance Level Report.....	2-16
CHAPTER 3 PROGRAM VISITOR QUALIFICATION	3-1
Section A. Qualification and Certification	3-2
A.1. Knowledge	3-2
A.2. Initial Requirements	3-2
A.3. Qualification Requirements	3-3
A.4. Final Certification.....	3-3
A.5. Loss of Certification	3-3
Section B. Annual Currency and Recertification	3-4
B.1. Annual Currency Maintenance Requirements	3-4
B.2. Required Yearly Requirement (REYR) Status.....	3-4
B.3. Recertification Requirements	3-4
B.4. Workshops.....	3-5



CHAPTER 1

Introduction

Introduction

Statistics show there are approximately 11.7 million registered vessels in the United States. The general public is becoming the boating public whether through boat ownership, boat rental or boating as a guest.

The Program Visitor must become a visible and reliable source for the Recreational Boating Safety Visitation Program to include:

- Safety information.
- A resource for Federal, State, and local boating safety requirements.
- The Coast Guard Vessel Examination and Partner Visitation.
- Local boating safety education programs and many more.

This handbook is intended to provide training and guidance for new Program Visitors and serve as guidance for those members already certified under the MDV program.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Purpose of this Handbook	1-2
B	How to Use this Handbook	1-4



Section A. Purpose of this Handbook

Introduction

The purpose of the Visitation Program is to promote safe boating for the recreational boating public through the aid of local businesses, offices, and marine dealerships. This will include the continuing education of the general public and office, business, and dealership managers (program partners) and distribution of safety/boating related literature. Great strides have been made towards an ultimate goal of safe and enjoyable recreational boating information available wherever the general public shops, passes by, or waits. The members participating in this program will be known as Program Visitors (PVs).

In this Section

This section contains the following information:

Title	Page
Procedures	1-2
Goal	1-2
Forms	1-3

A.1. Procedures

This Handbook is not intended to cover every contingency that may be encountered during program visits. Successful operations require the exercise of good safety practices, sound judgment, and common sense at all levels throughout the COLM.

A.2. Goal

The goal of this program is to visit every program partner each month (or at least each quarter) to maintain open lines of communication with the U.S. Coast Guard and the Auxiliary. One reason for the visit is to inform the program partner of the Coast Guard's Recreational Boating Safety (RBS) program and the applicable Federal, State and local requirements. Where the program partner is not a traditional marine business/dealership, maintaining the supply of safety related literature and Federal, State, and local requirements is the main focus. The visits should be conducted with the clear aim of providing boating safety information and educational opportunities to the boating public.

The community program partners must feel the Program Visitor is committed to promoting boating safety and is a vital link in the safe boating or boating education process. It is essential that the Program Visitors maintain frequent contact and re-stock the literature display racks. Irreparable damage to the program image may be done if the PV does not maintain a proactive posture.



A.3. Forms

Various Coast Guard forms and reports required for Auxiliary operations may be found and printed at: [Auxiliary Forms Warehouse \(cgaux.org\)](http://cgaux.org).

- (01) RBSVP Partner Certificate (ANSC 6022) - Used to recognize a Partner's outstanding contributions to the RBSVP.
 - (02) Vessel Safety Check (ANSC 7012)
 - (03) Member Activity Log (ANSC 7029). - Used to report prep and travel time associated with RBSVP visits.
 - (04) Mission Activity Report (ANSC 7030). - Used to report time on ATON/CU missions.
 - (05) Vessel Examination Activity Report (ANSC 7038)
 - (06) Activity Report, RBS Visitation (ANSC 7046). - Used to report monthly Program Visitor activity for AUXDATA II entry.
-



Section B. How to Use this Handbook

Introduction

Each chapter of this handbook includes its own table of contents, which is divided into sections.

In this Section

This section contains the following information:

Title	Page
Chapter Layout	1-4
Notes	1-4

B.1. Chapter Layout

- (01) The first page of each chapter includes an *Introduction* and an *In this Chapter*.
 - (02) The first page of each section includes an *Introduction*, and an *In this Section*, as applicable.
 - (03) In the left column of each page are block titles, which provide a descriptive word or phrase for the corresponding block of text to the right.
-

B.2. Notes

The following definition applies to “Notes” found throughout the instruction.

NOTE

An operating procedure or technique that is essential to emphasize.



