



9th Western Coastie Manual

"Life Jackets Float, You Don't"



Saving Lives Through Education

Coastie Coordinator-Kathy Haegele
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9th Western
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Join "Team Coastie"

Coastie is a US Coast Guard Program

We would like you to join us in having fun, while spreading the message of water and boating safety. There is work and sacrifice (time, money and energy) involved in this program; however, the benefits are great. What follows is a basic outline of the Coastie program.



Coastie's messages

"Life jackets float, you don't"

"Don't just pack it, wear your life jacket"

and more.....interested?

Coastie's Motto **"Saving Lives Through Education"**

You can be part of Team Coastie

Coastie is a tool, not a toy

Coastie works for the United States Coast Guard. The Auxiliary uses Coastie to bring the water and boating safety message to the public. To use Coastie, you need to qualify for the program.

First, there are four hours of classroom instruction and/or self-study (preferred due to time restraints on classroom hours). The Coastie manual can be found on the USCG Auxiliary 9th Western District website or emailed to you by notifying Coastie Coordinator (see email below). You should study the Coastie manual and pass the proctored test. This is equivalent to the oral board for boat crew program. The Coastie PQS is also available on the USCG Auxiliary 9th Western District website

Then, there are four hours or more of hands-on training working with Coastie as both a Director and an Operator (not in public). This is equivalent to on-the-water training in boat crew program. You may qualify for one or both, but you need to experience both. Teams of two, that work together well is encouraged; however, that does not mean you should not be able to work with others when needed. We do not stand alone; we are a team.

Finally, to be fully qualified, there are four hours of working with Coastie at a public event. This is equivalent to a check ride in the boat crew program. You also must work with Coastie every year and report your hours on a 7030 ("Coastie" first word in comment area) to remain qualified.

Remember, Coastie is an US Coast Guard asset. They want to know where he is and what he is doing at all times. They require everyone to be qualified to use him. The minimum standards for qualification are minimums, not necessarily the maximum.

Four hours of Coastie can be more strenuous than four hours on a 25' RBS bouncing in 2-foot waves. We need serious people willing to give of themselves in order to receive so much in return.

If you are interested, go to the 9th Western District Website or Contact Team Coastie at katcgau@gmail.com

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Are you ready to save lives through education?

Join Team Coastie today!

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Chapter I - Coastie's Specifications

Coastie is a fully animated robot; he moves, speaks, listens, and activates his lights and horns all by remote control. He can wink, blink and move his eyes and will present a friendly image to young and old alike.

VERSATILE: He can be used with great success in school classrooms, assemblies, parades, harbor tours, marinas, mall displays, local and state fairs, and any other setting where you are presenting your program.

EFFECTIVE: Shaped like a real boat, Coastie is the ideal symbol for your United States Coast Guard unit or USCG Auxiliary District, Division or Flotilla. He is just the right size for teaching children. He can communicate with children at their eye level; and when he moves he is not at all threatening. He is perfect for hugs and kisses from small friends. With his rotating beacon, spotlight, horn, and siren he is highly visible. He will make your public relations program both fun and effective, and will help teach valuable water safety concepts to children.

FEATURES: Coastie features a durable detailed boat shaped body, molded of strong impact resistant plastic. He weighs about 100 lbs., is 44" long, 30" wide, and 45" tall. His body comes pre-painted bright blue when you request the special Coastie package.

FULLY MOBILE: High quality electric drive motors and a deluxe 7-channel radio control system give Coastie complete mobility by remote control.

VOICE SYSTEM: A two-way (full-duplex) wireless voice system allows the operator to both talk and listen simultaneously. The optional voice modifier gives Coastie a cartoon character voice the children just love.

SIREN: Operator controlled warning siren.

WATER SQUIRTER: (Optional) An easily refillable water squirting system that shoots a stream of water about twenty-five feet. Great for parades and outside events as the children just love Coastie's squirter.

BILGE PUMP: (Optional) The optional bilge pump system pumps one gallon of water out the starboard side just like a real boat. The one-gallon tank also supplies the water squirter system, which can squirt about 25 feet.

LIGHTS: The spotlight on top and running lights on both sides of Coastie switch on and off by remote control. He also has a single rotating beacon, which can have a blue or amber lens.

HORNS: The single air horn is activated by remote control.

RECHARGEABLE BATTERY: The sealed maintenance-free gelled electrolyte lead acid battery (12 Volt AH) is included inside Coastie and comes complete with a 10 amp automatic charger. The radio control transmitter comes with a rechargeable NiCad battery and charger.

MOVING EYES: Eyes move left and right by remote control.

MOVING EYELIDS: Eyelids open and close separately, allowing Coastie to wink, blink, and go to sleep, all by remote control.

REAR ACCESS HATCH: Allows easy access to cassette player and doubles as a CD mounting location and access hatch to other controls. Coastie's battery is easily removed through the access hatch.

REMOVABLE TOP: Coastie's top unlatches and is easy to remove in seconds, making him easy to transport. Top should not be removed unless necessary and you are aware of how to do this. There is a connection that needs to be disconnected and reconnected properly. The eyes may be damaged when removing the top or during transport. It is best to transport Coastie in his trailer without removing the top.

CONTROLS CARRYING CASE: The molded polyethylene case is 18" X 14" X 6" with locking latches. Its foam-padded interior protects the operator controls during transport and storage.

REMOVABLE FLAG POLES: Coastie has fittings to attach flag poles with National Ensign and Auxiliary flag.

Chapter II - Getting Started

Coastie's main function is to "Educate and Save Lives". He accomplishes this by sharing the boating and water safety message with everyone he contacts. He is a tool, not a toy. **His motto is "Saving Lives Through Education."** When a Coastie request is submitted, make sure the event is a place that Coastie will be able to accomplish his goal.

Coastie may be used at events or in actual classroom situations. Some other events he is useful at are Boat Shows, Fishing Expos, County Fairs, Festivals by water, Station Open Houses. Coastie may also want to visit schools, hospitals, daycares, fishing clubs, boating clubs, scouts, boy and girl clubs. Coastie may be used in parades. If it is a very short parade, he may walk. Most parades he will need to ride on a trailer or flat bed. If Coastie is going to move, extra precautions must be made to insure he will not fall off. The director should be by Coastie if he is being operated. Another way to utilize Coastie at parades is to get permission to run Coastie close to where the parade ends. Coastie can keep parade goers engaged and get his message out, while they are waiting for the parade to make its way to them.

Note from Coast Guard District Nine:

"Coastie, the Safety Boat" (hereafter referred to as Coastie) is a robotic tool used to teach boating safety fundamentals to children. Auxiliarists are the operators of Coast Guard-owned Coasties. The extensive use of Coastie throughout the Ninth Coast Guard District requires standardized policy to explain issues of concern to operators and custodians of the devices.

Coastie belongs to and works for the United States Coast Guard. As Auxiliarists, we must follow the rules and protocol set up for his operation. He is to be respected as any other asset that the USCG allows us access to. The 9th Western Coastie Coordinator through the District Commodore is in charge of overseeing and submitting Coastie requests to the USCG for non-reimbursable orders (assignment to duty) for his operation.

ASSIGNMENT TO DUTY. Before performing any Coastie mission, operators should ensure that Coast Guard orders have been prepared and proper assignment to duty has been made. Chapter 5 Section J Auxiliary Manual, COMDTINST M16790.1(series) clarifies issues regarding assignment to duty for Auxiliarists.

Improper use may result in not receiving orders in the future or qualification to be revoked or suspended to an individual or unit.

A minimum of two **trained** people are needed for an event. An **operator**, a person with Coastie's controller, and a **director**, a person working beside Coastie. More people may be needed to work directly with Coastie in a crowded area. Public Affairs personnel, Recruiters, and others should be present at most events. The flotilla or division unit of the Auxiliary putting on the event, is responsible for putting in the request for Coastie and ensuring all other assets are available for event (including proper transportation, pick-up and return of Coastie). A [9WR Coastie Discrepancy Report](#) must be filled out and submitted to Coastie Coordinator after each use. (go to 9th Western Website Coastie page for form or see Appendix B Forms, F. Discrepancy Report page 34 of this manual).

Uniform of the day should be coordinated between the requester and the qualified Coastie operator/director. Tropical Blue (with or without ribbon bar) with garrison or combination cap (please specify) or ODU with ball cap are the designated uniforms to wear when operating Coastie. An

inflatable life jacket (with WEAR IT logo) should be worn by Coastie's director. It is a great tool for promoting the wear of life jackets by adults. Remember, Coastie belongs to the USCG. Wear your uniform properly and neatly.

Coastie has some limitations for operation.

1. **Coastie does not float!** He should not get wet. He cannot be out in the rain, whether being operated or not. Avoid having Coastie exposed to rain, and if conditions appear ok, make sure a plan for quick cover is available if needed. Extra care must be taken to ensure Coastie's insides do not get wet.
2. **Coastie does not operate well in temperatures below 40 degrees.** He will not be operated at temperatures below 40 degrees. Remember, if Coastie has been in a trailer outside, with a temperature of 0, or somewhere cold for an extended period of time; he will need added time in a heated area to warm his components, **before** turning him on.
3. **Coastie may experience heat exhaustion.** Coastie should not sit or be operated in direct sunlight for extended periods. He will become disorientated and not respond to commands.
4. **Coastie is designed to operate on smooth, hard surfaces.** Grass, gravel, shag carpet, soft dirt are examples of surfaces to avoid. He does not climb stairs by himself.
5. **Radios and other radio-controlled equipment can interfere with Coastie's proper operation.** His voice and hearing may cut out, he may not respond, or he may just run away. Be aware and prepared for this type of interference.
6. **A secure area for Coastie and his equipment may be needed** if he is participating in a long or multiple day event. Electricity for charging the batteries may also be needed.

Check to make sure the event has an area that can accommodate proper operation (and storage, if needed) of Coastie, prior to submitting your request.

Requests for Coastie should be made on the 9th Western District Website. Requests should be made at least 30 days prior to event. Trained Coastie Auxiliarists, pick up and return information, along with other specifics of the event should be included in initial request. The Coastie Coordinator will review request and send in for orders, if the event is a good fit for Coastie.

Reasons a request may be denied, include, but not limited to:

1. Request made less than 30 days prior to event.
2. Coastie is needed at another event, which will better facilitate his and the Coast Guard mission.
3. At least two trained Coastie personnel are not available for event.
4. Event does not have other people needed to properly facilitate Coastie and audience available to work event.
5. There is not proper transportation available for Coastie.
6. Misuse of Coastie at previous event by personnel.
7. Coast Guard ordered stand down.

