



AUXILIARY PADDLECRAFT (AUXPAD) SAFETY PROGRAM HANDBOOK



Handbook 16794.11A

January 2023



16794.11A
30 JAN 2023

HANDBOOK 16794.11A

Subj: AUXILIARY PADDLECRAFT (AUXPAD) PROGRAM

Ref: (a) *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series)
(b) *Memorandum of Agreement between American Canoe Association (ACA) and U.S. Coast Guard Auxiliary of 29 Jan 11*
(c) *A Paddler's Guide to Safety Public Education Course*
(d) *Vessel Safety Check Manual*, COMDTINST M16796.8 (series)
(e) *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)

1. PURPOSE. This Handbook supplements reference (a) by providing guidance for the development of regional AUXPAD programs when authorized by the District Commander. AUXPAD programs are intended to promote recreational boating safety (RBS) for recreational paddlecraft communities.
2. ACTION. All Coast Guard unit commanders, commanding officers, officers-in-charge, deputy/assistant commanders, and chiefs of headquarters staff elements must comply with the provisions in this Handbook.
3. AUTHORIZED RELEASE. Internet Release is authorized.
4. DIRECTIVES AFFECTED. Auxiliary Paddlecraft (AUXPAD) Program, COMDTINST M16794.11 is cancelled.
5. DISCUSSION. This Handbook provides guidance to train and qualify Auxiliarists to engage in RBS outreach to the recreational paddlecraft community and defines the parameters of the AUXPAD program. The AUXPAD program supports the Strategic Plan of the National Recreational Boating Safety Program priorities and objectives by extending boating safety outreach and promoting life jacket wear and Operator compliance with Coast Guard regulations regarding required safety equipment.
6. DISCLAIMER. This Handbook is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.

7. MAJOR CHANGES.

- a. Converted from Manual to Handbook.
- b. Added District cold weather patrol order guidance
- c. Expanded qualifications for participation in on-water activity.

8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Auxiliary and Boating Safety (CG-BSX) reviewed this Handbook and the general policies contained within and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Handbook will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).

9. DISTRIBUTION. No paper distribution will be made of this Handbook. An electronic version will be located on the Office of Auxiliary and Boating Safety (CG-BSX) Portal site: <http://www.uscgaux.info/content.php?unit=H-DEPT&category=auxiliary-manuals>

10. FORMS/ REPORTS. The Coast Guard forms called for in this Handbook are available on the internet at <https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/> Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/>.

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



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CHAPTER 1

Introduction

Introduction

Data from the Outdoor Foundation suggests more than 25 million people paddled a canoe, kayak, or stand-up paddleboard (SUP) in 2020 (<https://outdoorindustry.org/resource/2021-outdoor-participation-trends-report>). Their data further suggests that paddle sport participation has grown steadily from 2010 to 2019, increasing by half a million people each year, predominantly in kayaks. 2020 showed even larger participation growth. Although motorized craft contribute to most boating fatalities (about 2/3 of all boating fatalities between 2010 and 2019), paddlecraft (canoe, kayak, and SUP) also contributed a significant fraction - 21% of all boating fatalities.

Many boating education programs focus on motorized craft because they contribute the majority of boating accidents, injuries and deaths. Efforts aimed at reducing motorized boating fatalities also may reduce paddling fatalities. Simple messages such as “wear your life jacket” apply across all types of craft. However, data from the Recreational Boating Statistics published annually by the Coast Guard’s Office of Boating Safety show that paddlecraft accidents are different from accidents that involve motorized craft (https://uscgboating.org/statistics/accident_statistics.php). Whereas motorized craft are more likely to be non-fatal collisions that occur due to inattention or poor lookout, paddling accidents are more likely to be fatal events where a paddler capsizes or falls overboard due to inexperience and exposure to hazardous waters. Different accident types require different interventions.

In this Chapter

This chapter contains the following sections:

Section	Title	Page
A	Purpose of this Instruction	1-2
B	How to Use this Instruction	1-3



Section A. Purpose of this Handbook

Introduction

The handbook prescribes policy and doctrine requirements for Coast Guard Auxiliary, as well as Active duty, in the Auxiliary Paddlecraft program

In this Section

This section contains the following information:

Title	Page
Procedures	1-2
Updates and Changes to this Instruction	1-2

A.1. Procedures

The handbook is fashioned to guide Operational Commanders (OCs), Director of Auxiliary (DIRAUX), Operational Training Officers (OTO), Order Issue Authority (OIA), Commanding Officers (CO)/Officer in Charge (OIC) and Auxiliary members.

In situations where this handbook does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification through their Chain of Leadership and Management (COLM) to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX) to clarify the provision in question.

The diverse nature of operations by the Coast Guard Auxiliary also means that this handbook cannot and is not intended to cover every contingency that may arise. Ultimately, successful operations require the exercise of good safety practices, sound judgment, risk management, and common sense at all levels of command.

A.2. Updates and Changes to this Instruction

Proposed changes to this Handbook shall be submitted to the Office of Boating Safety and Auxiliary, Commandant (CG-BSX-12), via the B Directorate Paddlecraft safety division, through the requesting member's Chain of Leadership and Management. CG-BSX has ultimate approval authority.