CHAPTER 2

Recreational Boating Safety Visitation Program

Introduction

Many experienced Program Visitors may recall different names for the Visitation program, such as Marine Dealer Visitor or Marine Dealer. The current terminology is Recreational Boating Safety Visitation Program (RBSVP), Program Partner, and Program Visitor.

The purpose of the RBSVP program is to promote safe boating for the recreational boating public through the aid of local businesses, offices, and marine dealerships. We want to be where the boaters are to help them be safer boaters.

The RBSVP is a blending of Coast Guard, Coast Guard Auxiliary, and other boating safety programs such as the “You’re in Command” initiative. Bringing boating safety information to partners and their consumers uses various aspects of the Vessel Safety Check, public education, member services, member training and maritime safety programs of the Auxiliary.

This chapter will describe the roles and responsibilities of the Auxiliary command, the Partner Visitor (PV), and the Program Partner.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Auxiliary Command Responsibility	2-2
B	Program Visitor	2-4
C	Program Partners	2-7
D	Program Visitation Procedures	2-10
E	Certificate of Appreciation	2-15
F	Reports	2-16



Section A. Auxiliary Command Responsibility

Introduction

This section discusses the Auxiliary command responsibility for the RBSVP. The District Staff Officer – Program Visitor (DSO-PV), Division Staff Officer – Program Visitor (SO-PV) and Flotilla Staff Officer – Program Visitor (FSO-PV) in the Auxiliary must be a certified PV. PVs shall follow the appropriate chain of communication within the Auxiliary RBSVP.

In this Section

This section contains the following information:

Title	Page
Auxiliary Staff Structure	2-2
DSO-PV	2-2
SO-PV	2-2
Flotilla Commander Responsibilities	2-3
FSO-PV	2-3

A.1. Auxiliary Staff Structure

The RBSVP falls under the direction of the National Vessel Examination Directorate. In most districts, the DSO-PV will assume charge of the program in the terms of promotion and augmentation. All divisions should appoint a SO-PV to promote and manage this important program, allowing a smooth flow of information from the DSO-PV to the local FSO-PV via the SO-PV. In divisions not utilizing SO-PVs, the FSO-PV will liaison directly with the DSO-PV or their Assistants (ADSO-PV).

A.2. DSO-PV

The DSO-PV is responsible for advising other staff officers of expected levels of activity resulting from this program and opportunities available for other department participation. The DSO-PV will also participate in the RBS Directorate on the district level, if required and will respond to the National Division Chief for RBSVP (DVC-VP) when necessary or requested.

A.3. SO-PV

The SO-PV is responsible for the division coordination of flotilla programs and the coordination between organizations. The SO-PV will periodically receive information and material from the DSO-PV (or ADSO-PV) and must disseminate such to their FSO-PVs in a timely manner. The SO-PV also works with the SO-MA, FSO-MA's, SO-AN and FSO-AN to ensure the PVs receive the necessary materials for their visits. Normal distribution channels (i.e. the FSO- MA) will accomplish the actual procurement and distribution of these materials. The SO-PV may also need to coordinate material supplies with Points of Contact (POC) for other programs.



**A.4. Flotilla
Commander
Responsibilities**

Flotilla Commanders (FC's) are responsible for the coordination of local activities. The FC is responsible to ensure program resources are made available to the Program Visitor at the proper times. This will necessitate scheduling of VSC and public education program activities far enough in advance to make the information available to the Partner's customers. A RBSVP report should be included in the flotilla, division, and district meetings/newsletters, along with other staff and committee reports. The FC should work closely with the leaders in the other flotillas in this coordination effort.

A.5. FSO-PV

The FSO-PV is directly responsible for the flotilla RBSVP and reports directly to the FC and SO-PV. In collaboration with their FSO-MA, they must keep their PVs supplied with the needed literature for distribution and inform them of new materials or changes in the program. They are also responsible for the proper reporting of new partners participants, number of partner visits made and any flotilla participation in the partner event.

The FSO-PV must evaluate the impact of the program upon the local area. They must also be attentive to possible over commitment and be ready to seek assistance from other flotillas if the situation dictates. Such requests for assistance should normally be coordinated at the division level.



Section B. Program Visitor

Introduction

This section discusses the Program Visitor (PV) (previously called Marine Dealer Visitors or MDV’s) and objectives.

