

Chapter 1 Introduction

The 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 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 Manual. This Qualification Guide contains a series of tasks that are performed by Auxiliary members to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary 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 DIRAUX in accordance with this guide and the 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 Coastie staff officer. The trainee will be set up with local 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 District Coastie Staff Officer for certification. The request will be sent to the DCO, who will forward to the DIRAUX for certification.

Note: The mentor must hold District Certification from the DIRAUX or be approved by the ADSO-PA-Coastie 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 The District Eight Coastal Region 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 can 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 DIRAUX 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 D8CR approved QE. The QE is an experienced Auxiliary Coastie Operator/Director appointed by the 8th Coastal Coastie staff officer 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 the 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 can 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 8th Coastal 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 tasks, the QE will submit completed forms to the D8CR Coastie staff officer, to be forwarded to the DCO and then to DIRAUX who will issue the certification. The DIRAUX has final word on certification.

Chapter 2 Task Accomplishment Forms

Name/member # _____

Section A Ownership, Request Process, Limitations, Assignment to Duty, UOD, and Transportation

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 Mission Planning, Coastie Specifics, Director Specifics and Operator Specifics

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 # _____

Section C Unloading/ Loading, Director Tasks, Operator Tasks

Task	Description	Mentor Initials	Date
COD-03-01	Coastie Unloading/Loading		
COD-03-02	Director Tasks		
COD-03-03	Operator Tasks		

Name/member # _____

Section D Oral/Written Board and Mission Check

Task	Description	QE Initials	Date
COD-04-01	Oral Exam		
COD-04-02	Mission Check		

Name/member # _____

Section A Name/member # _____

Task COD-01-01 Task: Coastie and Ownership

Reference: 8th Central Coastie Manual revision dated March 2024

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: 8th Central Coastie Manual revision dated March 2024

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** _____

Section A Name/member # _____

Task COD-01-03 Task: Coastie Limitations

Reference: 8th Central Coastie Manual revision dated March 2024

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning 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: 8th Central Coastie Manual revision dated March 2024, 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** _____

Section A Name/member # _____

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

Reference: 8th Central Coastie Manual revision dated March 2024, 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.

Performance Criteria Completed

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: 8th Central 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 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 _____

Accomplished Mentor signature _____ **Date** _____

Section B Name/member# _____

Task COD-02-01 Task: Mission Planning

Reference: 8th Central Coastie Manual revision dated March 2024

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
 - a) Number of operators _____
 - b) Trainees _____
 - c) 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: 8th Central Coastie Manual revision dated March 2024

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** _____

Task COD-02-03 Task: Director Specific Tasks

Reference: 8th Central Coastie Manual revision dated March 2024

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 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: 8th Central Coastie Manual revision dated March 2024

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 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 Task: Coastie unloading/loading

Reference: 8th Central Coastie Manual revision dated March 2044, Transportation of Coastie D8CR Coastie Discrepancy Report

- . • Performed with Coastie trailer, D8CR 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 D8CR Coastie Discrepancy Report _____
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 Task: Director Tasks

Reference: 8th Central 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.

Performance Criteria Completed

- 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) Conversated with operator through Coastie _____
- 7) Demonstrated Coastie shut down for loss of control _____
- 8) Demonstrated following scenarios, asked open ended questions:
 - a) "Always swim with a buddy in a supervised area." _____
 - b) "Life jackets float, you don't." _____
 - c) "Don't just pack it, wear your life jacket" _____
 - d) At least one other of Coastie's sayings _____

Accomplished Mentor signature _____ Date _____

Name/member # _____

Task COD-03-03 Task: Operator Tasks

Reference: 8th Central Coastie Manual revision dated March 2024

- 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 foghorn, bell and siren _____
- 9) Activated navigation lights, beacon and spotlight _____
- 10) Demonstrated following scenarios, asking open ended questions:
 - a) "Always swim with a buddy in a supervised area." _____
 - b) "Life jackets float, you don't." _____
 - c) "Don't just pack it, wear your life jacket" _____
 - d) At least one other of Coastie's sayings _____

Accomplished Mentor signature _____ Date _____

Section D Name/member# _____

Task COD-04-01 Task: Oral Examination

Reference: 8th Central Coastie Manual revision dated March 2024, Auxiliary Manual, COMDTINST M16790.1(series), Transportation of Coastie Procedures, D8CR Coastie Discrepancy Repor.

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.

Performance Criteria Completed

- 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** _____

Name/member# _____

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

Reference: 8th Central Coastie Manual revision dated March 2024, Auxiliary Manual, COMDTINST M16790.1(series), Transportation of Coastie Procedures, D8CR Coastie Discrepancy Report.

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**

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 operator and director
	4. Readied Coastie and equipment for operation as director
	5. Displayed correct sequence of activating Coastie as director
	6. Remained by Coastie's bow through drill as director
	7. Treated Coastie as a live five-year-old as director
	8. Interacted with spectators properly as director
	9. Conversated with operator through Coastie as director
	10.Used Coastie's sayings while operating as director

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.

	11.Protected Coastie and spectators properly as director
	12. Readied Coastie and equipment for operation as operator
	13. Displayed correct sequence of activating Coastie as operator
	14. Demonstrated use of Coastie as a tool, not a toy as operator

	15. Operated Coastie as a live five-year-old as operator
	16. Talked with spectators so could be understood as operator
	17. Moved Coastie in a safe manner for all as operator
	18. Used Coastie's sayings while acting as operator
	19. Activated Coastie's accessories in a proper manner as operator
	20. Conversed with director through Coastie as operator
	21. Asked open ended questions as operator
	22. Took breaks and stored equipment during breaks properly
	23. Showed proper respect for USCG assets
	24. Loaded Coastie and equipment into trailer properly

Task COD-04-02 Task: Qualification Mission Examination Check (continued)

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

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