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“Train, Maintain, Operate”



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- Ref:
- a. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II*, COMDTINST M16114.33 (series)
 - b. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume III*, COMDTINST M16114.42 (series)
 - c. *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series)
 - d. *Telecommunication Manual*, COMDTINST M2000.3 (series)
 - e. *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)
 - f. *Naval Engineering Manual*, COMDTINST M9000.6 (series)
 - g. *Safety and Environmental Health Manual*, COMDTINST M5100.47 (series)
 - h. *U.S. Coast Guard Maritime Law Enforcement Manual (MLEM)*, COMDTINST M16247.1 (series)
 - i. *Risk Management (RM)*, COMDTINST 3500.3 (series)
 - j. *Reserve Policy Manual*, COMDTINST M1001.28 (series)
 - k. *Reserve Force Readiness System (RFRS) Staff Element Responsibilities*, COMDTINST 5320.4 (series)
 - l. *Auxiliary Operations Policy Manual*, COMDTINST M16798.3 (series)
 - m. *U.S. Coast Guard Addendum to the National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual (IAMSAR)*, COMDTINST M16130.2 (series)
 - n. *AN/PVS-31A User Manual*, BMG-TM-ITI Revision 1
 - o. *Boat Forces Operations Personnel Qualification Standard*, COMDTINST M16114.30 (series)

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NON-STANDARD DISTRIBUTION LIST:

p. *Military Assignments and Authorized Absences*, COMDTINST M1000.8 (series)

1. PURPOSE.

- a. This Manual prescribes policy, doctrine, and training requirements for Coast Guard Boat Forces operations and is intended for use by all personnel engaged in or supervising boat operations and training.
- b. Every effort has been made to make this Manual useful and applicable to all aspects of boat operations and training. In situations where this Manual does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise Commandant (CG-731) through their chain of command to clarify the provision in question.
- c. The diverse nature of operations at Coast Guard Boat Forces units also means that this Manual cannot and is not intended to cover every contingency that may arise. Ultimately, operational success depends on good safety practices, sound judgment, and common sense.

2. ACTION. All Coast Guard unit and training center commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarters staff elements shall comply with the provisions of this Manual. Internet release is authorized.

3. DIRECTIVES AFFECTED. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32D is canceled.

4. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard personnel and is not intended to nor does it impose legally-binding requirements on any party outside the Coast Guard.

5. MAJOR CHANGES. Major changes to this Manual are as follows.
 - a. Restructured Manual to include a reduction of the reference page.
 - b. Removed training material and relocated it in BOAT Volume II.
 - c. Removed Boat Forces readiness framework and relocated it in BOAT Volume II.
 - d. Added policy letter program.
 - e. Implementing all published policy letters affecting this Manual.
 - f. Updated Commanding Officer / Officer in Charge responsibilities.
 - g. Added specific requirements for Commanding Officer / Officer in Charge to Part 3, Chapter 2.
 - h. Updated restrictive discrepancy waiver authorization.
 - i. Added flood response section to Part 3, Chapter 1.
 - j. Added asset condition chapter.
 - k. Updated underway time computation.
 - l. Updated Boat Forces Insignia.
 - m. Updated Night Vision Devices Part 4, Chapter 4, Section F.
 - n. Removed boat crew communication system policy.
 - o. Updated surfman program policy.
 - p. Updated ice rescue unit criteria and fatigue standards.
6. IMPACT ASSESSMENT. No impact assessment warranted.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Manual and the general policies contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, Commandant (CG-47). This Manual is categorically excluded under current Department of Homeland Security (DHS) categorical exclusion DHS (CATEX) A3 from further environmental analysis in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 and the Environmental Planning (EP) Implementing Procedures (IP).

- b. This Manual will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with any Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from the general policy in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA) and Environmental Effects Abroad of Major Federal Actions, Executive Order 12114, Department of Homeland Security (DHS) NEPA policy, Coast Guard Environmental Planning policy, and compliance with all other applicable environmental mandates.
8. DISTRIBUTION. No paper distribution will be made of this Manual. An electronic version will be located on the Office of Boat Forces (CG-731) Portal site: <https://cg.portal.uscg.mil/units/cg731/SitePages/Manuals.aspx>, as well as CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>, and Internet: <http://www.dcms.uscg.mil/directives/>.
9. RECORDS MANAGEMENT CONSIDERATIONS. This Manual has been evaluated for potential records management impacts. The development of this Manual has been thoroughly reviewed during the directives clearance process, and it has been determined there are no further records scheduling requirements, in accordance with Federal Records Act, 44 U.S.C.3101 et seq., National Archives and Records Administration (NARA) requirements, and the Information and Life Cycle Management Manual, COMDTINST M5212.12 (series). This policy does not have any significant or substantial change to existing records management requirements.
10. FORMS/REPORTS. Forms referenced in this Manual may be found here: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/CG-Forms/>, and at CGPortal: <https://cg.portal.uscg.mil/library/forms/SitePages/Home.aspx>.
11. REQUESTS FOR CHANGES. To recommend edits and changes to this Manual, please submit a formal request at the following link: <https://cg.portal.uscg.mil/communities/bfco/doctrine/SitePages/Home.aspx>.

MATTHEW W. SIBLEY /s/
Rear Admiral, U.S. Coast Guard
Assistant Commandant for Capability



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PART 1 Introduction

Section A. Introduction

Introduction

This Manual prescribes policy, doctrine, and training requirements for Coast Guard Boat Forces operations and is intended for use by all personnel engaged in or supervising boat operations and training.

In situations where this Manual does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification through their chain of command to the Office of Boat Forces (CG-731) to clarify the provision in question.

The diverse nature of operations at Coast Guard Boat Forces units also means that this Manual cannot and is not intended to cover every contingency that may arise. Ultimately, operational success depends on a bias for action, good safety practices, sound judgment, and common sense.

In this Part

This Part contains the following information:

Title	See Page
Part Layout	1-1
Warnings, Cautions, and Notes	1-2

Part Layout

The first page of each *Part* includes an *Introduction*, and an *In this Part* (which lists each chapter title).

The first page of each chapter includes an *Introduction*, an *In this Chapter*, and *References for this Chapter*, as applicable.

The first page of each section includes an *Introduction*, an *In this Section*, and *References for this Section*, as applicable.

In the left column of each page is the block title, which provides a descriptive word or phrase for the corresponding block of text across from it.



**Warnings, Cautions,
and Notes**

The following definitions apply to “Warnings, Cautions, and Notes” found throughout the Manual.

WARNING

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

CAUTION!

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

NOTE

An operating procedure or technique that is essential to emphasize.

Should vs. Shall

In an attempt to clarify guidance in this Manual revision, the terms “should” and “shall” are applied meticulously, so that – when applied in phrases of direction – “should” indicates a recommended course of action, whereas “shall” indicates a mandatory course of action. Personnel shall consider the full contextual circumstances in any paragraphs that contain these words.



PART 2 Program Policy

Introduction This Part provides the roles and responsibilities, application of policy, and program management from the Office of Boat Forces (CG-731) and Boat Forces Stakeholders.

In this Part This Part contains the following chapters:

Chapter	Title	See Page
1	Office of Boat Forces – Commandant (CG-731)	2-2
2	Boat Forces Stakeholders	2-8



CHAPTER 1

Office of Boat Forces – Commandant (CG-731)

Introduction This Chapter describes the roles and responsibilities of Commandant (CG-731), Boat Forces Unit Program Management, and the Policy Letter Program.

In this Chapter This Chapter contains the following sections:

Section	Title	See Page
A	Responsibilities	2-3
B	Boat Forces Program Management	2-5
C	Policy Letter Program	2-6



Section A. Responsibilities

Introduction This Section describes the responsibilities of the Office of Boat Forces (CG-731).

In this Section This Section contains the following information:

Title	See Page
Office of Boat Forces (CG-731)	2-3

A.1. Office of Boat Forces (CG-731) Functions

Under the general direction and supervision of the Assistant Commandant for Capability, the Chief, Office of Boat Forces shall:

- (01) Develop optimum Boat Force capability structure; coordinate associated force distribution and boat capability decommissioning plans and schedules respectfully. Evaluate, analyze and identify authorities, capabilities (boats and people), competencies (skills and knowledge), capacities, and partnerships (ACCCP) necessary to meet Boat Force mission requirements.
- (02) Provide budget coordination for the Office of Boat Forces. Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission boat resources. Comply with all planning, programming and budgeting requirements for HQPCs contained in the U.S. Coast Guard Planning and Programming Manual (COMDTINST M16010.1 series). Request and execute authorized funding and resource allocation decisions related to providing Boat Forces human capital and capabilities based on, and aligned with, the Strategic Plan for Boat Forces.
- (03) Represent CG operations policy and capability requirements equities within the Administration, with the Congress, among federal, state, local, academic, individual citizen, international and private sector stakeholders.
- (04) Conduct special studies, conduct performance analyses, develop position papers, develop briefing and meeting preparation materials for decision making at the strategic level and in support of decision making at the operational and tactical levels.



- (05) Provide CG operations policy and capability requirements input at each stage of the CG resource management cycle from mission performance assessment, to gap analysis and capability requirements generation through budget build, budget defense and budget execution.
 - (06) Provide the CG operations policy and capability requirements “data feed” both internally and externally that will allow representation, analysis and requirements generation to be successfully completed in an efficient and effective manner.
 - (07) Establish operating guidelines, staffing requirements, and overarching organizational structure for all Stations and Aids to Navigation Teams (ANTs).
 - (08) Provide oversight to the Boatswain Mate (BM) Rating in conjunction with the Office of Cutter Forces, the Office of Deployable Specialized Forces, and the BM Rating Force Master Chief.
-



Section B. Boat Forces Program Management

Introduction This Section classifies all Boat Forces unit types that shall comply with boat operating policy found in this manual and identifies the program manager for each unit type.

In this Section This Section contains the following information:

Title	See Page
Boat Forces Program Management	2-5

B.1. Boat Forces Program Management A Boat Forces unit is normally a Coast Guard facility with an OPFAC, Command Cadre, permanently assigned duty standers, boat allowance, and equipment. Table 2-1 identifies all Coast Guard units classified as a Boat Forces unit by the Office of Boat Forces (CG-731). Each of these units shall comply with all Boat Forces policies. In addition, it also identifies who the program manager is for each unit type.