In this Section

This section contains the following information:

Title	Page
Program Visitor (PV)	2-4
Restrictions	2-4
Conduct	2-5
Uniforms	2-5
Assignment to Duty	2-5
Objectives	2-6

B.1. Program Visitor (PV)

The PV is an ambassador of the Coast Guard and the Auxiliary. An ambassador is defined as an “authorized representative or messenger that typifies others of the same group”. This places the PV in a position of significant responsibility and influence.

The PV should have an extensive knowledge of the Coast Guard RBS program, Federal, State, and local regulations, all available boating safety educational program and literature, plus the programs available through their parent organization.

Qualification as a PV is in accordance with [Chapter 3](#).

B.2. Restrictions

To prevent conflicts of interest, members in the following categories may have some restrictions on becoming a PV.

- The owner of a Partner establishment may not become a PV.
- A member currently employed in the marine industry as an employee of a marina or retail outlet, or as a marine surveyor may become a PV, but should not service their employer’s establishment.

Law Enforcement (LE) officers, who are members of the Auxiliary, may be certified as a PV. When acting as a PV, LE officers must comply with this handbook by wearing the Auxiliary uniform. They must not exercise any law enforcement authority relating to vessel carriage requirements or other vessel safety check items.



B.3. Conduct

The PV is an ambassador for the Coast Guard Auxiliary to the partners and their customers. As such, the PV must present a good personal image and wear the uniform correctly. Applicants for this program must be those who will portray a good Coast Guard Auxiliary image with knowledge, good will, and diplomacy. They must approach the partner in a business-like manner, ever conscious of the fact that the partner's main consideration may be conducting business, meeting customer demands, and making a living.

B.4. Uniforms

PV shall be in uniform during the initial visit with a new partner or potential partner. Auxiliarists serving as PV's shall wear either the Service Dress Blue, Tropical Blue Uniform or Alternate Work Uniform (as appropriate for climate and geographic location) for their first visit. Uniforms are encouraged for subsequent visits, although civilian clothes are allowed. Auxiliarists who wear the Auxiliary Uniform will be held to higher grooming and appearance standards than those who wear the Auxiliary Blue Blazer outfit. The Auxiliary Blue Blazer outfit is optional apparel and is authorized. Wearing the uniform promotes the professionalism of the member in the eyes of the partners and the general public. Also, the PV is on official assignment to duty and should be in the proper attire. Uniform descriptions may be found in Chapter 10 of reference (b).

B.5. Assignment to Duty

To qualify for assignment to duty, a PV must be certified in AUXDATA II as a PV and have scheduled their activities with a Flotilla Elected Officer or the Flotilla Staff Officer – Program Visitor (FSO-PV). Assignment to duty recognizes that the PV is acting in an official capacity while performing official duties as set forth in this handbook. Refer to reference (b) for information on orders and benefits



B.6. Objectives

Below are the objectives of the PV:

- Establish or enhance working relations between partners, the Coast Guard, Coast Guard Auxiliary, and other PVs.
 - Use the partners as the contact point for making the boating public aware of Federal, State and local boating safety requirements.
 - Provide information regarding public boating safety education programs, Vessel Safety Checks (VSC's), and membership in the Auxiliary.
 - Distribute Federal, State, local, and other boating safety materials approved for distribution by the RBSVP or Coast Guard. Materials would include You're in Command (YIC), Waterway Watch (WW) and Maritime Domain Awareness (MDA) handouts.
 - Discuss the boating public's involvement in each program.
 - Provide the partner with a resource person for boating safety issues.
-



Section C. Program Partners

Introduction

This section discusses the Program Partners and the benefits of partnership.

In this Section

This section contains the following information:

Title	Page
Program Partner	2-7
Identification of Partners	2-7
Advertising	2-7
Partner Benefits	2-8
Additional Partner Benefits	2-8
Public Benefits	2-9
Area Coverage	2-9

C.1. Program Partner

A Program Partner is defined as: “Any community business or establishment where the general public visits that will allow the PV to place a literature display rack.” Examples could include city, county, state buildings, marine dealers, vessel rental agencies, fractional ownerships, and partnerships (not for hire), Airbnb/Vacation rentals (or likeness), plumbing shops, hardware stores, , vessel repair agencies, marinas, canvas or sail makers, hospital emergency rooms, doctors’ offices, insurance agency lobbies, libraries, county boat/car license agencies, dentist’s offices, bait and tackle vendors, dive and/or snorkel shops. Any chain store with sporting goods or boating equipment departments should be included. These participating businesses or establishments are hereinafter called Partners.

