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Homeland Security

United States
Coast Guard



AUXILIARY BOAT CREW
QUALIFICATION GUIDE,
VOLUME I: CREW MEMBER

COMDTINST M16794.52A
January 2007



Commandant
United States Coast Guard

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Subj: AUXILIARY BOAT CREW QUALIFICATION GUIDE, VOLUME I: CREW MEMBER

- Ref:
- (a) Auxiliary Manual, COMDTINST M16790.1 (series)
 - (b) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 - (c) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
 - (d) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 - (e) Operational Risk Management, COMDTINST 3500.3 (series)
 - (f) Team Coordination Training, COMDTINST 1541.1 (series)
 - (g) Navigation Rules, International – Inland, COMDTINST M16672.2 (series)
 - (h) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
 - (i) Radiotelephone Handbook, COMDTINST M2300.7 (series)
 - (j) Chart No.1, Nautical Chart Symbols, Abbreviations and Terms

1. PURPOSE. This Manual establishes policies and procedures for the training, qualification, and certification of Auxiliary members for patrol duty on Coast Guard Auxiliary vessel facilities.
2. ACTION. Area, district, and sector commanders, commanders of maintenance and logistics commands, commanding officers of integrated support commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General and special staff elements at Headquarters shall ensure compliance with the provisions of this Notice. Internet release is authorized.
3. DIRECTIVES AFFECTED.
 - a. Effective 01 January 2007, the Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 is cancelled.
 - b. Where the provisions of this Manual differ from the Auxiliary Manual, COMDTINST M16790.1 (series), the provisions of this Manual shall apply.

DISTRIBUTION – SDL No.146

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A																										
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NON STANDARD DISTRIBUTION: Auxiliary National Supply Center, NEXCOM, NADCO-CG/SS, DC-O, DCV-OS

4. DISCUSSION. This Manual is part of the complete revision of the Coast Guard's family of boat crew training and qualification publications. These publications are being revised to reflect the best and safest practices in the Coast Guard Auxiliary fleet.
5. RESPONSIBILITY. Commandant (CG-3PCX-2) is responsible for the content and upkeep of this Instruction. Questions or concerns about the material contained in this Manual should be addressed to Commandant (CG-3PCX) at (202) 372-1271.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Manual and have been determined to be not applicable.
7. FORMS/REPORTS. The Coast Guard (CG) forms called for in this Manual are available on the Internet at <http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>. Coast Guard Auxiliary forms can be found at <http://forms.cgaux.org/forms.html>.

/s/

CRAIG E. BONE

Rear Admiral, U. S. Coast Guard

Assistant Commandant for Prevention

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Table of Contents

Chapter 1	Introduction	1-1
Section A	Purpose	1-1
Section B	Description Of The Guide	1-2
Section C	The Qualification Process	1-5
Appendix A	Training Plans	A-1
Appendix B	Mentor Tracking Form	B-1
Chapter 2	Crew Member Qualification Tasks	2-1
Section A	Crew Efficiency Factors And Team Coordination	2-2
<i>BCM-01-01-AUX</i>	<i>Crew Fatigue</i>	2-3
<i>BCM-01-02-AUX</i>	<i>Personal Physical Requirements And Policy</i>	2-4
<i>BCM-01-03-AUX</i>	<i>Team Coordination Training</i>	2-5
<i>BCM-01-04-AUX</i>	<i>Complete The Incident Command System (ICS) Courses</i>	2-6
Section B	First Aid And Survival	2-7
<i>BCM-02-01-AUX</i>	<i>Crew First Aid Responsibility</i>	2-9
<i>BCM-02-02-AUX</i>	<i>Sun And Heat Related Factors</i>	2-10
<i>BCM-02-03-AUX</i>	<i>State The Symptoms And Treatment For Shock</i>	2-11
<i>BCM-02-04-AUX</i>	<i>State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)</i>	2-12
<i>BCM-02-05-AUX</i>	<i>Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding</i>	2-13
<i>BCM-02-06-AUX</i>	<i>State The Signs And Treatment For Burns</i>	2-14
<i>BCM-02-07-AUX</i>	<i>State The Symptoms And Treatment For Hypothermia</i>	2-15
<i>BCM-02-08-AUX</i>	<i>Type III PFD, Anti-Exposure Coverall Or Dry Suit Swim</i>	2-16
<i>BCM-02-09-AUX</i>	<i>Identify Boat Crew Survival Equipment</i>	2-18
<i>BCM-02-10-AUX</i>	<i>Use The Emergency Signaling Mirror</i>	2-19
<i>BCM-02-11-AUX</i>	<i>Describe The Use Of Hand Held Distress Flares</i>	2-20
<i>BCM-02-12-AUX</i>	<i>Describe The Use Of Aerial Flares</i>	2-21
<i>BCM-02-13-AUX</i>	<i>Operate The Personal Marker Light (PML) or Strobe Light</i>	2-22
<i>BCM-02-14-AUX</i>	<i>State Survival Procedures In Event The Boat Capsizes Or Swamps</i>	2-23
Section C	Marlinespike Seamanship And Boat Nomenclature	2-24
<i>BCM-03-01-AUX</i>	<i>Identify The Different Parts Of A Line And The Hitches Used In Line Handling</i>	2-25
<i>BCM-03-02-AUX</i>	<i>Tie Various Knots, Hitches And Bends</i>	2-27
<i>BCM-03-03-AUX</i>	<i>Secure Lines To Cleats, Bitts And Posts</i>	2-28
<i>BCM-03-04-AUX</i>	<i>Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility</i>	2-30

Chapter 2 Crew Member Qualification Tasks - (continued)

Section D	Boat Handling	2-34
	<i>BCM-04-01-AUX Assist In Anchoring The Boat</i>	2-35
	<i>BCM-04-02-AUX Assist In Weighing The Boat’s Anchor</i>	2-36
	<i>BCM-04-03-AUX Identify Common Navigation Lights Displayed By Ships And Boats</i>	2-37
	<i>BCM-04-04-AUX Identify Common Sound Signals Used By Ships And Boats</i>	2-38
	<i>BCM-04-05-AUX Identify And Describe Accepted Maritime Distress Signals</i>	2-39
	<i>BCM-04-06-AUX Stand A Lookout Watch</i>	2-40
	<i>BCM-04-07-AUX Act As A Helmsman And Steer A Compass Course</i>	2-41
	<i>BCM-04-08-AUX Cast Off And Stow Lines And Fenders</i>	2-42
	<i>BCM-04-09-AUX Prepare For, Moor And Secure The Boat To A Dock</i>	2-43
Section E	Communications	2-44
	<i>BCM-05-01-AUX Operate A VHF-FM Radiotelephone</i>	2-45
	<i>BCM-05-02-AUX Use The VHF-FM Radiotelephone To Give A Position Or Operations Normal Report</i>	2-46
Section F	Navigation	2-47
	<i>BCM-06-01-AUX Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart</i>	2-48
	<i>BCM-06-02-AUX Identify Common Aids To Navigation Used In Small Boat Piloting</i>	2-50
	<i>BCM-06-03-AUX Identify Local Landmarks Used In Piloting On A Nautical Chart</i>	2-51
	<i>BCM-06-04-AUX Plot A Position Using Latitude And Longitude</i>	2-52
	<i>BCM-06-05-AUX Plot A Magnetic Course On A Nautical Chart</i>	2-53
	<i>BCM-06-06-AUX Measure Distance On A Nautical Chart</i>	2-54
	<i>BCM-06-07-AUX Compute Time, Speed And Distance</i>	2-55
	<i>BCM-06-08-AUX Determine The Depth Of Water Using A Fathometer And/Or A Sounding Pole</i>	2-56
Section G	Mission Oriented Operations	2-57
	<i>BCM-07-01-AUX Participate In A Man Overboard Evolution As A Pointer</i>	2-59
	<i>BCM-07-02-AUX Participate In A Man Overboard Evolution As A Recovery/Pick Up Man</i>	2-60
	<i>BCM-07-03-AUX Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat</i>	2-61
	<i>BCM-07-04-AUX Pass A Towline (Bridle) To Another Boat And Take In Stern Tow</i>	2-62
	<i>BCM-07-05-AUX Stand A Towing Watch</i>	2-63
	<i>BCM-07-06-AUX Connect A Towline To A Trailer Eye Bolt Using A Shackle Or Kicker/Skiff Hook</i>	2-65
	<i>BCM-07-07-AUX Take A Boat In Alongside Tow</i>	2-66

Chapter 2 Crew Member Qualification Tasks - (continued)

	<i>BCM-07-08-AUX</i>	<i>Moor A Towed Vessel</i>	<i>2-68</i>
	<i>BCM-07-09-AUX</i>	<i>Identify The Different Classes Of Fires; State The Fuel And Primary Extinguishing Agents Associated With Each</i>	<i>2-70</i>
	<i>BCM-07-10-AUX</i>	<i>Locate And Operate The Boat's Dewatering Equipment ..</i>	<i>2-71</i>
	<i>BCM-07-11-AUX</i>	<i>Operate A CO2 Fire Extinguisher (Simulate).....</i>	<i>2-72</i>
	<i>BCM-07-12-AUX</i>	<i>Operate A Dry Chemical Fire Extinguisher (Simulate).....</i>	<i>2-73</i>
Section H	Auxiliary Specific Tasks		2-74
	<i>BCM-08-01-AUX</i>	<i>Basic Knowledge Of Boating Skills</i>	<i>2-75</i>
	<i>BCM-08-02-AUX</i>	<i>Perform As A Crew Member During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)</i>	<i>2-76</i>
	<i>BCM-08-03-AUX</i>	<i>Dockside Oral Examination.....</i>	<i>2-78</i>
	<i>BCM-08-04-AUX</i>	<i>Underway Check Ride</i>	<i>2-80</i>

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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 boat crew member. This chapter contains three sections:

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

Section A. Purpose

A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series), the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) and the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), to train and qualify Auxiliary members to serve as crew members on Auxiliary vessel 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 boat crew member. Upon successful 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.