MOVEMENT AND OPERATION OF COASTIE.

- a. Coastie should be moved either in a vehicle or trailer that has proper padding, suspension, and tie downs.

- b. An operator who uses a trailer to transport Coastie must have the trailer inspected by another qualified operator to ensure Coastie is properly tied down before movement begins.
- c. Whenever possible, operators should transport Coasties with a GSA vehicle or Coast Guard-owned trailer. The use of private motor vehicles is also authorized. Refer to Chapter 5 Section J Paragraph 7 & 8 of reference (a).
- d. Before operating Coastie, an Auxiliarist must be certified in writing by the Director of Auxiliary. Requests for certification and orders must come from the Commodores to the Director's office. Orders may be either reimbursable or non-reimbursable, based on the desires of the Commodores.
- e. In the Ninth District, two qualified Auxiliarists are required to operate Coastie. A single Auxiliarist may transport Coastie without being operator-qualified. However, any Auxiliarist who transports or operates Coastie must be under orders and assigned to duty.
- f. Operators should disable a Coastie's horn and spotlight when operating indoors to protect people around the device from the loud sound and bright light.

Coastie will be transported inside a Coast Guard trailer, Auxiliarist trailer or vehicle. A [7065 - Vehicle Offer of Use](#) form must be filled out annually and submitted to OTO (go to 9th Western Website Coastie page for form) prior to transportation of Coastie. If transport is by open truck or trailer, he will need to be covered with adequate tarps. Coastie can be damaged if he gets wet, transportation that will cause him to get wet is prohibited. He must be secured so he does not move and padded to avoid undue shock. **Never** transport Coastie with his battery installed! All four pins should be locked in place to keep top from becoming damaged. If Coastie will not fit in vehicle with top in place, it may be removed, but this is not recommended. When removing top for transportation purposes, special precautions must be taken not to bend the mechanism that controls Coastie's eyes. The mechanism extends past the bottom of Coastie's top and can be easily damaged. If damaged Coastie's eyes will not work properly. Coastie's canvas cover should be on during transportation. You must be under orders (usually non-reimbursable) to transport Coastie. Contact the Coastie Coordinator if you have not received orders prior to transport.

Custodians and operators who transfer a Coastie to another person will execute a DD Form 1149 before releasing custody of the device. Upon signing, you are assuming responsibility for Coastie. You must make sure any discrepancies are reported on discrepancy report or you may be responsible for missing or damaged equipment. This report needs to be submitted to Coastie Coordinator with each use of Coastie. No out of pocket purchases will be authorized for Coastie. Itemized list of items must be submitted in writing to the Coastie Coordinator to be sent up the chain of leadership.

Please refer to the *Transportation of Coastie* document on the 9th Western District webpage.

Chapter III- Coastie Care and Guidance

There are specific rules to follow as both the operator and the director. These are universal for all Coasties in 9th Western District. Some of these rules are listed in Chapter II to be shared with the unit in charge of the event. Please review Chapter II.

- A. Today is Coastie's Birthday. He is 5 years old today (day of event). Treat Coastie as a live 5 year old.
- B. The Coastie song on the CD is copyrighted and cannot be played. The music can be played and everyone sing along.
- C. Coastie controls are turned on first-Coastie himself is turned on last. Coastie himself is turned off first-and then his controls are turned off.
- D. Coastie should be operated at a safe speed for Coastie, the operator, director and the traffic conditions.
- E. Never leave Coastie turned on and unattended.
- F. Coastie, operator and director all need to be considered for break periods.
- G. Coastie should not be operated for more than 90 minutes at a time .This time may be less if there is extreme heat or humidity. A break of 30 minutes should be taken. During this time batteries should be checked and changed if necessary. Do not leave Coastie in direct sunlight during down time. This is also a break for operator and director.
- H. Always use 9-volt ALKALINE batteries when replacing batteries in the transmitter or receiver.
- I. The rechargeable console battery must be charged for 16 hours to hold a full charge.
- J. The batteries in Coastie should be checked and charged prior to each event.
- K. Coastie should be kept dry, clean, and safe during transportation, storage and operation.
- L. Never let an untrained person operate Coastie unless you are training them **and you are authorized to do training.**
- M. If only one trained Coastie person is at event notify Coastie Coordinator before operation. Another trained person may be available. Coastie Coordinator may cancel operation at event, if they do not feel it is a safe situation for Coastie and public.
- N. Keep Coastie clean and ready for operation. Contact Coastie Coordinator if there is repair needed.
- O. The top of Coastie should not be removed unless necessary. The battery inside Coastie can be changed and removed without taking top off. If you must take the top off make sure you take extra precautions with servile for the eyes that extend past the bottom. When the threaded rods get bent, Coastie's eyes will not function properly. You must also take precaution with the power connection between top and bottom of Coastie. If the connection is not aligned and properly put together it can damage Coastie's ability to perform properly.
- P. Do not play with Coastie's insides unless you have authorization from the Coastie Coordinator.
- Q. Coastie is an interactive unit. You must know Coastie's sayings.
 - I. "Life jackets float, you don't"
 - II. "Don't just pack it. Wear your life jacket"
 - III. "Never ride on the bow of the boat (you might fall in and may not float)."
 - IV. "Reach or throw, but never go (in the water)"
 - V. "Always swim with a buddy (in a supervised area)"
 - VI. "Look before you leap"

VII. "Learn to swim"

STORAGE

Storing your robot for any length of time.

1. Remove robot battery and charge fully as per instructions in battery section. **(Storing the battery for any length of time without being fully charged will permanently damage the battery.)**
2. Charge the RC battery as per instructions.
3. Remove batteries from operators transmitter and receiver.
4. The RC Transmitter and voice pieces should always be stored in the carrying case; this will extend the life and help insure proper operation.
5. Inspect robot for loose bolts or any additional maintenance that may need to be done.
6. Clean the body and top as per instructions in maintenance section. (If robot is stored with a dirty body it may be harder to clean at a later date, as stains may become permanent.)
7. Storing your robot with a dust cover on it will keep the robot clean and protect the body from scratches. It will also keep ultra-violet light from effecting the ABS plastic body.
8. The robot and batteries should be stored in a dry place between 55-75 degrees F. Storing the robot in a safe place will prevent scratches and extend the life.
9. After storing the robot for any length of time always test the robot well in advance of any scheduled activity as it is impossible to anticipate problems. This will ensure time to correct the problem.

Chapter IV-Director Specific Guide

The Director is the person who works beside Coastie. It is important that the director be able to interact with children and adults. You need to understand the differences in the children and adapt to them. The director must stay close to Coastie's bow at all times. Some of your important jobs are:

- A. Treat Coastie as a 5-year-old person. Converse with operator through Coastie. Never look at operator and talk to them directly, unless Coastie's ability to talk and hear is impaired. Coastie will need to take a break at that point.
- B. Protect Coastie from children. His eyes are very sensitive. You want to tell aggressive children not to touch his eyes (small children are very amazed with Coastie's eyes). You may have to kneel beside Coastie with your arm across the bow. The small speaker in the front is another sensitive area. Some children want to stick their finger in the speaker hole. This will disable Coastie's ability to hear. Do not let children climb on Coastie.
- C. You may encounter shy or scared children. The director can act as link between Coastie and child, reducing the fear and ending in an educational and good relationship between Coastie and the child. Do not force children to talk to Coastie.
- D. You may encounter rude spectators responses to them should be:
 - a. Tell them you will see them next year. You may need to have Coastie take a power nap if they persist.
 - b. Tell them Coastie wants to meet and talk to other children.
 - c. Keep them by Coastie's bow and engage them with boating questions.
- E. Watch battery level on Coastie. When battery becomes low, Coastie will not respond properly. Tell Coastie it is time for a power nap.
- F. Protect children from Coastie. If battery is low, Coastie begins to overheat, or there is interference from other radio waves, Coastie may not respond to operator and may just take off. In such a case, you need to turn Coastie off with the outside switch.
- G. Know Coastie's sayings.
- H. The director may have to repeat or paraphrase what Coastie is saying, so everyone can hear. They may also need to repeat what the children said if Coastie does not hear them.
- I. You may want to carry a Type IV throwable. This can be utilized as a prop for man-overboard scenarios and something on which to kneel. This allows you to be at the same eye level as the children and Coastie.

Chapter V- Operator Specific Guide

Operators use the remote control console and have full operational control of Coastie. It is important to remember that you will always need to be able to see Coastie for safe operation. Also, remember, the operator should stay out of sight as much as possible. The operator if seen standing by Coastie loses the effect of being alive. Sometimes you will need to steer Coastie by looking at his two flagpoles in a large crowd. When moving Coastie, always ensure the path is clear of children and any obstacles before you move ahead. Always maintain eye contact with the Director, as he is your safety observer while in a large crowd at a Boat Show. Coastie has many features that you will control that will maintain the children's attention. Operating Coastie in a safe manner is very important as injuries could occur during interaction and animation in close quarters. Coastie should always have some movement and be doing something active every 5 seconds so he will appear to be alive. Do not use jerky, unnatural movements. This is where the magic of Coastie makes him so effective as the children experience a great deal of fun and gain educational value from their new friend. The maximum distance for operating Coastie is 100 ft. Coastie's voice transmitter starts cutting out at 50 ft.

COASTIE'S OPERATIONAL FEATURES

BOW MICROPHONE FOR HEARING THE CHILDREN: There is a microphone in the bow so the Operator can hear what the children are saying. Coastie will need to be fairly close to the children so the operator can hear and reply. Children talk very softly and the Director may need to assist with their names and responses.

HEADSET MICROPHONE VOICE TRANSMITTER: Coastie's Operator has a microphone on the headset to transmit his voice to Coastie and then through a Voice Modifier. The Voice Modifier makes the Operator's voice sound like a cartoon character voice by shifting the voice frequency up one octave. The Voice Modifier must be adjusted when a female operator takes the controls. If not, the voice will be too high. **It is important to talk slowly and articulate your words. If you talk too fast, the children will not be able to understand Coastie.**

COASTIE'S EYELIDS MOVE UP AND DOWN : The eyelids move up and down, independently, or together. Children always want to touch the eyelids, so it is imperative that the Director protects Coastie's eyelids and, at the same time, tactfully tell the children, "Please don't touch Coastie's eyes because it might hurt him."

COASTIE'S EYES MOVE LEFT AND RIGHT: The eyes move left and right. For Coastie to be alive his eyes must maintain consistent movement. Coastie should look towards the person he is talking with. The eyes are another area of concern as they are fragile and could be easily damaged. The Director must maintain control of the situation by asking the children not to touch Coastie's eyes.