Unit Types	Boat Operating Policy Applies	Program Management
Station	X	CG-731
Station (small)	X	CG-731
Aid to Navigation Team (ANT)	X	CG-731
Cutter	X	CG-751
Maritime Safety and Security Team (MSST)	X	CG-721
Maritime Security Response Team (MSRT)	X	CG-721
Maritime Force Protection Unit (MFPU)	X	CG-MSR
Marine Safety Unit (MSU)	X	CG-741
Marine Safety Detachment (MSD)	X	CG-741
Sector	X	CG-741
Port Security Unit (PSU)	X	CG-721
Strike Team	X	CG-721
Training Centers (to include HITRON)	X	FORCECOM

Table 2-1
 Boat Forces Unit Policy and Program Management.



Section C. Policy Letter Program

Introduction This Section contains information covering the Policy Letter Program. Boat Forces Policy Letters are designed to address singularly focused issues and promulgate policy clarification in a timely manner.

In this Section This Section contains the following information:

Title	See Page
Background	2-6
Guidance	2-7

C.1. Background The Office of Boat Forces produces, promulgates, and maintains in excess of thirty Directives (e.g. Commandant Instruction Manuals (CIM) and Non-Directives (e.g. Boat Operators Handbooks, Boat Crew Handbooks and Training, Tactics and Procedures) used by field personnel to find the policy necessary to perform their jobs. While the Office of Boat Forces (CG-731) continually provides clarification of the guidance contained in each of these Directives and Non-Directives, needed improvements using the current mechanisms are challenging to ensure a holistic review is completed. Therefore, these policy letters are best suited to address singularly focused issues that can be resolved in a timely manner at the Office of Boat Forces Chief (CG-731) level, with approval from CG-7.



C.2. Guidance

To the degree possible, each policy letter will address a single boat forces issue and the contents of the policy letter will include an explicit reference, i.e., chapter, page number, and section, to the current Directive or Non-Directive. The action to be taken with respect to existing policy will be clearly articulated, i.e., clarify, augment, replace, or delete existing policy.

Boat Forces stakeholders will find these policy letters electronically available to them in a number of ways. In addition to posting the policy letters to the Office of Boat Forces (CG-731) portal site, CG-731 will establish a chronological index of policy letters on the portal, and co-locate policy letter links with the links of the publications they reference.



CHAPTER 2

Boat Forces Stakeholders

Introduction This chapter provides responsibilities for stakeholders that collaborate with the Office of Boat Forces and oversee Boat Forces Units.

In this Chapter This Chapter contains the following information:

Section	Title	See Page
A	Responsibilities	2-9



Section A. Responsibilities

Introduction This Section describes the organization and responsibilities of various components with respect to Boat Forces operations, maintenance, and training.

In this Section This Section contains the following information:

Title	See Page
Office of Naval Engineering, Commandant (CG-45)	2-9
Force Readiness Command (FORCECOM)	2-9
Area Commander	2-11
District Commander	2-11
Sector Commander	2-11
Additional Responsibilities of the Operational Commanders	2-12

A.1. Office of Naval Engineering, Commandant (CG-45) Commandant (CG-45) will:

- (01) Promulgate maintenance procedures for all boats.
- (02) Review materiel standards, discrepancy classifications, and Boat Forces Standardization Team (STAN) Inspection criteria for standard boats.
- (03) Monitor material condition of boat fleet.

A.1.a. Surface Forces Logistics Center (SFLC) Surface Forces Logistics Center (SFLC) responsibilities are listed at:
<https://cg.portal.uscg.mil/units/sflc/SFLCDocuments/SFLC-Org-Chart.pdf>

A.1.b. Small Boat Product Line (SBPL) Small Boat Product Line (SBPL) responsibilities are listed at:
https://cg.portal.uscg.mil/units/sflc/SFLCDirectivesLibrary/SBPL_SOP.pdf.

A.2. Force Readiness Command (FORCECOM) FORCECOM responsibilities are listed at:
<https://cg.portal.uscg.mil/units/forcecom/SitePages/Home.aspx>

A.2.a FC-T The following FORCECOM (FC-T) responsibilities are provided for a training manager and course manager.



A.2.b. Training
Manager

Training and Educational Branch FORCECOM (FC-T), as the Coast Guard’s training manager, will:

- (01) Act as final approving authority for new resident training and general military training requirements and develop Resource Proposals in support of these requirements.
- (02) Provide training policies and processes needed to manage unit training.
- (03) Establish and monitor measures of effectiveness and efficiency of training.
- (04) Manage AFC-56 budget and training quota control systems in support of unit training.
- (05) Provide training consultation services for course managers when requested.
- (06) Assist course managers in determining equivalencies between resident training courses and training received from other sources including exportable training and commercial and government schools.
- (07) Coordinate unit training needed as a result of major acquisitions (provide appropriate databases).

A.2.c Education
and Training
Quota
Management
Command
(ETQC)

ETQC will:

- (01) Administer the Coast Guard’s quota allocation process and serve as the class “C” school order-issuing authority for all Headquarters program managers in accordance *Performance, Training and Education Manual*, COMDTINST M1500.10 (series) and this Manual.
 - (02) Advise FORCECOM (FC-T) of any inconsistencies in unit or boat crew resident training with information copies to Commandant (CG-731).
 - (03) Assign quotas based upon the training requirements identified in this Manual in conjunction with the Operating Logistics Support Plan for assigned boats and program direction.
 - (04) Schedule training for unit personnel in accordance with this Manual, the Operating Logistics Support Plan for assigned boats and program direction.
 - (05) Maintain liaison with other U.S. Government training commands and training sources, as appropriate and authorized by FORCECOM (FC-TOT), in order to maintain an integrated quota management system. This system should allow for improved quota management including historical utilization data.
-



**A.3. Area
Commander**

Area Commanders shall:

- (01) Ensure units with assigned boats are provided adequate support by the chain of command.
 - (02) Coordinate inspection visit schedules with the Boat Forces STAN Team and Afloat Training Organization (ATO).
 - (03) Ensure Area Boat Managers monitor unit training and operations at subordinate commands and ensure boat crew readiness is maintained in accordance with applicable Commandant and Area directives.
-

**A.4. District
Commander**

District Commanders shall:

- (01) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual.
 - (02) During compliance inspections, ensure the unit training program is implemented in accordance with this Manual and Area directives.
-

**A.5. Sector
Commander**

Sector Commanders Shall:

- (01) Provide direction, support and coordination for functions performed by subordinate units.
 - (02) Provide training support for subordinate units primarily by monitoring the training and operational performance of each unit.
 - (03) Oversee the training and qualification programs at subordinate units.
 - (04) Issue directives as necessary to expand upon, but not contradict, the requirements in this Manual, and all other applicable objectives.
 - (05) Use standardization team publications and check sheets as guides for conducting Ready For Operations (RFO) inspections and drills.
-



A.6. Additional Responsibilities of the Operational Commanders

The Operational Commander (e.g. Area, District, Sector Commander) has authority to assign missions and tasks to subordinate units, to deploy units, and to reassign forces.

The Office of Boat Forces (CG-731) may authorize specific staff of training centers (and other unique facilities) to serve the functional role of Operational Commander or Unit Commander for purposes outlined in Commandant (CG-731) directives.

Operational Commanders shall:

- (01) Provide support for subordinate units primarily by monitoring and active engagement in the training and operational performance of each unit. The procedures set forth in Reference (a) shall be used to ensure personnel are well versed and engaged in the evaluation process and the conduct of underway drills.
- (02) Ensure all Command Cadre personnel maintain certification in accordance with Reference (a) and, if applicable, their respective program manual (e.g. MSST Program Manual, MSRT Program Manual, etc.). All initial and recertification within the Training Management Tool (TMT) for CO/OICs ashore, or letters for Cutter CO/OICs, shall be signed by the Operational Commander (this authority may be delegated in writing).
- (03) Execute the Boat Forces Readiness Framework in accordance with this directive.
- (04) Monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable directives.
- (05) Ensure unit COs/OICs complete required preventive maintenance.
- (06) Act on waiver requests as outlined in **PART 4 CHAPTER 3 Asset Condition**, and maintain awareness of all restrictive waivers.
- (07) Ensure units comply with standard boat configuration management requirements.
- (08) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (09) Ensure at least one member of the RFO Team accompanies the Boat Forces STAN Team for the duration of the Boat Forces STAN Inspections of subordinate units. This ensures the Operational Commander has a representative on site and provides professional development to members of the RFO Team.



- (10) Verify corrective actions to resolve deficiencies identified during RFO Assessments and Boat Forces STAN Inspections in accordance with the requirements of this Manual and other applicable directives.
 - (11) Hold unit COs/OICs accountable for inspection results in the context of their overall performance.
 - (12) Ensure RFO Assessments and Unit Self Assessments are completed at all subordinate units aligned with Reference (a) (including those with only non-standard boats) as outlined in this manual.
 - (13) Coordinate Boat Forces STAN Inspection visit schedules with the Boat Forces STAN Team.
 - (14) Ensure discrepancies and recommendations noted in the Standardization Inspection Report are addressed and internal unit processes are updated to mitigate future discrepancies.
-



PART 3 Unit Guidance

Introduction

This part describes Unit Classification, Unit Organization, and Workforce Management for Boat Forces Units.

Primary functions for all Boat Forces units include the following:

- (01) TRAIN. Provide essential training for boat crews, boarding teams, and other operations support personnel (e.g. communications watch standards, OOD, etc...) for the safe and effective execution of assigned duties.
- (02) MAINTAIN. Accomplish scheduled maintenance and limited repairs for assigned boats and equipment, and perform general housekeeping for unit boats and facilities.
- (03) OPERATE. Successfully execute assigned Coast Guard missions in a safe and effective manner.

In this Part

This Part contains the following sections:

Chapter	Title	See Page
1	Unit Classification	3-2
2	Unit Organization	3-26
3	Work Force Management	3-38
4	Reserve Work Force Management	3-57



CHAPTER 1

Unit Classification

Introduction This chapter provides standard requirements of Coast Guard Boat Forces Units.