C.2. Identification of Partners

There are more potential partners in the United States than the Coast Guard and/or Coast Guard Auxiliary can currently cover. It is the responsibility of each PV to identify new members who would like to participate in this program.

Similarly, the PV should always be on the lookout for new partners. The best method of identifying and finding partners is to consider Internet searches combined with local area knowledge.

C.3. Advertising

Being designated a partner does not mean the Coast Guard or the Coast Guard Auxiliary endorses or approves products or services sold or provided by that establishment. Partners must be advised that implying or stating such in any form of public advertising is not appropriate.



C.4. Partner Benefits

There are significant benefits for the participating partners. These benefits can be both tangible and intangible. A very powerful selling point for partners in the commercial industry is that knowledge and the right equipment can lead to safer boating. The ability to advertise educational opportunities and information is also a major public relations advantage for those community partners not in the marine industry.

Some of the benefits to the partners are that this program can:

- Establish a “public/boating safety center” image with the general public. The safety information that the partner received as well as their cooperation with the Coast Guard, Coast Guard Auxiliary and other programs can impress the general public by indicating that this is a community minded partner interested in providing the public with the best boating safety information.
- Keep the partners up to date on the latest information and programs of interest. Each establishment will be visited regularly so there can be follow-up action with the PV.
- Provide a point of contact with the Coast Guard Auxiliary through which the establishment can obtain answers to technical questions or other issues such as: documentation, recall status, reference sources, etc. The PV should be ready with referral information, including the name and phone numbers of contact people.
- Conduct employee training highlighting the correct application of registration numbers, providing sales staff with training on safety equipment or advising rental vendors on required safety equipment.

C.5. Additional Partner Benefits

Below are additional partner benefits:

- Educating the boating public can help save lives and property.
 - Partners will provide a convenient distribution point for boating safety materials as well as a means of notifying the boating public of Coast Guard, Auxiliary and other boating safety programs.
 - The partner’s establishment may be available for use as a VSC station or public boating safety education program site.
 - Partners as well as their customers/consumers can become aware of Coast Guard, Coast Guard Auxiliary, and other boating and environmental safety programs.
 - Partners will provide a contact point for recruiting new members.
 - Partners will be kept informed of changes in Federal, State, and local boating safety regulations and equipment requirements.
-



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- In general, all Coast Guard and Coast Guard Auxiliary programs can gain by the increased exposure provided by the participation, cooperation, and involvement of the partners.
 - Partners as well as their customers/consumers can become aware of the WW and MDA programs and how they can participate.
-

C.6. Public Benefits In cooperation with the partners, the Coast Guard, and state agencies, the RBSVP will benefit the recreational boating public by:

- Providing a public boating safety education service on the part of the partners.
 - Making the boater aware of Federal, State, and local safety requirements and where to seek further information and/or other educational opportunities.
 - Advising boaters of the Coast Guard and Coast Guard Auxiliary boating safety missions and services.
 - Providing the public with a better understanding of the responsibilities of a boater and a boating passenger.
 - Providing the public with information on WW and MDA programs.
-

C.7. Area Coverage Every Partner in each area should have the same opportunity to participate in the RBSVP. Most are proud of their involvement and genuinely feel that their business is helped by identification with safe boating programs.

On the other hand, experience has shown that often there are not enough PVs to provide complete coverage in a given area. To improve overall acceptance of the RBSVP, District Commodores (DCO's) should direct Division Commanders (DCDR's) to ensure that their SO-PV oversees and coordinates this important program wherever possible. Also, the SO-PV will ensure that all geographic areas of the division are properly represented.

In those divisions where SO-PVs are not available, the FSO-PVs will assume these tasks.



Section D. Program Visitation Procedures

Introduction

This section will describe the procedures for PVs when performing visitations.

In this Section

This section contains the following information:

Title	Page
General	2-10
Visitation Coverage	2-11
Local Coordination	2-11
Timing of Visits	2-11
Initial Contact	2-12
Purpose of Visit	2-12
Partner Education	2-12
Available Information	2-12
Checklist	2-13
Display Materials	2-13
Additional Materials	2-13
Vessel Safety Check (VSC)	2-14
Personal or Member Services	2-14
Member Training	2-14
Marine Safety	2-14

D.1. General

By following the procedures and providing the listed materials in this section, the PV is providing the partner with a reference library of information regarding boating safety, the Coast Guard and the Coast Guard Auxiliary programs. Educating our partners enables them to provide boating safety messages to their customers.