COASTIE'S EYES LIGHT UP AND BLINK: The lights behind the eyes automatically blink to the sounds of music or voice.

RUNNING LIGHTS OPERATE BY REMOTE CONTROL: You can turn the running lights on or off. There is a port, starboard, center cabin and stern light. The lights are not regulation although in this application it isn't important.

COASTIE HAS AN OPERATIONAL HORN: Coastie's horn is very loud. Before sounding the horn the Director should tell the children to cover their ears. Younger children can be very frightened so you must be aware of the age group of your audience.

COASTIE HAS A SIREN: You can sound Coastie's siren. Again, the Director should warn the children, especially younger ones, in advance, so that they are not frightened by the sudden noise.

COASTIE CAN ALSO PUMP HIS BILGE: Coastie can pump his bilge but you will have to open the valve inside his hull and possibly change the horn switch position. Installation varies with each boat so read the special instructions in the operations manual. The Director should have one of the children hold the bilge bucket at the through hull fitting so water doesn't get on the floor. (This is an optional accessory.)

COASTIE'S MOBILITY ALLOWS DIVERSIFIED MOVEMENT: Coastie is very mobile and can turn left, right, go forward or backwards, spin around and dance. The dancing is initiated by rocking him fore and aft. His flags will move back and forth during his dance routine. This takes some practice on the part of the Operator. Coastie can also wave "Good-bye". He may say, "It is hard to wave my hand good-bye, so I will wave my flags."

COASTIE CAN SQUIRT WATER 25 FEET: If Coastie is equipped with a water squirter system you can squirt water at least 25 feet, which the children just love in warm weather. If the children are too close, they can easily be squirted in the face and eyes so caution is very important. The floor can also become very slippery and someone could get hurt, so consider the surface before using the Squirter.

COASTIE'S ROTATING BEACON CONTROLS THE CLASS: Coastie's rotating amber beacon is remote controlled. The beacon is used to calm the children down when they get too noisy and are not paying attention to the Instructor and Coastie. They should be told that they must be very quiet when the light comes on or Coastie will become very quiet and take a nap. This works very well during the classroom sessions.

COASTIE'S SEARCH LIGHT: Coastie's searchlight draws a large amount of voltage from the battery. It is advisable not to use it too often. The newer Coasties have a very high candlepower search light. Extreme caution should be taken not to shine the beam directly in anyone's eyes. You may want to keep the searchlight unplugged and/or at the ceiling. Operators should disable a Coastie's horn and spotlight when operating indoors to protect people around the device from the loud sound and bright light (NINTH DISTRICT INSTRUCTION 16790.5)

SAFETY PRECAUTIONS: Remember that Coastie has the power to easily knock down a small two-four-year-old child. As the Operator, you must always be focused on the interaction-taking place and not be distracted by other events going on around you.

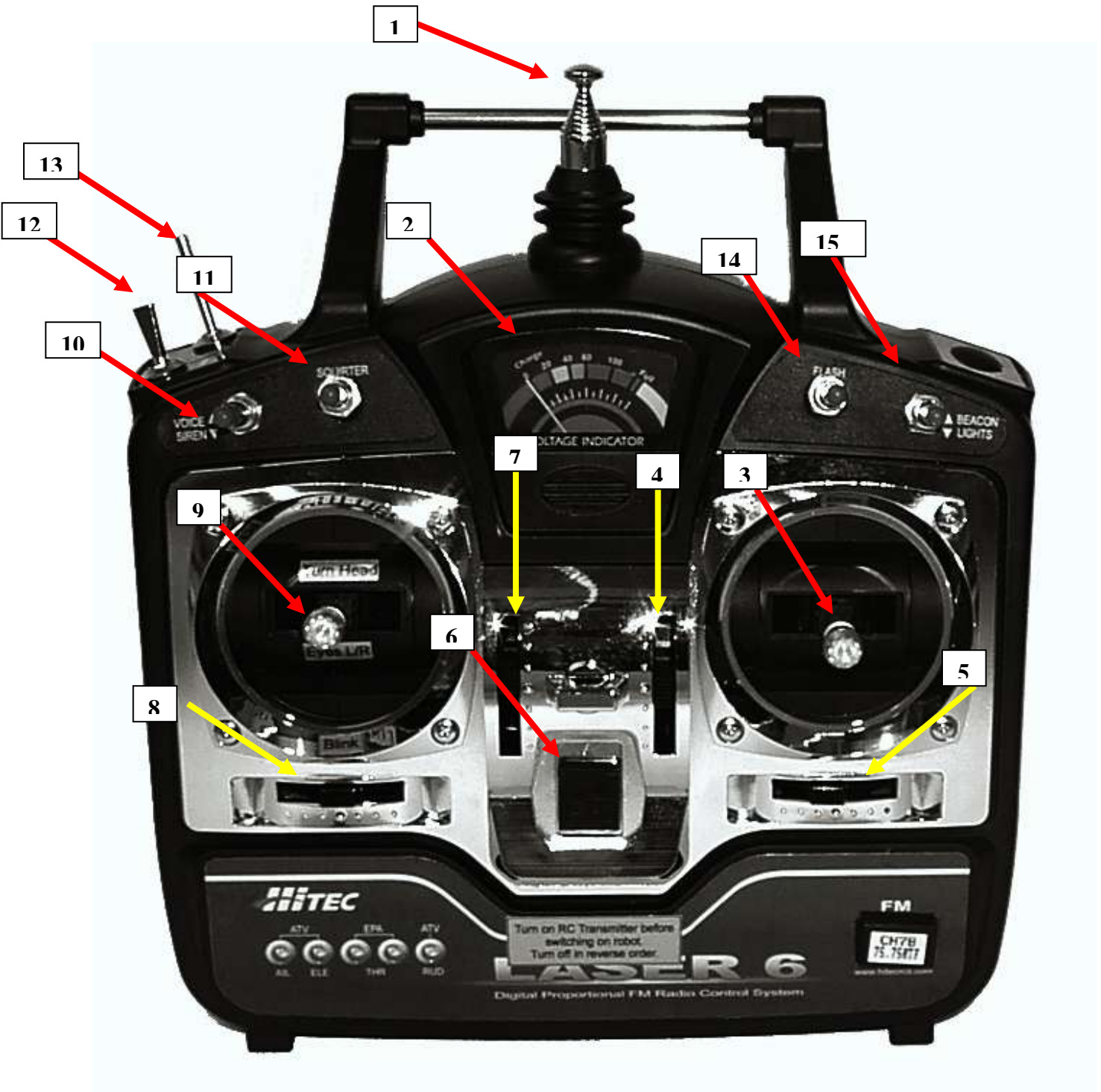
PROFICIENCY OF OPERATION COMES WITH PRACTICE: Once you have mastered the operational aspects of Coastie, it will be just like driving a car or riding a bike. Your control will be a natural reaction with smooth and precise results. This will come with time and experience. So, practice, practice, practice!

REMOTE CONTROL SYSTEM

Refer to the diagram showing the radio control transmitter for the location of controls. Check all of the trim adjustments on the transmitter and make sure they are in their center position. Extend the Radio Control Transmitter Antenna 1/4 to 1/2 way. Turn the Radio Control Transmitter on first and then turn on the main robot power switch. It is necessary for the robot to always have an operating signal when it is on, if there is no signal you will not have full control of the robot.


The right hand joystick controls movement of the robot's drive wheels. Pushing the stick forward will cause the robot to move forward. Pulling the stick back will cause the robot to move backward. Moving

the stick to the right or left will cause the robot to turn to the right or left respectively. Movement is fully proportional so any variation or combination of movement is possible. The horizontal and vertical trim tabs to the left and below the joystick are for centering and should be typically left in the center. The only time that you would need to move these trims is if the robot started moving slightly on its own. In this case move them slightly until the robot stops.



1. Telescopic Transmitter Aerial. Aerial should be extended about 1/4 TO 1/2 way out to begin with. It can be adjusted during use for best reception. Direction aerial is pointed can make a difference with interference and reception.
2. Transmitter Battery Voltage Meter (Expand Scale Voltmeter). Make sure you change or charge battery as needed.
3. Right control Stick- Coastie drive motor
 - a. Up – forward
 - b. Down - reverse
 - c. Right - turn to starboard
 - d. Left - turn to port
 - e. 45 and 315 degrees- turn in circles respective direction
4. Forward/Reverse Trim lever for right control stick. Normal = Center. **Make sure this is in center before turning control box on every time.** Neutral the drive motors. If the robot is moving slightly slide this a few clicks until robot stops moving.
5. Left and right Trim lever for right control stick. Normal = Center. **Make sure this is in center before turning control box on every time.** Neutral the drive motors. If the robot is moving slightly slide this a few clicks until robot stops moving.
6. On/Off Switch.
7. Forward and reverse trim lever for the left control stick. Normal = Center. **Make sure this is in center before turning control box on every time.**
8. Left and right Trim lever for left control stick. Normal = Center. **Make sure this is in center before turning control box on every time.**
9. Left Control Stick
 - a. Left- eyes look to port.
 - b. Right- eyes look to starboard
 - c. Up – opens eyes
 - d. Down – closes eyes
 - e. Down and back- blinks
 - f. 225 degrees and back - port eye winks (hold at 225 degrees will keep port eye shut-appears to be winking for pictures)
 - g. 135 degrees and back - starboard eye winks
10. Toggle
 - a. Down- siren
 - b. Pull forward toggle 13 and hold while pushing toggle 10 down- foghorn
 - c. Pull forward toggle 13 and hold while pushing toggle 10 up- bell
11. Toggle for water squirter
12. Toggle for MP3 player
13. Toggle for use with toggle 10 (see above)
14. Momentary on toggle- hold down for spotlight
15. Momentary on toggle
 - a. Push up and release- turn on yellow beacon
 - b. Push up and release again- turn off yellow beacon
 - c. Push down and release- turn on navigation lights
 - d. Push down and release again- turn off navigation lights

There are several little differences with the Coasties we use in 9th Western. Some Coasties have a faster motor and will respond differently. Not all of the Coasties have the same add-ons. Familiarize yourself with the model you are using, prior to operating in public.



**VOICE SYSTEM
FOR TRANSMITTING AND
RECEIVING:**

Important: The operator's transmitter and receiver should be kept as far separate as possible, such as on opposite sides of the operator's waist. Do not attach the units together, this may cause interference effects. The antennas should not be wrapped around each other or around the headset wire but should hang freely.

