



MAR 30 2005
DISRINST 16794.2

FIRST COAST GUARD DISTRICT SOUTHERN REGION INSTRUCTION 16794.2

Subj: AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOLUME IV: PC
OPERATOR

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
(c) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
(d) Auxiliary Vessel Examination Manual, COMDTINST M16796.2 (series)

1. PURPOSE. This Guide establishes minimum performance standards for qualification as an Auxiliary Paddle Craft (PC) operator and establishes policy for operating Auxiliary personal paddle craft facilities on Coast Guard missions. It is to be used, as a prototype for the program in DISR.
2. ACTION. Auxiliary leadership, in areas where this program is desired and useful to assisting boating safety, are encouraged to engage interested members and solicit members in support of PC operations.
3. DIRECTIVES AFFECTED. This Guide is effective immediately.
4. DISCUSSION.
 - a. This Guide is a prototype program planned to become part of the complete revision of the Coast Guard's family of boat crew training and qualification publications, which started with the issue of the Boat Crew Seamanship Manual, COMDTINST M16114.5B, in 1998. This is one of a series of four qualification COMDTINST M16794.54 guides (crew member, coxswain, PWC operator and Paddle craft Operator (PC) used in conjunction COMDTINST M16798.29 with the Boat Crew Seamanship Manual and the Auxiliary Boat Crew Training Manual to qualify Auxiliary members in the Boat Crew Program. This Guide establishes the position of a PC operator, a new position in the Auxiliary Boat Crew Program. Certified PC operators are authorized to operate Auxiliary PC facilities under Coast Guard patrol orders.
 - b. Because the PC operator is a new qualification in the Auxiliary Boat Crew Program, this Guide also establishes policies for acceptance of PCs as operational facilities and for use of PC facilities on Coast Guard missions. These policies are found in Appendix B of the Guide. These policies will be incorporated into the next change to the Auxiliary Operations Policy Manual and the Auxiliary Vessel Examination Manual.

FIRST COAST GUARD DISTRICT SOUTHERN REGION INSTRUCTION 16794.2

5. PROCEDURES. Only this Guide may be used to train and qualify members as PC operators.

A handwritten signature in black ink, appearing to be 'J. M. Felker', written in a cursive style.

J. M. FELKER

**QUALIFICATION PROGRAM FOR PADDLE CRAFT OPERATOR
CROSS-REFERENCE TASK LIST**

The following list includes 22 tasks from the Crew, and 3 from the Coxswain qualification Guides. Twelve have been created new just for the Paddle craft.

PC (Paddle Craft) Operator Section and number	Subject	Cross-Reference
<u>Section A</u>		
<u>Efficiency / Risk Factors</u>		
PC-01-01-AUX	Crew Fatigue	CM-01-01-AUX
PC-01-02-AUX	Sun/Heat Related Factors	BCM-01-02-AUX
PC-01-03-AUX	Team Coordination Training	BCM-01-03-AUX
PC-01-04-AUX	Heavy Weather Indicators	COX-02-01-AUX
<u>Section B</u>		
<u>Fitness/First Aid/Survival</u>		
PC-02-01-AUX	Physical Requirements	BCM-02-01-AUX
PC-02-02-AUX	First Aid Responsibilities	BCM-02-02-AUX
PC-02-03-AUX	Symptoms/Treatment Shock	BCM-02-03-AUX
PC-02-04-AUX	S/T For Anaphylactic Shock	BCM-02-04-AUX
PC-02-05-AUX	Ways to Control Bleeding	BCM -02-05-AUX
PC-02-06-AUX	S/T For Hypothermia	BCM-02-07-AUX
PC-02-07-AUX	Enter The Water In Gear Normally Used In TheirAOR And Swim 100 Feet	NEW
PC-02-08-AUX	Identify All Safety Equipment Required and Recommended To Operate A Paddle Craft In Their AOR Safely	NEW
PC-02-09-AUX	Use of Signal Mirror	BCM-02-10-AUX
PC-02-10-AUX	Use Of A PML On A PFD	BCM-02-13-AUX
PC-02-11-AUX	State Reentry Procedure In the Event Of A Capsize	NEW
<u>Section C</u>		
<u>Marlinespike</u>		
PC-03-01-AUX	Various Knots	BCM-03-02-AUX
<u>Section D</u>		
<u>Communications</u>		
PC-04-01-AUX	Operate A VHF	BCM-05-01-AUX
PC-04-02-AUX	Give An OPS Normal Report	BCM- 05-02-AUX

Cross Reference Task List

Section D (Continued)

PC-04-03-AUX	Obtain Distress Info And Pass To controlling Unit	COX-06-11-AUX
PC-04-04-AUX	Identify Distress Signals	BCM-04-05-AUX

Section E (Waiveable Depending On AOR) Navigation

PC-05-01-AUX	Identify Notations On A Chart	BCM-06-01-AUX
PC-05-02-AUX	Identify Aids To Navigation On A Chart	BCM-06-02-AUX
PC-05-03-AUX	Identify Local Landmarks On A Chart	BCM-06-03-AUX
PC-05-04-AUX	Plot A Position Using Lat-Lon On A Chart	BCM-06-04-AUX
PC-05-05-AUX	Plot a Magnetic Course On A Chart	BCM-06-05-AUX
PC-05-06-AUX	Measure Distance On A Chart	BCM-06-06-AUX
PC-05-07-AUX	Use A Handheld GPS	NEW

Section F Mission Oriented And Boat Handling

PC-06-01-AUX	Do A Pre-Underway Check	MODIFIED
PC-06-02-AUX	Operate Dewatering Devices	BCM-07-11-AUX
PC-06-03- AUX	Enter The Vessel From A Dock Or Poolside, Return And Exit	NEW
		Vessel
PC-06-04-AUX	Enter The Vessel From Shore Return, And Exit The Vessel	NEW
PC-06-05-AUX	Demonstrate Ability To Maneuver The Vessel	NEW
PC-06-06-AUX	Demonstrate A Self-Rescue Evolution In Your Vessel	NEW
PC-06-07-AUX	Participate In A Rescue Evolution Of Another Paddle Craft	NEW

Section G Auxiliary Specific Tasks

PC-07-01-AUX	Basic Knowledge Of Boating	BCM-08-01-AUX
PC-07-02-AUX	Complete All Paperwork	COX-09-03-AUX
PC-07-03-AUX	Dockside Oral Exam	MODIFIED
PC-07-04-AUX	On Water Skills Test (QE can stand on the dock and observe)	NEW