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.

Section B. Description of the Guide

B.1. Format

The Qualification Guide consists of three volumes:

- Volume I: Crew Member
- Volume II: Coxswain
- Volume III: Personal Watercraft (PWC) Operator

Each volume has two chapters:

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

B.2. Qualification Tasks

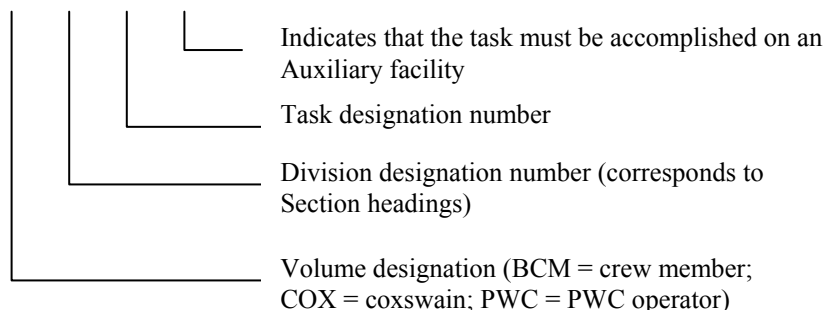
Each qualification task represents a certain skill or piece of knowledge required in the performance of duty as an Auxiliary boat crew member. Collectively, the complete set of tasks represents the minimum performance standard for the position. Each task has seven parts:

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

B.2.a. Designation

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

BCM-02-03-AUX



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 reference (b). 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. Reference (c) 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 not 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.

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 personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

B.2.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 check list 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.

B.3. Additional Standards No additional qualification tasks or modification of task therein may be required to achieve either qualification or certification. The tasks (not including waivable tasks) in each volume of the Qualification Guide represent a uniform, national standard for qualification and certification. National standard tasks may be altered with CHDIRAUX approval. A member who successfully completes the national standard tasks is entitled to be certified by the Director, and to earn appropriate recognition, including certificates, insignia, and ribbons.

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

B.4. Waivable Tasks Certain tasks in the Qualification Guides are designated as “**Waivable Tasks by DIRAUX**”. The Director may waive these designated tasks on a case-by-case basis given the mission requirements, the nature of the waters, or if the task is not operationally required for the geographical area.

Section C. The Qualification Process

C.1. Process Summary

For a complete description of the training and qualification process and policies, refer to reference (c). 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**) in accordance with reference (c). 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 meeting the standards outlined in reference (c).

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, etc.
 2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of Chapter Three (Study Guide) that apply to the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task.
 3. The mentor demonstrates the task using procedures outlined in the qualification guide.
 4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
 5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
-

**C.2. Sign-Off
Process
(continued)**

6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.

**C.3. Qualification
Examination**

The final step in the qualification process is examination by a 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 task, the member is now qualified. The details of this process are described in Chapter 3 of ref (c).

Once qualified, the member is then certified by the Director. See Chapter 4 of reference (c) for a complete description of the certification process.

Appendix A – Training Plan

Training Plan - Inport Tasks		
<i>Task Number</i>	<i>Task Name</i>	<i>Required Materials</i>
BCM-01-01-AUX	Crew Fatigue	
BCM-01-02-AUX	Personal Physical Requirements And Policy	
BCM-01-03-AUX	Team Coordination Training	
BCM-01-04-AUX	Complete The Incident Command System (ICS) Courses	Proof of Completion
BCM-02-01-AUX	Crew First Aid Responsibility	
BCM-02-02-AUX	Sun And Heat Related Factors	
BCM-02-03-AUX	State The Symptoms And Treatment For Shock	
BCM-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)	
BCM-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	Tourniquet and Pressure Dressings
BCM-02-06-AUX	State The Signs And Treatment For Burns	
BCM-02-07-AUX	State The Symptoms And Treatment For Hypothermia	
BCM-02-08-AUX	Type III PFD, Anti-Exposure Coverall Or Dry Suit Swim	Type III PFD, Anti-Exposure Coverall or Dry Suit
BCM-02-09-AUX	Identify Boat Crew Survival Equipment	
BCM-02-10-AUX	Use The Emergency Signal Mirror	Signal Mirror
BCM-02-11-AUX	Describe The Use Of Hand Held Distress Flares	Hand Held Distress Flares
BCM-02-12-AUX	Describe The Use Of Aerial Flares.	Aerial Flares
BCM-02-13-AUX	Operate The Personal Marker Light (PML) or Strobe Light	Personal Marker or Strobe Light
BCM-02-14-AUX	State Survival Procedures In Event The Boat Capsizes Or Swamps	
BCM-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling	Several Pieces of Line
BCM-03-02-AUX	Tie Various Knots, Hitches And Bends	Several Pieces of Line
BCM-03-03-AUX	Secure Lines To Cleats, Bitts And Posts	Line, Cleat, Sampson Post
BCM-04-03-AUX	Identify Common Navigation Lights Displayed By Ships And Boats	Nav Lights or Pictures of Nav Lights
BCM-04-04-AUX	Identify Common Sound Signals Used By Ships And Boats	
BCM-04-05-AUX	Identify And Describe Accepted Maritime Distress Signals	
BCM-06-01-AUX	Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart	Nautical Chart

Training Plan - Inport Tasks (continued)		
<i>Task Number</i>	<i>Task Name</i>	<i>Required Materials</i>
BCM-06-03-AUX	Identify Local Landmarks Used In Piloting On A Nautical Chart	Nautical Chart
BCM-06-04-AUX	Plot A Position Using Latitude And Longitude	Local Chart, Plotting Tools
BCM-06-05-AUX	Plot A Magnetic Course On A Nautical Chart	Local Chart, Plotting Tools
BCM-06-06-AUX	Measure Distance On A Nautical Chart	Local Chart, Plotting Tools
BCM-06-07-AUX	Compute Time, Speed And Distance	Local Chart, Nautical Slide Rule
BCM-07-09-AUX	Identify The Different Classes Of Fires; State The Fuel And Primary Extinguishing Agents Associated With Each	
BCM-07-11-AUX	Operate A CO2 Fire Extinguisher (Simulate)	CO2 Fire Extinguisher
BCM-07-12-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)	Dry Chemical Extinguisher
BCM-08-01-AUX	Basic Knowledge Of Boating Skills	

Training Plan - Underway Tasks		
<i>* All Tasks Require a properly Equipped Auxiliary Facility</i>		
Task Number	Task Name	Required Materials
BCM-03-04-AUX	Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility	Checklist, diagram
BCM-04-01-AUX	Assist In Anchoring The Boat	Line, Anchor Chafing Gear
BCM-04-02-AUX	Assist In Weighing The Boat's Anchor	Line, Anchor
BCM-04-06-AUX	Stand A Lookout Watch	
BCM-04-07-AUX	Act As A Helmsman And Steer A Compass Course	
BCM-04-08-AUX	Cast Off And Stow Lines And Fenders	Lines, Fenders
BCM-04-09-AUX	Prepare For, Moor And Secure The Boat To A Dock	Lines, Fenders
BCM-05-01-AUX	Operate A VHF-FM Radiotelephone	VHF-FM Radio
BCM-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Operations Normal Report	VHF-FM Radio
BCM-06-02-AUX	Identify Common Aids To Navigation Used In Small Boat Piloting	Local Chart
BCM-06-08-AUX	Determine The Depth Of Water Using A Fathometer And/Or A Sounding Pole	Fathometer, Sounding Pole
BCM-07-01-AUX	Participate In A Man Overboard Evolution As A Pointer	Oscar or Substitute
BCM-07-02-AUX	Participate In A Man Overboard Evolution As A Recovery/Pick Up Man	Oscar or Substitute
BCM-07-03-AUX	Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat	Second Auxiliary Facility
BCM-07-04-AUX	Pass A Towline (Bridle) To Another Boat And Take In Stern Tow	Second Auxiliary Facility
BCM-07-05-AUX	Stand A Towing Watch	Second Auxiliary Facility
BCM-07-06-AUX	Connect A Towline To A Trailer Eye Bolt Using A Shackle Or Kicker/Skiff Hook	
BCM-07-07-AUX	Take A Boat In Alongside Tow	Second Auxiliary Facility
BCM-07-08-AUX	Moor A Towed Vessel	Second Auxiliary Facility
BCM-07-10-AUX	Locate And Operate The Boat's Dewatering Equipment	
BCM-08-02-AUX	Perform As A Crew Member During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)	
BCM-08-03-AUX	Dockside Oral Examination	QE
BCM-08-04-AUX	Underway Check Ride	QE

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Appendix B – Mentor Tracking Form