Section B. How to Use this Handbook

Introduction

Each chapter that follows in this instruction includes its own table of contents which is divided into sections.

In this Section

This section contains the following information:

Title	Page
Chapter Layout	1-3
Warnings, Cautions, and Notes	1-3

B.1. Chapter Layout

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

B.2. Warnings, Cautions, and Notes

The following definitions apply to “Warnings, Cautions, and Notes” that may be found throughout the instruction.

WARNING

Operating procedures or techniques that must be carefully followed to avoid personal injury or loss of life.

CAUTION !

Operating procedures or techniques that must be carefully followed to avoid equipment damage.

NOTE

An operating procedure or technique that is essential to emphasize.



CHAPTER 2 AUXPAD PROGRAM

Introduction

This chapter provides policy and information related to the Auxiliary Paddlecraft program.

In this Chapter

This chapter contains the following information:

Section	Title	Page
A	Mission and Implementation	2-2
B	Outreach Programs	2-4
C	AUXPAD Facility	2-6
D	Orders and Patrol Procedures	2-9
E	Operational Parameters	2-11
F	Communications	2-14
G	Personal Protective Equipment	2-16
H	Training and Qualification	2-18



Section A. Mission and Implementation

Introduction

This section will describe the mission and implementation of the Auxiliary Paddlecraft program.

In this Section

This section contains the following information:

Title	Page
Mission	2-2
Implementation	2-3
Cooperative Relationships	2-3

A.1. Mission

The USCG Auxiliary's AUXPAD program is intended to provide safety interventions specifically aimed at paddlers, demonstrating, through on-shore instruction and on-water example, how to recognize, avoid and mitigate dangerous situations. Broad AUXPAD missions include:

- Promoting life jacket wear and compliance with Coast Guard-required safety equipment within the paddlecraft community;
 - Promoting paddlecraft education and skills, both ashore and on the water, through our partnership with the American Canoe Association; and\
 - Creating opportunities for Auxiliarist to develop and apply paddling skills to achieve Coast Guard objectives.
-



A.2. Implementation Districts implementing AUXPAD Afloat programs must identify at least one AUXPAD Qualifier (preferably more), who then will support and train AUXPAD Operators in their District.

Districts implementing AUXPAD Ashore components must identify qualified personnel able to deliver Public Education (PE) programs to the public, using curriculum from the American Canoe Association (ACA) or the USCG Auxiliary. Qualified personnel able to participate in Public Affair (PA) programs and Programs Visitation (PV) events, and to provide vessel exams (VE) also should be identified and supported. Ideally, these personnel will be AUXPAD Operators or Qualifiers, but Auxiliary members with an interest in paddlesports also may participate.

Both AUXPAD Afloat and AUXPAD Ashore programs may be offered in collaboration with local paddling clubs. ACA certified instructors and trip leaders provide solid resources for the AUXPAD program even if they are not Auxiliary members.

A.3. Cooperative Relationships

The Auxiliary and the American Canoe Association share similar concerns and responsibilities for educating the public. Auxiliary members are encouraged to reach out to ACA-affiliated clubs, instructors, and individual members to expand the reach of the AUXPAD program, in accordance with the existing Memorandum of Understanding. Joint ACA-Auxiliary training events and patrols are encouraged.



Section B. Outreach Programs

Introduction

This section will discuss the AUXPAD Outreach programs.

In this Section

This section contains the following information:

Title	Page
AUXPAD Ashore Outreach	2-4
AUXPAD Afloat Outreach	2-5
Operators	2-5

B.1. AUXPAD Ashore Outreach

AUXPAD Ashore Outreach programs are the foundation of the AUXPAD program, providing shore-based RBS activities targeted toward the recreational paddling community. AUXPAD Ashore activities include Vessel Exams (VE), Public Education (PE), Program Visit (PV), Public Affairs (PA) activities, as well as informal presentations at piers, docks, launch points, convention centers, retail stores, classrooms, and similar venues. Classroom instruction, distribution of safety literature, promotion of on-water classes offered by the American Canoe Association, vessel safety checks, and promotional or informational displays all are part of the AUXPAD Ashore mission. Some of the activities require only familiarity with paddling. Others require more specialized training. For example, only Auxiliarist qualified as Instructors may present the A Paddler's Guide to Safety Class, and only those qualified as Vessel Examiners may perform vessel safety checks.

All Auxiliary members engaged in AUXPAD Ashore programming are encouraged to complete the Auxiliary's A Paddler's Guide to Safety Public Education course, or to complete ACA courses such as Paddlesport Safety Facilitator – General Knowledge Module, paddling skill and assessment courses, and paddling instructor certification. They further are encouraged, but not required, to become AUXPAD Operators or Qualifiers.

Auxiliarist must wear the authorized uniform of the day for AUXPAD Ashore Outreach activities, as prescribed by the Order Issuing Authority (OIA). Typical uniforms include ODU, CG-U and AWU, along with hot weather versions of each of these. Auxiliary VE polo shirts and the on-water AUXPAD uniform also may be appropriate for AUXPAD Ashore activities.