Table of Contents

Cross Reference Task List.....	3
Chapter 1 Introduction	1-1
Section A Purpose.....	1-1
Section B Description Of The Guide	1-2
Section C The Qualification Process	1-7
Section D Currency Maintenance	1-9
Appendix A Record of Completed Tasks PC Operator.....	A-1
Appendix B PC Facility Acceptance and Operating Policies.....	B-1
Chapter 2 PC Operator Qualification Tasks.....	2-1
Section A Crew Efficiency Factors, Risk Factors And Team Coordination.....	2-2
<i>PC-01-01-AUX Crew Fatigue.....</i>	<i>2-3</i>
<i>PC-01-02-AUX Sun And Heat Related Factors.....</i>	<i>2-4</i>
<i>PC-01-03-AUX Team Coordination Training.....</i>	<i>2-5</i>
<i>PC-01-04-AUX Describe the Indicators of Approaching Heavy Weather.....</i>	<i>2-6</i>
Section B Physical Fitness, First Aid And Survival	2-7
<i>PC-02-01-AUX Personal Physical Requirements And Policy.....</i>	<i>2-8</i>
<i>PC-02-02-AUX Crew First Aid Responsibility.....</i>	<i>2-9</i>
<i>PC-02-03-AUX State The Symptoms And Treatment For Shock.....</i>	<i>2-10</i>
<i>PC-02-04-AUX State The Symptoms And Treatment For Anaphylactic Shock</i>	<i>2-11</i>
<i>PC-02-05-AUX Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding.....</i>	<i>2-12</i>
<i>PC-02-06-AUX State The Symptoms And Treatment For Hypothermia.....</i>	<i>2-13</i>
<i>PC-02-07-AUX Enter The Water In Gear Normally Used in Their AOR of Operations and Swim 100 Feet.....</i>	<i>2-14</i>
<i>PC-02-08-AUX Identify All Equipment Required and Recommended To Operate A Paddle craft In Their AOR Safely.....</i>	<i>2-15</i>
<i>PC-02-09-AUX Emergency Signaling Mirror.....</i>	<i>2-17</i>
<i>PC-02-10-AUX Operate The Personal Marker Light (PML)</i>	<i>2-18</i>
<i>PC-02-11-AUX Explain A Wet Re-Entry Procedure In Case of Capsize.....</i>	<i>2-19</i>
Section C Marlinespike Seamanship, Boat Nomenclature, Nautical Terminology, And Basic Stability	2-20
<i>PC-03-01-AUX The Various Knots, Hitches and Bends.....</i>	<i>2-21</i>
Section D Communications.....	2-22
<i>PC-04-01-AUX Operate A VHF-FM Radiotelephone.....</i>	<i>2-23</i>
<i>PC-04-02-AUX Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report.....</i>	<i>2-24</i>
<i>PC-04-03-AUX Obtain Distress Information And Pass To The Controlling Shore Unit</i>	<i>2-25</i>
<i>PC-04-04-AUX Identify and Describe Accepted Maritime Distress Signals.....</i>	<i>2-27</i>

Chapter 2 PC Operator Qualification Tasks – (continued)

Section E Navigation	2-28
<i>PC-05-01-AUX Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart.....</i>	<i>2-29</i>
<i>PC-05-02-AUX Identify Common Aids to Navigation Used in Small Boat Piloting.....</i>	<i>2-31</i>
<i>PC-05-03-AUX Identify Local Landmarks Used in Piloting on a Nautical Chart.....</i>	<i>2-32</i>
<i>PC-05-04-AUX Plot A Position Using Latitude and Longitude.....</i>	<i>2-33</i>
<i>PC-05-05-AUX Plot A Magnetic Course On A Nautical Chart (Optional).....</i>	<i>2-34</i>
<i>PC-05-06-AUX Measure Distance On A Nautical Chart.....</i>	<i>2-35</i>
<i>PC-05-07-AUX To Show Proficiency Using A Hand Held GPS.....</i>	<i>2-36</i>
Section F Mission Oriented Operations	2-37
<i>PC-06-01-AUX Do A Pre-Underway Check.....</i>	<i>2-38</i>
<i>PC-06-02-AUX Locate and Operate Boat's Dewatering Equipment.....</i>	<i>2-39</i>
<i>PC-06-03-AUX Enter The Vessel From A Dock or Poolside and Return and Exit Vessel.....</i>	<i>2-40</i>
<i>PC-06-04-AUX Enter and Exit the Vessel From the Shoreline.....</i>	<i>2-41</i>
<i>PC-06-05-AUX Demonstrate Ability to Maneuver Their Vessel.....</i>	<i>2-42</i>
<i>PC-06-06-AUX Demonstrate a Self-Rescue Evolution in Your Vessel.....</i>	<i>2-43</i>
<i>PC-06-07-AUX Successfully Participate In A Rescue Evolution of Another Paddle craft.....</i>	<i>2-44</i>
Section G Auxiliary Specific Tasks.....	2-45
<i>PC-07-01-AUX Basic Knowledge of Boating Skills.....</i>	<i>2-46</i>
<i>PC-07-02-AUX Complete Administrative Tasks (Reports, Orders, Etc.).....</i>	<i>2-47</i>
<i>PC-07-03-AUX Dock Side Oral Exam</i>	<i>2-48</i>
<i>PC-07-04-AUX On Water Skills Test.....</i>	<i>2-49</i>

Chapter 1. Introduction

Overview The Auxiliary Boat Crew Qualification Guides are an integral part of the boat crew qualification and certification process. Each volume 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 Paddle Craft (PC) Operator. This chapter contains four sections:

- _ Section A: Purpose
- _ Section B: Description of the Guide
- _ Section C: The Qualification Process
- _ Section D: Currency Maintenance

Section A. Purpose

A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), to train and qualify Auxiliary members to serve as PC operators on Auxiliary PC facilities.

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 PC operator. Upon completion of all tasks in the Qualification Guide, including the dockside oral exam and underway check ride with a Qualification Examiner, the member is **qualified**. (The QE will be a PC operator designated by the DIRAUX.)

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 surface operations missions. 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 boat crew 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.