Trainee's Name: _____ **Member Number:** _____

Mentor/QE's Name (Printed)	Mentor/QE's Signature	Initials	Date

<i>Section A</i>			
<i>Crew Efficiency Factors, Risk Factors and Team Coordination</i>			
Task	Description	Mentor Initials	Date
BCM-01-01-AUX	Crew Fatigue		
BCM-01-02-AUX	Personal Physical Requirements And Policy		
BCM-01-03-AUX	Team Coordination Training		
BCM-01-04-AUX	Complete The Incident Command System (ICS) Courses		
<i>Section B</i>			
<i>Physical Fitness, First Aid and Survival</i>			
Task	Description	Mentor Initials	Date
BCM-02-01-AUX	Crew First Aid Responsibility		
BCM-02-02-AUX	Sun And Heat Related Factors		
BCM-02-03-AUX	State The Symptoms And Treatment For Shock		
BCM-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)		
BCM-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding		
BCM-02-06-AUX	State The Signs And Treatment For Burns		
BCM-02-07-AUX	State The Symptoms And Treatment For Hypothermia		
BCM-02-08-AUX	Type III PFD, Anti-Exposure Coverall Or Dry Suit Swim		
BCM-02-09-AUX	Identify Boat Crew Survival Equipment		
BCM-02-10-AUX	Use The Emergency Signaling Mirror		
BCM-02-11-AUX	Describe The Use Of Hand Held Distress Flares		
BCM-02-12-AUX	Describe The Use Of Aerial Flares		
BCM-02-13-AUX	Operate The Personal Marker Light (PML) or Strobe Light		
BCM-02-14-AUX	State Survival Procedures In Event The Boat Capsizes or Swamps		

<i>Section C</i>			
<i>Marlinespike Seamanship And Boat Nomenclature</i>			
Task	Description	Mentor Initials	Date
BCM-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling		
BCM-03-02-AUX	Tie Various Knots, Hitches And Bends		
BCM-03-03-AUX	Secure Lines To Cleats, Bitts And Posts		
BCM-03-04-AUX	Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility		
<i>Section D</i>			
<i>Boat Handling</i>			
Task	Description	Mentor Initials	Date
BCM-04-01-AUX	Assist In Anchoring The Boat		
BCM-04-02-AUX	Assist In Weighing The Boat's Anchor		
BCM-04-03-AUX	Identify Common Navigation Lights Displayed By Ships And Boats		
BCM-04-04-AUX	Identify Common Sound Signals Used By Ships And Boats		
BCM-04-05-AUX	Identify And Describe Accepted Maritime Distress Signals		
BCM-04-06-AUX	Stand A Lookout Watch		
BCM-04-07-AUX	Act As A Helmsman And Steer A Compass Course		
BCM-04-08-AUX	Cast Off And Stow Lines And Fenders		
BCM-04-09-AUX	Prepare For, Moor And Secure The Boat To A Dock		

<i>Section E</i> <i>Communications</i>			
Task	Description	Mentor Initials	Date
BCM-05-01-AUX	Operate A VHF-FM Radiotelephone		
BCM-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
<i>Section F</i> <i>Navigation</i>			
Task	Description	Mentor Initials	Date
BCM-06-01-AUX	Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart		
BCM-06-02-AUX	Identify Common Aids To Navigation Used In Small Boat Piloting		
BCM-06-03-AUX	Identify Local Landmarks Used In Piloting On A Nautical Chart		
BCM-06-04-AUX	Plot A Position Using Latitude And Longitude		
BCM-06-05-AUX	Plot A Magnetic Course On A Nautical Chart		
BCM-06-06-AUX	Measure Distance On A Nautical Chart		
BCM-06-07-AUX	Compute Time, Speed And Distance		
BCM-06-08-AUX	Determine The Depth Of Water Using A Fathometer And/Or Sounding Pole		
<i>Section G</i> <i>Mission Oriented Operations</i>			
Task	Description	Mentor initials	Date
BCM-07-01-AUX	Participate In A Man Overboard Evolution As A Pointer		
BCM-07-02-AUX	Participate In A Man Overboard Evolution As A Recovery/Pickup Man		
BCM-07-03AUX	Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat		
BCM-07-04-AUX	Pass A Towline (Bridle) To Another Boat And Take In Stern Tow		
BCM-07-05-AUX	Stand A Towing Watch		

Section G Mission Oriented Operations (continued)			
Task	Description	Mentor initials	Date
BCM-07-06-AUX	Connect A Towline To A Trailer Eye Bolt Using A Shackle Or Kicker/Skiff Hook		
BCM-07-07-AUX	Take A Boat In Alongside Tow		
BCM-07-08-AUX	Moor A Towed Vessel		
BCM-07-09-AUX	Identify The Different Classes Of Fires And State The Fuel And Primary Extinguishing Agents Associated With Each		
BCM-07-10-AUX	Locate And Operate The Boat's Dewatering Equipment		
BCM-07-11-AUX	Operate A CO2 Fire Extinguisher (Simulate)		
BCM-07-12-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)		
Section H Auxiliary Specific Tasks			
Task	Description	Mentor/QE Initials	Date
BCM-08-01-AUX	Basic Knowledge Of Boating Skills		
BCM-08-02-AUX	Perform As A Crewmember During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)		
BCM-08-03-AUX	Dockside Oral Examination		
BCM-08-04-AUX	Underway Check Ride		

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Chapter 2 Crew Member Qualification Tasks

In this chapter

This chapter contains eight sections:

Section	Title	See Page
A	Crew Efficiency Factors And Team Coordination	2-2
B	First Aid And Survival	2-7
C	Marlinespike Seamanship And Boat Nomenclature	2-24
D	Boat Handling	2-34
E	Communications	2-44
F	Navigation	2-47
G	Mission Oriented Operations	2-57
H	Auxiliary Specific Tasks	2-74

Section A. Crew Efficiency Factors and Team Coordination

Introduction

The following are objectives of Section A:

- **Demonstrate** knowledge of the factors that affect crew performance.
- **State** the physical requirements for participation in the Auxiliary Boat Crew program.

In this section

This section contains four tasks.

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 3, Section B Ref (d) Chapter 4, Section E	BCM-01-01-AUX	Crew Fatigue	2-3
Ref (c) Chapter 3, Section A Ref (d) Chapter 1, Section L	BCM-01-02-AUX	Personal Physical Requirements And Policy	2-4
Ref (c) Chapter 5, Section A Ref (e) Ref (f)	BCM-01-03-AUX	Team Coordination Training	2-5
Course Curriculum	BCM-01-04-AUX	Complete The Incident Command System (ICS) Courses	2-6

Name: _____

Task BCM-01-01-AUX

Task **Crew Fatigue**

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

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

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

Completed

Performance Criteria

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

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

Name: _____

Task BCM-01-02-AUX

Task **Personal Physical Requirements And Policy**

References Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 1
Auxiliary Boat Crew Training Manual, COMDTINST 16794.51 (series), Chapter 3

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

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

Completed

Performance Criteria

- _____ 1. Stated the physical requirements necessary to participate in the Auxiliary Boat Crew program.
- _____ 2. Stated the policy and responsibility of a crew member when that member is unable or unfit to perform required duties on an ordered mission.
- _____ 3. Stated the policy and responsibility of a crew member that becomes aware of any incapacity, disability, or other disqualifying condition in another crew member.
- _____ 4. Stated who is responsible to abort the operational mission if the crew member or coxswain is reported as unfit to perform assigned duties.

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

Name: _____

Task BCM-01-03-AUX

Task **Team Coordination Training**

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

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

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

Completed **Performance Criteria**

_____ 1. Date initial TCT training completed. _____

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

Name: _____

Task BCM-01-04-AUX

Task **Complete The Incident Command System (ICS) Courses**

References Federal Emergency Management Agency (FEMA) on-line courses or Coast Guard Correspondence courses.

Conditions Task is conducted on-line or through Correspondence Courses.

Standards The Trainee must show proof of completion.

Completed **Performance Criteria**

_____ 1. Passed the IS-100 Course.

_____ 2. Passed the IS-700 Course.

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

Section B. First Aid And Survival

Introduction

The following are objectives of Section B:

- **State** Auxiliary crew member’s 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 fourteen tasks.

Reading Assignments	Task Number	Task	See Page
Ref (d) Chapter 4, Section E	BCM-02-01-AUX	Crew First Aid Responsibility	2-9
Ref (b) Chapter 3, Section H	BCM-02-02-AUX	Sun And Heat Related Factors	2-10
Ref (b) Chapter 5, Section B	BCM-02-03-AUX	State The Symptoms And Treatment For Shock	2-11
Ref (b) Chapter 5, Section B	BCM-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock	2-12
Ref (b) Chapter 5, Section D	BCM-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding	2-13
Ref (b) Chapter 5, Section D	BCM-02-06-AUX	State The Signs And Treatment For Burns	2-14
Ref (b) Chapter 5, Section E Ref (b) Chapter 16, Section B	BCM-02-07-AUX	State The Symptoms And Treatment For Hypothermia	2-15
Ref (b) Chapter 6, Section B Ref (h) Chapter 3	BCM-02-08-AUX	Type III PFD, Anti-Exposure Coverall, Or Dry Suit Swim	2-16
Ref (b) Chapter 6, Section A and D Ref (d) Chapter 4, Section E	BCM-02-09-AUX	Identify Boat Crew Survival Equipment	2-18
Ref (b) Chapter 6, Section D	BCM-02-10-AUX	Use The Emergency Signaling Mirror	2-19
Ref (b) Chapter 6, Section D	BCM-02-11-AUX	Describe The Use Of Hand Held Distress Flares	2-20

In this section

(Continued)

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 6, Section E	BCM-02-12-AUX	Describe The Use Of Aerial Flares	2-21
Ref (b) Chapter 6, Section D	BCM-02-13-AUX	Operate The Personal Marker Light (PML) or Strobe Light	2-22
Ref (b) Chapter 6, Section G	BCM-02-14-AUX	State Survival Procedures In Event The Boat Capsizes Or Swamps	2-23

Name: _____

Task BCM-02-02-AUX

Task **Sun And Heat Related Factors**

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

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

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

Completed **Performance Criteria**

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

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

Name: _____

Task BCM-02-03-AUX

Task	State The Symptoms And Treatment For Shock
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5
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 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 BCM-02-04-AUX

Task **State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)**

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

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 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.