In this Chapter This Chapter contains the following sections:

Section	Title	See Page
A	Stations and Aids to Navigation Teams (ANT)	3-3
B	Station (small)	3-4
C	Heavy Weather Station	3-7
D	Surf Station	3-9
E	PWCS and Pursuit Units	3-15
F	Ice Rescue	3-17
G	Cutter Boat	3-21
H	Flood Response	3-24



Section A. Stations and Aids to Navigation Teams (ANT)

Introduction This Section describes a Station and ANT’s basic structure, function and elements.

In this Section This Section contains the following information:

Title	See Page
Station and ANT Requirements	3-3
Station and ANT Classification List	3-3
Mission Requirements	3-3

A.1. Station and ANT Requirements In order to conduct Station and ANT operations, the following are required:

- (01) Capable boats assigned,
- (02) Assignment of applicable competencies,
- (03) Use of certified Boat Crews,
- (04) Shore Facility,
- (05) Duty Crew Berthing (Station),
- (06) Vessel moorings,
- (07) Operation of boats in support of assigned missions,
- (08) Administration and Maintenance.

A.2. Station and ANT Classification List A current Unit Classification list that includes Boat Forces units is linked on the Unit Classification page on the Office of Boat Forces Website: <https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.

A.3. Mission Requirements District Commanders establish Station and ANT mission requirements that are in line with AREA and Headquarter policy guidance. These requirements are District-wide with regional variations, to meet the demands for Coast Guard services. CO/OICs shall refer to their respective District Standard of Operating Procedures (SOP) and Sector SOP or Organization Manual for specific variations.



Section B. Station (small)

Introduction

A Station (small) is a minimally staffed and resource constrained extension of the parent station, which provides operational direction, command, and support. Stations (small) are structured to conduct missions more economically than their parent Station and have a very limited logistic and administrative support capability. The parent station has assigned personnel to operate a boat from the physical location of the Station (small). Parent station CO/OICs retain control of subordinate Station (small) assets and operations.

Stations (small) are located to meet organizational mission requirements that may be seasonal or intermittent in demand.

In this Section

This Section contains the following information:

Title	See Page
Station (small) Command Responsibilities	3-4
Mission Limitations	3-4
List of Coast Guard Stations (small)	3-5
Procedures for Modifying Station and Station (Small)	3-5
Boat and Facility Maintenance	3-5
District Commanders' Responsibilities	3-5
Sector Commanders' Responsibilities	3-6
Parent Station CO/OIC Responsibilities	3-6

B.1. Station (small) Command Responsibilities

The District Commander, Sector Commander, and CO/OIC shall:

- (01) Schedule work and readiness in response to peak demand/maritime activity in the AOR.
- (02) Establish a duty section rotation in accordance with **PART 3CHAPTER 3Section B** of this manual.
- (03) Not impose self-generated requirements that conflict with the policy herein or in higher existing Commandant Directives.

B.2. Mission Limitations

A station (small) is a limited resource-constrained unit, designed to meet limited mission requirements.

Parent CO/OICs shall structure reasonable tasking in support of the Station (small) accordingly.



B.3. List of Coast Guard Stations (small)

A current Unit Classification list that includes Stations (small) is linked on the Unit Classification page on the Office of Boat Forces Website:

<https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.

B.4. Procedures for Modifying Station and Station (Small) Alert Postures

District Commanders have the authority to open or close a seasonal station no more than 30 days earlier or later than prescribed based on operational requirements, e.g. prevailing weather conditions or anticipated influx of boating activity. Districts shall document the reasons why a seasonal unit opened or closed other than prescribed.

Recommendations to permanently change a station or station (small) alert posture, to include changes to seasonal operations, i.e. closing on 1 October vs. 15 October or reducing summer weeks to summer weekends as well as full closure of the unit, downgrade (station to station (small)), or conversion to a different type of Coast Guard unit (i.e. station to ANT), shall be referred to the Office of Boat Forces (CG-731) for specific guidance.

B.5. Boat and Facility Maintenance

Stations (small) shall limit their boat and facility maintenance to normal housekeeping and minor repairs. Parent stations shall manage the budgets and inventories for their stations (small), and minimize any financial procurement, administrative, and reporting responsibilities for these stations.

B.6. District Commanders' Responsibilities

District Commanders shall:

- (01) Determine an appropriate mission employment for each Station (small) subject to the policies contained herein and without exceeding Commandant Standards.
 - (02) Develop a comprehensive mission plan for their District Station (small) Concept of Operations. Readiness postures for Stations (small) shall be based upon:
 - a) Operational requirements including, but not limited to, SAR demand, SAR system capabilities, other Coast Guard missions, and associated system capabilities.
 - b) Local requirements including, but not limited to, operating area demographics, proximity to the parent Station, and prevailing weather and marine conditions.
 - c) Workload factors including, but not limited to, the additional workload required to achieve and maintain certification on multiple boat types, and transit time that may impact fatigue and mission execution.
 - (03) Make written recommendations to the Office of Boat Forces (CG-731) through Area to modify a Station (small).
-



B.7. Sector Commanders' Responsibilities

Sector Commanders shall review policies and procedures at Station (small) to determine what activities and requirements are self-imposed and not required.

B.8. Parent Station CO/OIC Responsibilities

The parent Station CO/OIC shall:

- (01) Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent units, local government forces, etc.).
- (02) Ensure communications guards in accordance with current directives.
- (03) Authorize off-Station (cell phone) watches for Stations (small), as appropriate.
- (04) Authorize Stations (small), consistent with system capabilities, to forward telephones to the parent Station after hours and at any other time assigned personnel are unavailable (e.g. underway in support of Coast Guard operations).
- (05) Augment, as appropriate, Station (small) duty crews with fully certified auxiliary /reserve members in accordance with applicable directives and regulations.
- (06) Manage and coordinate administrative responsibilities in the most efficient and effective manner possible.
- (07) Maintain the response standard as specified by the District SAR plan.
- (08) Implement corrective actions to resolve deficiencies identified during RFO Assessments and Boat Forces STAN Inspections in accordance with the requirements of this Manual and other applicable directives. Review and update management practices to mitigate future deficiencies from reoccurring.
- (09) Designate a senior (coxswain) BM assigned for duty to the physical location of the Station (small) as watch section supervisor.
- (10) Maintain qualification, certification and recertification requirements in accordance with existing policies.
- (11) Ensure operations information system entries are completed in accordance with current directives. i.e., *Operational Reporting*, COMDTINST M3123.13 (series).

NOTE 

Station (Small) information shall be captured specifically as Station (Small) data. The parent unit entering this data in CG information systems shall enter it not under the parent unit, but under the Station (Small) to ensure proper use of tracked data.
--



Section C. Heavy Weather Station

Introduction This Section establishes the criteria for Coast Guard Heavy Weather Stations. It does not identify specific Stations as Heavy Weather Stations, nor is it for the purpose of resource planning or allocation. It does not alter the organizational structure of any Station or its relationship with other Stations or the public.

NOTE 

“Heavy weather” is a Boat Forces term whose specific meanings are dependent on context. “Heavy weather” may be used to define:

- (01) “Heavy Weather Station,” see [C.2. Heavy Weather Station Criteria](#),
- (02) Boat-type -specific environmental parameters and capability (per applicable Boat Operator’s Handbook),
- (03) Coxswain guidelines, see
- (04) [Table 3-1](#),

In this Section

This Section contains the following information:

Title	See Page
Heavy Weather Station Requirements	3-7
Heavy Weather Station Criteria	3-8
List of Heavy Weather Stations	3-8
HWX Station Operational Guidelines	3-9

C.1. Heavy Weather Station Requirements

In order to conduct heavy weather operations, the following are required:

- (01) Designation as a heavy weather station,
 - (02) A minimum of two (2) heavy weather capable boats assigned,
 - (03) Assignment of heavy weather competencies,
 - (04) Certified heavy weather coxswains.
-



C.2. Heavy Weather Station Criteria

Units which meet the following criteria should request to be designated as a Heavy Weather Station via their chain of command.

The criteria for designating Heavy Weather Stations consists of two components:

- (01) Environment,
- (02) Frequency of heavy weather.

Heavy Weather Stations that do not meet the criteria for a Surf Station but are located in areas where:

Seas (height) are greater than 10 FT and/or sustained winds exceed 30 KTS (**Environment**) at least 10% of the calendar year (36 days), averaged over at least five-years (**Frequency**). A heavy weather day consists of a minimum of three hours of sustained heavy weather conditions.

C.2.a. Heavy Weather Conditions Documentation

Asset Logistics Management Information Systems (ALMIS) and the Marine Information for Safety and Law Enforcement (MISLE) will be used to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Heavy Weather Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Heavy Weather Station, and it is used to make policy and resource allocation decisions for designated Heavy Weather Stations and non-designated Heavy Weather Stations. Heavy Weather Stations shall enter heavy weather data into ALMIS and MISLE Surf Levels (**Figure 3-1**).

Stations not designated as Heavy Weather Stations may track local environmental conditions to justify Heavy Weather Station designation. Stations shall work in conjunction with their Sector Command using this accumulated data to seek designation as a Heavy Weather Station.

C.3. List of Coast Guard Heavy Weather Stations

A current Unit Classification list that includes Heavy Weather Stations is linked on the Unit Classification page on the Office of Boat Forces Website:

<https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.



**C.4. HWX
Station
Operational
Guidelines**

All Table Values are Maximum			
MLB/NLB Crew Position	Sea	Sustained Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT (Note 1)

Note 1: Must have surf operations endorsement (up to 8 FT) and follow the surf training requirements in Reference (a).

**Table 3-1
HWX Station Operational Guidelines**



Section D. Surf Station

Introduction This Section establishes the criteria for and identifies selected Coast Guard Stations as Surf Stations. For info regarding Surfman Programs, please see [CHAPTER 6, Surfman Programs](#).

In this Section This Section contains the following information:

Title	See Page
Surf Station Requirements	3-10
Surf Station Criteria	3-11
List of Coast Guard Surf Stations	3-11
Surf Conditions Documentation	3-11
Heavy Weather and Surf Station Operational Guidelines	3-13
Minimum Requirements for Surf Operations	3-14

D.1. Surf Station Requirements In order to conduct surf operations, the following are required:

- (01) Designation as a Surf station,
- (02) Assignment of at least two surf capable boats,
- (03) Assignment of surf competencies,
- (04) Certified Surfmen.

D.2. Surf Station Criteria Units which meet the following criteria should request to be designated as a Surf Station via chain of command.