Chapter 1: Introduction

(This page intentionally left blank)

Section B. Description of the Guide

B.1. Format The Qualification Guide consists of four volumes:

- _ Volume I: Crew Member
- _ Volume II: Coxswain
- _ Volume III: Personal Watercraft (PWC) Operator
- _ Volume IV: Paddle Craft (PC) Operator

This volume has two chapters:

- _ Chapter 1: Introduction
- _ Chapter 2: Qualification Tasks

B.2. Qualification Tasks

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

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

B.2.a. Designation Each task is designated by a number in the following format:

PC-02-03-AUX

Indicates that the task must be accomplished on an Auxiliary facility

Task designation number

Division designation number (corresponds to Section headings)

Volume designation (BCM = crew member; COX = coxswain; PWC = PWC operator; PC = Paddle Craft operator)

(continued)

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 for seamanship skills is the Boat Crew Seamanship Manual. Other references shown in this guide are Coast Guard policy or technical directives. However, members are encouraged to use a wide range of references for small boat handling, navigation, and seamanship skills. The Auxiliary Boat Crew Training Manual has an extensive list of references, including the Auxiliary Specialty courses and the Auxiliary Public Education courses.

B.2.d. Conditions

Describes the environment and physical circumstances in which the task must be performed. Any tools or special equipment needed for completion of the task are listed here. The following terms are used in the Conditions and Standards sections of the tasks:

Boat Operations

Slow: Underway and moving ahead at clutch speed or slower.

Underway: Not tied to a pier or float and anchored or moored.

Visibility

Restricted: Visibility less than ¼ mile.

Clear: All other states of visibility.

Sea Conditions

Calm: Waves less than 1 foot.

Moderate: Waves 1 to 4 feet.

Heavy: Waves 4 feet and over.

(continued)

B.2.e. 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 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.f. 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 checklist, which can be used by the mentor to evaluate the trainee's performance.

B.2.g. 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.

(continued)

B.3. Optional Tasks Some tasks are designated as **optional**. Completion of these optional tasks is not required for qualification. Optional tasks are intended to give

trainees additional opportunities to learn valuable boat crew skills, either during or after the qualification process.

Optional tasks may not be made mandatory. Further, no additional tasks may be added or required to achieve qualification or certification. See additional guidance regarding certification in Auxiliary Boat Crew Training Manual, Section 4.A.4.

B.4. Waiverable

Tasks

Tasks involving certain boat handling evolutions may be waived by the Director, as indicated in the Standards section of the task. The Director may waive these tasks if, given the mission requirements, the nature of the waters, and/or the types of Auxiliary facilities in the district, the evolution is unsafe, inappropriate, or not operationally required.

Section C. The Qualification Process

C.1. Process Summary

For a complete description of the training and qualification process And policies refer to the Auxiliary Boat Crew Training Manual. The process is summarized below.

A series of **qualification tasks** defines the knowledge and skills required for each boat crew position. Each task describes a certain job skill, and states performance criteria for that skill. For example, a qualification task for the coxswain position is to take a vessel in stern tow. 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 for a certain position, the trainee is then scheduled for a check ride for certification with a **Qualification Examiner, or (QE)**. The QE is an experienced Auxiliary coxswain appointed by the Director of Auxiliary to verify the proper completion of tasks. When the QE signs off the trainee's **Dockside Oral Exam** and Underway **Check Ride** tasks and is satisfied with the trainee's ability, the QE submits a recommendation to the Director, who then **certifies** the member. The member **maintains currency** of certification by periodically meeting annual minimum standards

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-the-water sessions, and so on.
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.2. Sign-Off Process

See Chapter 3 of the Auxiliary Boat Crew Training Manual for a complete description of the qualification process.

C.3. Qualification Examination

The final step in the qualification process is examination by a Qualification Examiner (QE). Under the QE's direction, the trainee will complete a dockside oral examination and an underway check ride. Upon successful completion of these tasks, the member is now qualified. The details of this process are described in Chapter 3 of the Auxiliary Boat Crew Training Manual.

Once qualified, the member is then certified by the Director. See Chapter 4 of the Training Manual for a complete description of the certification process.

C.4. Qualified Crew Members and Coxswains

Auxiliary members who are currently qualified as crewmembers or coxswains only need to complete those qualification tasks specific to operating a PC.

Qualified crew and coxswain members do not have to complete tasks completed for their current qualification (see Cross Reference Guide, pages 3 and 4)

Section D. Currency Maintenance

D.1. Annual

Currency Maintenance

General currency maintenance requirements are found in Chapter 5 of the Auxiliary Boat Crew Training Manual. These general requirements also apply to PC operators. Specific currency maintenance requirements for PC operators are as follows:

To maintain currency, a certified PC operator must log eight hours underway on orders each calendar year.

Additionally, the PC operator must perform the following tasks each calendar year:

 PC-06-01-AUX, Conduct a Pre-Underway Check-Off on a PC Facility.

 PC-02-07-AUX, Enter the Water In Gear Normally Used In Their AOR of Operations and Swim 100 feet

In years one through four of the currency cycle, these tasks may be Signed off by a certified PC Operator.

D.2. Fifth Year Currency Maintenance

In the fifth year of the currency cycle, the tasks in Section D.1. must be signed off by a QE with the addition of:
PC-06-06-AUX Demonstrate A Self-Rescue Evolution In Your Vessel

Appendix A RECORD OF COMPLETED TASKS PC OPERATOR

Trainee's Name: _____ Member Number: _____

Section A
Crew Efficiency Factors, Risk Factors and Team Coordination

Task	Description	Mentor Initials	Date	
PC-01-01-AUX	Crew Fatigue			
PC-01-02-AUX	Sun And Heat Related Factors			
PC-01-03-AUX	Team Coordination Training			
PC-01-04-AUX	Describe the Indicators of Approaching Heavy Weather			

Section B
Physical Fitness, First Aid and Survival

Task	Description	Mentor Initials	Date	
PC-02-01-AUX	Personal Physical Requirements And Policy			
PC-02-02-AUX	Crew First Aid Responsibility			
PC-02-03-AUX	State The Symptoms And Treatment For Shock			
PC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock			
PC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding			

A1

Section B (Continued)

Task	Description	Mentor Initials	Date	
PC-02-06-AUX	State The Symptoms Of And Treatment For Hypothermia			

PC-02-07-AUX Enter The Water In Gear Normally
Use In Their AOR Of Operations
And Swim 100 Feet

PC-02-08-AUX Identify All Equipment Required
And Recommended To Operate A
Paddle Craft In Their AOR Safely

PC-02-09-AUX Emergency Signaling Mirror

PC-02-10-AUX Operate The Personal Marker Light
(PML)