B.2. AUXPAD Afloat Outreach

AUXPAD Afloat Outreach is an extension of Ashore Outreach activities. AUXPAD Afloat Outreach activities place qualified AUXPAD Operators in direct contact with recreational paddlecraft users on the water. Afloat Outreach promotes paddlecraft RBS via personal example, creating opportunities for Auxiliarist to engage with the paddlecraft community and develop networks to promote boating safety.

B.3. Operators

Only qualified AUXPAD Operators and Qualifiers may participate in AUXPAD Afloat Outreach activities. AUXPAD Operators and Qualifiers educate by example, appropriately carrying and operating proper safety equipment for their facility, as required by federal and state laws.

AUXPAD Operators are not authorized to teach paddlecraft maneuvers or emergency techniques while on patrol. They may, however, recommend specific techniques to paddlers needing assistance and may render aid. AUXPAD qualifiers may lead training for Auxiliary members, including training necessary for AUXPAD Operator qualification.

Auxiliary members certified as ACA instructors, while acting as private citizens, are not restricted from teaching on-land or on-water paddling courses. Joint Auxiliary-ACA programs are encouraged.

NOTE 

Vessel Safety Checks are not authorized while on the water.



Section C. AUXPAD Facility

Introduction

This section will discuss AUXPAD offer for use, types of AUXPAD facilities, and AUXPAD requirements.

In this Section

This section contains the following information:

Title	Page
Offer For Use	2-6
Types	2-6
Requirements	2-6

C.1. Offer For Use

Only kayaks offered for use and accepted by the Director of Auxiliary (DIRAUX) may be utilized for AUXPAD Afloat Outreach activities. Auxiliarist desiring to offer their kayak for use should use the AUXPAD Facility Offer for Use Form (ANSC-7009).

C.2. Types

The following types may be used:

1. Sit-on-top kayaks
2. Pedal drive kayaks.
3. Tandem kayaks: Only if both people aboard are AUXPAD Operators or Qualifiers.
4. Decked kayaks: Must have either (a) watertight bulkheads with deck hatches or (b) flotation bags, secured in the vessel, to displace water in the event of capsizing or swamping.

The following types are not authorized for use as AUXPAD Facilities:

1. Canoes
 2. Stand Up Paddleboards (SUPs)
 3. Inflatable vessels
 4. Rowboats, including any watercraft primarily propelled by oars or sweeps.
-

C.3. Requirements

In addition to meeting all Federal, State, and local carriage requirements, specific items must be carried on AUXPAD facilities while conducting AUXPAD Afloat Outreach activities. Additional, optional, equipment may also be recommended or required by the OIA in some circumstances.



WARNING 

The total weight of the operator and equipment may not exceed the maximum weight listed on the vessel's capacity plate or, if a capacity plate is not installed, in the owner's manual.

1. Kayak in good working repair (required)
2. Completed “If Found” sticker, attached on the inner starboard side (required)
3. Paddle in good working condition (required)
4. Spare paddle in good working condition (required)
5. Life jacket in good working condition (required, must be worn). A whistle, signal mirror and an emergency cutting tool must be secured to the life jacket.
6. Deck lines or grab handles on kayak (required)
7. Working, waterproof, floatable VHF-FM marine radio or portable VHF radio. If a Digital Selective Calling (DSC) equipped radio is used, it must have a valid Maritime Mobile Service Identity (MMSI) number and must be registered (required)
8. Waterproof flashlight, headlamp, or white all-around light (required)
9. First Aid Kit (required)
10. Compass, handheld or mounted (required)
11. Manual dewatering device (required; waived for sit-on-top kayaks)
12. Towline with quick release device; when stored, both ends of the tow system must be releasable under tension (required)
13. Drinking water accessible while underway (required)
14. Small notebook or logbook or other means of taking notes (required)
15. Pen or pencil with notebook above (required)
16. Auxiliary Facility decal (required)
17. Electronic or paper chart of the area of operations. If a paper chart is used, it must be in a waterproof bag intended for marine operations or be printed on waterproof paper (required)
18. Repair kit appropriate for craft and venue (required)
19. Handheld GPS unit (optional)



-
20. Personal locator beacon (PLB) with registered MMSI number (optional; may request issuances from the Chain of Leadership and Management or use a personally owned PLB).
 21. Mobile phone in a waterproof container (optional)
-



Section D. Orders and Patrol Procedures

Introduction

This section will describe AUXPAD orders Auxiliarist may be issued and requirements. For additional patrol order requirements see reference (a).

In this Section

This section contains the following information:

Title	Page
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Patrol Orders	2-9
District Cold Weather Patrol Order Guidance	2-10
Pre-launch Requirements	2-10
Operational Hours	2-10
Patrol Order Claim	2-10
Patrols on Sole State Waters	2-10

D.1. General

The AUXPAD Operator’s primary mission is to enhance paddlecraft safety awareness and educate by example to all members of the boating public. While on patrol, all AUXPAD Operators must conduct themselves and operate their paddlecraft in a professional and courteous manner. Operators must comply with all state/local regulations, be sensitive to operating in environmentally sensitive areas and act responsibly.

D.2. Patrol Orders

Paddlecraft are assigned to patrol duty in the same manner currently used for vessel and air patrols. AUXPAD Operators must request orders through AUXDATA II. AUXPAD Operators must coordinate with their OIA to determine the most appropriate or most effective patrol area.