The criteria for designating Surf Stations consists of two components:

- (01) Environment,
 - (02) Frequency of Surf
-

D.2.a. Environment Surf Stations are designated in areas where surf is greater than eight (8) feet, on a Federally maintained navigable bar or entrance, of sufficient water depth to allow the operation of a surf capable boat. When designating a Surf Station, beach surf is not considered. For characteristics of Surf, reference Boat Crew Handbook: Seamanship Fundamentals, BCH 16114.4.



D.2.b. Frequency of Surf Surf Stations are located in areas where surf is greater than 8 FT and occurs at least 10% of the calendar year (36 days), averaged over at least five-years. A surf day consists of a minimum of one hour of sustained surf on a Federally maintained navigable bar or entrance that falls within the Station’s area of responsibility.

If surf greater than 8 FT occurs less than 36 days a year, a Surf Station is not appropriate. In such locations, training and qualification for Coast Guard personnel to conduct safe operations cannot be maintained at even minimum levels. In those instances when surf occurs in these locations, additional efforts should be made to educate the public and prevent bar crossings by awaiting better weather. Surf boats at adjacent Stations and helicopters will be used for SAR responses if and when needed.

D.3. List of Coast Guard Surf Stations

A current Unit Classification list that includes Surf Stations is linked on the Unit Classification page on the Office of Boat Forces Website:

<https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.

D.4. Surf Conditions Documentation

ALMIS and MISLE Surf Levels Tab will be used to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Surf Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Surf Station, and it is used to make policy and resource allocation decisions for designated Surf Stations and non-designated Surf Stations. Surf Stations shall enter surf data into ALMIS and MISLE. Stations not designated as Surf Stations may track local environmental conditions to justify Surf Station designation. District Commanders may use this accumulated data to seek unit designation as a Surf Station.



D.4.a. Surf
Conditions
Reporting
(ALMIS)

When documenting rough bar/surf conditions in ALMIS Stations shall choose one of three categories of surf height:

- (01) Surf < 8 FT
- (02) Surf 8 - 15 FT
- (03) Surf >15 FT

Surf Levels shall be tracked in the Electronic Asset Logbook of ALMIS, under the mission operations tab of the mission schedule screen (**Figure 3-1**).

Units shall track surf hours in ALMIS using the Unit Defined Code entry “99” with the title “Surf Operations.”

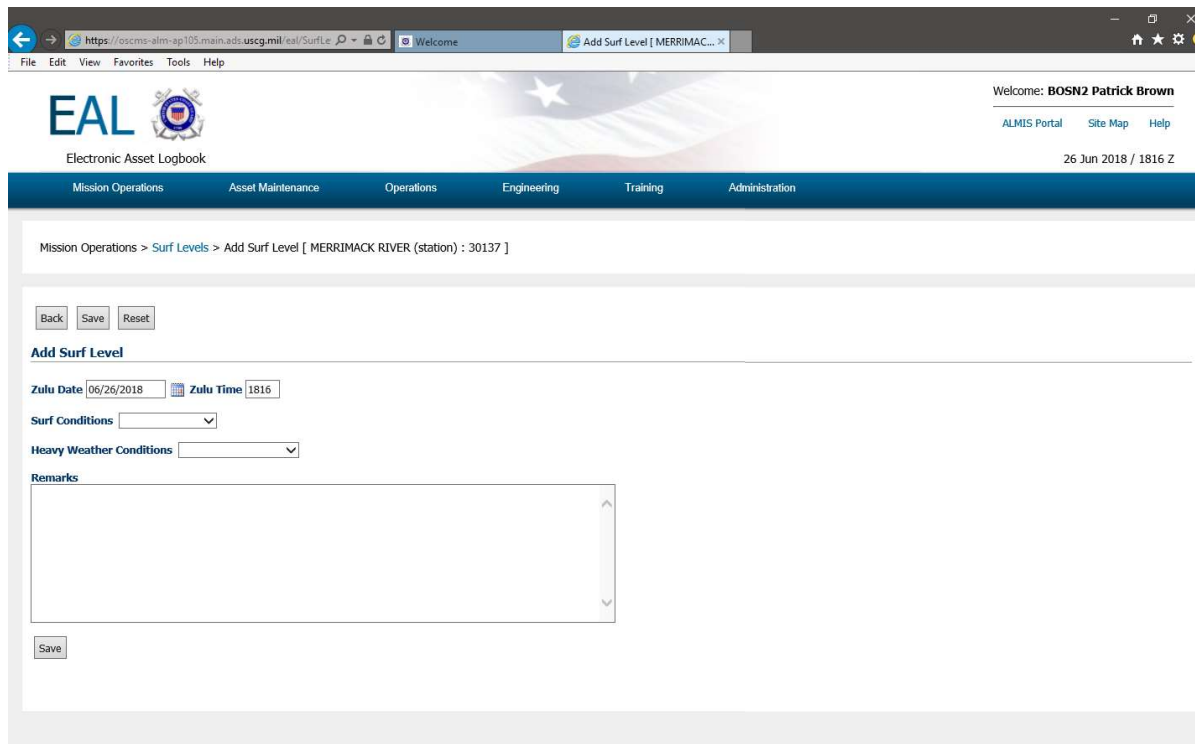


Figure 3-1
ALMIS Surf Levels



D.5. Heavy Weather and Surf Station Operational Guidelines

All Table Values are Maximum			
MLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	30 FT	50KTS	20 FT
NLB Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
SPC-HWX Crew Position	Sea	Wind	Surf
Coxswain	10 FT	30KTS	None
HWX Coxswain	20 FT	50KTS	8 FT
Surfman	35 FT	65KTS	25 FT
Note 1: Must have surf operations endorsement (up to 8 FT) and follow the surf training requirements in Reference (a).			

**Table 3-2
 Heavy Weather and Surf Station Operational Guidelines**



D.6. Minimum Requirements for Surf Operations

Surf Stations shall meet the following requirements prior to commencing surf operations:

- (01) Surf Stations should maintain two B-0 surf-capable boats to ensure safety backup and/or self-rescue capability. When unable to provide two B-0 surf capable boats, the Sector shall be notified and appropriate risk management initiated.
- (02) A certified Surfman shall be onboard each boat when surf exceeds 8 ft.
- (03) A dedicated land-based observer shall maintain visual and radio contact with the boats at all times, and radio contact with the parent Station at all times. When unable to comply with this requirement due to geographic limitations, the Sector shall be notified.
- (04) Stations shall conduct a pre-brief (including risk management) prior to getting under way.
- (05) A handheld backup VHF-FM radio shall be carried onboard each boat.
- (06) Coastal stations with a breaking bar at or greater than 10 feet shall not normally cross the bar without one of the following prioritized standby assets:
 - a) Priority 1 Standby Asset: A second Coast Guard surf capable boat standing by inside or outside the bar. The boat may be from the responding unit or from a neighboring Surf Station.
 - b) Priority 2 Standby Asset: A Coast Guard helicopter in visual contact and capable of hoisting all person on board the boat crossing the bar.
 - c) Priority 3 Standby Asset: Another government agency surf capable boat standing by inside or outside the bar.
- (07) In addition to providing a standby asset, units shall use other risk mitigating factors such as manning bar towers and illuminating breaking bars to further decrease risk.



Section E. PWCS and Pursuit Units

Introduction This Section establishes the criteria for Coast Guard PWCS and Pursuit Units.

In this Section This Section contains the following information:

Title	See Page
PWCS (Tactical) / Pursuit Requirements	3-15
List of Coast Guard PWCS Level I and Pursuit Units	3-16
PWCS (Tactical)/ Pursuit Activity Criteria	3-15
Training	3-16

E.1. PWCS (Tactical) / Pursuit Requirements In order to conduct point protection and Tactical/Pursuit maneuvers, the following are required:

- (01) Assignment of Tactical/Pursuit capable boats.
- (02) Assignment of Tactical or Pursuit competencies.
- (03) Certified Tactical/Pursuit Boat Crews.
- (04) Designation as a PWCS Level I or Pursuit Unit Level IV.

E.2. List of Coast Guard PWCS Level I and Pursuit Units A current list of PWCS Level I and Pursuit Units Level IV are located on the Unit Classification page on the Office of Boat Forces Portal:
<https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.

E.3. PWCS (Tactical)/ Pursuit Activity Criteria PWCS (Tactical)/Pursuit activities are categorized using a risk-based approach. Although every Coast Guard unit can conduct PWCS activities, higher level point defense activities, called tactical activities, are authorized only for PWCS Level I designated units. Tactical activities are normally viewed as defensive tactics enforcing a security zone, or protecting a particular High Value Asset such as High Value Units, High Capacity Passenger Vessels and commercial vessels carrying Select Certain Dangerous Cargo.

Although every Coast Guard unit can intercept or follow a target of interest, higher level pursuit activities are only authorized for Pursuit Level IV designated units. Reference (b) explains the criteria, policy, and certifications for those units.



E.4. Training

Tactical and Pursuit training shall be highly structured. Training shall be planned, not spontaneous. Tactical and Pursuit tactics and training requirements are contained in Reference (b).

E.3.a. Training Roles

The role of the CO/OIC is to provide their personnel with training opportunities to develop skills, judgment and decision-making capabilities. The CO/OIC must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (b) for details on the following mandated roles:

- (01) Designated Trainer,
 - (02) OPFOR Operator,
 - (03) Safety Observer.
-

E.3.b. Training Asset Availability

Tactical and Pursuit training and currency maintenance pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to accomplish the training. Units experiencing difficulty in scheduling the training should notify their Operational Commanders and request assistance.



Section F. Ice Rescue

Introduction This Section establishes the criteria for Coast Guard Ice rescue operations.

In this Section This Section contains the following information:

Title	See Page
Ice Rescue Requirements	3-17
List of Coast Guard Ice Rescue Units	3-19
Ice Rescue Criteria	3-18
Response Policy	3-18
Minimum Crew Requirements	3-19
Weather Restriction	3-19
Government Vehicle Restriction	3-19

F.1. Ice Rescue Requirements To conduct ice rescue operations the following are required:

- (01) Assignment of ice rescue capable boats,
- (02) Assignment of ice rescue competencies,
- (03) Certified ice rescue teams,
- (04) Use of ice rescue equipment per Reference (c),
- (05) The VHF-FM radio shall be mounted in the government vehicle for all ice rescue operations. Units shall use Reference (d) when installing radios in government vehicles,
- (06) Handheld GPS receivers shall be used on all deployments to provide reliable positioning information,
- (07) Utilize procedures detailed in *Ice Rescue Operations (IROPS) Tactics, Techniques, and Procedures (TTP)*, CGTTP 3-50.1 (series).