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

Name: _____

Task BCM-02-05-AUX

Task **Demonstrate Direct Pressure, Pressure Points, And Tourniquet Method To Control Bleeding**

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

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, 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 BCM-02-06-AUX

Task	State The Signs And Treatment For Burns
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5
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 signs and treatment for burns.

Completed

Performance Criteria

- _____ 1. Stated the three degrees of burns and their signs.
- _____ 2. Stated the treatment for minor burns.
- _____ 3. Stated the treatment for serious burns.
- _____ 4. Stated the treatment for chemical burns.

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

Name: _____

Task BCM-02-07-AUX

Task	State The Symptoms Of And Treatment For Hypothermia
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 5 and 16
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 preventative 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 BCM-02-08-AUX

Task **Type III PFD, Anti-Exposure Coverall, Or Dry Suit Swim**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6
Rescue and Survival Systems Manual, COMDTINST M10470.10 (series),
Chapter 3

Conditions This task is not intended to be performed at the dock, afloat, or from the beach, unless specific permission to do so has been granted by DIRAUX. A swimming pool (heated if available) should be used. The trainee must enter the water wearing a PFD or dry suit. Trainee should be wearing all other survival gear consistent with the weather and water temperature or the local operating area. Trainee must accomplish task without prompting, hesitation, or use of a reference.

Standards In response to the QE, the trainee must inspect and properly don a PFD or a dry suit with proper undergarments and PFD. If a dry suit is used it must be broken out and donned without hesitation or assistance after receiving an instruction from the QE. Trainee must enter the water in the manner prescribed in the steps below. The trainee must float for 5 to 10 minutes, and then swim at least 30 feet. The following tasks must be completed without assistance.

Completed **Performance Criteria**

_____ 1. Inspected and correctly donned the proper size PFD.

or

Anti-exposure coveralls or dry suit with:

- a. All wrist and ankle seals secured;
- b. All other zippers and/or seals secured;
- c. Hood pulled up over head and secured;

Task BCM-02-08-AUX (Continued)

- d. Gloves donned; and
- e. All signaling gear attached.

_____ 2. Checked for debris in surrounding water.

_____ 3. Eyes straight ahead.

_____ 4. Entered water feet first with:

- a. Vertical position maintained; and
- b. Ankles crossed upon entry into the water.

_____ 5. Remained in water for a period of 5 to 10 minutes and swam or used a stroke of the trainee's choice to travel through the water at least 30 feet if wearing a PFD.

OR

_____ 6. Remained in water for a period of 10 minutes in dry suit or anti-exposure coveralls.

_____ 7. After exercise, PFD or anti-exposure coverall rinsed, allowed to dry thoroughly, and properly stowed.

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

Name: _____

Task BCM-02-09-AUX

Task	Identify Boat Crew Survival Equipment
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 4
Conditions	Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, state the policy for wearing PFDs, and the survival equipment required while on a surface patrol or mission.

Completed

Performance Criteria

1. Stated the types of PFDs required to be worn when on patrol.

2. Stated the required survival equipment that must be on the PFD.

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

Name: _____

Task BCM-02-10-AUX

Task **Use The Emergency Signaling Mirror**

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

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

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

Completed

Performance Criteria

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

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

Name: _____

Task BCM-02-11-AUX

Task	Describe The Use Of Hand Held Distress Flares
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Manufacturer's Operating Instructions
Conditions	Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task using the manufacturers guidelines and safety precautions.
Standards	In response to the mentor, the trainee must, without error, identify the CG approved hand held distress flares (used on the vessel facility) and describe the sequence required to safely ignite the signal.

Completed

Performance Criteria

- _____ 1. Signal broken out and identified whether day or night flare.
- _____ 2. Described the proper use of the flare in accordance with manufacturer's operating instructions.
- _____ 3. Demonstrated the safe use (a walk through without igniting) of the flare.
- _____ 4. Stated the proper disposal of a used flare.
- _____ 5. Stated conditions when each distress flare would be most effective.

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

Name: _____

Task BCM-02-12-AUX

Task	Describe The Use Of Aerial Flares
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6 Manufacturer's Operating Instructions
Conditions	Performed at any time ashore, at the dock, or afloat. Trainee must accomplish task using the manufacture guidelines and safety precautions.
Standards	In response to the mentor, the trainee must identify the CG approved aerial flare (used on the Auxiliary Facility) and describe the sequence required safely to ignite the flare.

Completed

Performance Criteria

- _____ 1. Aerial flare broken out and identified.
- _____ 2. Described the proper use of the aerial flare in accordance with manufacturer's instruction.
- _____ 3. Demonstrated the safe use (a walk through without igniting) of the aerial flare.
- _____ 4. Described the proper disposal of a used flare.
- _____ 5. Stated conditions when the aerial flare would be most effective.

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

Name: _____

Task BCM-02-13-AUX

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

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

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

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

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

Completed

Performance Criteria

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

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

Name: _____

Task BCM-02-14-AUX

Task **State Survival Procedures In The Event The Boat Capsizes Or Swamps**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 6

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 state all steps in the procedure.

Completed

Performance Criteria

- _____ 1. Described the action to be taken during capsizing.
- _____ 2. Described the route(s) of escape to be taken, in the event of capsizing.
- _____ 3. Explained the action to be taken if trapped inside an enclosed compartment.
- _____ 4. Described the action to take if unable to exit the capsized vessel.

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

Section C. Marlinespike Seamanship And Boat Nomenclature

Introduction

The following are general objectives for Section C:

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

In this section

This section contains four tasks.

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 7, Section A and D	BCM-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling	2-25
Ref (b) Chapter 7, Section D	BCM-03-02-AUX	Tie Various Knots, Hitches And Bends	2-27
Ref (b) Chapter 7, Section E	BCM-03-03-AUX	Secure Lines To Cleats, Bitts And Posts	2-28
Ref (b) Chapter 1, Section B Ref (d) Chapter 2, Section A	BCM-03-04-AUX	Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility	2-30

Name: _____

Task BCM-03-01-AUX

Task **Identify The Different Parts Of A Line And The Hitches Used In Line Handling**

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

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 the different parts of a line and basic knots.

Completed

Performance Criteria

- _____ 1. Defined different types of line:
 - a. Double braided
 - b. Three Strand
- _____ 2. Defined line material:
 - a. Polypropylene
 - b. Nylon
 - c. Natural fiber
- _____ 3. Identified bitter end of line.
- _____ 4. Identified standing part of line.
- _____ 5. Made bight in the line.
- _____ 6. Made overhand loop in the line.

Task BCM-03-01-AUX (Continued)

_____ 7. Made underhand loop in the line.

_____ 8. Made turn around an object.

_____ 9. Made round turn around an object.

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

Name: _____

Task BCM-03-02-AUX

Task	Tie Various Knots, Hitches And Bends
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 7
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 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: sheet (becket) bend, double 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** _____

Name: _____

Task BCM-03-03-AUX

Task	Secure Lines To Cleats, Bitts And Posts
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 7
Conditions	Performed 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 demonstrate the correct method for securing a line to cleats, bitts, and posts. Once the line is secured, it must not slip or jam, and must be easily slackened for casting off.

Completed

Performance Criteria

- _____ 1. Located all cleats on boat.
- _____ 2. Placed complete round turn around the base of the cleat.
- _____ 3. Led line over the top of the cleat and around the horns to form a figure eight.
- _____ 4. Secured additional figure eights until the line is secured.
- _____ 5. Fed eye of the line through the opening in the base of the cleat (if applicable).
- _____ 6. Looped line back over horns and pulled taut (if applicable).
- _____ 7. Placed eye of first mooring line over the cleat.
- _____ 8. Ran eye of second mooring line through the eye of the first.
- _____ 9. Placed eye of second mooring line over the cleat.
- _____ 10. Identified and located all bitts on boat (if applicable).
- _____ 11. Made a complete turn around the near horn (if applicable).

Task BCM-03-03-AUX (Continued)

- _____ 12. Made figure eights around both horns (if applicable).
- _____ 13. Identified and located Sampson post(s) on boat (if applicable).
- _____ 14. Made complete round turn around the base of the Sampson post (if applicable).
- _____ 15. Made several figure eights around horns of the post (if applicable).

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

Name: _____

Task BCM-03-04-AUX

Task **Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 1
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), Chapter 2

Conditions Performed on board an Operational Auxiliary Facility. Trainee must accomplish task without prompting. A pre-underway check-off sheet may be used. A line diagram of the equipment location on the facility may be used.

Standards In response to the mentor, the trainee must conduct a Pre-Underway check-off for the facility to locate and check for proper operation, condition and stowage of required equipment. Routine mechanical, electrical and engine checks shall also be done. Check-off's should be performed using an up to date prepared checklist for the facility that covers the specific performance criteria listed below.