Auxiliarist are authorized to obtain orders for participation in AUXPAD Afloat activities only after their DIRAUX has:

- Verified the AUXPAD facility has properly completed a Vessel Safety Check;
 - Verified the AUXPAD facility has received the “Inspected Facility Designation” letter (See the AUXPAD Facility offer for use form, ANSC 7009); and
 - Verified and retained a copy of the individual’s successful completion of required courses and assessments for their specific facility.
-



NOTE 

All AUXPAD Afloat Outreach activities must, at a minimum, involve two facilities. (Reference [E.2](#) below)

D.3. District Cold Weather Patrol Order Guidance

District Directors should establish additional patrol order issuing guidance when air or water temperatures are 65° F or below.

D.4. Pre-launch Requirements

Before launching, the AUXPAD Operator will complete a printed pre-underway equipment checklist, ensuring they have all required equipment. In addition, operators must check for appropriate weather and water conditions. AUXPAD Operator's also will establish an appropriate radio guard, as described in [Section F](#)

D.5. Operational Hours

All AUXPAD Afloat operational hours must be recorded in AUXDATA using the specific AUXPAD mission/activity code for all authorized AUXPAD activities.

D.6. Patrol Order Claim

AUXPAD Afloat Outreach activities are only eligible for meal reimbursement and mileage driving (see NOTE below) to and from AUXPAD launch sites. Patrol claims must be processed using currently established procedures found in reference (a).

NOTE 

Patrol order mileage claim may not exceed 350 miles or 8 hours round trip for a single Patrol Order in a 24-hour period unless fatigue waiver is granted, in accordance with reference (e), by the Operational Commander.

D.7. Patrols on Sole State Waters

Due to the likelihood that paddlecraft enthusiasts will be on sole-state water, the conduct of AUXPAD Afloat activities must be mindful of the provisions of Section 205 of the Coast Guard Authorization act of 2015 (Pub. L. No. 114-120) which require the Coast Guard Auxiliary only patrol a waterway if:

1. The waterway is navigable for the purposes of Coast Guard jurisdiction (i.e., an area of normal Coast Guard operations), or
2. A state or other proper authority with jurisdiction may request the patrol pursuant to 14 USC § 141.

AUXPAD Afloat activities should not be conducted on sole-state waters without an invitation from the proper authority having jurisdiction.



Section E. Operational Parameters

Introduction

The operational parameters and requirements outlined in this section must be strictly adhered to ensure the safe execution of AUXPAD Afloat Outreach activities.

In this Section

This section contains the following information:

Title	Page
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Tandem Requirements	2-11
Weather Parameters	2-12
Geographical Limitations	2-12
Passengers	2-12
Fatigue Limitations	2-12
Mission Restrictions	2-12
Search and Rescue (SAR)	2-13

E.1. Risk Management

All Auxiliarist participating in AUXPAD afloat outreach activities must exercise prudent risk management. The current Coast Guard risk assessment model shall be used before commencing or continuing any AUXPAD Afloat Outreach activity. A key part of paddling risk management is to never boat alone.

E.2. Tandem Requirements

Auxiliary paddlecraft must always operate in tandem with another vessel. Tandem vessels may be another Auxiliary operational facility (boat or personal watercraft), a Coast Guard boat, a law enforcement/public safety agency boat, or another AUXPAD facility.

WARNING 

No AUXPAD facility is permitted to operate out of sight from its tandem vessel.



E.3. Weather Parameters

The following weather parameters must be followed:

- Operation is not authorized when there is a weather advisory or warning active in the mission area.
 - Operation is not authorized when lightning is detected or visible within 10 miles of the mission area.
 - Daylight operations only (sunrise to sunset)
 - Visibility must be greater than 3 NM
 - Sustained winds must be less than 15 knots
 - Seas must be less than 1 ft
 - Current must be less than 3 knots unless authorized by the OIA.
-

E.4. Geographical Limitations

The following geographical limitations must be followed.

- AUXPAD personnel are authorized to routinely patrol up to 1,000 yards (0.5NM) from shore unless specifically authorized further by the OIA to support a specified operation or event (e.g., paddlecraft event) and should not exceed 3,000 yards (1.5NM) from shore unless accompanied by a powerboat.
 - AUXPAD personnel may not patrol near shipping channels/traffic lanes unless specifically authorized by the OIA to support a specified operation or event
 - Missions may not be conducted near whitewater areas or areas of breaking surf.
-

E.5. Passengers

Passengers are not authorized aboard an AUXPAD facility while it is under orders.

E.6. Fatigue Limitations

Maximum of 6 underway hours per day. There must be a mandatory 8-hour rest period within that day, following completion of total underway hours. A one-hour off-the-water break period is mandatory after 3 hours of underway time.

E.7. Mission Restrictions

AUXPAD Afloat Outreach is intended to promote paddlecraft RBS. Other prevention mission activities, including ATON verification and Marine Events (e.g., paddle regattas or swim events) may be authorized under the AUXPAD Afloat Outreach activity as authorized by the OIA or Sector Commander.