PC-02-11-AUX Explain A Wet Re-Entry Procedure
In Case Of A Capsize

Section C

Marlinespike Seamanship, Boat Nomenclature and Basic Stability

Task	Description	Mentor Initials	Date	
PC-03-01-AUX	Tie Various Knots, Hitches And Bends			

Section D

Communications

Task	Description	Mentor Initials	Date	
PC-04-01-AUX	Operate A VHF-FM Radiotelephone			
PC-04-02-AUX	Use The VHF-Fm Radiotelephone To Give A Position Or Ops Normal Report			

A2

Section D (Continued)

Task	Description	Mentor Initials	Date	
PC-04-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit			

PC-04-04-AUX Identify And Describe Accepted
Maritime Distress Signals

Section E
Navigation

Task	Description	Mentor Initials	Date	
PC-05-01-AUX	Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart			
PC-05-02-AUX	Identify Common Aids To Navigation Used In Small Boat Piloting			
PC-05-03-AUX	Identify Local Landmarks Used In Piloting On A Nautical Chart			
PC-05-04-AUX	Plot A Position Using Latitude And Longitude			
PC-05-05-AUX	Plot A Magnetic Course On A Nautical Chart (Optional)			
PC-05-06-AUX	Measure Distance On A Nautical Chart			
PC-05-07-AUX	To Show Proficiency Using A Hand Held GPS			

A3

Section F
Mission Oriented Operations

Task	Description	Mentor Initials	Date	
PC-06-01-AUX	Do A Pre-Underway Check			

PC-06-02-AUX Locate And Operate Boat's
Dewatering Equipment

PC-06-03-AUX Enter The Vessel From A Dock
Or Poolside And Return And
Exit Vessel

PC-06-04-AUX Enter And Exit The Vessel From
The Shoreline

PC-06-05-AUX Demonstrate Ability To Maneuver
Their Vessel

PC-06-06-AUX Demonstrate A Self-Rescue
Evolution In Your Vessel

PC-06-07-AUX Successfully Participate In A
Rescue Evolution Of Another
Paddle Craft

Section G
Auxiliary Specific Tasks

Task	Description	Mentor/QE Initials	Date	
PC-07-01-AUX	Basic Knowledge Of Boating Skills			
PC-07-02-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)			
PC-07-03-AUX	Dockside Oral Examination			
PC-07-04-AUX	On Water Skills Test			

Appendix B. PC Facility Acceptance and Operating Policies

1. Facility Acceptance

A Paddle Craft (PC) is a small vessel that is propelled by human power. It is normally designed to carry one to three persons.

A PC may be offered for use and accepted as operational facilities, Using Form CG-2736. PCs do not need to be designated as special Purpose facilities.

2. Required Facility Equipment

To be accepted as an operational facility and operated on Coast Guard patrol orders, a PC must carry the following equipment:

- _ PFD for each rider with required survival equipment attached.
- _ One waterproof marine radio or portable radio in clear plastic waterproof bag.

2. Required Equipment

- _ Watch.
- _ Knife (3" blade minimum).
- _ Sponge and manual pump for dewatering.
- _ Other gear needed for safe operation and self rescue of the particular type of paddle craft.
- _ Drinking water.
- _ Visual Distress Signals (VDS).
- _ Any other gear needed for safe operation and self-rescue of their particular type of PC

3. Personal Protective Equipment

The following personal protective equipment (PPE) is required to be carried on patrols:

- _ Proper protective clothing for the environmental conditions must be worn. Taking into consideration cold as well as heat depending on the AOR.

4. Patrol Orders PC facilities are assigned to patrol duty using the standard Patrol Order Form, CG 5132, or any of the alternative means of orders (e.g., OPOORDs) described in the Auxiliary Operations Policy Manual.

5. Tandem Operating Requirement

Because PCs offer no protection against the elements and can eject the operator or capsize, prudent risk management requires that a PC always train and patrol in tandem with another patrol craft. The second craft can be another Auxiliary PC facility, an Auxiliary operational vessel facility, a Coast Guard boat, or a law enforcement/public safety agency boat. If operating more than one nautical mile from shore, on open ocean or the Great Lakes, the second craft may not be a PC, but must be a boat or larger vessel.

Single PCs may respond to SAR incidents where there is the possibility of saving a life or property.

6. Passengers A certified crew member or trainee may be carried on a PC facility during training missions only. Passengers or guests are not authorized on PCs on patrol orders.

7. Weather limitations

PC patrols will normally only be conducted during fair weather. When the water temperature is below 60 degrees F, PC operators are required to wear additional hypothermia protective clothing in accordance with the Rescue and Survival Systems Manual.

7. Weather limitations (continued)

PC may not operate in the following conditions:

- _ In winds greater than 15 knots.
- _ In seas greater than two feet.

_ In currents greater than three knots.

8. Fatigue Limits PC patrols may operate for a maximum of eight hours.

9. Patrol Procedures

Immediately after launching, each PC operator will establish contact and a radio guard with a Coast Guard unit, local law enforcement agency, Coast Guard Auxiliary vessel facility, or Auxiliary shore/mobile radio facility.

One of the PC operator's missions is to educate, both by example And through the distribution of boating literature, all members of the boating public.

While on patrol, all Auxiliary PC operators will conduct themselves and operate their PCs in a professional and courteous manner. They will comply with all state/local regulations. They shall be sensitive to operating in environmentally sensitive areas and act responsibly.

10. Communications

All PC operators, while under official patrol orders, will carry a working, waterproof radio with communications capabilities sufficient to meet the requirements of the order issuing authority.

Upon commencing patrol, securing from patrol, and at prearranged intervals during the patrol, as operations permit, all PC operators will conduct an Operations Normal and Position Report with the unit maintaining their radio guard.

If, during the patrol, a PC operator loses communications, the Patrol shall be secured. When communications have been restored, the PCs may resume patrol.

11. SAR Plan

PC operators on patrol may render assistance, consistent with their levels of training and operational capabilities, as requested by the Coast Guard operational commander or local law enforcement authorities.

PC operators must always be aware of their own physical, operational, and facility limitations. If a PC Operator determines that additional assets are needed to perform a specific SAR mission, the operator will relay that information to the appropriate Coast Guard authority or local law enforcement agency.

Any PC operator who happens upon a SAR case, or determines that alternate or additional assets are needed to perform a specific SAR mission, will notify a Coast Guard facility or the appropriate local law enforcement agency.