Always ensure that an ample supply of boating safety and related literature is left with the partner each visit. Literature racks should have several copies of all appropriate brochures for the area and type of establishment. Leave a contact phone number on the display rack or with the partner's staff.

Partners can then assist the PV by notifying them when a literature rack needs restocking. Ask the responsible party at the establishment to notify you when/if any of the materials needs restocking before the next scheduled visit.



D.2. Visitation Coverage

While maximized coverage is desirable, any PV may visit any partner. Whenever possible, the FSO-PV and SO-PV should seek to minimize duplication among PVs.

When new PVs are certified, they are expected to sign up new partners and be responsible for them. The new PV must not expect to visit only established partners. For the RBSVP to grow, all PVs must seek out new partners.

In a situation where all potential partners are not being contacted, the SO-PV should check and see if any of the PVs can shift their efforts. In areas where two flotillas overlap, both units can use the same partner(s) for VSC stations, Public Education announcements, etc.

D.3. Local Coordination

The PV must make full use of the opportunity to promote activities such as Public Education programs and VSC events. They must also understand the capabilities of the members in the terms of participation in partner's activities. In turn, the PV must keep their local membership informed of any commitments being made with the partner so the organization can schedule its activities accordingly.

Good local cooperation between Auxiliary resources and other providers is essential for a coordinated RBSVP effort. This cooperation will begin with the training and certification by certified PVs as the program is introduced into the various Power Squadrons. As the RBSVP structure develops and officers or program liaisons are selected, coordination will flow more smoothly.

D.4. Timing of Visits

The ideal time to initiate contact with partners will vary from area to area depending on the local boating season.

A good practice is to make initial contact just prior to the beginning of the season, but not so late as to interfere with their busy period in those parts of the country with seasonal boating. Familiarity with an area and preliminary contacts with partners will pave the way to a successful RBSVP.

The partners should be visited as often as necessary to keep an ample supply of handouts and current information available in the literature display racks for the boating public. This may mean a visit every two weeks or monthly, but not less than quarterly. An empty literature display rack sitting on a counter will soon be discarded.

The PV can best determine the appropriate visit and timing schedule and should plan their visits accordingly.



D.5. Initial Contact

The PV should ask to speak to the person in charge (owner, manager, or supervisor) and introduce themselves as a Program Visitor for the Coast Guard Auxiliary Recreational Boating Safety Visitation Program.

The PV should explain the program in detail and ask if they would be interested in partnering with the Coast Guard and Coast Guard Auxiliary in this valuable public service program.

D.6. Purpose of Visit

- (01) Acquaint the partner with the Coast Guard, the Coast Guard Auxiliary, and the Recreational Boating Safety Program.
 - (02) Point out the value of promoting the Coast Guard Recreational Boating Safety Program.
 - (03) Obtain the Partner's permission to display a variety of boating safety literature.
 - (04) Promote the YIC initiative, WW program, and the MDA program and discuss the boating public's involvement in each program.
-

D.7. Partner Education

While conducting the visit, the PV can explain the Auxiliary public education programs. A sound knowledge of the various program contents intended audience and necessary audio/visual support requirements for each of the public education programs should be fully understood by the PV. Should a partner express an interest in sponsoring a program at their location, they should be counseled regarding the best program suited for their customers as well as any needed support requirements. The PV must be informed as to courses available from all other sources and be able to provide the partners with contact numbers

D.8. Available Information

Boating Safety Consumer Fact Sheets, Boating Safety circulars, and Auxiliary recruiting information, along with state and local information on equipment and education should be made available for distribution to partners.

Also available are numerous pamphlets and brochures from the Auxiliary National Supply Center (ANSC). Materials may also be available from other organizations and could be included. State and local regulations and environmental protection pamphlets are also available, as are the Federal Requirements & Safety Tips for recreational vessels. Providing State and local information not only helps the partners but also enhances working relationships between the Coast Guard and the State and local law enforcement organizations.

The PV must have current knowledge of all Federal, State, and local programs and how they may affect a vessel's required safety equipment. Most of the display literature and materials will be ordered via the Flotilla



Staff Officer - Materials (FSO-MA). It is important to the overall program continuity that boating safety organizations all work closely together.