Completed

Performance Criteria

- _____ 1. Verified appropriate Coast Guard Patrol Orders have been issued.
- _____ 2. Located and verified the proper operation/usage, condition and stowage of the following equipment:
- a. Personal Floatation Device (PFD) and required equipment
 - b. Fire extinguishers
 - c. Visual distress signals
 - d. Anchor(s) and anchor line(s)
 - e. Dewatering device
 - f. Watch or clock

Task BCM-03-04-AUX (Continued)

- g. Boarding ladder (or other means of boarding)
- h. Kicker/skiff hook (if required)
- i. Binoculars
- j. Blanket(s)
- k. Fenders
- l. Towline
- m. Bridle
- n. Heaving lines
- o. Mooring lines
- p. Searchlight
- q. Spare navigation light bulbs
- r. Boat hook
- s. Navigation lights
- t. Fathometer or sounding pole
- u. Charts and navigation plotting instruments
- v. Tools and spare parts
- w. First aid kit
- x. Sound producing device
- y. Current Rules of the Road publication

_____ 3. Completed required mechanical, electrical, and engine checks listed below:

- a. Oil level
- b. Water level

Task BCM-03-04-AUX (Continued)

- c. Reduction gear oil level (if applicable)
- d. Fuel system and fuel shut off valves
- e. Ventilation system

_____ 4. Participated in crew briefing, including:

- a. Purpose of the mission
- b. Any special circumstances concerning the mission
- c. Working radio frequency to be used for the mission
- d. Expected weather and sea conditions
- e. Crewmembers in proper uniform and equipment (PFDs, etc.)
- f. Confirmed crewmembers are physically capable to perform the mission
- g. Discussed Operational Risk Management and encouraged team coordination
- h. Discussed the policy on the wearing of jewelry. Crew is in compliance

_____ 5. Made the following preparations for getting underway:

- a. Secured all openings
- b. Secured boat for sea (no loose gear)
- c. Displayed proper flags and signboards
- d. Opened sea suction
- e. Ventilated the engine compartment before starting engine(s)
- f. Started the engine(s)
- g. Engine/marine gear oil pressure satisfactory (if equipped)
- h. Checked cooling water overboard discharge

Task BCM-03-04-AUX (Continued)

- i. Energized the electrical and electronic systems (bilge pumps, etc.)
- j. Engine/Marine gear oil pressure satisfactory (if equipped)
- k. Disconnected shore tie

_____ 6. Tested the following electronic equipment (if equipped):

- a. VHF-FM radio(s)
- b. Loudhailer
- c. Fathometer
- d. LORAN C/GPS/DGPS
- e. RADAR

_____ 7. Tested engine controls in forward and reverse with lines still attached to the dock, noted the reaction.

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

Section D. Boat Handling

Introduction

The following are general objectives for Section D:

- **Demonstrate** ability to assist in anchoring evolutions.
- **Demonstrate** the ability to participate in the common watches performed aboard Auxiliary facilities.
- **Demonstrate** ability to perform line-handling duties.

In this section

This section contains nine tasks:

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 10, Section H	BCM-04-01-AUX	Assist In Anchoring The Boat	2-35
Ref (b) Chapter 10, Section H	BCM-04-02-AUX	Assist In Weighing The Boat's Anchor	2-36
Ref (g) Part C	BCM-04-03-AUX	Identify Common Navigation Lights Displayed By Ships And Boats	2-37
Ref (g) Part D	BCM-04-04-AUX	Identify Common Sound Signals Used By Ships And Boats	2-38
Ref (b) Chapter 11, Section F Ref (g) Annex IV	BCM-04-05-AUX	Identify And Describe Accepted Maritime Distress Signals	2-39
Ref (b) Chapter 1, Section C	BCM-04-06-AUX	Stand A Lookout Watch	2-40
Ref (b) Chapter 1, Section C Ref (b) Chapter 10, Section B Ref (b) Chapter 14, Section C	BCM-04-07-AUX	Act As A Helmsman And Steer A Compass Course	2-41
Ref (b) Chapter 7, Section B and E Ref (b) Chapter 10, Section D	BCM-04-08-AUX	Cast Off And Stow Lines And Fenders	2-42
Ref (b) Chapter 7, Section E Ref (b) Chapter 10, Section D	BCM-04-09-AUX	Prepare For, Moor And Secure Boat To A Dock	2-43

Name: _____

Task BCM-04-01-AUX

Task **Assist In Anchoring The Boat**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 10

Conditions Performed at any time onboard an Auxiliary facility while anchoring the boat.
Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must demonstrate, in the proper sequence, the correct method for handling the boat's ground tackle to anchor the boat.

Completed **Performance Criteria**

- _____ 1. Crew briefing conducted and information received from coxswain.
- _____ 2. Line broken out and anchor secured to vessel (if applicable).
- _____ 3. Anchor lowered over the side at coxswain's command.
- _____ 4. Anchor line payed out (veered), coxswain informed of the direction line tending at all times.
- _____ 5. Anchor line secured and tied off at the coxswain's command.
- _____ 6. Explained how to apply chafing gear.
- _____ 7. Described the duties of the anchor watch.

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

Name: _____

Task BCM-04-02-AUX

Task	Assist In Weighing The Boat's Anchor
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 10
Conditions	Performed at any time onboard an Auxiliary facility while weighing the boat's anchor. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must demonstrate, in proper sequence, the method for handling the boats ground tackle to weigh the boat's anchor.

Completed

Performance Criteria

- _____ 1. Crew brief conducted and hands signals established (if needed).
- _____ 2. Slack taken out of anchor line (hand over hand method) as boat moves ahead. (Indicate direction line tends by hand signals to the coxswain).
- _____ 3. Signal to coxswain when the anchor line is tending vertical (up and down).
- _____ 4. Anchor broken free from bottom (if anchor did not break free, snubbed anchor line to bitt/cleat while coxswain moved the boat ahead to break it free).
- _____ 5. Anchor determined to be clear, clean, and hauled aboard the boat.
- _____ 6. All ground tackle made up and stowed.

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

Name: _____

Task BCM-04-03-AUX

Task **Identify Common Navigation Lights Displayed By Ships And Boats**

References Navigation Rules International-Inland, COMDTINST M16672.2 (series), Part C

Conditions Performed at any time ashore, at the dock or afloat, naming the signals listed when presented with a picture or actual light by the mentor. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, without error, identify verbally the navigational light and/or rule listed below.

Completed

Performance Criteria

- _____ 1. Port sidelight.
- _____ 2. Starboard sidelight.
- _____ 3. Stern light.
- _____ 4. Masthead light.
- _____ 5. Anchor light.
- _____ 6. Small boat combination light.
- _____ 7. State when boats are required to display navigational lights.

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

Name: _____

Task BCM-04-04-AUX

Task **Identify Common Sound Signals Used By Ships And Boats**

References Navigation Rules International-Inland, COMDTINST M16672.2 (series), Part D

Conditions Performed at any time ashore, at the dock or afloat, naming the signals listed when presented with an imitated or actual sound signal by the mentor. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must, without error, identify verbally the sound signals listed below.

Completed **Performance Criteria**

- _____ 1. Identified a short blast and stated its duration.
- _____ 2. Identified a prolonged blast and stated its duration.
- _____ 3. Identified the danger signal and stated when it is used.

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

Name: _____

Task BCM-04-05-AUX

Task **Identify And Describe Accepted Maritime Distress Signals**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11
Navigation Rules International-Inland, COMDTINST M16672.2 (series), Annex IV

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.

Completed **Performance Criteria**

_____ 1. Named at least six of the 17 accepted maritime distress signals.

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

Name: _____

Task BCM-04-06-AUX

Task **Stand A Lookout Watch**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) ,Chapter 1

Conditions Performed while underway, by pointing and verbal identification of the range and relative bearing to objects. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the coxswain, the trainee must, without error, identify objects, state relative bearing and range. All reports must be repeated until the coxswain acknowledges the report.

Completed

Performance Criteria

- _____ 1. Identified buoys, fixed structures, and other navigational aids.
- _____ 2. Identified at least four boats or other watercraft encountered.
- _____ 3. Identified deadheads or other floating hazards to navigation.
- _____ 4. Identified sound encountered (such as, whistles, bells, gongs, audio aids to navigation).
- _____ 5. Stated additional considerations for night lookout watches.
- _____ 6. Demonstrated the use of binoculars and scanning techniques.

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

Name: _____

Task BCM-04-07-AUX

Task	Act As A Helmsman And Steer A Compass Course
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapters 1, 10 and 14
Conditions	Performed underway in calm conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the coxswain's command, the trainee must repeat and perform various helm, throttle, and shift commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain.

Completed

Performance Criteria

- _____ 1. Checked with coxswain for any special instructions and course to steer.
- _____ 2. Altered course (at least 35 degrees) steadied up on the new course and maintained course within 5 degrees for a 10 minute staged run, (minor changes in heading to avoid debris and other objects in the water are acceptable).
- _____ 3. Monitored the engine(s) gauge(s), fathometer, and other electronic gear as needed.
- _____ 4. Responded to helm and engine speed commands.
- _____ 5. Kept careful watch of the surrounding area.

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

Name: _____

Task BCM-04-08-AUX

Task	Cast Off And Stow Lines And Fenders
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapters 7 and 10
Conditions	Performed while getting underway in calm to moderate conditions. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the coxswain's command, the trainee must repeat and perform various line-handling commands. All commands must be repeated (in a loud clear voice) until acknowledged by the coxswain. After boat clears the dock, stow all lines and fenders.

Completed

Performance Criteria

- _____ 1. Acknowledged all commands.
- _____ 2. Cast off and retrieved the mooring line(s).
- _____ 3. Informed coxswain when lines were onboard.
- _____ 4. Retrieved all fenders, when directed by the coxswain.
- _____ 5. Coiled and stowed lines (neat and accessible).
- _____ 6. Stowed fenders when directed by the coxswain.

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

Name: _____

Task BCM-04-09-AUX

Task **Prepare For, Moor And Secure The Boat To A Dock**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapters 7 and 10

Conditions Performed at any time on board an Auxiliary facility. Trainee must accomplish task without prompting or use of a reference. The coxswain who will be maneuvering the boat should supervise trainee.

Standards In response to the mentor, the trainee must, under the direction of the coxswain of the boat, demonstrate the correct method for securing the boat to a dock using its mooring lines.

Completed

Performance Criteria

- _____ 1. Fenders properly spaced for height of dock or boat or pilings.
- _____ 2. Did not use hands or feet to fend off the dock.
- _____ 3. At the direction of the coxswain, secured lines to the proper dock cleat, post, or ring and tended them on the boat.
- _____ 4. Demonstrated how to dip a mooring line.
- _____ 5. At coxswain's command, made fast all lines to cleats (posts or rings) adjusted all lines, and doubled up if required for expected tidal or weather conditions.