E.8. Search and Rescue (SAR)

During the execution of an AUXPAD afloat outreach mission, an AUXPAD Operator may encounter a person(s) in distress (e.g., another paddler or person in the water). After assessing the risk using the current Coast Guard risk assessment model, AUXPAD Operators are authorized to render aid to persons in imminent distress based on their level of training, skill, and limitations such as on-scene weather, and other conditions such as vessel traffic. Upon encountering a person(s) in distress, the AUXPAD Operator may render assistance and must immediately notify the respective Coast Guard unit and report the situation and intended course of action or any actions taken.



Section F. Communications

Introduction

This section will describe communications policies for AUXPAD operations.

In this Section

This section contains the following information:

Title	Page
Communications	2-14
Communications Plan	2-14
Radio Guard	2-15
Comms and Position Checks	2-15
Lost Communications Procedures	2-15

F.1. Communications

While conducting AUXPAD afloat activities, all AUXPAD Operators must carry a working waterproof, floatable VHF-FM radio. OIAs may require additional means of communication.

F.2. Communications Plan

AUXPAD Operator's often will operate in areas where CG small boats cannot travel. Therefore, they are strongly encouraged to have multiple means of communication with redundancies (e.g., extra batteries for radios, solar chargers for mobile phones, GPS tracking tags, text capable locator beacon and web-based applications). The OIA must work with AUXPAD Operator's to determine the most suitable communications plan for AUXPAD Afloat Outreach activities.

If reliable communications cannot be established and maintained by AUXPAD Operators, they should abort the mission and immediately return to the station following the same route that was used to transit to the position where communications were lost. This is important because any search efforts initiated will follow the route given during operations and position reports.

If operating in an environment where returning along the path of travel is impossible or impractical, safe takeout points should be pre-arranged in the patrol briefing. In this case, AUXPAD Operator's should proceed to the nearest safe takeout point and make contact as soon as possible.



F.3. Radio Guard

Before launching, the AUXPAD Operator must contact and establish a radio guard with a Coast Guard unit, Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.

Because AUXPAD facilities are required to operate in tandem or as a group, one AUXPAD Operator will be designated to keep the other's radio guard. The designated AUXPAD Operator will make operations and position reports to the OIA for both facilities.

F.4. Comms and Position Checks

AUXPAD Operators must conduct a communication check every 30 minutes with their tandem facility. Operations and position reports must be conducted with the unit maintaining the radio guard at intervals not to exceed 30 minutes unless otherwise established by the OIA per current Coast Guard Directives.

F.5. Lost Communications Procedures

AUXPAD Operators must read, understand and follow the OIA's lost communication procedures, and strictly adhere to all communications plans and schedules.

If the Coast Guard unit or Auxiliary unit maintaining the AUXPAD Operator's radio guard determines communications have been lost, they should follow the OIA's lost communications procedures.



Section G. Personal Protective Equipment

Introduction

This section contains policy and requirements for Personal Protective Equipment (PPE).

In this Section

This section contains the following information:

Title	Page
General	2-16
Personal Flotation Device (PFD)	2-16
Headgear	2-17
Gloves	2-17
Footwear	2-17

G.1. General

The Commanding Officer, Officer-in-Charge, or Order Issuing Authority (OIA) must carefully weigh risk versus gain for each mission. Mission planning for underway operations must include an assessment of personal survivability and risk, based on the possibility that personnel might be forced into a survival situation during any phase of the operation. While true for all Coast Guard operations, it is particularly true for paddlers, operating in narrow beamed boats with minimal freeboard. All AUXPAD Operators and Qualifiers must assume they will capsize their kayak at some point, and therefore must be prepared for immersion whenever they are kayaking.

All AUXPAD personnel participating in an on-water activity must be appropriately outfitted for the forecasted environmental conditions. Use [Table 2-1](#) to determine the minimum required thermal protection required for each mission. AUXPAD personnel may use additional thermal protection to maintain comfort.

G.2. Personal Flotation Device (PFD)

In addition to the thermal protection listed in [Table 2-1](#), all AUXPAD personnel must wear a kayak-appropriate inherently buoyant USCG approved Personal Flotation Device (PFD). The PFD must be equipped with a USCG/SOLAS-approved PFD light and a whistle. A signal mirror and emergency cutting tool (e.g., a knife) must be carried in or on the PFD. PFDs must be red, orange, or yellow. PFDs may be zip-front or pullover styles.

WARNING

Inflatable and hybrid PFDs are not authorized.



Temperature	Minimum Required Thermal Protection (must be worn or available for donning while underway)
Air <u>and</u> water temperature greater than 65 F	Short or long sleeve paddling shirt (red or orange); AND Paddling shorts or pants (navy blue or black); AND Closed-toe paddling footwear
Water between 51 F and 65 F	Dry suit with layer 1 insulation; OR Dry top (short or long sleeve) with layer 1 insulation and either neoprene pants or paddling pants with layer 1 insulation; OR Farmer John neoprene wetsuit (2mm or thicker) and paddling jacket; OR Full wetsuit (2mm or thicker) ⁸ AND Closed-toe paddling footwear
Air <u>and</u> water 50 F or below	Dry suit with layer 1 and 2 undergarments; AND Neoprene paddling hood or similar headgear; AND Neoprene paddling gloves or similar hand wear; AND Closed-toe paddling footwear

Table 2-1
Hypothermia Protective Device Requirements for AUXPAD Afloat Outreach activities

G.3. Headgear

Headgear for AUXPAD Afloat Outreach activities must be appropriate for conditions. When air and water temperatures are above 51° F, ball caps, the Tilley Hat or helmets may be worn. When air and water temperatures are 50° F or below, a watch cap, balaclava, neoprene hood, or other headgear designed for cold weather paddling must be worn.