The Voice System consists of two separate communication links. One link transmits the operator's voice to the robot. When you speak into the headset mic, this audio goes to a transmitter on your belt. This audio is transmitted to a receiver in the robot. The audio signal then goes from the receiver through a mixing circuit on the main board. It is then fed into the amplifier which amplifies the signal through the robot's speakers. The second voice link transmits the audio detected by the Mic element (located in the front of the robot) to the 151 receiver (which is worn by the operator). This is amplified and sent to the speaker in the operator's headset.

3.5mm Headphones Plug
plugs into the Nady 151 VR
Transmitter
(pictured on left)

Mic Plug - 3.5mm
plugs into Nady Receiver
(pictured on right)

Chapter VI-Coastie Event Teaching Scenarios

When at a boat show or safety day, there are numerous ways to approach children.

Coastie: may go over to the child and say **"Hello, my name is Coastie. What is your name?"**

Director: may need to repeat name if Coastie did not hear. If the child is shy or a little scared Coastie should hang back and let the director say **"This is my friend Coastie. Could you tell me your name."** The director then can tell Coastie the child's name. The director should place the child's name on a Tam Coastie Member card to give to them later.

Coastie: **"Hello, (child's name)."** If the child is still shy the director should act as go between, until the child warms up. Do not force Coastie on the child.

Coastie should ask **"How old are you?"** By knowing the child's age it is easier to relate to them. If the child is close to or of the age to take a safe boating class.

Coastie: **"Have you taken a safe boating class?"** This can help to sign people up for the PE classes. Coastie can play with the child to get the child interested in talking to him. After Coastie has engaged the child or children, he should ask

Coastie: **"Do you like to ride on boats in the water?"** Pause for answer. **"What should you always wear when you ride on a boat?"** Asking the question in a way to get the child to say "life jacket". Coastie can get excited and say: **"That is right, because, Life jackets float and you don't."**

Director: may then give the child a wear it or safety leader sticker to wear. **"Coastie if the children don't float, what about big people. Do they float?"**

Coastie: **"Mom (dad, adults...) do you wear your life jacket when you are on the boat?"** pause for answer **"Don't just pack it, Wear your life jacket"** Coastie should get excited if the adults wear their lifejackets. If the adults do not proceed with the following.

Coastie: **"Mom (dad, adults...), do you wait until you are in a car accident to put your seatbelt on? Why are you going to wait until you are in a boating accident to put your life jacket on?"** Coastie turns to children **"I could use some help. Would you join Team Coastie and help me?"** When asked what they need to do.

Coastie: **"Always wear your life jacket on the boat and remind the adults it is a good idea to wear their life jacket."** Do not use the word tell in place of remind. We do not want to promote children telling adults what they have to do.

Coastie: **"There is one more thing. I need a high five."**

Director: should raise Coastie's fender and let the child give him a high five. A Team Coastie Membership card with the child's name on it is then given to the child, making them an official member. Remember if adults ask to join Team Coastie find out if they might want to "Join the Auxiliary."

Keep in mind if Coastie asks open ended questions it is more engaging and helps the person remember the lessons. Example asking "What should you always wear when you ride on a boat? engages the person to think and respond "life jacket". This is preferable to asking "Do you wear your life jacket on a boat?" which only needs a "yes" or "no" answer. Ad lib with script to suit the age and answers of the audience. Have a good time. An enjoyable, interactive, learning experience with laughter will be remembered longer. **Coastie's sayings and lessons are a must while using Coastie or his mission will not be carried out.**

Reminder: Do your homework prior to the event. Many times we are given space to promote the Coast Guard and Auxiliary missions at events at no charge, while others are paying for their space. Be considerate of the other vendors and ask before you take Coastie to other areas or utilize him in a way that might impose on the paying vendors. Many vendors enjoy Coastie, but some may be annoyed.

Expanded teaching opportunities

There are many opportunities to facilitate teaching a full water and boating safety class with Coastie. This may be in a school, day care, library, club, organization or other groups of children. If you can keep the groups around twenty children it is easier to have personal interaction and keep the attention of all involved.

Arriving early to set up at these events is important. Find out if you will be going to the group or if the group will be coming to you. If the group is coming to you, determine where the audience will be seated and position Coastie accordingly. The operator should find a suitable place to conceal themselves and test all equipment prior to the audience arriving. Coastie should be ready to go when the children arrive. All equipment turned on and his eyes closed.

Introduction

The director should help position the audience as they arrive. Once the audience is ready, the director introduces themselves.

Director: "Hello everyone, my name is _____ I work for the Coast Guard Auxiliary."

If anyone else, besides the operator is helping, they should introduce themselves. The operator should stay hid and not be introduced or it may interfere with the idea that Coastie is alive.

Coastie: starts snoring!

Director: "My friend came to visit you today, but it appears he is taking a nap. Can you hear him?" pause for response "Would you like to help me wake him up?" pause for response "His name is Coastie." "When I count to three, everyone say, Wake up Coastie. One, two, three. Wake up Coastie"

Coastie: When the audience wakes Coastie up he should open eyes and move back and forth, blink a few times and ask where he is and make a few comments. The director should ask Coastie to let the audience know who he is, who he works for and what he does. Example " **My name is Coastie. I work for the United States Coast Guard. I teach water and boating safety to people across the whole United States. My little legs are getting tired from all the running around.**"

Coastie: can engage children for a little while to personalize himself. Example: Going and looking at someone and saying "Those are very pretty pink shoes you have on. Can I borrow them?"

Swimming

Director: "Coastie do you have a question for everyone?"

Coastie: "Who likes to go swimming, raise your hand." "Uh-oh. Coastie has a problem."

Director: " What is that."

Coastie: "None of the adults raised their hands." pause for reaction "Can everyone please pay attention, I don't have all day." This is meant to be funny and get the children to pay attention. Do not make it a reprimand.

Director: "Coastie, if they like to go swimming do you have another question?"

Coastie: "What is the most important rule to remember when you go swimming?"

You may not get the answer you are looking for right away. Respond appropriately such as "Yes, it is important to wear a swimming suit, but what rule should you follow no matter how old you are? You never out grow this rule. Maybe the teachers know what it is?"

Coastie: "That's right, always swim with a buddy. You always want someone with you when you swim. That is so if you get thirsty, they can get you a root beer."

Director: "Why do we really need someone to be with us when we are by the water?"

Discuss the need to have someone to get help if you get in trouble in the water. Discuss that you need permission from a grown up and a grown up with you, when you are young, to go by the water or swimming. Discuss that you go for help, but not in the water if someone needs help. Discuss swimming in a supervised area. For younger children you may need to explain the word supervised.

Coastie: "What are some other rules we should follow when we go swimming?"

It is hard to say what type of answers you will get. If "Look before you leap" does not come up the following in some variation can be used.

Coastie: "If you were at a lake that you hadn't been at before, would you run over and jump in?"

wait for response. "Why not?" wait for response "What other things may be in the water?"

Continue conversation with children talking about if the water is too shallow or too deep, and things that might be in the water that could cause injury such as rocks, glass, logs, people ect.

Coastie: " That is correct. You should always: Look, before you leap."

Coastie: "If you have taken swimming lessons raise your hand. Coastie would like everyone to learn how to swim."

Life Jacket Wear

Coastie: "Who likes to ride on boats, raise your hands. ...If you are going to ride on a boat what should you wear? That's right because, life jackets float and you don't."

At this time you can ask the teachers, parents or other adults about life jacket wear. See "Don't just pack it, wear your life jacket" scenario above. At this time you can talk about making sure your life jacket is in good condition and fits properly. Bringing some different sized life jackets with you, Coastie can pick some volunteers to come forward. Give them a life jacket that is too small, then one that is too large and show how it can slide right off. Finally have them put on and fasten a life jacket that fits. You may also want to bring a life jacket that is not in suitable condition for use and talk about it.

Bow Riding

Coastie: "Which part of the boat should you never ride on? Where is the most dangerous place to sit" Wait for answer. "That is right, what do we call the front of the boat?" Wait for answer. "The bow. Why is it so dangerous to ride on the bow?" Wait for answer. "If you fall in the water where are you going to go?" Wait for answer. "What is in the back under the boat?" Wait for answer. "The propeller and you could get hurt really bad. Never ride on the bow of the boat."

During this exercise the director can be helping by giving a hint if needed and pretend to sit on Coastie's bow. Director should kneel next to Coastie and slide hand under the bow as Coastie asks where are you going to go.

Stay Seated While Boat Is Moving

For the next section we have a stuffed kitty with a t-shirt, but no life jacket sitting with the flag pole through the t-shirt. On the other side a bear with a life jacket sitting in the same manner. Standing in the smoke stack is a bear with a life jacket.

Director: "Coastie can you turn around so we can see your stern?" Coastie turns. "Can you count with me, how many riders, Coastie has? one, two, three."

Coastie: "Who wants to come up and help Coastie?" Pick a volunteer to come forward. "Which one do you think is being the best? Can you point to the one that is being the safest?"

The director may have to help with this since Coastie is pointed away from the audience and may not be able to hear or be heard well. Once the volunteer picks the seated bear wearing the life jacket and has backed away. Coastie does a quick reverse and then forward, which causes the standing bear to fall off of the boat. Coastie turns back to face audience.

Director: "What happened to the bear?" Wait for answer. "What was he doing that he should not have been doing?"

Coastie: "That is correct. Always stay seated, when the boat is moving."

Balancing and Capsizing

Director: "Coastie can you turn around and show us your stern again?" Coastie turns to show his stern. "All three of the riders are working together. One is on the starboard side, one is on the port and one is in the middle. Do you know what we call this?" Wait for answer. Coastie turns back to audience

Coastie: "That's right, balancing the boat." Director pretends to sit on one side of Coastie. "What would happen if everyone sat on the same side of the boat?" Director makes circular motion with hands. Wait for answer. "Yes, if the boat tips over and is upside down in the water what do we call that?" Wait for answer. "That's right capsizing. If your boat capsizes and you can see shore way over there," Director points across the room. "Would you swim to shore?" Wait for answer. "No, you always stay with the boat. You now want to crawl on top of the boat if it is floating and try to get some help. How might you get someone to help you?" Director may give some clues by putting hands around mouth and opening mouth. If you are in a situation where you will not disturb others, you can

have the children yell help and then cup their hands and yell to help show how the sound will travel further. **"What might you have on your life jacket that you could use?"** Director can pull the whistle from their life jacket. **"What other ways might you get help that someone might see?"** Director can put both arms up and wave them back and forth. Discuss how by just waving one arm, others may think you are just being friendly. Other props can be used or just talked about such as flashlights and mirrors. Flares are usually brought up when children are about nine years old or older. Make sure you discuss the danger of using flares and that they should only be used by adults, they are not a toy. Radios are another item that may be brought up by older children. As with all of the scenarios you may have to change things for the age group you are working with. You also need to change things according to the answers you receive from the audience.