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

Section E. Communications

Introduction

The following are general objectives for Section E:

- **Demonstrate** the ability to operate a VHF-FM radiotelephone.
 - **Demonstrate** the ability to use the radiotelephone to give a position or operations normal report.
-

In this section

This section contains two tasks:

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 11, Section A and G	BCM-05-01-AUX	Operate A VHF-FM Radiotelephone	2-45
Ref (b) Chapter 11, Section D Ref (h)	BCM-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Operations Normal Report	2-46

Name: _____

Task BCM-05-01-AUX

Task **Operate A VHF-FM Radiotelephone**

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

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

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

Completed

Performance Criteria

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

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

Name: _____

Task BCM-05-02-AUX

Task

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

References

Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 11
Radiotelephone Handbook, COMDTINST M2300.7 (series)

Conditions

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

Standards

In response to the mentor, the trainee must transmit message traffic using proper radiotelephone procedures, including pro-words, and phonetic alphabet.

Completed

Performance Criteria

- _____ 1. Demonstrated proper radiotelephone procedures.
- _____ 2. Transmitted an “Underway” or “Assuming Patrol Status” report in accordance with (IAW) local Coast Guard procedures.
- _____ 3. Transmitted IAW District policy not to exceed one hour “Operations Normal” or other required reports.
- _____ 4. Transmitted a “Request Permission to Secure Patrol.”
- _____ 5. Transmitted other official traffic as directed by the coxswain.

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

Section F. Navigation

Introduction

The following are general objectives for Section F:

- **Demonstrate** the use of a nautical chart.
- **Demonstrate** the ability to identify navigation and general landmark symbols on a nautical chart.
- **Demonstrate** the ability to plan a voyage by laying down a trackline across safe water and through marked channels.
- **Demonstrate** the ability to take a fix and plot a position on a chart.
- **Demonstrate** ability to calculate actual speed of vessel, determine amount of water beneath keel, and recommend adjustments to vessel’s course and speed to match voyage plan.

In this section

This section contains eight tasks:

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 14, Section A and B Ref (j)	BCM-06-01-AUX	Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart	2-48
Ref (b) Chapter 13, (All) Ref (b) Chapter 14, Section B	BCM-06-02-AUX	Identify Common Aids To Navigation Used In Small Boat Piloting	2-50
Ref (b) Chapter 14, Section A and B Ref (j)	BCM-06-03-AUX	Identify Local Landmarks Used In Piloting On A Nautical Chart	2-51
Ref (b) Chapter 14, Section D	BCM-06-04-AUX	Plot A Position Using Latitude And Longitude	2-52
Ref (b) Chapter 14, Section C	BCM-06-05-AUX	Plot A Magnetic Course On A Nautical Chart	2-53
Ref (b) Chapter 14, Section D	BCM-06-06-AUX	Measure Distance On A Nautical Chart	2-54
Ref (b) Chapter 14, Section D	BCM-06-07-AUX	Compute Time, Speed And Distance	2-55
Ref (b) Chapter 14, Section D	BCM-06-08-AUX	Determine The Depth Of Water Using A Fathometer And/Or Sounding Pole	2-56

Name: _____

Task BCM-06-01-AUX

Task **Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 14
Chart No.1, Nautical Chart Symbols, Abbreviations and Terms

Conditions Performed at any time ashore, at the dock or afloat, using a nautical chart of the local operating area. Trainee must accomplish task without prompting. Use of a reference is allowed.

Standards In response to the mentor, the trainee must identify the basic parts, symbols, and abbreviations found on a chart of the local operating area.

Completed

Performance Criteria

- _____ 1. Identified the longitude scale.
- _____ 2. Identified the latitude scale.
- _____ 3. Identified horizontal and vertical clearances of overhead bridges and cables.
- _____ 4. Identified one nautical mile using the latitude scale.
- _____ 5. Identified sounding numbers (feet/fathoms).
- _____ 6. Identified depth curves (contours).
- _____ 7. Identified the general information block.
- _____ 8. Identified the scale of a chart.
- _____ 9. Identified the latitude and longitude in minutes or seconds.

Task BCM-06-01-AUX (Continued)

- _____ 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 BCM-06-02-AUX

Task **Identify Common Aids To Navigation Used In Small Boat Piloting**

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

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 nun and a can buoy.
- _____ 2. Identified a preferred channel (junction) buoy and stated its purpose.
- _____ 3. Identified a day beacon.
- _____ 4. Identified an Inter Coastal Waterway (ICW) buoy and stated its marking. (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 BCM-06-03-AUX

Task **Identify Local Landmarks Used In Piloting On A Nautical Chart**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 14
Chart No.1, Nautical Chart Symbols, Abbreviations and Terms

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 point out prominent landmarks.
Trainee must correctly identify on the chart those objects pointed out.

Completed **Performance Criteria**

- _____ 1. Identified major piers and docks in local operating area.
- _____ 2. Identified any prominent submerged or partially submerged object in the local operating area (such as rocks, wrecks, etc.).
- _____ 3. Identified prominent navigational landmarks in the local operating area (such as antennas, towers, buildings, etc.).
- _____ 4. Identified prominent buildings and structures used as navigational landmarks in the local operating area.
- _____ 5. Identified all prominent landmarks in the local operating area.
- _____ 6. Identified all bridges and their types in the local operating area.

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

Name: _____

Task BCM-06-04-AUX

Task	Plot A Position Using Latitude And Longitude
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series),Chapter 14
Conditions	Given a nautical chart of the local operating area and three sets of coordinates, (positions), expressed in longitude and latitude, from the mentor, trainee must plot the three positions without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, without error, plot the positions indicated by the coordinates.

<u>Completed</u>	<u>Performance Criteria</u>
-------------------------	------------------------------------

_____ 1. Correctly plotted three different positions on the chart.

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

Name: _____

Task BCM-06-05-AUX

Task **Plot A Magnetic Course On A Nautical Chart**

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

Conditions Given a nautical chart of the local operating area and the three positions in task BCM-06-04-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 _____ degrees M.

_____ 2. Course from point B to point C _____ degrees M.

_____ 3. Course from point C to point A _____ degrees M.

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

Name: _____

Task BCM-06-06-AUX

Task **Measure Distance On A Nautical Chart**

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

Conditions Given a nautical chart of the local area and the three positions plotted on the chart, in Tasks BCM-06-04-AUX and BCM-06-05-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 BCM-06-07-AUX

Task **Compute Time, Speed And Distance**

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

Conditions Use a nautical chart of the local area, a nautical slide rule and the positions, courses, and distances calculated in tasks BCM-06-04-AUX through BCM-06-06-AUX. Trainee must accomplish task without prompting or use of a reference. All answers should be given to the nearest tenth of an hour, knots, or nautical mile as indicated in the steps. Trainee must accomplish tasks without prompting or use of a reference

Standards In response to the mentor, the trainee must, without error, calculate the answer indicated for each step within six minutes.

Completed

Performance Criteria

- _____ 1. Calculated the time, in hours, a boat traveling at a speed of 8 knots would take to get from point A to point B (the nautical slide rule **may not** be used for this task).
- _____ 2. Calculated the speed, in knots, a boat would have to make to get from point B to point C in 30 minutes.
- _____ 3. Calculated the speed, in knots, a boat would have to make to get from point C to point A in 2 hours.
- _____ 4. Calculated the speed, in knots, a boat would have to make to travel 200 yards in 3 minutes.
- _____ 5. Calculated the distance, in nautical miles, a boat would travel in 2.4 hours at a speed of 12 knots (the nautical slide rule **may not** be used for this task).

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

Name: _____

Task BCM-06-08-AUX

Task **Determine The Depth Of Water Using A Fathometer And/Or Sounding Pole**

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

Conditions Performed anytime underway, in calm weather conditions, onboard an Auxiliary facility. Demonstration should be done in an area that is known to have accurate charted soundings. Trainee must accomplish task without prompting or use of a reference. When operating in shallow water a sounding pole may be used.

Standards In response to the mentor, the trainee must identify different parts of the fathometer. Soundings should be within 10% (allowing for range of tide) of the charted depth when working in water under thirty feet.

Completed

Performance Criteria

- _____ 1. Fathometer turned on and adjusted.
- _____ 2. Fathometer placed on appropriate range (Feet, Fathoms, or Meters).
- _____ 3. Readings taken in three different positions (mentor should fix position and verify readings).
- _____ 4. Discussed relationship of the transducer's location on the boat to the actual depth of water.
- _____ 5. Conducted two soundings with a sounding pole (if applicable).