D.9. Checklist

PVs should have the following materials:

- Literature display rack - ANSC #9018
 - Public Education program schedules and VSC station schedules
 - Posters
 - Program Visitor Certification Letter
 - An ample and varied supply of display materials listed below.
 - Activity Report, RBS Visitation, (ANSC 7046).
 - Program Visitor and Vessel Examiner names and telephone numbers or member business cards (for further contact)
-

D.10. Display Materials

The PV should have the following display materials for distribution:

- You're In Command Boating Safety Pamphlets
 - Any current Coast Guard Boating Safety Circulars
 - Necessary RBSVP forms
 - State and local handouts available from the individual agencies
 - Local public boating safety education schedules including state or local courses.
 - Notice of PE programs and other boating safety classes with convening dates/times and telephone numbers to call for enrollment.
 - VSC station schedules and/or posters with dates and telephone numbers to call for more information.
 - Other applicable district or locally printed boating safety material
 - Federal Requirements for Recreational Boaters (State and local handouts can usually be obtained at no cost from local sources)
-

D.11. Additional Materials

- Boat US Foundation Course Line - 1-800-336-BOAT (2628) or in Virginia 1-800-245-BOAT (2628)
 - State toll-free numbers if available
 - Local Notice to Mariners
 - Charts or representations of local boating areas
 - YIC, WW, and MDA literature
-



**D.12. Vessel Safety
Check (VSC)**

The RBSVP, while a logical extension of the VSC program, in no way involves an examination or inspection of the partner's premises, stock or facilities. During the visits, the PV will normally discuss a wide range of boating safety topics and should encourage the possibility of having a jointly sponsored VSC station at the partner's premises if space allows. The PV would provide posters and pamphlets concerning VSC's with the partner supplying the publicity.

**D.13. Personal or
Member Services**

During the visits and at any co-sponsored event, the PV should be alert to all opportunities to inform the boating public about the advantages of Coast Guard Auxiliary membership. Membership pamphlets with a contact number should be included in all display materials.

**D.14. Member
Training**

Training advantages of Auxiliary membership can be discussed and information regarding all boating safety programs should be provided during the visits to the partners and during any co-sponsored events.

D.15. Marine Safety

Materials from Federal, State, and local environmental protection and marine safety agencies should be included in the literature distribution.



Section E. Certificate of Appreciation

Introduction

This section will discuss the partner recognition and presentation of the Certificate of Appreciation.

In this Section

This section contains the following information:

Title	Page
Eligibility	2-15
Availability	2-15
Presentation	2-15

E.1. Eligibility

A Certificate of Appreciation has been designed to recognize those partners who have made an outstanding contribution to the RBSVP.

Awarding the Certificate of Appreciation could be the catalyst to motivate active participation by the partner. Although the PV recommends partners for this Certificate, it is left to the judgment of the FC as to which public partners in their area will receive the Certificate of Appreciation.

E.2. Availability

The Certificate of Appreciation (ANSC-6022) may be ordered through any FSO-MA or requested from the SO-PV or FC.

E.3. Presentation

The FC will prepare and present the Certificate of Appreciation. They may invite a representative from the partner organization to a member meeting or official function for presentation of the Certificate of Appreciation. The Flotilla Staff Officer – Public Affairs (FSO-PA) should follow-up the presentation with a local news item and/or photo, which provides good public relations for both the partner and the organization. The local Coast Guard command and the PV responsible for that partner should be invited to participate in the presentation.



Section F. Reports

Introduction

This section will discuss required reports for program visits.

In this Section

This section contains the following information:

Title	Page
Activity Report	2-16
Performance Level Report	2-16

F.1. Activity Report

RBS Visitation (ANSC 7046) is the only form needed for reporting visits. This report form will be used to enter RBSVP performance into AUXDATA II, via the Staff Officer – Information Specialist (SO-IS) as well as being a management tool for RBSVP staff officers. Complete and submit this form for each visit whether original or repeat.

F.2. Performance Level Report

The DSO-PV shall report on RBSVP performance to the DCO and DVC-VP as often as designated or requested. The DSO-PV (and ADSO-PVs) will assist each division SO-PV to evaluate program performance and to correct any lack thereof with the local Program Visitors where possible. If there are no SO-PVs, the FSO-PV will report to the DSO-PV or ADSO-PV as designated by the DCO.