A PC may tow another PC that is disabled and in need of assistance. However, vessels will not normally be towed unless there is a distress situation with the potential for loss of life, and no other Coast Guard, Auxiliary, or local law enforcement agency assets are available to provide immediate assistance. Immediately notify the order issuing authority of the situation and intended course of action. In any case, no PC patrol will intentionally be placed in harm's way, such as entering surf, river "white water," or rapids, unless specifically designed for that environment with a specially trained operator.

The PC Operator shall notify the appropriate Coast Guard authority or local controlling authority if a SAR case has the potential to extend beyond sunset.

Chapter 2 PC Operator Qualification Tasks Overview

In this chapter

This chapter contains seven sections.

Section	Title	See Page
A	Crew Efficiency Factors, Risk Factors and Team Coordination	2-2
B	Physical Fitness, First Aid and Survival	2-7
C	Marlinespike	2-20
D	Communications	2-22
E	Navigation	2-28
F	Mission Oriented and Boat Handling	2-37
G	Auxiliary Specific Tasks	2-45

**Section A. Crew Efficiency Factors,
Risk Factors and Team
Coordination**

Introduction

The following are the general objectives of Section A:

Demonstrate knowledge of the factors that effect Crew performance.

In this section This section contains four tasks. Qualified Crew members have completed these tasks marked (*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed ** marked tasks.

Task Number	Task	See Page
PC-01-01-AUX *	Crew Fatigue	2-3
PC-01-02-AUX *	Sun And Heat Related Factors	2-4
PC-01-03-AUX *	Team Coordination Training	2-5
PC-02-04-AUX **	Describe The Indicator Of Approaching Heavy Weather	2-6

2-2

Auxiliary Boat Crew Qualification Guide, Volume IV: PC Operator

Name: _____

Task PC-01-01-AUX

Task	Crew Fatigue
References	Chapter 3, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.
Completed	<u>Performance Criteria</u>
_____	1. Described the situations that may cause fatigue.
_____	2. Stated the crew's responsibility.
_____	3. Described the primary symptoms of fatigue.
_____	4. Described the prevention measures.
Accomplished	Mentor signature _____ Date _____

Name: _____

Task PC-01-02-AUX

Task	Sun And Heat Related Factors
References	Chapter 3, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must either demonstrate knowledge or perform each task to the minimum standards included in each performance step.
Completed	<u>Performance Criteria</u>
_____	1. Described the symptoms, explained the preventative measures and stated the treatment for sunburn.
_____	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, 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 PC-01-03-AUX

Task **Team Coordination Training**

References Team Coordination Training, COMDTINST 1541.1 (series)

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

Standards Candidate must attend the training as prescribed in the reference above.

NOTE: If a TCT class is not readily available, the member may be qualified and certified without signing off this task. However, TCT must be completed at the earliest opportunity after certification.

Completed Performance Criteria

_____ 1. Date initial TCT training completed. _____

Accomplished Mentor signature _____ Date _____

Name: _____

Task PC-01-04-AUX

Task **Describe the Indicators of Approaching Heavy Weather**

References Chapter 12, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

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 describe the indicators of approaching heavy weather.

Completed

Performance Criteria

- _____ 1. Listed six of the fifteen indicators of deteriorating weather.
- _____ 2. Listed four of the ten indicators of impending precipitation.
- _____ 3. Listed three of the seven indicators of impending strong winds.

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

Section B. Physical Fitness, First Aid and Survival

Introduction The following are objectives of Section B:

- **State** the physical requirements for participation in the Auxiliary

Boat Crew program.

- **State** Auxiliary crewmembers responsibilities for rendering First Aid.
- **Identify** the symptoms and **state** the treatment for various medical conditions that may be encountered while on patrol.
- **Identify** and **demonstrate** proficiency in those skills necessary for coping with open water survival situations.
- **Effectively** use all standard boat crew signaling and survival equipment.

In this section This section contains eleven tasks. Qualified crew members have completed these tasks marked (*) already and do not need to do them again to qualify as a PC operator.

Task Number	Task	See Page
PC-02-01-AUX	* Personal Physical Requirements And Policy	2-8
PC-02-02-AUX	* Crew First Aid Responsibility	2-9
PC-02-03-AUX*	State The Symptoms And Treatment For Shock	2-10
PC-02-04-AUX	* State The Symptoms And Treatment For Anaphylactic Shock	2-11
PC-02-05-AUX	* Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	2-12
PC-02-06-AUX*	Signs and Treatment for Hypothermia	2-13
PC-02-07-AUX	Enter The Water In Gear Normally Used in Their AOR and Swim 100 Feet	2-14
PC-02-08-AUX	Identify All Safety Equipment Required and Recommended To Operate A Paddle Craft In Their AOR Safely	2-15
PC-02-09-AUX	* Emergency Signaling Mirror	2-17
PC-02-10-AUX	* Operate The Personal Marker Light (PML)	2-18
PC-02-11-AUX	Explain A Wet Re-Entry Procedure In The Case Of A Capsize	2-19

2-7

Chapter 2

Name: _____

Task PC-02-01-AUX

Task **Personal Physical Requirements And Policy**

References Chapter 1, Auxiliary Operations Policy Manual,
COMDTINST M16798.3 (series)

Chapter 3, Auxiliary Boat Crew Training Manual,
COMDTINST M16794.51

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

Standards In response to the mentor, the candidate must, state the physical requirements to be demonstrated and policies required to be practiced to participate as an Auxiliary PC Operator, in the Auxiliary Boat Crew program.

Completed

1. Stated the physical requirements necessary to participate in the Auxiliary Boat Crew program.

2. Stated the policy and responsibility of a PC Operator when that member is unable or unfit to perform required duties on an ordered mission.

3. Stated the policy and requirement of a PC Operator that becomes aware of an incapacity, disability or other disqualifying condition in another PC Operator.

4. Stated who is responsible to abort the operational mission if the PC Operator is reported too unfit to perform assigned duties.

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

2-8

Auxiliary Boat Crew Qualification Guide, Volume IV: PC Operator

Name: _____

Task PC-02-02-AUX

Task **Crew First Aid Responsibility**

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

Chapter 4, Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)

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

Standards Candidate must demonstrate knowledge of key elements of crew responsibilities for rendering first aid.

Completed **Performance Criteria**

_____ 1. Stated the policy for rendering first aid, including CPR, by an Auxiliary member.

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

Name: _____

Task PC-02-03-AUX

Task **State The Symptoms And Treatment For Shock**

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

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

Standards In response to the mentor, the candidate must state the common
symptoms and treatment for shock.