G.4. Gloves

When air and water temperature are 51° F or above, gloves are optional. When air and water temperatures are 50° F or below, Auxiliarist engaged in on-water AUXPAD activity must wear protective hand wear appropriate for kayaking and the forecasted conditions. Neoprene paddling gloves and pogies are typical choices.

G.5. Footwear

Auxiliarist engaged in on-water AUXPAD activities must wear closed-toe footwear appropriate for kayaking, forecasted weather conditions, and ground conditions encountered at launch and landing sites. Paddling shoes/socks and neoprene booties are typical choices.



Section H. Training and Qualification

Introduction

This section contains training and qualification requirements for the AUXPAD program.

In this Section

This section contains the following information:

Title	Page
General	2-18
AUXPAD Qualifiers	2-18
Training Funding	2-18
Basically Qualified (BQ)	2-18
AUXDATA Competencies	2-19
Eligible Assessors	2-19

H.1. General

The AUXPAD program was created in cooperation with the American Canoe Association and follows its training and qualification standards. AUXPAD training is available for both decked “sit-in” kayaks and “sit-on-top” kayaks. All AUXPAD Operators and Qualifiers must successfully demonstrate the skills listed in the AUXPAD Operator and Qualifier Personal Qualification Standard found in [APPENDIX C](#). After initial qualification, AUXPAD Qualifiers and Operators must requalify every 3 years.

H.2. AUXPAD Qualifiers

To ensure a viable program, each Division implementing an AUXPAD Afloat program should have at least two (preferably more) AUXPAD Qualifiers. AUXPAD Qualifiers are authorized and encouraged to lead training missions to help potential AUXPAD Operators learn necessary skills.

H.3. Training Funding

Auxiliarist may be responsible for costs associated with training, although the Office of Auxiliary & Boating Safety (CG-BSX) and/or DIRAUXs may fund training if their budget allows.

H.4. Basically Qualified (BQ)

All potential AUXPAD Operators and AOs must be basically qualified (BQ). Auxiliarist in an Approval Pending (AP) status may train and qualify as an AUXPAD Operator provided all Core Training is complete.



H.5. AUXDATA Competencies

AUXDATA Competencies - Upon qualification, AUXPAD Operators or AQs will be assigned the appropriate competency in AUXDATA.

- a. AUXPAD Operator (PDLO)
- b. AUXPAD Operator Sit-on-Top (PDLO-SOT)
- c. AUXPAD Qualifier (AQ)

H.6. Eligible Assessors

Only AUXPAD Qualifiers (AQs) can assess all performance areas for potential AUXPAD Operators. However, others may be able to assess some of the performance standards, as shown in [APPENDIX C](#).

- ACA – American Canoe Association Level 2 or higher instructor, IT or ITE in coastal or river kayak. Successful completion of an ACA level 2, or higher, coastal or river kayak assessment within the past calendar year or possession of a current ACA level 2, or higher, coastal or river kayak instructor, IT, or ITE certification demonstrates successful completion of these standards.
 - ACA2/3/4 – Canoe Association Level 2 or higher instructor, IT or ITE in coastal kayak OR level 4 or 5 instructor, IT or ITE in river kayak or swift water rescue. Successful completion of an ACA level 3 or higher coastal kayak or level 4 river kayak assessment within the past year or current certification as a level 2 or higher coastal or level 4 or higher river kayak instructor, IT, or ITE demonstrates successful completion of these standards.
 - AQ – AUXPAD Qualifier
 - QE – Qualification Examiner
 - COX - Coxswain
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APPENDIX A

Sample AUXPAD Afloat Operations Equipment Checklist

Introduction

This appendix provides a sample minimum equipment list. It may be modified and expanded upon by OIA or AUXPAD Operator based on unit and mission needs.

Item	Available on Craft
Properly inspected kayak with flotation or bulkheads, Facility and "If Found" stickers, and decklines or grab handles (flotation/bulkheads waived for sit-on-top kayaks)	
Paddle	
Spare paddle	
Life jacket (red, yellow, or orange; must be worn)	
Waterproof VHF radio	
Whistle or another sound-producing device (secured to PFD)	
Signal Mirror and emergency cutting tool (secured to PFD)	
Manual dewatering device (waived for sit-on-top kayaks)	
Map or chart of the operational area	
Waterproof flashlight or headlight	
Compass	
Towline with quick-release system, releasable from both ends when stowed	
Drinking water accessible while underway	
A small notebook or other means of taking notes, with a pen or pencil	
Repair kit	
Personal protective equipment (thermal protection, head- and hand-wear, and closed-toed shoes)	