In accordance with Reference (c), COs/OICs shall ensure that all of their personnel (ice rescue certified or break-ins) are properly trained and equipped with the appropriate PPE to be able to “self-rescue.”

F.2. List of Coast Guard Ice Rescue Units A current Unit Classification list that includes Ice Rescue units is linked on the Unit Classification page on the Office of Boat Forces Website: <https://cg.portal.uscg.mil/units/cg731/SitePages/Unit%20Classification.aspx>.



F.3. Ice Rescue Criteria

The criteria for designating Ice Rescue units consists of the following components:

- (01) Units that frequently perform Ice Rescue activities related to the SAR mission.
 - (02) Recreational ice activities have historically occurred on federal waterways within the AOR.
-

F.4. Response Policy

Freezing air and water temperatures significantly decrease survivability time for subjects trapped in the water or on the ice. Therefore, Search and Rescue Mission Coordinators (SMCs) must utilize the quickest on scene resources without unduly risking the safety of responding personnel. Coordinating with appropriate state/local ice rescue agencies is highly encouraged. Units must conduct a risk assessment utilizing risk management prior to mission acceptance.

F.4.a. Case Categories

Ice Rescue cases are classified as short or long haul:

- (01) Short-Haul cases are **defined as one-half nautical mile or less from shore**. These cases will normally be a rapid recovery by an ice rescue team consisting of three certified team members on the ice and a fourth team member relaying communications.
 - (02) Long-Haul cases are **defined as greater than one-half nautical mile and less than ten nautical miles from shore**. These cases anticipate extended exposure times for the ice rescue team. In order to limit the effects of exposure and expedite the rescue, these cases may require a boat or conveyance to transport gear and the ice rescue team.
-



F.5. Minimum Crew Requirements

An Ice Rescue team consists of a minimum of four (4) persons:

- (01) The Team Leader (coxswain qualified if using a boat or conveyance with the exception of SKF/ICE),
- (02) Two (2) Rescuers,
- (03) One (1) Communications person to remain on shore at the launch point, monitor operations while maintaining communications with the team and the station.

F.4.a. Risk Management

The Ice Rescue Team Leader, Rescuers, and unit CO/OIC shall conduct risk management and make appropriate recommendations to the Operational Commander. While conducting risk management, weather restrictions and the survival model, Probability of Survival Decision Aid, should be factored into the discussion.

F.6. Weather Restriction

Ice rescue operations shall not be conducted when the combination of air temperature and wind velocity exceeds a wind chill factor of -34 degrees Fahrenheit without first obtaining a waiver from the Operational Commander. This is based on the increased danger of frostbite occurring while operating in below freezing conditions.

WARNING!

Once a wind chill factor reaches -34 degrees F, frostbite will occur on exposed skin in 15 minutes. These figures were generated from the article, *Sustaining Health and Performance in Cold Weather Operations* by the U.S. Army Research Institute of Environmental Medicine. See the below time table for cold weather exposure limits for frostbite.

Procedures for obtaining an operational parameter waiver are located in [PART 4 CHAPTER 3 Section C Waivers](#).

F.7. Government Vehicle Restriction

Government vehicles shall not be driven on the ice.



Time to Occurrence of Frostbite in Minutes or Hours												
Wind Speed (mph)	Air Temperature (°F)											
	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	>2h	>2h	>2h	>2h	31	22	17	14	12	11	9	8
10	>2h	>2h	>2h	28	19	15	12	10	9	7	7	6
15	>2h	>2h	33	20	15	12	9	8	7	6	5	4
20	>2h	>2h	23	16	12	9	8	8	6	5	4	4
25	>2h	42	19	13	10	8	7	6	5	4	4	3
30	>2h	28	16	12	9	7	6	5	4	4	3	3
35	>2h	23	14	10	8	6	5	4	4	3	3	2
40	>2h	20	13	9	7	6	5	4	3	3	2	2
45	>2h	18	12	8	7	5	4	4	3	3	2	2
50	>2h	16	11	8	6	5	4	3	3	2	2	2

GREEN - LITTLE DANGER (frostbite occurs in 2 hours or more in dry, exposed skin)
 YELLOW - INCREASED DANGER (frostbite could occur in 45 minutes or less in dry, exposed skin)
 RED - GREAT DANGER (frostbite could occur in 5 minutes or less in dry, exposed skin)

**Table 3-3
Frostbite Time to Occurrence**

Wind Chill Temperature																		
Wind Speed (mph)	Air Temperature (°F)																	
	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63
10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72
15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77
20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81
25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84
30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87
35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89
40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91
45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-93
50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-95

GREEN - LITTLE DANGER (frostbite occurs in 2 hours or more in dry, exposed skin)
 YELLOW - INCREASED DANGER (frostbite could occur in 45 minutes or less in dry, exposed skin)
 RED - GREAT DANGER (frostbite could occur in 5 minutes or less in dry, exposed skin)

**Table 3-4
Wind Chill Temperature**



Section G. Cutter Boat

Introduction This Section discusses the duties of the Commanding Officer (CO)/Officer in Charge (OIC), Officer of the Deck (OOD), Engineer Officer, First Lieutenant, and collateral duty assignments as they pertain to cutter boat operations.

In this Section This Section contains the following information:

Title	See Page
Commanding Officer / Officer in Charge	3-21
Officer of the Deck	3-21
Engineer Officer	3-22
First Lieutenant	3-22
Duties of Most Senior Boatswain Mate Assigned to Boat	3-22
Duties of Senior Engineer Assigned to Boat Operations	3-23
Coxswain	3-23
Rescue and Survival Petty Officer	3-23
Boat Keepers	3-23

G.1. Commanding Officer / Officer in Charge In addition to the duties of the CO/OIC that are specified in Reference (e), the CO/OIC shall ensure that personnel assigned to the cutter for boat operations meet all certification and currency training requirements.

G.2. Officer of the Deck The duties of the Officer of the Deck (OOD) are as follows:

- (01) Ensure a boat mission brief and risk management are conducted before and after each mission.
- (02) Ensure the safe launch and recovery of the cutter's boats per *Shipboard Launch and Recovery Procedures Manual*, COMDTINST M3120.6 (series).
- (03) Establish and maintain communications with boat crew.



G.3. Engineer Officer (EO) / Engineer Petty Officer (EPO)

The EO/EPO is the head of the Engineering Department and is responsible to the CO/OIC for all engineering matters within the unit. In addition to those duties prescribed in References (e) and (f), the EO/EPO, assisted by the appropriate subordinates, shall complete assigned duties as directed by the Small Boat Product Line Process Guides, which are housed in the SFLC Directives Library:
<https://cg.portal.uscg.mil/units/sflc/Pages/BOD/SFLC-Directives.aspx>.

G.4. First Lieutenant

The duties of the First Lieutenant are as follows:

- (01) Be responsible, under the direction of the Executive Officer, for maintaining the cutter boat operations bill.
 - (02) Ensure all personnel involved in cutter boat launch and recovery evolutions are certified in accordance with *Shipboard Launch and Recovery Procedures Manual*, COMDTINST M3120.6 (series).
 - (03) Conduct a quarterly review of all certifications, current and future to ensure unit personnel have attended required resident training schools (i.e. NCVP) and are completing currency requirements to maintain certifications. Ensure Electronic Training Requests (ETR) are submitted for required resident training.
 - (04) Ensure all members of the cutter boat crew are outfitted with the proper personal protective equipment in accordance with Reference (c).
 - (05) Coordinate with EO/EPO to ensure the proper readiness and materiel condition of cutter's boat(s).
 - (06) Ensure all cutter boats are operated in accordance with References (a) and (f).
 - (07) Assign boat-keeper(s) (deck and engineering)
-

G.5. Duties of Most Senior Boatswain Mate Assigned to Boat Operations

The most senior Boatswain Mate (BM) assigned to boat operations has the following duties:

- (01) Obtain and maintain the highest coxswain certification level required per assigned cutter boat missions.
- (02) Ensure that all cutter boat crews are certified in accordance with References (a) and (b), and proper entries are made in TMT.
- (03) Supervise the Rescue and Survival Petty Officer with duties and responsibilities.
- (04) Supervise deck boat keeper with duties and responsibilities.



NOTE 

The most senior Boatswain Mate is normally the highest ranking enlisted BM assigned outside of the command cadre.

G.6. Duties of Senior Engineer Assigned to Boat Operations

The senior Engineer assigned to boat operations has the following duties:

- (01) Obtain and maintain the highest engineer certification level required per assigned cutter boat missions.
- (02) Maintain readiness and materiel condition of cutter boats.
- (03) Direct preventive and corrective maintenance of cutter boats.
- (04) Plan, coordinate, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
- (05) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
- (06) Supervise engineering boat keeper(s) with duties and responsibilities.

NOTE 

The senior Engineer is the highest ranking enlisted Machinery Technician assigned outside of the command cadre.

G.7. Coxswain

The duties and responsibilities of the coxswain are located in **PART 3CHAPTER 3A.11.** of this Part.

G.8. Rescue and Survival Petty Officer

The CO shall designate a Rescue and Survival Petty Officer in writing in accordance with Reference (c).

G.9. Boat Keepers

Boat-keepers are responsible for material condition, maintenance, and standardization of their assigned boat.



Section H. Flood Response

Introduction This Section establishes the criteria for Coast Guard flood response operations.

In this Section This Section contains the following information:

Title	See Page
Flood Response Requirements	3-24
Flood Response	3-24
Response Policy	3-24
Minimum Crew Requirements	3-25
Weather Restriction	3-25
Night Operations	3-25
Waivers	3-25

H.1. Flood Response Requirements To conduct flood response operations the following are required:

- (01) Assignment of flood response capable boats,
- (02) Assignment of flood response competencies,
- (03) Certified flood response teams,
- (04) Use of flood response equipment as per Reference (c),

In accordance with Reference (c), COs/OICs shall ensure that all of their personnel (flood response certified or break-ins) are properly trained in use of the appropriate PPE.