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

Section G. Mission Oriented Operations

Introduction

The following are general objectives for Section G:

- **Demonstrate** actions to take during a Man Overboard emergency.
 - **Demonstrate** procedures to signal an emergency.
 - **Demonstrate** procedures for towing astern and alongside.
 - **Demonstrate** procedures for dewatering another vessel.
 - **Demonstrate** procedures to combat a fire onboard own vessel or another vessel.
-

In this section

This section contains twelve tasks:

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 16, Section A	BCM-07-01-AUX	Participate In A Man Overboard Evolution As A Pointer	2-59
Ref (b) Chapter 16, Section A	BCM-07-02-AUX	Participate In A Man Overboard Evolution As A Recovery/Pick-Up Man	2-60
Ref (b) Chapter 17, Section D	BCM-07-03-AUX	Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat	2-61
Ref (b) Chapter 17, Section D	BCM-07-04-AUX	Pass A Towline (Bridle) To Another Boat And Take In Stern Tow	2-62
Ref (b) Chapter 1, Section C Ref (b) Chapter 17, (All)	BCM-07-05-AUX	Stand A Towing Watch	2-63
Ref (b) Chapter 17, Section D	BCM-07-06-AUX	Connect A Towline To A Trailer Eye Bolt Using A Shackle or Kicker/Skiff Hook	2-65
Ref (b) Chapter 17, Section D	BCM-07-07-AUX	Take A Boat In Alongside Tow	2-66
Ref (b) Chapter 17, Section D	BCM-07-08-AUX	Moor A Towed Vessel	2-68
Ref (b) Chapter 18, Section C and D	BCM-07-09-AUX	Identify The Different Classes Of Fires; State The Fuel And Primary Extinguishing Agents Associated With Each	2-70
Manufacturer's Instructions	BCM-07-10-AUX	Locate And Operate The Boat's Dewatering Equipment	2-71

**In this section
(continued)**

Reading Assignments	Task Number	Task	See Page
Ref (b) Chapter 18, Section D	BCM-07-11-AUX	Operate A CO2 Fire Extinguisher (Simulate)	2-72
Ref (b) Chapter 18, Section D	BCM-07-12-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)	2-73

Name: _____

Task BCM-07-01-AUX

Task	Participate In A Man Overboard Evolution As A Pointer
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 16
Conditions	Performed during daylight in calm sea conditions, while underway on an Auxiliary facility. Under no circumstances will any person enter the water. The use of a fender, floating device, or a life-like dummy, (“Oscar”), is recommended. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must perform the task steps without hesitation.

Completed

Performance Criteria

- _____ 1. Seeing a person fall overboard sounded the alarm (“MAN OVERBOARD PORT/STARBOARD SIDE”).
- _____ 2. Kept Person In Water (PIW) continuously in sight.
- _____ 3. Kept Coxswain informed of the PIW’s position, both vocally and by pointing.
- _____ 4. On command from the Coxswain, moved to assist with the pickup of the PIW.

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

Name: _____

Task BCM-07-02-AUX

Task **Participate In A Man Overboard Evolution As A Recovery/Pick Up Man**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 16

Conditions Performed during daylight in calm sea conditions, while underway on an Auxiliary Facility in areas with little or no vessel traffic. **Under no circumstances will any person enter the water to simulate a victim.** The use of a fender, floating device, or a life-like dummy (“Oscar”) is recommended. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must move to his/her correct station and perform the task steps without hesitation.

Completed

Performance Criteria

- _____ 1. Hearing the alarm of a Man Overboard, (“MAN OVERBOARD PORT/STARBOARD SIDE”). Moved immediately to assigned position (should be lowest point of free board away from screws).
- _____ 2. Prepared rescue heaving line, or other floatable retrieving device, if Person In Water (PIW) is conscious.
- _____ 3. On command, threw rescue heaving line, or other floatable retrieving device to PIW.
- _____ 4. Simulated pulling PIW along side the boat.
- _____ 5. Simulated pulling the PIW aboard using a personal retrieval line, or other means (swim ladder, sailboat headsail, etc.).

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

Name: _____

Task BCM-07-03-AUX

Task **Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 17

Conditions Performed at any time underway on an Auxiliary facility. Heaving line should be at least 75 feet long. The target boat must be at least 20 feet away at the time of the toss. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must pass the heaving line to the target boat, in accordance with steps listed below. Two throws must be successfully completed. The heaving line should pass over the target boat, and not hit it.

Completed

Performance Criteria

- _____ 1. Heaving line wetted down to relieve stiffness (if required).
- _____ 2. Heaving line bent onto a bridle, or towline using a bowline or a clove hitch with two half hitches, small carbineer or snap hook.
- _____ 3. Heaving line made into a tight coil, two thirds of coil taken into casting hand.
- _____ 4. People on other boat instructed to take cover.
- _____ 5. Heaving line thrown, on command, over the disabled boat and tended.

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

Name: _____

Task BCM-07-04-AUX

Task	Pass A Towline (Bridle) To Another Boat And Take In Stern Tow
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 17
Conditions	Performed at any time underway on an Auxiliary facility while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must in accordance with the procedures listed below, perform all line handling related to passing a towline. All commands by the coxswain must be confirmed by repeating the command, and must be stated, in a loud and clear voice to the coxswain, when accomplished.

Completed

Performance Criteria

- | | |
|-------|--|
| _____ | 1. Passed the towline to the disabled boat (a heaving line may or may not be used). |
| _____ | 2. Tended towline while people on disabled boat made attachment. |
| _____ | 3. Tended towline away from propellers, made fast to towing bitt or cleats (if not already secured), and paid out towline until proper catenary is obtained as directed. |
| _____ | 4. Rigged chafing gear where needed and at the command of the coxswain. |

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

Name: _____

Task BCM-07-05-AUX

Task **Stand A Towing Watch**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapters 1 and 17

Conditions Performed at any time underway on an Auxiliary facility while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the mentor, the trainee must state and demonstrate how to stand a towing watch in accordance with the guidelines listed below.

Completed

Performance Criteria

- _____ 1. Stated predetermined danger signals/emergency communications for towed boat.
- _____ 2. Stated signs of danger to watch for during a stern tow (towed boat's yawing, jerking, strain on the towline, shock loading, or too taut or slack, etc.).
- _____ 3. Kept both the towline and towed boat under constant observation.
- _____ 4. Kept chafing gear riding in place.
- _____ 5. Identified tow as in or out of step and proper catenary maintained.
- _____ 6. Reported important developments to the coxswain, in a loud clear voice, and continued reporting until receiving confirmation from the coxswain.
- _____ 7. Kept deck (snapback danger area) clear of all unnecessary lines, gear, and personnel.

Task BCM-07-05-AUX (Continued)

- _____ 8. Adjusted towline at Coxswain's command.
- _____ 9. Maintained the tow watch until properly relieved or until tow terminated.

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

Name: _____

Task BCM-07-06-AUX

Task	Connect A Towline To A Trailer Eye Bolt Using A Shackle Or Kicker/Skiff Hook
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 17
Conditions	Performed underway on an Auxiliary facility in calm sea conditions, while taking another boat in tow. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the mentor, the trainee must, in accordance with the procedures listed below, perform all line handling related to connecting a towline to a boat's trailer eyebolt. All commands by the coxswain must be confirmed by repeating the command and must be stated, in a loud and clear voice to the coxswain, when accomplished.

Completed

Performance Criteria.

- _____ 1. Prepared towline with kicker/skiff hook assembly or shackle attached.
- _____ 2. Connected towline to trailer eyebolt using kicker/skiff hook assembly or shackle while disabled boat is off either quarter (if a shackle is used, the shackle pin should be moused).
- _____ 3. Tended towline, made fast to towing bitt or cleats (if not already secured), and towline paid out until proper catenary is obtained or as directed by coxswain.
- _____ 4. Kept coxswain informed how the towline was tending and kept excess slack out of the water.

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

Name: _____

Task BCM-07-07-AUX

Task **Take A Boat In Alongside Tow**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 17

Conditions Performed underway on an Auxiliary facility in calm sea conditions while transferring a boat from a stern tow to an alongside tow or free approach. Trainee must accomplish task without prompting or use of a reference. This task should be done only in areas where alongside tows are safe, practical, and/or a normal mission requirement.

Standards In response to the Coxswain, the trainee must, without prompting, correctly tend and secure the towline and sidelines in accordance with the procedures listed below. The eye end of the alongside towlines should be passed to the boat being towed and direction given for its placement to persons on board the disabled boat.

Completed

Performance Criteria

- _____ 1. Participated in crew brief for alongside towing operations discussed: duties, type of towing approach, attachment points for towlines (both disabled vessel and the Auxiliary Facility), verbal commands and/or hand signals to be used, and any safety concerns.
- _____ 2. Fenders rigged on the side where tow will be secured and walking fender ready for use.
- _____ 3. Identified the following lines and made them ready for alongside tow:
- a. Number 1 line (Bowline)
 - b. Number 2 line (Forward Spring Line or Towing Strap)
 - c. Number 3 line (Aft Spring Line or Backing Line)
 - d. Number 4 line (Stern Line).

Task BCM-07-07-AUX (Continued)

- _____ 4. Used walking fenders as needed, did not use hands or feet to fend off.
- _____ 5. Passed and handled alongside lines as directed by Coxswain.
- _____ 6. Made off alongside lines with round turn and at least 2 figure eights on the designated cleat and stood by to adjust lines as directed by Coxswain.
- _____ 7. Repeated and executed all commands, and made reports as all line-handling evolutions were complete (continued to repeat completed reports until acknowledged by the Coxswain).
- _____ 8. All lines adjusted and secured at Coxswain's direction.
- _____ 9. Stood alongside tow watch in accordance with Task BMC 07-07-AUX.

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

Name: _____

Task BCM-07-08-AUX

Task **Moor A Towed Vessel**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 17

Conditions Performed underway on an Auxiliary facility in calm sea conditions with a vessel in either a stern tow or alongside tow. Trainee must accomplish task without prompting or use of a reference. This task should be done only in areas where alongside tows are safe, practical, and/or a normal mission requirement.

Standards In response to the Coxswain, the trainee must, without prompting, correctly tend and secure the towline and sidelines in accordance with the procedures listed below.

NOTE: May be waived by the Director in accordance with Section 1.B.4.

Completed

Performance Criteria

- _____ 1. Discussed: duties, type of approach, verbal commands and/or hand signals to be used, and any safety concerns.
- _____ 2. Identified the following lines:
- a. Number 1 line (Bowline)
 - b. Number 2 line (Forward Spring Line or Towing Strap)
 - c. Number 3 line (Aft Spring Line or Backing Line)
 - d. Number 4 line (Stern Line)
- _____ 3. Used walking fenders and boat hooks as needed, did not use hands or feet to fend off.
- _____ 4. Passed and handled lines as directed by Coxswain.

