

U.S. Department of
Homeland Security

United States
Coast Guard



AUXILIARY PADDLE CRAFT PROGRAM PQS BOOKLET



EIGHTH COAST GUARD DISTRICT

MARCH 2019

Task	Description	Mentor Initials	Date
BCM-01-01-AUX	Crew Fatigue		
BCM-01-03-AUX	Team Coordination Training		
BCM-02-02-AUX	Sun And Heat Related Factors		
BCM-02-10-AUX	Use The Emergency Signaling Mirror		
BCM-02-13-AUX	Operate The Personal Marker Light (PML) or Strobe Light		
BCM-05-01-AUX	Operate A VHF-FM Radiotelephone		
BCM-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
AUXPAD-03-04- AUX	Complete a Pre-Underway Check Off For The Facility		
AUXPAD-05-08- AUX	Demonstrate Proficiency Operating Handheld GPS		
AUXPAD-05-09-AUX	Demonstrate the Ability to Navigate to a Waypoint Using a Handheld GPS/Mobile (Cell) Phone with Marine Charting Application		
COX-06-10-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit		

Name: _____

Task BCM-01-01-AUX

Task **Crew Fatigue**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 3,
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter
4

Conditions Performed at any time ashore, at the dock, or afloat. Trainee must accomplish
task without prompting or use of a reference.

Standards In response to the mentor, the trainee must either demonstrate knowledge or
perform each task to the minimum standards included in each performance step.

Completed

Performance Criteria

- _____ 1. Described the situations that may cause fatigue.
- _____ 2. Stated the crew's responsibility and the policy regarding fatigue.
- _____ 3. Described the primary symptoms of fatigue.
- _____ 4. Described the prevention measures.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BCM-01-03-AUX

Task **Team Coordination Training**

References Auxiliary Boat Crew Training Manual, COMDTINST 16794.51 (series)
Operational Risk Management, COMDTINST 3500.3
Team Coordination Training, COMDTINST 1541.1 (series)

Conditions Task should be performed at any time, at facilities available to the member.

Standards Trainee must attend Team Coordination Training (TCT) as prescribed in the reference above before scheduling a QE session.

Completed **Performance Criteria**

_____ 1. Date initial TCT training completed. _____

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BCM-02-02-AUX

Task **Sun And Heat Related Factors**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 3

Conditions Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.

Completed **Performance Criteria**

- _____ 1. Described the symptoms, explained the preventative measures, and stated the treatment for sun burn.
- _____ 2. Defined dehydration. Described the symptoms, preventive measures and treatment for dehydration.
- _____ 3. Defined heat rash (Prickly Heat). Stated the causes, symptoms, preventative measures, and treatment for heat rash.
- _____ 4. Defined heat cramps. Stated the causes, preventative measures, and treatment for heat cramps.
- _____ 5. Defined heat exhaustion. Stated the causes, symptoms, preventative measures, and treatment for heat exhaustion.
- _____ 6. Defined heat stroke. Stated the causes, symptoms, preventative measures, and treatment for heat stroke.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BCM-02-10-AUX

Task **Use The Emergency Signaling Mirror**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6
Manufacturer's Operating Instructions

Conditions Performed at any time ashore, at the dock, or afloat. Trainee should be wearing personnel survival equipment. Mirror should have lanyard attached to the PFD. Sunlight should be reflected onto a predetermined target (boat, location on a wall, etc.). Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, using the mirror, reflect light rays from the sun onto the predetermined object within one minute.

Completed

Performance Criteria

- _____ 1. Signal mirror located and broken out.
- _____ 2. Sunlight reflected from the mirror onto a nearby surface (hand, wall, or boat).
- _____ 3. Mirror brought to eye level, target sighted through sighting hole, and mirror manipulated so that light spot was on designated target.
- _____ 4. Used horizon sweep to demonstrate attention-attracting technique.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BCM-02-13-AUX

Task **Operate The Personal Marker Light (PML) or Strobe Light**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6
Manufacturer's Operating Instructions

Conditions Performed at any time ashore, at the dock, or afloat, candidate should be wearing personnel survival equipment and must accomplish task using the manufacturers guidelines.

Standards In response to the mentor, the candidate must properly operate and explain the characteristics and maintenance of the PML or Strobe light.

NOTE: If PML is a "Chem Lite" type, task steps may be described vice actually activating the PML.

Completed

Performance Criteria

- _____ 1. Light located on, and retrieved from, the PFD (light should be attached to PFD by a lanyard).
- _____ 2. Activated the PML or Strobe light.
- _____ 3. Describe the characteristics and maintenance of the specific light being used.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task BCM-05-01-AUX

Task **Operate A VHF-FM Radiotelephone**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) Chapter 11
Manufacturer's Operators Manual

Conditions Performed at any time aboard an Auxiliary facility. Trainee must accomplish task without prompting. Use of references is allowed.

Standards In response to the mentor, the trainee must identify the different operating parts of the radio, and operate the controls.