APPENDIX B

Sample contents for AXPAD Afloat Outreach briefing

Introduction

This appendix provides a sample AXPAD Afloat Outreach briefing. This list is a sample minimum list of topics to be covered in a pre-trip briefing. It may be expanded upon by OIA or AXPAD Operator based on unit and mission needs

In this Appendix

This appendix contains the following information:

Topic	Page
Briefing	B-1

B.1 Briefing

- Introduce team members and experience
 - Review mission objectives
 - Review planned course during the mission
 - Review equipment checklist; correct any deficiencies noted
 - Review operational parameter requirements found in [Section E](#)
 - Ensure proper PPE found in [Section G](#)
 - Conduct Risk Management briefing/discussion using the USCG Afloat Risk Assessment Worksheet. Document the decision-making process and appropriate Emergency Action Plans (EAPs).
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APPENDIX C

AUXPAD Personal Qualification Standard

Introduction

This appendix provides the AUXPAD Personal Qualification Standards for certifying as an AUXPAD Operator.

In this Appendix

This appendix contains the following information:

Topic	Page
Assessment Conditions	C-1
Operational Conditions	C-1
AUXPAD Personal Qualification Standards	C-2

C.1. Assessment Conditions

Up to three knots current, up to 15 knots sustained wind speed, up to one foot of wave height. Areas with surf, breaking waves, or rapids may not be used. Where "deep water" is specified, water depth must not allow the paddler to touch the bottom for assistance or support during the prescribed evolution.

C.2. Operational Conditions

Up to three knots current, up to 15 knots sustained wind speed, up to one foot of wave height. Areas with surf, breaking waves, or rapids may not be used. Condition waivers may be requested from the OIA.



AUXPAD Personal Qualification Standards

Qualification is valid for three years

Skill	Standard	Eligible Assessors	Assessor Initials/Date
Load and unload a kayak onto a trailer, truck bed, or roof rack. Secure the boat for transport.	Use effective lifting techniques to lift; lifting tools such as step stools, hull rollers and assistants may be used. Lines or straps may be used to attach the boat to the trailer or roof rack. If using roof racks, the boat must be secured to the rack, and bow and stern lines must be used to secure the boat to the vehicle.	ACA or AQ	
Transport the boat from a vehicle to a launch point. After a paddling trip, transport the boat back to the vehicle.	The boat may be carried by one or two people. A transport cart may be used.	ACA or AQ	
Choose and don an appropriate lifejacket	Ensure proper sizing and fit. Ensure the jacket is appropriate for paddling.	ACA, AQ, QE, COX	
Ensure everyone in the group is wearing an appropriate lifejacket	Ensure proper sizing and fit. Ensure the jacket is appropriate for paddling.	ACA, AQ, QE, COX	
Check for weather and water conditions within 12 hours of launch	Using commercially available resources such as weather radar, tide tables, river gauges, and NWS forecasts.	ACA, AQ, QE, COX	
Check kayak integrity, including fittings, hatch covers, bulkheads, decklines	Ensure proper fit and integrity. Replace or repair as needed before departure.	ACA or AQ	
Check for safe departure	Make a 360-degree check for traffic and hazards; take appropriate steps to manage or mitigate hazards	ACA or AQ	



Launch	Maintain boat control and good trim	ACA or AQ	
Check for safe landing	Make a 360-degree check for traffic and hazards; take appropriate steps to manage or mitigate hazards	ACA or AQ	
Return to shore	Maintain boat control and good trim. Secure the boat so it will not drift off.	ACA or AQ	
Paddle forward in a straight line for 200 yards	Maintain directional control, using appropriate and effective strokes to keep a constant heading. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.	ACA or AQ	
Paddle backward in a straight line for 100 feet	Maintain directional control, using appropriate and effective strokes to keep a constant heading. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation. Turn head periodically to check for hazards and direction of travel.	ACA or AQ	
Come to a full stop while underway, within 20 feet	Maintain directional control, using appropriate and effective strokes to keep a constant heading. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.	ACA or AQ	
Spin 180 degrees right and left without headway	Scan 360 degrees for potential hazards before turning. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.	ACA or AQ	



<p>Move the boat 15 feet to right and left, without significant forward or aft travel or spin</p>	<p>Maintain directional control, using appropriate and effective strokes to keep a constant heading. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.</p> <p><i>** for pedal drive kayaks, this task should be accomplished with the spare paddle</i></p>	<p>ACA or AQ</p>	
<p>While maintaining headway, turn 90 degrees right and left</p>	<p>Scan 360 degrees for potential hazards before turning. Maintain directional control, using appropriate and effective. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.</p>	<p>ACA or AQ</p>	
<p>Paddle a figure 8 course created by marks 4 boat lengths apart</p>	<p>Maintain directional control, using appropriate and effective strokes. Maintain proper posture and balance, along with proper boat trim. Use effective blade and shaft orientation.</p>	<p>ACA or AQ</p>	
<p>Participate in a five-mile paddle</p>	<p>The trip must be completed within 6 hours, inclusive of breaks, training stops, and all other pauses. Current and wind should not significantly hinder or aid candidates.</p>	<p>ACA or AQ</p>	
<p>During the five-mile paddle, demonstrate the ability to select appropriate routes for travel using ATONs, charts, and other navigational tools</p>	<p>Specific tools used for navigation are to be chosen by the AUXPAD Operator candidate, based on paddling venue and local resources</p>	<p>ACA or AQ</p>	