Task BCM-07-08-AUX (Continued)

- _____ 5. Repeated and executed all commands, and made reports as all line-handling evolutions were complete (continued to repeat completed reports until acknowledged by the Coxswain).
- _____ 6. All lines adjusted and secured at Coxswain's direction.

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

Name: _____

Task BCM-07-09-AUX

Task **Identify The Different Classes Of Fires; State The Fuel And Primary Extinguishing Agents Associated With Each**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 18

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 answer called for in the steps below.

Completed

Performance Criteria

- _____ 1. Stated most common fuels for a Class A fire, and the primary extinguishing agent for use on a Class A fire.
- _____ 2. Stated most common fuels for a Class B fire, and the primary extinguishing agent for use on a Class B fire.
- _____ 3. Stated most common fuels for a Class C fire, and the primary extinguishing agent for use on a Class C fire.
- _____ 4. Stated most common fuels for a Class D fire, and the primary agent used to contain a Class D fire.
- _____ 5. Explained the safety precautions that must be used when using CO₂ and Halon.

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

Name: _____

Task BCM-07-10-AUX

Task **Locate And Operate The 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 boat's dewatering equipment (gasoline-powered pump, high capacity, manual or electric bailing pump). Demonstrating proficiency with a simple bailing bucket will be sufficient for passing this task.

Completed

Performance Criteria

- _____ 1. Located dewatering pump.
- _____ 2. Correctly set up dewatering pump.
- _____ 3. Monitored pump and all hoses while dewatering.
- _____ 4. Pump drained, flushed, fueled (as applicable), and secured after use.

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

Name: _____

Task BCM-07-11-AUX

Task	Operate A CO₂ Fire Extinguisher (Simulate)
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 18 Fire extinguisher's operating instructions
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 demonstrate the use of a CO ₂ fire extinguisher in accordance with the guidelines below and the extinguisher's operating instructions.

Completed

Performance Criteria

- _____ 1. Demonstrated carrying fire extinguisher in upright position.
- _____ 2. Identified the lock pin and explained its removal from the valve.
- _____ 3. Demonstrated approaching the simulated fire from the windward side.
- _____ 4. Demonstrated pointing extinguisher's nozzle (horn) at base of the simulated fire location.
- _____ 5. Explained discharge procedures.
- _____ 6. Demonstrated putting out the simulated fire while sweeping the fire with the extinguishing agent.

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

Name: _____

Task BCM-07-12-AUX

Task	Operate A Dry Chemical Fire Extinguisher (Simulate)
References	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series), Chapter 18 Fire extinguisher's operating instructions
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 demonstrate the use of a Dry Chemical fire extinguisher in accordance with the guidelines below and the extinguishers operating instructions.

Completed

Performance Criteria

- _____ 1. Identified the safety pin.
- _____ 2. Explained how puncture lever is activated, and why this is done.
- _____ 3. Demonstrated approaching the simulated fire from the windward side.
- _____ 4. Remained at least 8 feet from the fire.
- _____ 5. Extinguisher pointed at base of fire, discharge procedure explained while sweeping the fire with the extinguishing agent.

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

Section H. Auxiliary Specific Tasks

Introduction

The following are general objectives for Section H:

- **Demonstrate** ability to perform duties of an Auxiliary facility crew member
-

In this section

This section contains four tasks:

Reading Assignments	Task Number	Task	See Page
Course Curriculum	BCM-08-01-AUX	Basic Knowledge Of Boating Skills	2-75
Ref (b) Chapter 1, Section C Ref (b) Chapter 14, (All)	BCM-08-02-AUX	Perform As A Crew Member During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)	2-76
None	BCM-08-03-AUX	Dockside Oral Examination	2-78
None	BCM-08-04-AUX	Underway Check Ride	2-80

Name: _____

Task BCM-08-01-AUX

Task **Basic Knowledge Of Boating Skills**

References Auxiliary Manual, COMDTINST M16790.1 (series), Chapter 1

Conditions Auxiliary member must complete the requirement prior to requesting a Qualification Examiner check ride.

Standards Auxiliary members must show proof of being a Basically Qualified member by having satisfactorily completed one of the following prerequisites for basic knowledge of boating skills.

Completed

Performance Criteria

- _____ 1. Completed the Auxiliary Boating Skills and Seamanship (BS&S) course; or
- _____ 2. Completed the Sailing Fundamentals (SF) course; or
- _____ 3. Completed the Boat Smart course; or
- _____ 4. Completed the Boating Safely (BSC) course; or
- _____ 5. Completed the U.S. Power Squadron's basic boating course; or
- _____ 6. Completed The America's Boating Course (ABC); or
- _____ 7. Challenged and passed the closed book exam for one of the above courses.

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

Name: _____

Task BCM-08-02-AUX

Task **Perform As A Crew Member During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)**

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

Conditions Performed at the dock and underway in calm conditions on a clear night. The trainee must perform crew member duties and assist the coxswain, using available equipment to integrate information and safely navigate the facility. All chart work, including courses, distances, time to run, and electronics set up shall be completed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.

Standards After receiving a position (given by the mentor) the trainee should assist the coxswain in plotting a course and determining an Estimated Time of Arrival (ETA), then perform the duties of a crew member during a piloting exercise.

NOTE: May be waived by the Director in accordance with Section 1.B.4. If waived, candidate must discuss night navigation and piloting.

Completed

Performance Criteria

- _____ 1. Assisted in obtaining a compass course laid out on the chart indicating predicted turns, and ETA.
- _____ 2. Participated in a pre-underway check off.
- _____ 3. Participated in a pre-underway brief.
- _____ 4. Properly donned PFD and demonstrated an understanding of the use of personnel survival equipment. Tested electronic PMLs.
- _____ 5. Made preparations for getting underway in accordance with coxswain's instructions.
- _____ 6. Efficiently and safely handled lines and communicated effectively with the coxswain and other crewmembers while getting underway.

Task BCM-08-02-AUX (Continued)

- _____ 7. Assisted the coxswain in piloting the facility by dead reckoning and “Seaman’s Eye.” Considered and adjusted for the effects of:
- a. Tide
 - b. Currents
 - c. Wind and sea conditions
 - d. Navigation hazards
- _____ 8. Used manual and electronic navigation equipment (if trained) to assist the coxswain to determine facility’s position.
- _____ 9. Performed the following crewmember duties:
- a. Lookout
 - b. Helm watch
 - c. Assist with navigation
 - d. Radio communications
 - e. Other duties as directed
- _____ 10. Effectively used risk management and team coordination with crewmembers.

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

Name: _____

Task BCM-08-03-AUX

Task **Dockside Oral Examination**

References Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions Performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A- G) of the Qualification Guide, plus at least three tasks of the QE’s choice, as outlined by the performance criteria below. The QE may ask additional questions based on tasks to ensure that the trainee is fully ready to be qualified.

Completed

Performance Criteria

- | | |
|-------|-------------------------------|
| _____ | 1. Section A, BCM-01-____-AUX |
| _____ | 2. Section B, BCM-02-____-AUX |
| _____ | 3. Section C, BCM-03-____-AUX |
| _____ | 4. Section D, BCM-04-____-AUX |
| _____ | 5. Section E, BCM-05-____-AUX |
| _____ | 6. Section F, BCM-06-____-AUX |
| _____ | 7. Section G, BCM-07-____-AUX |

Task BCM-08-03-AUX (Continued)

_____ 8. BCM-____ - ____ -AUX

_____ 9. BCM-____ - ____ -AUX

_____ 10. BCM-____ - ____ -AUX

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

QE's signature _____ **Date** _____

Comments:

Name: _____

Task BCM-08-04-AUX

Task

Underway Check Ride

References

Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
 Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
 District Standard Operating Procedures, Policy Manuals, and other local Instructions

Conditions

Performed underway on an Auxiliary Facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the QE and as directed by the coxswain, trainee must answer questions on, and perform the below listed evolutions as the crewmember.

NOTE: The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee’s readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

Completed

Performance Criteria

- _____ 1. Assisted coxswain with a pre-underway check-off.
- _____ 2. Participated in a pre-underway brief.
- _____ 3. Correctly donned a PFD and demonstrated an understanding of the use of personnel survival equipment.
- _____ 4. Efficiently and safely handled mooring lines while getting underway and secured the boat for sea.
- _____ 5. Stood an alert helm watch, with the correct responses to the coxswain’s commands.

Completed

Task BCM-08-04-AUX (Continued)

- _____ 6. Stood an alert lookout watch, correctly reporting distance and relative bearings of objects and sounds encountered.
- _____ 7. Correctly responded to and acted as a pointer in a Man Overboard drill.
- _____ 8. Correctly responded to and acted as a recovery/pickup man in a Man Overboard drill.
- _____ 9. Demonstrated proficiency and safety while performing duties during a stern tow and a towing watch.
- _____ 10. Demonstrated proficiency and safety while performing duties during an alongside tow.
- _____ 11. Demonstrated proficiency in knot tying and line handling.
- _____ 12. Demonstrated proficiency in anchoring and weighing anchor.
- _____ 13. Assisted the coxswain with safe navigation, identifying aids to navigation and local landmarks encountered on a chart of the operating area.
- _____ 14. Correctly made a scheduled Position and Ops Normal report, on the facility's VHF-FM radiotelephone.
- _____ 15. Efficiently and safely positioned fenders and handled mooring lines while the boat moored.
- _____ 16. Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.

QE's signature _____ **Date** _____

QE's signature _____ **Date** _____

NOTE- Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

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