Completed

Performance Criteria

- _____ 1. Identified on/off switch and radio turned on.
- _____ 2. Identified channel selection switch/button and selected channel.
- _____ 3. Identified and adjusted volume and squelch controls.
- _____ 4. Identified microphone and operating button and demonstrated operation (transmission light observed).
- _____ 5. Identified high/low power switch and explained its use.
- _____ 6. Demonstrate knowledge and use of "Pro-words".
- _____ 7. Demonstrate knowledge and use of phonetic alphabet.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task AUXPAD-03-04-AUX

Task **Complete a Pre-Underway Check Off For the Facility**

References Auxiliary Paddle Craft (AUXPAD) Program, COMDTINST 16794.11 (series)

Conditions Performed at the launch point and/or before getting underway.

Standards Using the latest AUXPAD Facility Offer for Use (OFU), ANSC-7009, and trainee will check the paddle craft in preparation for a patrol. The list should include the minimum requirements for an AUXPAD facility.

Completed

Performance Criteria

- _____ 1. Use the OFU checklist to confirm the Paddlecraft is ready for patrol.
- _____ 2. Explain the reason for including each item on the list.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task AUXPAD-05-08-AUX

Task **Demonstrate Proficiency Operating Handheld GPS**

References GPS Instruction Manual/Operator Handbook

Conditions Performed on shore the capabilities of a handheld GPS.

Standards Trainee must be able to set, read, and understand the information given on the GPS.

Completed **Performance Criteria**

- _____ 1. Turn on and establish satellite contact.
- _____ 2. Obtain present position (Lat/Long).
- _____ 3. Demonstrate how to enter waypoints and create a route.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task AUXPAD-05-09-AUX

Task **Demonstrate the Ability to Navigate to Waypoints Using Handheld GPS/Mobile Phone with Marine Charting Application**

References GPS/Marine Application Instruction Manual/Operator Handbook

Conditions Task must be performed onboard paddlcraft while underway. Task must be run over a course provided by the mentor of at least 1000 yards and containing at least 2 course changes, using only the installed GPS/Cell Phone Application. Trainee must accomplish the task without prompting or use of a reference.

Standards Paddlcraft should remain within 250 yards of the intended course. All turns should be made within 100 yards of the turn point. Course should be completed within 100 yards of the final destination point.

Completed

Performance Criteria

- _____ 1. Activate GPS/Cell Phone App.
- _____ 2. Enter and name waypoints into the GPS/Cell Phone App.
- _____ 3. Insert waypoints into a route and create a route.
- _____ 4. Set up cross track error (XTE) limits (if applicable).
- _____ 5. Successfully navigate paddcraft following the conditions and standards above.

Accomplished **Mentor signature** _____ **Date** _____

Name: _____

Task COX-06-10-AUX

Task **Obtain Distress Information And Pass To The Controlling Shore Unit**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11

Conditions Performed underway, dock side or ashore. The Mentor will simulate a call from a vessel in distress. The trainee will obtain necessary information from the distressed boat.

Standards In response to the mentor, the trainee must receive and transmit message traffic using proper radio telephone procedures, including prowords and phonetic alphabet, and identify the voice distress/safety call signals and their frequencies.

Completed

Performance Criteria

1. Identified the voice distress/safety call signals and their broadcast frequency:

- _____
- a. MAYDAY, MAYDAY, MAYDAY – Channel 16 (156.8MHZ) or 2182KHZ
 - b. PAN PAN, PAN PAN, PAN PAN – Channel 16 or 2182 KHZ
 - c. SECURITE, SECURITE, SECURITE – Channel 16 or 2182 KHZ with brief message, then shift to Channel 22A (157.1MHZ) or 2670 KHZ to transmit full message.

2. Made initial contact with the distressed boat on Channel 16 VHF.

3. Did not change frequency unless it was necessary.

4. Requested additional information that may not have been passed during initial MAYDAY transmission:

- a. Name of distressed boat.
- b. Disabled boat's position.

Task COX-06-10-AUX (Continued)

- c. Nature of emergency.
- d. Assistance required.
- e. Number of people on board (POB) and their medical condition.
- f. Boat's description and amount of time boat can stay afloat if sinking.
- g. Emergency equipment onboard.
- h. On scene weather and sea conditions.

_____ 5. Transmitted the following radio traffic to the distressed boat broadcasting a MAYDAY:

- a. Name/Number of distressed vessel's name.
- b. "This is Coast Guard Auxiliary Vessel (vessel ID)".
- c. Received MAYDAY.
- d. Allowed short period of time after acknowledging MAYDAY for other stations to acknowledge receipt.

_____ 6. Advised distressed boat to have all persons onboard put on life jackets, (PFDs), and to confirm this has been accomplished.

_____ 7. Passed your position and estimated time of arrival (ETA) on scene to distressed boat.

_____ 8. Kept distressed boat informed of search and rescue effort and set a continuous radio guard.

_____ 9. Relayed information to the controlling shore unit as soon as possible.

Accomplished **Mentor signature** _____ **Date** _____