Nomenclature and Rules of the Road

Director: **"Coastie, will you turn on your navigation lights for us?"** Coastie turns on lights and turns to show audience port side. **"What color light do you see?"** Wait for answer.

Coastie: **"What does a red light mean?"** Wait for answer. **"That's right, stop. Does anyone know what we call the side of the boat with the red light?"** Wait for answer. **"The port side."** Coastie turns to show the starboard light to audience. **"What color light do you see on this side of the boat?"** Wait for answer. **"What does green mean? Yes, go and what do we call the side with the green light?"** Wait for answer. **"Correct, the starboard. Does someone want to help Coastie?"** Pick a volunteer.

If you have a combination bow light for prop this can be used or you will need to verify with volunteer which light would be on left and right if they were a boat. Position the person and Coastie on a collision course with as much space between them so when both moving in a forward motion, the "boat" that needs to make the proper change of heading can do so. (Do not make it a straight head on collision.)

Director: **"You are a boat. What color light do you see on Coastie?"** Wait for answer. **"So if you see the green light it means?"** Wait for answer. **"So you will continue on the same course (or path) without changing speed or direction. Coastie what color light do you see?"**

Coastie: **"I see red. I am going to turn toward my starboard and we will pass port to port. Let's move forward and watch how it is done."** The volunteer moves forward slowly as does Coastie.

Director: **"Look, Coastie, There is a boat coming at you."** Coastie turns toward his starboard and the two pass port to port.

Coastie: **"If you remember which side of the boat has which color light it is easy to learn how to properly avoid a collision when you are on the water. Does anyone know what job (name of director) was doing."** Wait for answer. **"That's right, she was a lookout. You should always have a lookout to help the driver (helmsman) when on the water. This is a job you can help with when you are on a boat."**

Thank the volunteer for their help and discuss further and ask for questions, especially with older children, if time permits. Such as Coastie can show his bow lights ask what lights you see and explain a head on situation. Time permitting have another volunteer come up and demonstrate the proper way to avoid a head on collision. Also Coastie can show his stern light and explain the significance of seeing

only a white light and overtaking situation. This section can also be used for some public education classes. You can also set up a dock situation and use Coastie who is equipped with cleats.

Man Overboard

Parts or all of this can be used at a young age. I have had a kindergartner that participated, stop me and recall what she needed to do in a MOB a year after Coastie's visit. A type IV throwable for use as a prop is beneficial.

Coastie: **"Who wants to go for a boat ride with Coastie?"** Choose two helpers, invite them to come up front and ask them their names. Coastie will position himself so he has room to move as if on the water.

Director: **"(name of first helper, Bob) has invited their friend (name of second helper, Julie) on a boat ride. Since we don't have real water what are Bob and Julie wearing?"** Wait for answer. If you have time and correct size life jackets, you may want to change and have them put life jackets on. **"That's right, their life jackets. Bob you stand right next to Coastie on this side and move along side of him as if you were riding. Your friend, Julie, is going to do the same thing on Coastie's other side."**

Coastie: **"Is everyone ready? Here we go."** As Coastie starts moving the director will have the Julie sit down. Director quietly explains to Julie that she fell in the water. **"What happened to Julie?"** wait for answer. Coastie turns to face Julie **"Do you know what you should do? You have your eyes on Julie, don't take your eyes off of her. Put your arm up and point at Julie. Everyone can help Bob. Keep your eyes on Julie and point. You point in case you accidently move your eyes and lose track of where Julie is. You can more easily find her by looking where you are pointing at. There is one more thing you need to do. What should we say?"** Wait for answer. Younger children may say such things as "help." You may need to ask several times if anyone else knows what we say. **"Let's all say Man Overboard when I count to three. One, two, three, man overboard! Coastie didn't hear you. One, two, three, man overboard. I heard you that time. Let's go get Julie out of the water."** Coastie moves toward Julie, with Bob following along side. Director hands Bob the type IV. Coastie stops several feet with Julie off the same side as Bob is on. Director will help if needed. Bob throws type IV to Julie and uses to pull Julie from the water. **"Alright, Bob you just saved Julie. Let's give them a hand."** Coastie can ring his bell, while others clap. Have Bob and Julie join the others. **" Let's go over this once more. We are going to do three things simultaneously, or at the same time if someone falls off the boat. Let's pretend that I fell in the water. I am going to count to three and we will do it together. Make sure you have enough room so you don't hit anyone that is sitting by you. One, two, three, man overboard. That was good. You want to repeat saying man overboard until the person driving the boat hears you.... I have a problem."**

Director: **"What's your problem?"**

Coastie: **"Julie, is a girl. Should we say girl overboard."** laughter will usually follow.

Director: **"Coastie we say "man overboard" for everyone. It means someone fell off the boat and most people know this."**

Coastie: **"Should you ever jump in the water to help your friend who is in the water? Wait for answer. "Reach or throw, but never go in the water. If you go in the water after your friend,**

Coastie would have to rescue two people from the water. Who wants to come up by Coastie and point to something you see Coastie has, that you could use to throw to or reach with, if someone is in the water?" Pick different children to come and share one item such as throw ring, fenders, flag pole, (one of the Coastie's has a paddle). **"What are some things you might find to use if you were on a fishing boat?"** Director may help by pretending to scoop fish out of water, cast with a fishing pole, or talk on mic. (antenna). **"Remember, Reach or Throw, but never go in the water."**

Hard Water- Ice

Coastie: "During cold weather what happens to the water?" Wait for answer. **"The water gets hard and turns to ice. You may go ice fishing with someone or ice skating, but remember ice can change very fast and can be very dangerous. Never go on the ice unless you are with an adult that is with you. Every year the Coast Guard has to rescue people and animals that have gotten into trouble because they fall through the ice or ice breaks off and they become stranded."**

Pollution

This section has many ways of presentation. A short version or a very fun informative version. It can also be used during Station or Marina open houses or shows. Using the "trash trunk" or similar materials is a great way of delivering this message. You can set up the trash trunk prior to the children arriving. Spread the blue towel (water) out in a place outside of Coastie's movement area. Place garbage and marine animals on the towel. Make sure you have the fishing pole with the towel. Coastie operator has the cheat sheet with answers with them. Director can pull the towel by two corners and slide it to a convenient place to continue. If you have a small enough group all of the children can be invited up together and sit around the water (towel), or you can invite part of the group up at a time. Try to make sure you include children who have not had a chance to participate directly earlier, if you do not have time to include all in this part.

Coastie: "I would like to talk to you about one more item. This is lake Coastie and I have a problem. There is some stuff in Lake Coastie that doesn't belong. I need some volunteers to help me." Pick some volunteers. Hand one volunteer the fishing pole. **"Will you fish something out of the lake that doesn't belong?"** As they fish a piece of garbage out the director will identify the item, since the Coastie operator may not be able to see the item from their hiding spot. **"Do you know how long that fishing line (or whatever the item is) lasts in the water causing problems for the marine animals?"** Wait for answer, **"It is a lot longer than that. 600 years."** Director sets the item aside and continues with the next volunteer, until you have all of the items out of lake Coastie or you need to move on because of time restraints. **"Thank you for helping me clean up Lake Coastie. The marine animals are happy. It would be much nicer for us to go swimming or boating on lake Coastie now. You can help to keep our waters clean and free of garbage."**

Rip tides, low head dam, alcohol

Depending on the age of the audience and area you may want to mention other boating and swimming concerns, If you have a Coastie scenario for these subjects or other subjects please share them.

When dealing with younger children you may need to have involve all of the children in an activity they can move and interact with. A couple of ideas

Coastie: "Today is a special day. Do you know what today is? It's my birthday. I'm five years old today. Are you going to sing happy birthday to Coastie." Have the children stand. Ask if there is anyone else with a birthday and have them join Coastie. Coastie can move back and forth as if dancing as the audience sings.

If outside at a day care or school this works well with young children.

Coastie: "Now that we have learned some of Coastie's safety rules, let's all follow Coastie and his rules." Have the children follow Coastie around the area in single file. Coastie can dance a little as he moves around the area with the children following.

Review and Join Team Coastie

Coastie: "Does anyone have any questions?" Answer questions staying in character. Such as when asked: how do you talk?..... "How do you talk?" Do you have a mom and dad? "My mom is a Buoy Tender on Lake Michigan and my dad is a Coast Guard Cutter on the Pacific Ocean. I want to be like my daddy and help save people when I grow up."

Director: "It's time to ask everyone to do something special for you."

Coastie: "Does everyone want to join Team Coastie and help me out? What are you going to wear when you go on a boat? Coastie would like you to follow the rules we talked about today. I have some things for you. A Wear It sticker, a Team Coastie Card, some activity books..... I need everyone to come up and give me a high five and be part of Team Coastie." Director will have children line up single file to tell Coastie their name and give him a high five. Coastie should say hello to children repeating their name as they come forward. It works out well in schools to have the teachers take the materials for the children back to the classroom and hand it out. If you sign the Team Coastie Cards ahead of time, you can have the teachers fill in the children's names.

Remember to adapt for the age of your audience, interact with your audience, have fun, keep Coastie's motto in mind "Saving lives through education."

Tools and materials that can be used with Coastie: from

ANSC- <http://www.uscg.mil/hq/cg3/cg3pcx/publications/misc/DCAT.pdf>

1. Trash Trunk- Marine Debris Game -Consignment item
2. Color-ons
3. Coloring and Activity books
4. Pamphlets

Safe Boating Council- <http://www.boatingorders.com/freeproducts.html>

1. Wear It stickers
2. Orange Paddle craft "If Found" stickers
3. pamphlets

9th Western website-Coastie page- <http://www.cgau9wr.com/programs/coastie/index.php>

1. Coastie Rules Activity book- PDF for printing
2. Team Coastie Membership card- PDF for printing

Chapter VII- Reporting Coastie Activity

Time at an event should be reported on a 7030 mission report. Prep time and travel time should be reported on a 7029 under 99B-RBS (see sample Appendix D form reporting Coastie). When reporting Coastie 7030 time usually is reported as PA hours.10J-Comrel. However sometimes you may report time in other areas. It is best to report both operator and director on the same form, but it is not necessary. When reporting both operator and director on the same form you will need to note that **both are lead** unless one is a trainee. **You must put "Coastie" as the first word in the comment area!** This will tell your IS officer to use the operations drop down with the Coastie operation. When in AUX INFO under member activities when you pull down the Operations box and click on Coastie you should see your "Coastie" hours. If this is not happening you need to talk with your IS officer so they are aware of how to input properly. Contact Kathy Haegele (See Appendix E) if you need help with IS problem. Please see Appendix D for sample forms.