H.2. Flood Response Designation Every Boat Forces unit can conduct the flood response mission. If the unit routinely responds to flooding events, Operational Commanders may designate units via request through the Office of Boat Forces (CG-731). Reference (a) explains the certification process for those units who respond to this mission.

H.3. Response Policy The flood response mission falls under the *Catastrophic Incident Search and Rescue (CISAR) Addendum to the National Search and Rescue Supplement to the International Aeronautical and Maritime Search and Rescue Manual Version 3.0*. Please see **PART 4CHAPTER 1A.7.** of this manual for more information.



H.4. Minimum Crew Requirements

A flood response crew consists of two (2) persons:
(01) One (1) Flood Response Coxswain per boat,
(02) One (1) Flood Response Crewman or Flood Responder per boat.

H.4.a. Flood Response Team Leader

The Flood Response Team Leader serves as the on-scene coordinator for each team. Their role is to remain on shore with the trailer/vehicle to monitor operations while maintaining communications with the team and the chain of command. The Flood Response Team Leader shall be qualified as a Division/Group Supervisor under the Incident Command System (ICS) and a Flood Responder. If the individual is a certified DSF Deployable Team Leader (DTL) than that certification replaces Flood Responder. However, it is highly recommended that the DTL attain Flood Responder and/or Flood Response Coxswain.

H.4.b. Risk Management

The flood response team shall conduct risk management and make appropriate recommendations to the Operational Commander.

H.5. Weather Restriction

Flood response boat operations shall NOT be conducted in swift water that is flowing at a minimum rate of greater than three (3) knots and is greater than two (2) feet in depth.

H.6. Night Operations

Flood response operations shall not occur between sunset and sunrise unless granted a waiver by the Operational Commander.

H.7. Waivers

Procedures for obtaining an operational parameter waiver are located in [PART 4CHAPTER 3Section C Waivers.](#)



CHAPTER 2

Unit Organization

Introduction This Chapter contains information covering the authority and responsibilities of Boat Forces command cadre, department heads and collateral duties for units under the Boat Forces Program. The basic organization pattern of Coast Guard units reflect assignment of personnel and equipment to support both operational and administrative responsibilities among individual field units.

In this Chapter This Chapter contains the following sections:

Section	Title	See Page
A	Command Cadre Responsibilities	3-27
B	Department Heads and Support Personnel	3-31
C	Collateral Duties	3-34



Section A. Command Cadre Responsibilities

Introduction This Section describes the Command Cadre authority and responsibility for managing resources.

In this Section This Section contains the following information:

Title	See Page
Command	3-27
Command Cadre	3-27
CO/OIC	3-28
XO/XPO	3-30
Engineer Petty Officer (EPO)	3-30

A.1. Command The authority vested either by rank or by assignment in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, and organizing, directing, coordinating, controlling, and planning the employment of forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.

A.2. Command Cadre CO/OIC/XO/XPO/EO/EPO are considered command cadre billets and Reference (e) and (f) respectively contain their authority and responsibilities.



A.3.
CO/OIC

In addition to the responsibilities listed in Reference (e), the CO/OIC Shall:

- (01) Ensure unit boats, equipment, and personnel are prepared and available to respond to urgent and planned missions within the limits of the unit's authorities, capabilities (boats and people), competencies (skills and knowledge) and capacity. For detailed information of authorization of resources see **PART 4 CHAPTER 2 Section A Authorization of Resources**.
- (02) Set a goal of a 68-hour work week (including duty). For additional information see *Appendix A: Standard Mobilization Work Week Availability* and **PART 3 CHAPTER 3 Section B** of this manual.
- (03) Maintain appropriate situational awareness of all underway unit boats, to include those temporarily under the direction of the SAR Mission Coordinator (SMC) as well as maintain communication with SMC during complex SAR cases.
- (04) Ensure compliance with functional and structural configuration management requirements in accordance with applicable Commandant Directives (i.e., Operator's Handbooks, MPCs, etc.).
- (05) Establish unit navigational standards.
- (06) Promulgate an Organizational Manual for Unit.
 - a) The first section shall cover any general principles desired, including the mission of the Station/ANT/DSF unit and any other general information appropriate to the scope of the chapter.
 - b) The second section shall cover department organization and detailed duties.
 - c) The third section shall cover:
 - i. Watch organization as developed for the Station/ANT/DSF,
 - ii. It shall include standing orders, a briefing matrix discussing the reporting requirements between SMC, CO/OIC, OOD (if designated), and coxswain,
 - iii. Criteria for **Emergency Deviation**.
 - d) The fourth section shall cover the system of unit orders and instructions.
 - e) Additional sections are authorized as necessary.
- (07) Implement Safety and Environmental Health programs with directives and policies consistent with Reference (g).
- (08) Emphasize standardization as a daily process by which individuals contribute to both unit performance and mishap prevention,
- (09) Take action on discrepancies in accordance with this Manual.
- (10) Align with the Boat Forces Readiness Framework in accordance with Reference (a).
 - a) Ensure that all boats and trailers are available to the Boat Forces Standardization Team, including the maintenance relief hull. Boats in depot maintenance and lay-up status do not need to be available.
 - b) Conduct Unit Self Assessments in accordance with Reference (a).



A.3.a.
Training

The CO/OIC shall:

- (1) Ensure provisions of Reference (a) are strictly adhered to and all certified boat crew personnel possess required performance skills. Unit COs/OICs may require demonstration of required skills at any time. Time spent underway with each coxswain during each currency cycle will help maintain standardization.
- (2) Ensure all unit positions align with assigned Boat Forces Billet Title and Competency Business Rules (<https://cg.portal.uscg.mil/units/cg731/SitePages/Competencies.aspx>).
- (3) Rescind certification of assigned members unable to meet currency requirements.
- (4) Provide an appropriate level of guidance to ensure unit personnel, including subordinate unit (i.e., Station (small)) personnel, receive the quantity and quality of training needed to carry out assigned missions.
- (5) Monitor the unit training program and approve unit training plans.
- (6) Maintain file of Crew Proficiency Reports (TMT is sufficient).
- (7) Analyze local needs and promulgate any additional requirements for certification/qualification at the unit (e.g. Job Qualification Requirements (JQR)).

A.3.b.
Department
Head /
Collateral
Duty
Designation

CO/OICs shall designate, at a minimum, the following department head and collateral duty positions in writing:

- (01) Operations Petty Officer (BM1 or above),
- (02) Deck Department/First Lieutenant,
- (03) Assistant Engineering Petty Officer,
- (04) Rescue and Survival Systems Petty Officer (E-5 or above),
- (05) Weapons Petty Officer (E-5 or above),
- (06) Law Enforcement Instructor (E-5 or above),
- (07) Training Petty Officer (BM1 or above),
- (08) PWCS/Pursuit Designated Trainers,
- (09) PWCS/Pursuit OPFOR,
- (10) Navigation Officer/Navigation Petty Officer.

NOTE 

If department head and/or collateral duty position requirements are unachievable due to unit billet structure, the CO/OIC shall designate personnel accordingly.



A.4. XO/XPO

The unit XO/XPO shall:

- (01) Chair the unit's Training Board.
- (02) Supervise the Training Petty Officer.
- (03) Maintain liaison with the designated Educational Services Officer.
- (04) Establish and administer the Indoctrination Program.
- (05) Publish scheduled training activities.
- (06) Establish Electronic Training Request (ETR) release authority personnel on the unit collateral duty list.
- (07) Administer all functions pertaining to unit personnel.
- (08) Maintain general directives and general message files.
- (09) Ensure clerical and mail services are performed.
- (10) Coordinate with local Sector and Base to ensure medical services, including dental and sanitary services are available.
- (11) Coordinate with local Sector and Base to ensure special services are available, such as housing, recreation, voting, charity drives, and legal assistance.
- (12) Coordinate with the Area or District Records Coordinator, for assistance with records management standards, guidance, and compliance with the requirements of *Information and Life Cycle Management Manual*, COMDTINST M5212.12 (series).
- (13) Be designated as the unit Safety Officer as per Reference (g).
- (14) Oversee all galley functions.

A.5. Engineer Petty Officer (EPO)

The EPO is the head of the Engineering Department and is responsible to the CO/OIC for all engineering matters within the unit. In addition to those duties prescribed in References (e) and (f), the EPO, assisted by the appropriate subordinates, should complete assigned duties as directed by the Small Boat Product Line Process Guides, which are housed in the SFLC Directives Library: <https://cg.portal.uscg.mil/units/sflc/Pages/BOD/SFLC-Directives.aspx>.



Section B. Department Heads and Support Personnel

Introduction This Section describes the department heads and support personnel duties and responsibilities.

In this Section This Section contains the following information:

Title	See Page
Assignment	3-31
Operations Petty Officer	3-31
Deck Department Head / First Lieutenant	3-32
Food Services Officer	3-32
Support Petty Officer	3-32

B.1. Assignment The Operations Petty Officer and First Lieutenant are designated positions assigned by the CO/OIC and if staffing allows should be placed in a day work status. The Food Service Officer and Support Petty Officer are billeted positions and shall not be placed in a duty section.

B.2. Operations Petty Officer The duties and responsibilities of the Operations Petty Officer shall include the following:

- (01) Perform the duties of the Operations Officer and department head as specified by Reference (e).
- (02) Be a senior BM and work directly for the XO/XPO.
- (03) Coordinate and control movements of boats (and vehicles, when operationally employed).
- (04) Coordinate with local, state and Federal agencies.
- (05) Prepare the daily operations schedule and duty section rotation.
- (06) Maintain unit emergency bills.
- (07) Ensure communications, weather, navigation, and public information services are provided.
- (08) Supervise or act as:
 - a) Communications Petty Officer,
 - b) Navigation Petty Officer,
 - c) Law Enforcement Petty Officer,
 - d) Intelligence Petty Officer,
 - e) Command Security Petty Officer,
 - f) ATON Officer,
 - g) Weapons Petty Officer.



**B.3. Deck
Department
Head / First
Lieutenant**

The duties and responsibilities of the First Lieutenant shall include the following:

- (01) Execute the procedures outlined in Reference (e).
- (02) Coordinate completion of preventative and corrective maintenance as assigned to Deck personnel.
- (03) Supervise or act as:
 - a) Rescue and Survival Petty Officer.
 - b) Boat-Keepers.