Completed

Performance Criteria

- _____ 1. Defined shock and stated the causes of shock.
- _____ 2. Stated four common symptoms of shock.
- _____ 3. Stated the treatment for shock.

Accomplished Mentor signature _____ Date _____

Name: _____

Task PC-02-04-AUX

Task State The Symptoms And Treatment For

Anaphylactic Shock

- References** Chapter 5, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
- Conditions** Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
- Standards** In response to the mentor, the candidate must state the common symptoms and treatment for anaphylactic shock.

Completed

Performance Criteria

- _____ 1. Defined anaphylactic shock.
- _____ 2. Stated the causes of anaphylactic shock.
- _____ 3. Listed the symptoms of anaphylactic shock.
- _____ 4. Stated the treatment for anaphylactic shock.

Acomplished **Mentor signature** _____ **Date** _____

Name: _____

Task PC-02-05-AUX

Task **Demonstrate Direct Pressure, Pressure Points And**

Tourniquet Method To Control Bleeding

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

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

Standards In response to the mentor, the candidate must demonstrate methods
used to control bleeding.

Completed **Performance Criteria**

- _____ 1. Direct pressure method demonstrated.
- _____ 2. Identified and demonstrated at least three pressure points.
- _____ 3. Tourniquet method demonstrated.

Accomplished Mentor signature _____ Date _____

Name: _____

Task PC-02-06-AUX

Task **State The Symptoms Of And Treatment for Hypothermia**

References Chapters 5 and 16, Boat Crew Seamanship Manual, COMDTINST M161145 (series)

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, without error, state the symptoms and treatment of hypothermia.

Completed **Performance Criteria**

- _____ 1. Stated the signs and symptoms for hypothermia.
- _____ 2. Stated the treatment for hypothermia.
- _____ 3. Stated the factors that increase the possibility of hypothermia.
- _____ 4. Stated the preventive measures used to increase the chances for cold water survival.
- _____ 5. Stated the survival time for a person in the water in the local area of operations.

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

Name: _____

Task PC-02-07-AUX

Task **Identify All Equipment Required and Recommended To Operate a Paddle Craft In Their AOR Safely**

References Safety Use Manual for their type of PC.

Conditions Done on shore. Discussed the gear REQUIRED and RECOMMENDED in their type of vessel to be functional and safe in their AOR.

Standards The trainee must discuss each item and describe its use. Some listed below may not be needed with their type of Paddle craft or in their AOR, others may be.

Completed **Performance Criteria**

- _____ 1. PFD with required CGAUX gear.
- _____ 2. Spray skirt.
- _____ 3. Paddle float.
- _____ 4. Dewatering pump/sponge.
- _____ 5. Extra paddle.
- _____ 6. Protective clothing.
- _____ 7. Hat
- _____ 8. Sunscreen.
- _____ 9. Paddle tether.
- _____ 10. Water bottle

Completed **Performance Criteria**

- _____ 11. VHF radio
- _____ 12. GPS unit
- _____ 13. Chart
- _____ 14. Distress signaling equipment on board
- _____ 15. Other.

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

Name: _____

Task PC-02-09-AUX

Task	Emergency Signaling Mirror
References	Chapter 6, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) Manufacturer's Operating Instructions
Conditions	Performed at any time ashore, at the dock, or afloat. Candidate 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.). Candidate must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the candidate must, using the mirror, reflect light rays from the sun onto the predetermined object within one minute.
<u>Completed</u>	<u>Performance Criteria</u>
_____	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. Horizon sweep to demonstrate attention-attracting technique.
Accomplished	Mentor signature _____ Date _____

Name: _____

Task PC-02-10-AUX

Introduction

The following are general objectives for Section C:

- **Identify, explain** the use of and be able to **consistently tie** the basic knots and hitches used aboard Auxiliary PC facilities.
- **Demonstrate** the ability to secure lines of various sizes to several types of deck and dock fittings.

In this section

This section contains one task. Qualified coxswains and crew members have completed the task marked (*) already and do not need to do it again to qualify as a PC operator.

Task Number	Task	See Page
PC-03-01-AUX*	Tie Various Knots, Hitches and Bends	2-21

Name: _____

Task PC-03-01-AUX

Task Tie Various Knots, Hitches And Bends

References Chapter 7, Boat Crew Seamanship Manual,
COMDTINST M16114.5 (series)

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

Standards In response to the mentor, the candidate must tie an assortment of knots, hitches and bends quickly and confidently. The bitter ends must be of sufficient length to preclude the knot from working loose. All knots, bends and hitches must hold fast under a strain.

Completed

Performance Criteria

- _____ 1. Tied a square (reef) knot.
- _____ 2. Tied a bowline in the end of a mooring line and around an object.
- _____ 3. Tied a round turn and two half hitches.
- _____ 4. Secured a line to a rail using a clove hitch.
- _____ 5. Attached heaving line to a towline using any one of the following: a sheet (becket) bend, double sheet (sheet) bend, snap hook, bowline or clove hitch with two half hitches.
- _____ 6. Added length of mooring line to a towline using any of the above knots.

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

Section D. Communications

Introduction The following are the general objectives of Section D:

- **Demonstrate** the ability to operate a VHF-FM radiotelephone transceiver.
- **Demonstrate** the ability to use the radiotelephone during patrol.

In this section This section contains four tasks. Qualified crew members have completed these tasks marked (*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed the task marked **.

Task Number	Task	See Page
PC-05-01-AUX	* Operate A VHF-FM Radiotelephone	2-23
PC-05-02-AUX	* Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report	2-24
PC-05-03-AUX	** Obtain Distress Information And Pass To The Controlling Shore Unit	2-25
PC-05-04-AUX	* Identify and Describe Accepted Maritime Distress Signals	2-27

2-22

Auxiliary Boat Crew Qualification Guide, Volume IV: PC Operator

Name: _____

Task PC-04-01-AUX

Task Operate A VHF-FM Radiotelephone

References Manufacturer's Operators Manual

Conditions Performed at any time aboard the PC. Candidate must accomplish task without prompting. Use of references is allowed.

Standards In response to the mentor, the candidate 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.

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

Name: _____

Task PC-04-02-AUX

Task Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report

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

Conditions Performed at any time underway or at the dock. Message to be sent should be composed by the candidate and the mentor prior to the beginning of the task. Candidate must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the candidate must transmit message traffic using proper radiotelephone procedures, including prowords and phonetic alphabet.