<p>Capsize and exit the boat in deep water.</p>	<p>Using proper body position and maintaining contact with the craft and paddle; contact may be briefly lost during the actual capsize so long as it is rapidly re-established</p>	<p>ACA or AQ</p>	
<p>Right the capsized boat. Swim the boat and paddle at least 75 feet to shore. Empty the boat at the shore, re-enter and launch.</p>	<p>At the discretion of the candidate, the boat may be righted and emptied of water before towing to shore, but outside assistance may not be received.</p>	<p>ACA or AQ</p>	
<p>Capsize and exit the boat in deep water. Empty the boat while in deep water, using a manually operated dewatering device. Re-enter the boat while still in deep water, without returning to shore.</p>	<p>Other boaters may assist with emptying the boat and may help stabilize the boat for re-entry. Common emptying techniques include pumps and boat-over-boat rescues followed by the use of a sponge. Common re-entry techniques include, but are not limited to, a heel hook, paddle float re-entry, re-enter and roll, rodeo re-entry, and sling-assisted re-entry</p>	<p>ACA or AQ</p>	
<p>If using a spray skirt, demonstrate a wet exit and skirt release, both using the skirt's grab loop and by rolling the skirt from the side.</p>	<p>This skill may be combined with the skill above.</p>	<p>ACA or AQ</p>	
<p>While in deep water, assist a kayaker who has capsized with righting, emptying, and re-entering their boat</p>	<p>Maintain proper posture and balance, along with proper boat trim, as required to assist the paddler in the water.</p>	<p>ACA or AQ</p>	



<p>Demonstrate the use of a tow system. Tow a boater at least 100 yards. Release the towline using the quick release, while the line is under tension. If the tow hook attaches to the boat or paddler when stowed, demonstrate the ability to release that attachment if the tow line is snagged and under load.</p>	<p>The system must include a quick release; the candidate must demonstrate the ability to use the release under tension, and the ability to restore the tow system to a ready position; for some tow systems, this will require assistance from a second person, or removal of the candidates PFD once ashore. Tow systems can snag so, when stowed, they must be releasable at both ends of the system.</p>	<p>ACA 2/3/4 or AQ</p>	
<p>Demonstrate an awareness and understanding of cold-water immersion issues including the cold shock response, cold incapacitation, and hypothermia</p>	<p>Use personal experience and the AUXPAD Guide to choose appropriate paddling clothes. Verbalize why particular clothing is chosen and at what temperature the Auxiliary requires the use of wetsuits or dry suits</p>	<p>ACA or AQ</p>	
<p>Avoid capsize throughout the assessment.</p>	<p>Use proper body position, posture, balance, and strong shoulder position. Maintain awareness of conditions. Isolated capsize with a good cause and rapid self-rescue is not disqualifying; repeated capsizes are disqualifying.</p>	<p>ACA or AQ</p>	
<p>Avoid collision throughout the assessment</p>	<p>Maintain proper lookout and situational awareness, assess for potentially hazardous situations, take early, obvious and decisive actions to avoid hazards, and maintain proper balance and trim.</p>	<p>ACA or AQ</p>	



<p>AUXPAD Operators and AQs must be basically qualified (BQ). Auxiliarists in an Approval Pending (AP) status may train and qualify as an AUXPAD Operator provided all Core Training is complete</p>	<p>Auxiliarists in an Approval Pending (AP) status may train and qualify as an AUXPAD Operator provided all Core Training is complete</p>	<p>AQ, QE, COX</p>	
<p>AUXPAD Operators and AQs must pass the Auxiliary open book navigation rules exam, NAVRULES 95 (or its successor courses).</p>	<p>The exam must be passed before initial certification and every three years thereafter as part of certification maintenance</p>	<p>AQ, QE, COX</p>	
<p>AUXPAD Operators and AQs must complete Auxiliary Boat Crew Member tasks "BCM-05-01-AUX Operate a VHF-FM Radiotelephone" and "BCM-05-02-AUX Use the VHF-FM Radiotelephone to Give a Position or Operations Normal Report".</p>	<p>May be completed during Boat Crew training. Boat Crew or Coxswain certification demonstrates successful completion of these standards</p>	<p>AQ, QE, COX</p>	
<p>AUXPAD Operators and AQs must complete annual Surface Operations and TCT/RM classes, or their successor classes</p>	<p>Must be completed before earning initial certification and annually thereafter, not to exceed 15 months from previous training</p>	<p>ACA, AQ, QE, or COX initially</p>	
<p>AQs must complete and maintain certification as an American Canoe Association level 2 or higher instructor, instructor trainer, or instructor trainer educator, in coastal kayak or river kayak.</p>	<p>AQs must maintain all requirements for ACA instructor certification throughout their tenure as an AQ</p>	<p>Verified through certification cards provided to and entered by IS officers</p>	
<p>AUXPAD Operators and AQs must demonstrate the ability to request patrol orders and submit appropriate reports</p>		<p>AQ, QE, COX</p>	