After sending to IS officer please submit all 7030 paper work to: Administrative Assistant - Judy Johnsen cgauxjudyj@gmail.com. This will help us to verify paperwork is going into AUX DATA properly (which is ultimately your responsibility), and help to verify you are staying current with your Coastie qualification.



9th Western Auxiliary Coastie Qualification Guide

March 2014 edition



Chapter 1 Introduction

The Ninth Western Auxiliary Coastie Qualification Guide is an integral part of the Coastie certification process. Each section contains a collection of tasks which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance as a Coast Guard Auxiliary Ninth Western Team Coastie member. This chapter contains three sections:

- Section A: Purpose
- Section B: Description of the Guide
- Section C: The Qualification Process

Section A. Purpose

A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary 9th Western Coastie Manual. This Qualification Guide contains a series of tasks that are performed by Auxiliary member to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary 9th Western Team Coastie member. A mentor will work with the trainee to complete the Qualification Guide excluding the oral exam and hands on qualification mission check. A mentor is someone who has been certified by the DIR AUX in accordance with this guide and the 9th Western Coastie Manual. Upon successful completion of all tasks in the Qualification Guide (except Section D) with a mentor, the trainee will request the oral exam and mission check be scheduled. The trainee will make this request through the 9th Western Coastie Coordinator. The trainee will be set up with 9th Western Coastie Qualification Examiner (QE) to take the oral exam and hands on mission check. The QE will submit the completed Qualification Guide (including Section D) to the Coastie Coordinator for certification. The request will be sent to DCO, who will forward to the DIR AUX for certification.

Note: The mentor must hold 9th Western Certification from the DIR AUX or be approved by 9th Western Coastie Coordinator prior to starting qualification process for a trainee.

A.2. Training Goal

The goal of the training program is to enable people to learn and perform up to their full potential in Auxiliary Coastie operations. This qualification guide, together with the mentoring process, is designed to lead members through a training program at a learning pace suitable for each individual. The purpose of the Coastie training program is not to “weed out” or exclude people. Rather, it is to qualify and certify as many volunteers as possible, without compromising mission integrity and safety. Coastie is an asset belonging to the US Coast Guard and should always be handled in an appropriate manner while during operation, storage, transportation or during any period of time.

Section B. Description of the Guide

B.2. Qualification Tasks

Each qualification task represents a certain skill or piece of knowledge required in the performance of duty as an Auxiliary Coastie Operator/Director. Collectively, the complete set of tasks represents the minimum performance standard for the position. Each task has six parts:

- Designation
- Title
- References
- Standards
- Performance Criteria
- Verification

B.2.a. Designation

Each task is designated by a number in the following format:

COD-02-03

Task designation number

Division designation number (corresponds to Section headings)

Volume designation (COD-Coastie Operator/Director)

B.2.b. Title

The name and general nature of the task.

B.2.c. Reference

Lists sources of teaching material, background information, and policy. The primary reference is 9th Western Coastie Manual. Other references shown in this guide are Coast Guard policy or technical directives.

B.2.d. Standards

Standards describe the expected 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.

- Knowledge Tasks: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.
- Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

B.2.e. Performance Criteria

These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways.

- To Aid in Learning the Task: Some steps for task accomplishment follow exact procedures which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.
- To Provide a Performance Check: The steps provide a check list which can be used by the mentor to evaluate the trainee's performance.

B.2.f. Verification

The designated mentor must print his/her name, sign and date this line attesting that the candidate successfully performed the task in accordance with the prescribed standards. The mentor does not need to initial or sign each performance criterion; however, all criteria must be completed prior to signature by mentor.

B.3. Additional Standards

No additional qualification tasks or modification of task therein may be required to achieve certification at this time. Certification will be awarded by DIR AUX only.

Order-issuing authorities may require additional training, based on district operational considerations, prior to assigning a certified member to duty.

Section C. The Qualification Process

C.1. Process Summary.

A series of qualification tasks defines the knowledge and skills required for each Coastie position. Each task describes a certain job skill, and states performance criteria for that skill. For example, a qualification task for Coastie Operator: Coastie's Sayings. The trainee completes the task by reading the reference material listed, reviewing the skills with a mentor, then practicing the task. When the trainee demonstrates mastery of the task, the mentor signs off the task. When a mentor signs off all tasks, the trainee is then scheduled for an Oral Exam and Mission Check for certification with a 9th Western Approved QE. The QE is an experienced Auxiliary Coastie Operator/Director appointed by the 9th Western Coastie Coordinator to verify the proper completion of tasks. When the Coastie QE signs off the trainee's Oral Exam and Mission Check tasks and is satisfied with the trainee's ability, the QE submits completed Qualification Guide for certification. The member maintains currency of certification by meeting the standards outlined.

C.2. Sign-Off Process

The process for learning and signing-off tasks is summarized below:

1. The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-hands sessions, etc.
2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of Chapter Three (Study Guide) that apply to the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task.
3. The mentor demonstrates the task using procedures outlined in the Qualification Guide.
4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.

C.3. Qualification Examination

The final step in the qualification process is examination by a 9th Western District Coastie Qualification Examiner. Under the Coastie QE's direction, the trainee will complete an oral examination and an event check. Upon successful completion of all task, the QE will submit completed forms to the Coastie Coordinator, to be forwarded to the DCO and then to DIRAUX who will issue the certification. The DIRAUX has final word on certification.

Section A			
<i>Ownership, Request Process, Limitations, Assignment to Duty, UOD, and Transportation</i>			
Task	Description	Mentor Initials	Date
COD-01-01	Coastie and Ownership		
COD-01-02	Coastie Request Process		
COD-01-03	Coastie Limitations		
COD-01-04	Assignment to Duty		
COD-01-05	Uniform of the Day		
COD-01-06	Transportation		

Section B			
<i>Mission Planning, Coastie Specifics, Director Specifics and Operator Specifics</i>			
Task	Description	Mentor Initials	Date
COD-02-01	Mission Planning		
COD-02-02	Coastie Specifics		
COD-02-03	Director Specific Tasks		
COD-02-04	Operator Specific Tasks		

Name/member # _____

<i>Section C</i>			
<i>Unloading/ Loading, Director Tasks, Operator Tasks</i>			
Task	Description	Mentor Initials	Date
COD-03-01	Coastie Unloading/Loading		
COD-03-02	Director Tasks		
COD-03-03	Operator Tasks		

<i>Section D</i>			
<i>Oral/Written Board and Mission Check</i>			
Task	Description	QE Initials	Date
COD-04-01	Oral Exam		
COD-04-02	Mission Check		

Section A

Name/member # _____

Task COD-01-01 Task : Coastie and Ownership

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

Performance Criteria **Completed**

- | | |
|--|-------|
| 1. Described the ownership and responsibility of Coastie concerning the following: | |
| Coastie as an asset belongs to whom. _____ | |
| Who may operate. _____ | |
| Operator responsibility to owner _____ | _____ |
| 2. Stated Coastie's Motto | _____ |
| 3. Stated Missions where Coastie may be used | _____ |

Accomplished Mentor signature _____ **Date** _____

Task COD-01-02 Task :Coastie Request Process

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

Performance Criteria **Completed**

- | | |
|---|-------|
| 1. Stated who decides a Coastie request should be made | |
| 2. Described considerations needed to be discussed before making a request | _____ |
| 3. Stated where you find and submit a Coastie Request | _____ |
| 4. Stated information needed to submit a request | _____ |
| 5. Stated who is responsible to secure operators and transportation for Coastie | _____ |
| 6. Stated when request should be submitted | _____ |
| 7. Stated at least five of the seven reasons a request may be denied | _____ |

Accomplished Mentor signature _____ **Date** _____

Name/member # _____

Task COD-01-03 Task : Coastie Limitations

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

Performance Criteria

Completed

Stated Coastie's limitations concerning the following:

- Surfaces _____
- Temperature _____
- Distance _____
- Radio interference _____
- Low energy _____
- Moisture _____
- Available space _____

Accomplished Mentor signature _____ **Date** _____

Task COD-01-04 Task : Assignment to Duty

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 5 Section J Auxiliary Manual, COMDTINST M16790.1(series)

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

Performance Criteria

Completed

1. Stated who issues assignment to duty _____
2. Stated who needs to be assigned to duty _____
3. Stated process for assignment to duty _____
4. Described process if assignment to duty is not received before mission _____

Accomplished Mentor signature _____ **Date** _____

Name/member # _____

Task COD-01-05 Task : Uniform of the Day

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 10 Auxiliary Manual, COMDTINST M16790.1(series)

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated uniforms authorized for Coastie missions	_____
2. Stated who decides the uniform of the day	_____
3. Stated additional item to be worn by Coastie director and reason for wear	_____

Accomplished Mentor signature _____ Date _____

Task COD-01-06 Task : Transportation of Coastie

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 5 Section J Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated who is authorized to transport Coastie	_____
2. Stated preferred means of transportation	_____
3. Stated equipment and their use for Coastie transportation	_____
4. Described considerations if transportation is in open truck/trailer	_____
5. Explained 7065 form and its use	_____
6. Explained DD1149 form and when it is used	_____
7. Explained 9WR Coastie Discrepancy Report and when it is used	_____

Accomplished Mentor signature _____ Date _____

Section B

Name/member# _____

Task COD-02-01

Task : Mission Planning

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

Performance Criteria

Completed

- | | |
|---|-------|
| 1. Stated battery type to be used in transmitter and receiver | _____ |
| 2. Stated which batteries need to be charged, how long and when | _____ |
| 3. Stated who may operate Coastie including | |
| Number of operators | _____ |
| Trainees | _____ |
| Qualification | _____ |
| 4. Stated (maximum and minimum) run and break times | _____ |
| 5. Stated considerations for taking a break | _____ |

Accomplished Mentor signature _____

Date _____

Task COD-02-02

Task : Coastie Specifics

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

Performance Criteria

Completed

- | | |
|--|-------|
| 1. Stated the significance of today | _____ |
| 2. Described the use of Coastie's song (do's and don'ts) | _____ |
| 3. Stated seven main sayings of Coastie | _____ |

Accomplished Mentor signature _____

Date _____

Name/member # _____

Task COD-02-03 Task : Director Specific Tasks

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Described how the director should interact with Coastie	_____
2. Stated the importance of the director staying close to Coastie's bow	_____
3. Describe some ways the director may handle the following	
Operator loses control of Coastie	_____
Rude spectators	_____
Shy spectators	_____
Large crowds	_____
Low battery	_____

Accomplished Mentor signature _____ **Date** _____

Task COD-02-04 Task : Operator Specific Tasks

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated the order of turning Coastie and his equipment on and off	_____
2. Described where the Operator should be located considering	
View of spectators	_____
Operator view	_____
Distance from Coastie	_____
3. Stated precautions Operator should follow while using control unit	
Storage	_____
Trim Lever	_____

Accomplished Mentor signature _____ **Date** _____

Section C

Name/member# _____

Task COD-03-01 Coastie unloading/loading

Reference: 9th Western Coastie Manual revision dated March 2014, *Transportation of Coastie* document on the 9th Western District webpage, *9WR Coastie Discrepancy Report* on the 9th Western District webpage.