Completed Performance Criteria

- _____ 1. Demonstrated proper radiotelephone procedures.
- _____ 2. Transmitted an "Underway" or "Assuming Patrol Status" report in accordance with local Coast Guard procedures.
- _____ 3. Transmitted hourly "Operations Normal," or other required reports.
- _____ 4. Transmitted a "Request Permission to Secure Patrol."
- _____ 5. Transmitted other official traffic.

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

Name: _____

Task PC-04-03-AUX

Task Obtain Distress Information And Pass To The

Controlling Shore Unit

References	Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
Conditions	Performed underway, dock side or ashore. The mentor will simulate a call from a vessel in distress. The candidate will obtain necessary information from the distressed boat.
Standards	In response to the mentor, the candidate 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)
 - b. PAN PAN, PAN PAN, PAN PAN – Channel 16
 - b. SECURITE, SECURITE, SECURITE – Channel 16 with brief message, then shift to Channel 22A, (157.1MHZ), 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 transmission:
 - a. Name of distressed boat.

Completed

Performance Criteria

- c. Disabled boat's position.
- d. Nature of emergency.

- e. 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** _____

2-26

Auxiliary Boat Crew Qualification Guide, Volume IV: PC Operator

Name: _____

Task-PC-04-04-AUX

Task	Identify and Describe Accepted Maritime Distress Signals
References	Chapter 11, Boat Crew Seamanship Manual, COMDTINST M16114.5 Rule 37, Navigation Rules International-Inland, COMDTINST M16672.2 (series)
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, without error, identify and describe at least six of the seventeen accepted maritime distress signals.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Named at least six of the 17 accepted maritime distress signals.
Accomplished	Mentor signature _____ Date _____

Section E. Navigation

Introduction The following are the general

objectives for Section E:

In this section This section contains seven tasks. Qualified crew and coxswains have completed these tasks marked (*) already and do not need to do it again to qualify as a PC operator.

Task Number	Task	See Page
PC-05-01-AUX	* Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart	2-29
PC-05-02-AUX*	Identify Common Aids To Navigation Used In Small Boat Piloting	2-31
PC-05-03-AUX*	Identify Local Landmarks Used In Piloting On A Nautical Chart	2-32
PC-05-04-AUX*	Plot A Position Using Latitude and Longitude	2-33
PC-05-05-AUX*	Plot a Magnetic Course	2-34
PC-05-06-AUX*	Measure Distance On A Nautical Chart	2-35
PC-05-07-AUX	To Show Proficiency Using A Hand Held GPS	2-36

2-28

Auxiliary Boat Crew Qualification Guide, Volume IV: PC Operator

Name: _____

Task PC-05-01-AUX

- _____ 10. Identified different colors and stated meaning of each.
- _____ 11. Identified the miles and yards scale.
- _____ 12. Identified aids to navigation.
- _____ 13. Identified the symbol for prominent local landmarks.
- _____ 14. Identified the compass rose and indicated the purpose of each of its prominent parts.
- _____ 15. Identified the symbol for a wreck, rock, or other submerged object.
- _____ 16. Identified latest changes to the chart determined by Notice to Mariners and Local Notice to Mariners.

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

Name: _____

Task PC 05-02-AUX

Task **Identify Common Aids to Navigation Used in Small Boat Piloting**

References Chapters 13 and 14, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

Conditions Performed while underway, using a nautical chart of the local operating area. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must identify and point out common aids to navigation used in small boat piloting. Trainee must, correctly identify on the chart those objects pointed out. Trainee must discuss each aid to navigation listed below even if not in the local area.

Completed

Performance Criteria

- _____ 1. Identified a num and a can buoy.
- _____ 2. Identified a preferred channel (junction) buoy and stated its purpose.
- _____ 3. Identified a day beacon.
- _____ 4. Identified an ICW buoy and stated its markings, (If applicable)
- _____ 5. Identified ranges and stated their purpose.
- _____ 6. While underway, identified by type, number, and characteristic, the primary aids to navigation used in the local area of operations.

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

Name: _____

Task PC-05-05-AUX

Task **Plot a Magnetic Course on a Nautical Chart
(Optional)**

References Chapter 14, Boat Crew Seamanship Manual,
COMDTINST M16114.5 (series)

Conditions Given a nautical chart of the local operating area and the three
positions in task PC-05-04-AUX, the trainee must accomplish
task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, without error, plot the
courses within six minutes.

Completed

Performance Criteria

- _____ 1. Course from point A to point B _____ degree M.
_____ 2. Course from point B to point C _____ degree M.
_____ 3. Course from point C to point A _____ degree M.

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

Name: _____

Task PC-05-06-AUX

Task **Measure Distance on a Nautical Chart**

References Chapter 14, Boat Crew Seamanship Manual,
COMDTINST M16114.5 (series)

Conditions Given a nautical chart of the local area, the three positions plotted on the chart, in Tasks PC-05-04-AUX and PC-05-05-AUX, (designated A through C). All distances must be measured using nautical miles or yards as indicated by the task steps. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must measure the distance indicated in the task steps within three minutes. Distance should be accurate to within 100 yards.

Completed

Performance Criteria

1. Distance from A to B is _____ nautical miles.

2. Distance from B to C is _____ yards.

3. Distance from C to A is _____ nautical miles.

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

Name: _____

Task PC-05-07-AUX

Task **To Show Proficiency Using a Hand Held GPS**

References The GPS Manual

Conditions Demonstrated on shore the capabilities of a hand held 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. Set a MOB reading.

3. Set in a waypoint in the GPS.

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

Section F. Mission Oriented Operations

Introduction The following are the general objectives for Section F:

- **Demonstrate** entering and exiting their PC safely.
- **Demonstrate** ability to recover and safely re-enter their PC from the water.
- **Demonstrate** the ability to aid someone else to re-enter the PC.

In this section This section contains five tasks. Qualified coxswains and crew members have completed the tasks marked (*) already and do not need to do them again to qualify as a PC operator.

Task Number	Task	See Page
PC-06-01-AUX	Do A Pre-Underway Check	2-38
PC-06-02-AUX *	Locate and Operate Boat's Dewatering Equipment	2-39
PC-06-03-AUX	Enter the Vessel from A Dock Or Poolside and Return and Exit Vessel	2-40
PC-06-04-AUX	Enter and Exit the Vessel from The Shoreline	2-41
PC-06-05-AUX	Demonstrate Ability to Maneuver Their Vessel	2-42
PC-06-06-AUX	Demonstrate a Self-Rescue Evolution in Your Vessel	2-43
PC-06-07-AUX	Successfully Participate In A Rescue Evolution of Another Paddle Craft	2-44

Name: _____

TASK PC-06-01-AUX

Task **Do A Pre-Underway Check**

References None

Conditions Do on dock or beach before getting in the vessel.