All efforts should be made to bring about the expected performance results with the Auxiliary and other providers working closely together



CHAPTER 3

Program Visitor Qualification

Introduction

This chapter explains the qualification, certification, recertification, and annual currency requirements of Auxiliarists in the visitation program.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Qualification and Certification	3-2
B	Annual Currency and Recertification	3-4



Section A. Qualification and Certification

Introduction

This section provides an overview of the qualification tasks, qualification process, and certification requirements.

In this Section

This section contains the following information:

Title	Page
Knowledge	3-2
Initial Requirements	3-2
Qualification Requirements	3-3
Final Certification	3-3
Loss of Certification	3-3

A.1. Knowledge

The PV should be an experienced member with a well-rounded knowledge of the Coast Guard RBS program, Federal, State, and local programs and regulations and be truly interested in fulfilling the objectives of the RBSVP. They should also be well versed on their parent organization and the programs and benefits of membership. The ideal PV has time to make contacts during normal business hours.

A.2. Initial Requirements

To become a Program Visitor, a member must:

- 1) Be in BQ or AX status.
- 2) Completed AUXCT (Core Training), is in good standing and is recorded in AuxData II.
- 3) Be familiar with the VSC Program and this handbook.

Completion of this requirement will give the member the background to communicate knowledgeably with partners and the boating public.



A.3. Qualification Requirements

To qualify as a Program Visitor, the candidate must:

- 1) Take and pass the current RBSVP Qualification Examination. This examination is an open book exam with a three-hour time limit and a passing score of 90% or greater. Candidates may also take the exam online via the Auxiliary On-Line Testing Services at <https://ntc.cgaux.org/>
- 2) The candidate must perform at least two (2) successful visits under the supervision of a certified PV.
- 3) The Supervising certified PV determines whether or not the candidate understands the program and provides specific instructional feedback to the qualifying member to assist him/her in gaining certification.

NOTE 

During the qualifying process, only the certified PV will receive credit for the visits performed.

A.4. Final Certification

Candidates who complete the qualifications requirements in paragraph [A.3.](#) above will be certified by the District Director of Auxiliary (DIRAUX) in AUXDATA II using the following competency: “Recreational Boating Safety Visitor”.

Once the member is certified in AUXDATA II, they can start conducting visits.

A.5. Loss of Certification

Certification remains valid until:

- 1) The member fails to complete recertification.
 - 2) The member is disenrolled from the program.
 - 3) The DIRAUX rescinds it for cause.
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Section B. Annual Currency and Recertification

Introduction

This section provides an overview of the required annual currency maintenance, workshops, and recertification requirements.

In this Section

This section contains the following information:

Title	Page
Annual Currency Maintenance Requirements	3-4
Required Yearly Requirement (REYR) Status	3-4
Recertification Requirements	3-4
Workshops	3-5

B.1. Annual Currency Maintenance Requirements

To remain certified, PVs must complete four (4) RBSVP visits each calendar year.

AUXDATA II will automatically review, process, and confirm that members have met the annual currency maintenance requirements.

NOTE

The annual currency cycle is from 01 January to 31 December of each year.

B.2. Required Yearly Requirement (REYR) Status

If a PV fails to meet the annual currency maintenance requirements in paragraph [B.1.](#) above during a calendar year, the member will be placed in to REYR in AUXDATA II

B.3. Recertification Requirements

Member’s in REYR status can be recertified as a PV by completing two (2) self-supervised visits and reporting those visits in AUXDATA II. Members will still be required to meet the current annual maintenance requirements in paragraph [B.2.](#) above once removed from REYR.

Member’s in REYR status do not automatically revert to certified status in AUXDATA II upon completion of the annual currency maintenance requirements. An email must be submitted to the DIRAUX from any of the following staff officers; Flotilla Staff Office – PV, Flotilla Staff Office – Member Training (MT) (at any level), or Flotilla Commander (FC) stating (1) that the member has completed the deficient requirement(s) and (2) request that the member be reinstated.

A member who has been in REYR status for a period of five years or more will have their PV qualification removed and must requalify as an PV in accordance with Chapter 3, [Section A](#), to regain qualification.



B.4. Workshops

Annual national workshops are recommended to be reviewed, but only mandatory workshops are required.

PVs are encouraged to remain up to date with any changes to the RBSVP, in order to provide the most current information to the boating public.