NOTE 

If unachievable due to unit billet structure, the CO/OIC shall designate personnel accordingly.

**B.4. Food
Services Officer**

Perform the duties and responsibilities of the Food Services Officer as specified in Reference (e) and *Coast Guard Food Service Manual*, COMDTINT M4061.5 (series).

**B.5. Support
Petty Officer**

The position of Support Petty Officer (SPO) was created to reduce the Unit finance, supply, and administrative workload from the command cadre. The SPO position will be a Storekeeper (SK) or Yeoman (YN) billet. These positions are day-worker positions and not intended to be station duty standers. The SPO shall perform the following duties:

- (01) Budgeting and accounting for, purchase/requisition, receipt, inspection, issue, stowage and preservation, packaging, shipment, disposal of, reutilization, and performance of inventory control for all property and materiel belonging to the unit(s).
- (02) Maintenance of all allowance documentation, and preparation of configuration change reports and allowance change requests; preparation of public vouchers, transportation requests and shipping documents.
- (03) Performance of traffic management/transportation functions including shipments, inspection, reservation, service orders, and claims relating to Government and personnel personal property.
- (04) Preparation of returns covering the receipts and expenditures of public monies.
- (05) Operation of office labor saving devices and automated data processing equipment.
- (06) Preparation and maintenance of required forms, records, publications, correspondence, reports, and files.
- (07) Procuring, receiving, stowing, issuing, shipping, disposing of, accounting for, and while in the custody of the SPO, maintaining all



-
- stores and equipment of the assigned Unit(s), except as otherwise prescribed in appropriate directives or regulations.
- (08) Inspecting services and materiel received under contract or order calling for inspection on delivery, unless this function has been specifically assigned in writing by the CO/OIC to another department having technical jurisdiction over the services or materiel.
 - (09) When specifically designated by the Commandant, the SPO shall function as the authorized certifying officer, assistant disbursing officer, or cashier of the Unit. This includes the procurement and disbursement of official funds for the Coast Guard, the payment of personnel, and payment for material and services procured by the Coast Guard, in accordance with procedures prescribed in *Financial Resources Management Manual (FRMM)*, COMDTINST M7100.3 (series).
 - (10) Specific SPO duties and responsibilities may also include, but not be limited to, the following:
 - a) Procurement Desktop or other ledger updates
 - b) Purchase card verification report,
 - c) Requisitions and procurements including automated requisitions, procurement requests (PRs), and any related research
 - d) Mail usage reports
 - e) Property reports and surveys
 - f) PI/MI inspection follow-up
 - g) CDAR follow-up and aftercare – requires training
 - h) GSA vehicle report
 - i) Inventory management
 - j) Mutual assistance
 - k) Combined Federal Campaign
 - l) Enlisted Evaluations System (EES) – (coordination only)
 - m) Performing other collateral duties as assigned by the CO/OIC.
-



Section C. Collateral Duties

Introduction This Section describes the collateral duties boat forces units should designate and details their responsibilities, if required.

In this Section This Section contains the following information:

Title	See Page
Assignment	3-34
Specific Collateral Duties	3-34

Assignment

C.1. Assignment Collateral duties are designated positions assigned by the CO/OIC or XO/XPO. Collateral duties cover tasks that need to be performed but are not intended to justify full time dedicated billets. Collateral duties benefit the organization by reducing expenditures and provide opportunities for members to gain valuable skills and experience.

Specific Collateral Duties

C.2. Training Petty Officer (TPO) The duties and responsibilities of the Training Petty Officer shall include the following:

- (01) Execute the procedures outlined in *Performance, Training and Education Manual*, COMDTINST M1500.10 (series), References (a) and (e).



C.3. Assistant Engineering Petty Officer (AEPO)

Assist the EPO in the management of the Engineering Department. The EPO shall develop the AEPO roles in their Engineering Standing Orders.

C.4. Rescue and Survival Systems Petty Officer

The Rescue and Survival Systems Petty Officer shall execute the procedures as outlined Reference (c).

C.5. Weapons Petty Officer (WEPO)

The Weapons Petty Officer shall execute the procedures as outlined in the *Ordnance Manual*, COMDTINST M8000.2 (series) and Reference (e).

C.6. Law Enforcement Petty Officer (LEPO)

The duties and responsibilities of the Law Enforcement Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (e).
 - (02) Set up and supervise the unit's law enforcement training program in accordance with Reference (h).
 - (03) Be a certified Boarding Officer and maintain currency.
 - (04) Serve on the units training board.
 - (05) Coordinate LE operations with the Sector and Other Government Agencies (OGA's)
 - (06) Maintain and procure unit's LE Gear (e.g. gun belts and related equipment, radiation pagers, boarding kits).
 - (07) Ensure all boarding reports and LE case packages are properly prepared and submitted.
 - (08) Maintain LE Publications, logs, and any related law enforcement bulletins (e.g. Lookout list, Maritime Law Enforcement bulletins, and advisories).
 - (09) Supervise Law Enforcement Instructors.
 - (10) Coordinate with TPO to align with unit's training program
-

C.7. Law Enforcement Instructor (LEI)

The duties and responsibilities of the Law Enforcement Instructor shall include the following:

- (01) Execute the procedures outlined in *U.S. Coast Guard Law Enforcement Competency Qualifications Instruction (LECQI)*, COMDTINST 16247.3 (series).
-



-
- (02) May serve on the unit's training boards.
 - (03) Shall serve on Law Enforcement Qualification Board (LEQB).
-

C.8. Command Security Officer (CSO)

The duties and responsibilities of the Command Security Officer shall include the following:

- (01) Execute the procedures outlined in *Personnel Security and Suitability Program Manual*, COMDTINST M5520.12 (series), *Operations Security (OPSEC) Program Manual*, COMDTINST M5510.24 (series), *Physical Security and Force Protection Program Manual*, COMDTINST M5530.1 (series), and *Classified Information Management Program Manual*, COMDTINST M5510.23 (series).
 - (02) Coordinate with your Operational Commanders CSO in the execution of these duties.
-

C.9. Collateral Duty Intelligence Officer (CDIO)

The Collateral Duty Intelligence Officer shall execute the procedures as outlined in *Coast Guard Intelligence Manual (CGIM)*, COMDTINST 3800.6 (series).

C.10. PWCS Lvl 1 / Pursuit Lvl IV Designated Trainers

Designated Trainers are responsible for higher level tactical training and shall execute the procedures as outlined in Reference (b).

C.11. Opposing Force (OPFOR)

OPFOR operators drive the non-compliant vessel (NCV)/target of interest (TOI) during pursuit or tactical boat training and shall execute the procedures as outlined in Reference (b).

C.12. Communications Petty Officer

The duties and responsibilities of the Communications Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (e).
 - (02) Administer communications procedures and training.
-



C.13. Navigation Officer / Petty Officer

The duties and responsibilities of the Navigation Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (e).
- (02) Maintain Ready Chart(s), in accordance with *Coast Guard Navigation Standards Manual*, COMDTINST M3530.2 (series).
- (03) Maintain a list with the names of local and charted geographic points in the unit's Area of Responsibility (AOR).
- (04) Maintain electronic chart data.
- (05) Maintain required publications as defined in *Coast Guard Navigation Standards Manual*, COMDTINST M3530.2 (series) and any other Command mandated publications.

C.14. Boat-Keepers

Department Heads should assign one deck and one engineering boat-keeper to each boat. Boat-keepers are responsible for material condition, maintenance and standardization of their assigned boat. Although not required, this position is encouraged and can assist in maintaining standardization and overall material condition of the assets.

C.15. ANT Officer/Petty Officer

The duties and responsibilities of the ANT Officer/Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (e).
 - (02) Coordinate with the Operational Commander's ATON Officer in the execution of these duties.
 - (03) Maintain a registry of lifting appliance or "rigging log" as outlined in *Naval Engineering Manual*, COMDTINST M9000.6 (series).
-



CHAPTER 3

Work Force Management

Introduction This chapter provides allocation, utilization and management of Active Duty, Reserve and Auxiliary personnel to maximize unit effectiveness.

In this Chapter This Chapter contains the following sections:

Section	Title	See Page
A	Watch Organization	3-3
B	Duty Section Rotation	3-4



Section A. Watch Organization

Introduction This Section defines the requirements of duty sections at Boat Forces units to comply with the response readiness posture deemed by the Operational Commander or higher authority.

In this Section This Section contains the following information:

Title	See Page
Mission and Implementation	3-39
	3-42

Mission and Implementation

A.1. Mission Requirements Operational Commanders and higher authorities establish mission requirements as required to meet the demands for Coast Guard services. All Boat Forces units shall refer to their Operational Commander’s SOP, OPLAN, and organizational manuals for mission requirements.

A.1.a. Additional/Self-imposed Requirements for Stations to Avoid Additional/self-imposed requirements beyond regularly assigned missions should be avoided. Staffing and assigned boat capability does not support additional or self-imposed requirements. If additional requirements are placed on the unit, the CO/OIC shall ensure communications to the Operational Commander of the potential degradation of response capability. For instance, a unit that is a one boat station that normally puts a crew in standby (while they are off duty) for back up during a historically busy SAR weekend will not have a second crew available if they support a Memorial Day Parade. Additional examples the Station CO/OIC or Operational Commander should avoid:

- (01) Staffing Auxiliary-operated units with active duty boat crews in order to maintain a Bravo-Zero response capability.
- (02) Requiring routine harbor pollution patrols.
- (03) Conducting activities on inland lakes and rivers not under federal jurisdiction.
- (04) Refusing to close down buildings or portions of buildings so as to maintain “flexibility.”
- (05) Supporting additional tasking not related to operations.



A.2. Factors of Organization

A Boat Forces Unit watch organization should be based on:

- (01) Mandated response readiness requirement (e.g. Number B-O boats / crews),
 - (02) Operational Tempo,
 - (03) Assigned personnel,
 - (04) Mission(s),
 - (05) Training requirements,
 - (06) A goal of no more than a 68 hour workweek.
-

A.3. Duty Section Implementation

CO/OICs shall assign personnel to watches and duty sections to balance mission requirements and liberty. The purpose of a duty section is to ensure the unit meet the readiness requirements of their operational commander.

Duty sections will vary depending on the type of unit, staffing, mission requirements, and local conditions of individual units. CO/OICs shall use discretion to determine the appropriate watch positions for effective operations, but must meet the minimum requirements established below.