Standards Each type vessel will have different requirements because of the configuration of the vessel, AOR, and weather. This list must be written down and a copy given to the mentor.

Completed **Performance Criteria**

- _____ 1. Has a list in writing of what the trainee perceives is necessary for his vessel, AOR, and worst weather that could be encountered.
- _____ 2. Explains the reason for including each item on the list.

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

Name: _____

Task PC-06-02-AUX

Task **Locate and Operate Boat's Dewatering Equipment**

References Auxiliary Facility Pre-Underway check-off list and/or diagram

Manufacturer's Operating Instructions

Conditions Performed onboard an Auxiliary facility. Dewatering equipment should be listed on the facility's pre-underway check-off sheet and/or displayed on the facility's diagram. Trainee must accomplish task without prompting. Use of a reference is permitted.

Standards In response to the mentor, the trainee must, locate, set up and operate the boats dewatering equipment. Demonstrating proficiency with a simple bailing bucket will be sufficient for passing the task.

Completed

Performance Criteria

1. Located dewatering pump.

2. Correctly set up dewatering pump.

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

Name: _____

Task PC-06-03-AUX

Task	Enter the Vessel from a Dock or Poolside and Return and Exit Vessel
References	None
Conditions	To be accomplished in water from any dockside or poolside in Deep water.
Standards	To be accomplished without undo stress.
<u>Completed</u>	<u>Performance Criteria</u>
_____	1. Entered vessel without help and left dock with undo stress.
_____	2. Exited the vessel in the same location where entered without help and with undue stress.
Accomplished	Mentor signature _____ Date _____

Name: _____

Task PC-06-04-AUX

Task **Enter and Exit the Vessel from the Shoreline.**

References None

Conditions Must be completed from a shoreline.

Standards To be accomplished in a smooth manner with undo stress.

Completed **Performance Criteria**

_____ 1. Enter the vessel and leave the shore without help in a safe, non-stressful manner.

_____ 2. Return to shore and exit without help in a safe, non-stressful manner.

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

Name: _____

Task PC-06-06-AUX

Task Demonstrate a Self-Rescue Evolution in Your Vessel

References A Commercial self-rescue class is recommended.

Conditions Demonstration is to be an in-water activity. It can be done in a pool or in the water environment of the AOR.

Standards Operator must leave the paddle craft, enter the water and re-enter the paddle craft safely.

Completed **Performance Criteria**

- _____ 1. Exit the vessel in a safe manner.
- _____ 2. Maintain control of all equipment.
- _____ 3. Set up the re-entry properly.
- _____ 4. Successfully re-enter the vessel with all equipment.

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

Section G. Auxiliary Specific Tasks

Introduction The following are the general objectives for Section G:

- **Demonstrate** the ability to perform various Auxiliary administrative duties.
- **Demonstrate** competency to perform as an Auxiliary PC Operator on an operational PC facility.

In this section This section contains four tasks. Qualified crew members have completed the tasks marked (*) already and do not need to do them again to qualify as a PC operator. Coxswains have also completed tasks marked **.

Task Number	Task	See Page
PC-07-01-AUX *	Basic Knowledge Of Boating Skills	2-46
PC-07-02-AUX **	Complete Administrative Tasks (Reports, Orders, Etc.)	2-47
PC-07-03-AUX	Dockside Oral Examination	2-48
PC-07-04-AUX	On Water Skills Test	2-49

Name: _____

Task PC-07-01-AUX

Task **Basic Knowledge Of Boating Skills**

References Auxiliary Boat Crew Training Manual,
COMDTINST M16794.51 (series)

Conditions Auxiliary member must successfully complete the requirement
prior to participating in the Auxiliary boat crew qualification
program.

Standards Auxiliary members must show proof of having satisfactorily
completed one of the following prerequisites for basic knowledge
of boating skills

Completed

Performance Criteria

- _____ 1. Completed the Auxiliary Basic Skills and Seamanship (BS&S)
course, or
- _____ 2. Completed the Sailing Fundamentals (SF) course, or
- _____ 3. Completed the Sailing and Seamanship (S&S) course, or
- _____ 4. Completed the Boating Safely Course (BSC), or
- _____ 5. Completed the U.S. Power Squadron's basic boating course, or
- _____ 6. Challenged and passed the closed book exam for one of the
above courses.

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

Name: _____

Task PC-07-02-AUX

Task **Complete Administrative Tasks (Reports, Orders, Etc.)**

References Auxiliary Operations Policy Manual, COMDTINST M16798.3

Various Forms Instructions

District Director’s procedures for submitting forms

Conditions Performed at any time ashore, at the dock, or afloat. Trainee may use instructions for filling out the forms, and must follow the most current district/area procedures for submitting forms.

Standards In response to the mentor, the trainee must, demonstrate the ability to prepare and submit forms associated with Auxiliary patrols under Coast Guard orders, and the procedures to follow if involved in a mishap.

Completed

Performance Criteria

- _____ 1. Prepared Activity Report-Mission, CGAUX-7030
- _____ 2. Prepared Auxiliary SAR Incident Report, CG-4612
- _____ 3. Prepared Coast Guard Auxiliary Patrol Order, CG-5132
- _____ 4. Stated reference sources to follow if involved in a boat mishap.
- _____ 5. Described distribution of the above forms and submission requirements.

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

Name: _____

Task PC-07-03-AUX

Task **Dock Side Oral Exam**

References None (Study all tasks)

Conditions Hold on shore.

Standards The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one question from each section of the Qualification Guide. The QE may ask questions based on additional tasks if they feel it is necessary for qualification.

Completed **Performance Criteria**

_____ 1. Section A, PC 01-_____ -AUX

_____ 2. Section B, PC 02-_____ -AUX

_____ 3. Section C, PC 03-_____ -AUX

_____ 4. Section D, PC 04-_____ -AUX

_____ 5. Section E, PC 05-_____ -AUX

OPTIONAL

_____ 6. PC-_____ - _____ -AUX

_____ 7. PC-_____ - _____ -AUX

_____ 8. PC-_____ - _____ -AUX

Completed **QE signature** _____ **Date** _____

QE signature _____ **Date** _____