- . ● Performed with Coastie trailer, *9WR Coastie Discrepancy Report*, Coastie and all equipment. This may be performed in pairs. Each person must exhibit proper knowledge and skill of task.
- . ● Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

Performance Criteria

Completed

- | | |
|--|-------|
| 1. Secured trailer before opening back door | _____ |
| 2. Removed Coastie and Equipment from trailer | _____ |
| 3. Attached Coastie's equipment and props | _____ |
| 4. Completed filling out <i>9WR Coastie Discrepancy Report</i> | _____ |
| 5. Located four latches to secure Coastie top | _____ |
| 6. Properly secured Coastie and equipment in trailer | _____ |

Accomplished Mentor signature _____

Date _____

Name/member # _____

Task COD-03-02 Director Tasks

Reference: 9th Western Coastie Manual revision dated March 2014

- Performed with Coastie and all equipment acting as **Director**. Non-public location with Auxiliary acting as spectators. May use props such as: Coastie Membership Card, Type IV, life jacket, stuffed animals or others.
- Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

<u>Performance Criteria</u>	<u>Completed</u>
1. Installed Coastie battery	_____
2. Displayed correct sequence of activating Coastie (in conjunction with Operator)	_____
3. Remained by Coastie's bow through drill	_____
4. Interacted with spectators properly	_____
5. Treated Coastie as a live five year old	_____
6. Conversed with operator through Coastie	_____
7. Demonstrated Coastie shut down for loss of control	_____
8. Demonstrated following scenarios, asked open ended questions:	
"Always swim with a buddy in a supervised area."	_____
"Life jackets float, you don't."	_____
"Don't just pack it, wear your life jacket"	_____
At least one other of Coastie's sayings	_____
become a member of "Team Coastie"	_____

Accomplished Mentor signature _____ Date _____

Name/member # _____

Task COD-03-03 Operator Tasks

Reference: 9th Western Coastie Manual revision dated March 2014

- . • Performed with Coastie and all equipment acting as **Operator**. Non-public location with Auxiliary acting as spectators. May use props such as: Coastie Membership Card, Type IV, life jacket, stuffed animals or others.
- . • Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

Performance Criteria

Completed

- | | |
|--|-------|
| 1. Installed batteries, and readied all equipment for operation of Coastie | _____ |
| 2. Displayed correct sequence of activating Coastie (in conjunction with Director) | _____ |
| 3. Interacted with spectators properly | _____ |
| 4. Operated Coastie as a live five year old | _____ |
| 5. Talked in a slow articulate way/ easy for spectators to understand | _____ |
| 6. Operated Coastie around objects, forward, backward, circles, turns | _____ |
| 7. Operated Coastie to wink, blink, move eyes back and forth | _____ |
| 8. Sounded fog horn, bell and siren | _____ |
| 9. Activated navigation lights, beacon and spot light | _____ |
| 10. Demonstrated following scenarios, asking open ended questions: | |
| "Always swim with a buddy in a supervised area." | _____ |
| "Life jackets float, you don't." | _____ |
| "Don't just pack it, wear your life jacket" | _____ |
| At least one other of Coastie's sayings | _____ |
| become a member of "Team Coastie" | _____ |

Accomplished Mentor signature _____

Date _____

Section D

Name/member# _____

Task COD-04-01

Task : Oral Examination

Reference: 9th Western Coastie Manual revision dated March 2014, Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Standards: The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each of the areas listed below as from the Qualification Guide. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

<u>Performance Criteria</u>	<u>Completed</u>
1. Section A. COD-01-01	_____
2. Section A. COD-01-02	_____
3. Section A. COD-01-03	_____
4. Section A. COD-01-04	_____
5. Section A. COD-01-05	_____
6. Section A. COD-01-06	_____
7. Section B. COD-02-01	_____
8. Section B. COD-02-02	_____
9. Section B. COD-02-03	_____
10. Section B. COD-02-04	_____
11. Section C. COD-03-01	_____
12. Section C. COD-03-02	_____
13. Section C. COD-03-03	_____

Accomplished QE's Signature _____ **Date** _____

Section D

Name/member# _____

Task COD-04-02**Task : Qualification Mission Examination Check**

Reference: 9th Western Coastie Manual revision dated March 2014, Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Conditions: Performed with use of Coastie Trailer, Coastie, Coastie accessories and props. Trainee must accomplish tasks without prompting or use of reference. COD-01-01 through COD-04-01 **must** be satisfactorily completed prior to conducting Qualification Mission Examination Check.

Standards: In response to the QE and being overseen by Operator/Director, the trainee must answer questions on, and perform the below listed tasks for the Operator/ Director position as stipulated.

Completed	Performance Criteria
	1. Conducted a check of Coastie Trailer, Coastie, and equipment using <i>9WR Discrepancy Report</i>
	2. Unloaded Coastie and equipment from trailer
	3. Watched battery levels while <u>operator</u> and <u>director</u>
	4. Readied Coastie and equipment for operation as <u>director</u>
	5. Displayed correct sequence of activating Coastie as <u>director</u>
	6. Remained by Coastie's bow through drill as <u>director</u>
	7. Treated Coastie as a live five year old as <u>director</u>
	8. Interacted with spectators properly as <u>director</u>
	9. Conversed with operator through Coastie as <u>director</u>
	10.Used Coastie's sayings while operating as <u>director</u>

	11. Protected Coastie and spectators properly as <u>director</u>
	12. Readied Coastie and equipment for operation as <u>operator</u>
	13. Displayed correct sequence of activating Coastie as <u>operator</u>
	14. Demonstrated use of Coastie as a tool, not a toy as <u>operator</u>
	15. Operated Coastie as a live five year old as <u>operator</u>
	16. Talked with spectators so could be understood as <u>operator</u>
	17. Moved Coastie in a safe manner for all as <u>operator</u>
	18. Used Coastie's sayings while acting as <u>operator</u>
	19. Activated Coastie's accessories in a proper manner as <u>operator</u>
	20. Conversated with director through Coastie as <u>operator</u>
	21. Asked open ended questions as <u>operator</u>
	22. Took breaks and stored equipment during breaks properly
	23. Showed proper respect for USCG assets
	24. Loaded Coastie and equipment into trailer properly

Accomplished **QE's signature** _____ **Date** _____

Comment should be made in detail. Another page may be attached if more room is needed.

Appendix B - Forms

Rev 002

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD ANSC-7065 (1-07)	U.S. COAST GUARD AUXILIARY VEHICLE FACILITY OFFER FOR USE	<input checked="" type="checkbox"/> INITIAL (NEW OFFER) <input type="checkbox"/> REINSPECTION (REOFFER) <input type="checkbox"/> CHANGE
SECTION I - PERSONAL INFORMATION		
LAST NAME, FIRST NAME, MI <p style="text-align: center; margin-left: 200px;">Smith, Mary J</p>		
MEMBER NO. 0 0 0 0 0 0 2	District Division Flotilla 0 9 5 - 0 1 - 0 1	
SECTION II - VEHICLE INFORMATION		
MAKE Ford	MODEL extended van	YEAR 1950
COLOR Chartruese	PLATE# 222HUG	STATE MN
VEHICLE IDENTIFICATION NUMBER whoknowswhatever		<i>Sample</i>
SECTION III - STATEMENT		
<p>By offering my facility for use I certify that the owners/operators possess appropriate vehicle title and are properly and currently licensed. The vehicle is properly and currently inspected in accordance with associated rules and provisions of the state of registry, or domicile, as applicable. The vehicle is properly and currently insured in accordance with requirements of the state of registry. The vehicle owner who is offering this vehicle for use understands that in order to receive orders that entail use of the vehicle for the towing of government property, they must ensure that the vehicle meets the above requirements at the time of execution of those orders and that the rated towing capacity must not be exceeded - failure to do so will jeopardize favorable determinations regarding assignment to duty, scope of employment, and liability protections afforded by the Coast Guard if such determinations need be made subject to investigation or audit. This form must be signed by each owner of the vehicle (if titled in name of both spouses, then both spouses must sign) and must be submitted on an annual basis (offer is good for one year from the date of acceptance for use as reflected by DIRAUX signature approval).</p> <p>Guidelines for facility ownership defined in the Aux Ops Policy Manual, COMDTINST M16798.3E, section 1.B. apply with the exception of provision of tangible proof of items specified in this section.</p>		
NAME OF OWNER Mary Jo Smith	SIGNATURE OF OWNER <i>Mary Jo Smith</i>	DATE 08/22/12
NAME OF SECOND OWNER	SIGNATURE OF SECOND OWNER	DATE
SECTION IV - OTHER AUTHORIZED DRIVERS - (Immediately notify DIRAUX of any additions after acceptance and prior to their use of the vehicle when assigned to duty)		
NAME John Doe	FLOTILLA 0950101	
NAME	FLOTILLA	
NAME	FLOTILLA	
NAME	FLOTILLA	
NAME	FLOTILLA	
SECTION V - ACCEPTANCE - Completed by DIRAUX		
This facility meets the requirements above and has been accepted		
_____		_____
Authorized Signature		Date

REQUISITION AND INVOICE/SHIPPING DOCUMENT

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, reviewing existing data collection, and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Justice, Office of Management and Budget, Paperwork Project (0704-0188), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 4.

1. FROM: NAME (ZIP CODE) *Mary Jo Smith 000 20 Street No Place, MN 00000*

2. TO: NAME (ZIP CODE) *John Doe 1001-D Street where to, MN 00001*

3. SHIP TO: NAME (ZIP CODE) *Same as #2 Above*

4. APPROPRIATE DATA Received By: *John Doe* Date: *8/24/12*

5. QUANTITY REQUIRED: 1 UNIT OF SERVICE (e) *1*

6. QUANTITY RECEIVED: 1 UNIT OF SERVICE (e) *1*

7. DATE RECEIVED: *24 AUG 2012*

8. SUPPLY AGENCY: *ship*

9. TYPE CODE: *Create*

10. CONTRACT NUMBER: *114*

11. YOURSHEET NUMBER'S DATE (YYYYMMDD)

12. YOURSHEET NUMBER

13. BILL OF LADING NUMBER

14. REQUIREMENT DESCRIPTION OR SERVICE

15. AMOUNT

ITEM NO. (a)	PERSONAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF SERVICE (e)	QUANTITY REQUIRED (c)	QUANTITY RECEIVED (d)	SUPPLY AGENCY	TYPE CODE (f)	CONTRACT NUMBER (g)	YOUR SHEET NUMBER'S DATE (YYYYMMDD)	YOUR SHEET NUMBER	BILL OF LADING NUMBER	REQUIREMENT DESCRIPTION OR SERVICE	AMOUNT
1	Coastie #44 Coastie + PA1 Trailer	1	1	1	ship	Create						0.00
2	Lessor 6 UNIT, A.S. 45-75 Radio control system with strap	4	4	4	ship	Card						0.00
3	NI-MH batteries for R.C. system	4	4	4	ship	Card						0.00
4	9V alkaline batteries (batteries are new and have been placed in the battery box)	4	4	4	ship	Card						0.00
5	NI-MH charger	1	1	1	ship	Card						0.00

16. TRANSFORMATION VIA AWC OR RFD CHARGEABLE TO

17. SPECIAL HANDLING INSTRUCTIONS: *FRAGILE DO NOT ALLOW TO GET WET*

18. ISSUED BY: *John Doe* DATE: *8/24/12*

19. CHECKED BY: *John Doe* DATE: *8/24/12*

20. RECEIVED BY: *John Doe* DATE: *8/24/12*

21. PACKED BY: *John Doe* DATE: *8/24/12*

22. TOTAL WEIGHT: *4*

23. TOTAL CUBE: *4*

24. R E C E I P T

25. TOTAL: *4*

26. DD FORM 1149, JUL 2008

PREVIOUS EDITION IS OBSOLETE.

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

OMB No. 0704-0042
OMB approval expires Apr 30, 2009

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and reviewing and revising the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Business, Enterprise Services Directorate (0704-0042), Washington, DC 20503. Do not send information to the Department of Business, Enterprise Services Directorate (0704-0042) if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESSES IN ITEM 3 OF DD FORM 1149C.

DD FORM 1149C, JUL 2006 PREVIOUS EDITION IS OBSOLETE

THE FOLLOWING INFORMATION IS SUBJECT TO THE FOLLOWING NUMBER AND DATE

2 2 N/A N/A

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE OF CONTAINER (f)	CON-TAINER NO. (g)	UNIT PRICE (h)	TOTAL COST (i)
6	Nandy transmitter with headset, microphone and cables	1	1	ship	Case			0.00
7	Nandy receiver 151vt	1	1	ship	Case			0.00
8	12V charger with plug	1	1	ship	Tub			0.00
9	Coastie Cart	1	1	ship (attached to Coastie)				
10								
11								
12								
13								
14								
SHEET TOTAL								0.00

Sample

Page 2 of 2 24 AUG 2012

PDF form

DEPARTMENT OF HOMELAND SECURITY U. S. Coast Guard ANSC-70291 (09/10)	U. S. Coast Guard Auxiliary Member Activity Form	Division <u>1</u> Flotilla <u>1</u> AUXDATA Use Only 99A-Total Hrs <u>0</u> 99B-Total Hrs <u>5</u> 99C-Total Hrs <u>0</u> 99D-Total Hrs <u>0</u> 99E-Total Hrs <u>0</u> Activity RBS Mission 99
Use this form to report activity not reported on any other AUXDATA form. Month AUG Year 2012		
Section 1 – Member Information		
Member ID	Last Name and Initials	
0000002	SMITH M J	
Section 2 – Activity Information		
MISSION CODES	MISSION DESCRIPTIONS	TOTAL HOURS FOR MONTH
99-A - AUXILIARY LEADERSHIP	Report all time spent by elected and appointed staff performing National, District, Division, and Flotilla position duties. This includes all time spent for preparation and travel for these duties.	
99-B - RECREATIONAL BOATING SAFETY (RBS) SUPPORT	Report all time spent in RBS Support that is not otherwise reported on a 7030, 7038, 7039, or 7046. This includes all time for preparation and travel in support of missions reported on 7030, and 7038.	5 "COASTIE"
99-C - MARINE SAFETY (MS) SUPPORT	Report all time spent in MS Support that is not otherwise reported on a 7030 or 7038. This includes all time for travel in support of Marine Safety and Marine Environmental Protection.	
99-D – TRAINING SUPPORT	Report all time spent in Training Support that is not otherwise reported on a 7030 or 7039. Any hours spent as a Trainee, other than attending a workshop, should be reported here. This includes all time for preparation, study, homework, and travel regardless of the level of training.	
99-E – AUXILIARY ADMINISTRATIVE/LOGISTICAL SUPPORT	Report all time spent for Auxiliary and CG Support missions not otherwise reported on any other form or any other Mission Code above. Include all time working on committees or attending meetings (if you are not an elected or staff officer.) This includes all time for preparation and travel.	
Section 3 – Non-Reimbursed Expenses: Please list the total number of unreimbursed miles that you drove and the amount of any unreimbursed expenses required for all of your reported Auxiliary activity during this reporting period:		
Total Miles: <u>259</u>		All Expenses: \$ <u>9.00</u>
Date Submitted: <u>25 \ AUG \ 2012</u>		Log Number: (Optional) <u>COASTIE 1</u>
Previous Editions are Obsolete		Copy 1 Member

If using E form "99B-COASTIE" in comment area

DEPARTMENT OF
HOMELAND SECURITY
U.S. COAST GUARD
ANSC-7030 (09-10)

U.S. COAST GUARD AUXILIARY
ACTIVITY REPORT - MISSION

Division **01** Flotilla **01**

MISSION DATE
DDMMYY

22AUG12

SECTION I TYPE OF RESOURCE Air Boat Radio Unit/Individual

SECTION II TIME & MISSION

Always record START TIME, START MISSION, and FINISH TIME. (See MISSION list on page 3.)
Use change boxes if mission changes. See instructions. *Elapsed Time: 4.0*

	START	Change 1	Change 2	Change 3	Change 4	Change 5	FINISH
TIME	1000						1400
MISSION	10J						

SECTION III ACTIVITY LOG DETAILS

Location: **Where To, MN**

OPCON

PATROL MISSIONS ONLY

Sample

SAR ASSETS ONLY

STATION MISSIONS ONLY

SECTION IV CREW ASSIGNMENTS

	Member ID	Last Name and Initials	Trainee
LEAD	0 0 0 0 0 0 1	DOE J	----
2	0 0 0 0 0 0 2	SMITH M J	<input type="checkbox"/>
3			<input type="checkbox"/>
4			<input type="checkbox"/>
5			<input type="checkbox"/>
6			<input type="checkbox"/>
7			<input type="checkbox"/>
8			<input type="checkbox"/>
9			<input type="checkbox"/>

PE End-of-Course ONLY

LOCAL NOTES (non-AUXDATA):

SECTION VI REMARKS

"Coastie" teaching water and boating safety at County Fair. 200 children joined Team Coastie. Doe and Smith both lead

Use Member Activity Log (ANSC-7029) for missions not reported on VE (ANSC-7038),
RBSVP(ANSC-7046) or this form and for Travel & Prep time previously reported on this form.

Date submitted

22AUG12

MARY JO SMITH

Submitting Member Name (print)

Report number

1Coastie

REQUISITION AND INVOICE/SHIPPING DOCUMENT

The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and reviewing and revising the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Business Administration, Paperwork Project, Washington, DC 20503. Also advise the Office of Management and Budget, Paperwork Project, Washington, DC 20503. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ORGANIZATION. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.

1. FROM: (Required Zip Code) _____

2. TO: (Required Zip Code) _____

3. SHIP TO - MARK FOR SAME AS #2 ABOVE

4. APPROXIMATE DATE Received By: _____ Date: _____

5. AUTHORITY FOR PURCHASE

6. TRANSPORTATION VIA: _____

7. DATE MATERIAL REQUIRED (YYYYMMDD) _____

8. PRIORITY _____

9. AUTHORITY FOR PURCHASE _____

10. VOUCHER NUMBER & DATE (YYYYMMDD) _____

11. MODE OF TRANSPORT _____

12. AIR CARRIER OR CARRIER NUMBER _____

13. AIR CARRIER OR CARRIER NUMBER _____

14. AIR CARRIER OR CARRIER NUMBER _____

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODES OF MATERIAL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CODE (f)	SHIP DATE (g)	CURT CODE (h)	TOTAL COST (i)
1	Coastal _____	1	1	ship	Case			0.00
2	Laser 6 LTR LAS 45-75 Radio control system with strap	1	1	ship	Case			0.00
3	NI-MH batteries for RC system	4	4	ship	Case			0.00
4	9V lithium batteries (batteries are new and have been placed in the battery box)	4	4	ship	Case			0.00
5	NI-MH charger	1	1	ship	Case			0.00

15. TRANSPORTATION VIA: AIC OR AIO CHARGEABLE TO _____

16. ISSUED BY _____

17. SPECIAL HANDLING INSTRUCTIONS: **DO NOT ALLOW TO GET WET**

18. CHECKED BY _____

19. TRACKED BY _____

20. TOTAL TANGIBLE TAGS: 4

21. TOTAL WEIGHT: _____

22. TOTAL COST: _____

23. NET WEIGHT: _____

24. NET COST: _____

25. TOTAL: _____

SHIPPING CONTAINER TALLY

REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

OMB No. 0704-0046
GMB approval expires Apr 30, 2005

This public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering the data needed, reviewing the collection of information, sending comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Commerce, Executive Service Directorate (0704-0146). Responses should be entered on the form and must include the justification for any change in burden estimate.

PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2 OF DD FORM 1149C.

ITEM NO. (a)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE OF CASE (f)	DOOR TAGGER NO. (g)	UNIT PRICE (h)		TOTAL COST (i)
					UNIT PRICE (h)	UNIT PRICE (h)	
2	2						N/A
FEDERAL STOCK NUMBERS, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (a)							
6	1	1	ship	Case			0.00
7	1	1	ship	Case			0.00
8	1	1	ship	Tub			0.00
Nandy transmitter with headset, microphone and cables							
Nandy receiver 151vr							
12V charger with plug							
SHEET TOTAL							0.00

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Appendix C-9th Western District Team Coastie Leader Contacts

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Administrative Assistant - Judy Johnsen

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Coastie Mentor-Robert O'Laughlin

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