CO/OICs shall promulgate unit instructions outlining policies, procedures, and the specific duties and responsibilities of the duty section. To include the following:

- (01) Alcohol Consumption: The boat crew, duty section, and any other persons who might reasonably be expected to be recalled to support unit operations are restricted from underway operations for 12 hours after last alcohol use and must have no residual effects. This includes the use of “low” and “no” alcohol beverages. Residual effects include light-headedness, headache, sleepiness, fatigue, nausea, and lack of alertness.
- (02) Drug and Medication Considerations: Responsibility for advising the coxswain/command of prescribed medications, or any medications having possible adverse side effects, lies solely on the members who are taking the drugs/medications. First, members must tell their medical providers that they are assigned to boat duties. This ensures that the medical providers will make the best prescription based on the member’s needs and their operational status. It will also play a significant role in a correct assessment of their duty status recommendations. Secondly, the member must discuss all potential side effects of medications prescribed with their medical providers.

If members return to their unit with specific duty status as determined by their medical providers, the unit CO/OIC may further limit a member’s duty status, but may not expand duty status beyond the limitations imposed by the medical professionals, nor disregard a



limited duty status or limiting medical condition. While the specific medication or diagnosis may not be relevant to operational risk management, the lists of potential side effects are. Even though it is rare that an individual will experience all the listed side effects, it is the potential that feeds the risk assessment once that member is back on the boats. This is true of both prescription and over-the-counter medications. Unit CO/OICs may impose unit standing orders concerning medical considerations as long as they do not violate their member's Privacy Act rights.

Personnel engaged in boat operations shall not take any medication unless prescribed and/or approved by a medical doctor or with due consideration given to its effect on their operational performance. Members taking prescribed or over-the-counter medications shall inform the unit CO/OIC and/or coxswain.

NOTE *RS*

Ensure Sensitive Personally Identifiable Information (SPII) is protected in accordance with DHS Handbook for Safeguarding PII.



Specific Role Requirements

A.4. Duty Section Requirements for Stations

Stations are required to maintain duty sections to provide immediate boat response capabilities for search and rescue or other missions. All Stations should strive to have duty sections with the following:

- (01) Certified boat crew personnel for the number of boats required to remain in a Bravo-Zero (B-0) status IAW the Unit Designation, but at a minimum shall have certified boat crew personnel to meet SAR B-0 requirements (**Table 4-5**).
- (02) An established Officer of the Day (OOD) can assist as the CO/OICs direct representative and to manage operations, pyrotechnics inspections, and the administration, safety, and security of the unit and boats. The OOD shall execute duties in accordance with Reference (e) and **A.9**. below. The OOD does not relieve the CO/OIC of their requirements to be involved in the execution of operations.
- (03) Communications Watchstander (CW) to conduct communications with the public and Coast Guard resources on a variety of communications systems (Telephone, Radios, Computer), especially when an asset is underway. The development and utilization of CG Auxiliary could support this during high optempo times.

For larger Stations, the CO/OIC may add additional duty section personnel at their discretion to meet the needs of the unit. Specific communication requirements shall be established in order to mitigate risk during high-risk events. For example, a CO/OIC may assign a Junior OOD or Duty Section Leader to oversee the administration, safety and security of the facility assisting the OOD. A station CO/OIC may also assign an Engineer of the Watch (EOW) for afterhours engineering repairs and management. These individuals need to have clear guidance on when a personnel issue arises, or a restrictive or disabling casualty occurs.



**A.5. Duty
Section
Requirements
for ANTs**

ANTs are required to maintain a Discrepancy Response Capability for Aids to Navigation verification or other mission areas.

Aids to Navigation Teams require:

- (01) Boat crew personnel (e.g.: coxswain, engineer, and crew) for the number of boats required to respond to ATON maintenance and discrepancies according to Discrepancy Response Factor Decision Guide (DRF) outlined within Aids to Navigation Manual - Administration COMDTINST M16500.7 (series).
- (02) Although not a required position, an established duty watchstander can assist as the CO/OICs direct representative to manage operations, check for ATON discrepancies, perform pyrotechnics inspections, execute administration tasks, and ensure the safety and security of the unit and boats.

ANT OICs may add additional duty section personnel at their discretion to meet the needs of the unit. For example, an OIC may also assign an Engineer of the Watch (EOW) for afterhours engineering repairs and management.

**A.6. Duty
Section
Requirements
for Station
(small)**

All station (small) shall have a duty section with the following:

- (01) Boat crew personnel for the number of boats required to remain in a Bravo-Zero (B-0) status IAW [Table 4-5](#).

A CO/OIC may require additional positions such as an OOD if OPTEMPO requires and sufficient personnel are available.

**A.7. Duty
Section
Requirements
DSF**

An Officer of the Day can assist as the COs direct representative to manage operations and to return to the unit after hours to perform pyrotechnics inspections, execute administration tasks, and ensure the safety and security of the unit and boats.

DSF CO's may add additional duty section personnel at their discretion to meet the needs of the unit, but need to ensure clear communications guidance is established to evaluate and manage risk as mission elements change.

**A.8. Duty
Section
Requirements
for Sectors,
Training
Commands,
Strike Teams,
and MSU/MSDs**

Training Commands and MSU/MSDs with boats assigned should address duty positions within their unit instructions. At a minimum, these units with assigned boats should attempt to mirror the Boat Forces watch organization described in this section.



A.9. Officer of the Day (OOD) Position

The Officer of the Day (OOD) is the direct representative of the CO/OIC. The OOD is a critical component of a unit and designed to optimize functionality to support the commands objectives. Every station should have a qualified OOD designated in writing and assigned daily.

NOTE

The OOD should avoid being part of duty boat crew unless authorized by CO/OIC.

A.9.a. OOD Duties / Responsibilities

The OOD shall:

- (01) Manage the execution of operations and notify the CO/OIC with mission changes.
 - (02) Brief the Operational Commander as required and outlined within the Unit Organizational manual established by the CO/OIC.
 - (03) Execute Operation Risk Management principles and notify the CO/OIC when the risk changes or when deemed prudent by the OOD.
 - (04) Oversee the duty section's daily routine (as prescribe by unit instruction).
 - (05) Be responsible for the daily administrative requirements (messages and reports).
 - (06) Enforce physical security and emergency bills (e.g. fire, bomb threats).
 - (07) Understand and initiate permanent mishap board procedures.
 - (08) Notify CO/OIC of any good order and discipline incidents.
 - (09) Manage daily housekeeping.
 - (10) Communicate with the media and local community IAW SOP/Organization Manual.
 - (11) Any additional duties of the OOD shall be defined in unit instructions.
-



**A.10.
Communications
Watch
Requirements**

If a Communications Watch is established it can significantly assist in the command and control system. This qualification develops personnel assigned to Boat Forces Units and is a foundational element in any boat crew position. These fundamentals support members in earning their Boat Forces Insignia. Requesting Auxiliary support in fulfilling this role may assist units that are not staffed to support this position.

If a Communications Watch is established, they should:

- (01) Maintain a live communications watch when a boat is underway.
- (02) Execute specific procedures in the Station SOP/Organization Manual when a station is unable to maintain a live communications watch and the sector command center will assume their radio guard.

Units may be called upon to assist the Sector during increased operations or when there are communications failures (e.g. Rescue 21).

**A.10.a.
Communications
Watchstander Duties
/ Responsibilities**

Communications watchstanders shall complete qualification in accordance with *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series) and if applicable, unit JQR.

The communications watchstander is responsible for monitoring required voice frequencies, maintaining communication guard requirements, and, as directed, executing tactical communication for emergent operations.

The communications watchstander is often the first person to become aware of an emergency or potential emergency. They shall perform the duties and responsibilities outlined in *Communications Watchstander Qualification Guide*, COMDTINST M16120.7 (series) and as directed by the CO/OIC or OOD.



A.11. Coxswain

The authority and responsibilities of the coxswain are contained in the *United States Coast Guard Regulations 1992*, COMDTINST M5000.3 (series)..

The coxswain shall determine who operates the boat during all phases of a mission. All personnel operating Coast Guard boats are obligated to abide by *USCG Navigation Rules and Regulations Handbook*. Beyond compliance with these rules, crewmembers must remain alert for vessels or people in distress.

When underway on any asset, proper attention will be paid to the safety of all people on board (POB). The use of crew restraint systems and helmets increases crew safety.

Ensure all boat crew members of the cutter boat crew are in compliance with [Cell Phone Policy](#) and [Kill Switch Policy](#) located in Part 4.

A.11.a. Coxswain in Charge (CXC)

When multiple certified coxswains are underway on the same platform, the coxswain designated in ALMIS as the CXC holds the authority and responsibilities contained in Reference (e).

A.11.b. Mission Acceptance

Coxswains, after gathering mission details and determining operational risk, shall either accept or decline the mission.

A.11.c. Disembarking the Boat

Generally, the coxswain is not permitted to leave the boat during any operation. However, when a situation exists onboard another vessel, that only the coxswain is capable of alleviating, and the coxswain can ensure the safety of the boat, it may be permissible. The coxswain, in consultation with CO/OIC or their representative, should make this decision.

A.11.d. Intentional Grounding

Boat crews may conduct operations that might require access to the shore in locations where traditional docking facilities are not available. While intentionally grounding a boat is not preferred, it is authorized and can be accomplished with minimal risk when necessitated by mission requirements.



A.12. Boat Swimmer

Boat swimmers are crew member positions deployed from boats. They are not required to be trained as rescue swimmers; boat swimmer training is accomplished through the Boat Crew Qualification Handbooks (BQH) located on the Office of Boat Forces (CG-731) Portal site:
<https://cg.portal.uscg.mil/units/cg731/SitePages/Manuals.aspx>.

The decision to deploy a boat swimmer is initiated by the coxswain. Boat swimmers should enter the water only as a last resort.

Placing a crew member in the water should be exercised only when:

- (01) No other method of assistance exists,
- (02) The critical human factors found in Reference (i) have been appropriately assessed,
- (03) The potential for success sufficiently justifies the risk,
- (04) The action can be taken without unduly placing the crew member's safety at risk.
- (05) The boat swimmer feels comfortable and believes he/she can completed the requested mission.

NOTE

The boat swimmer has the authority to decline deployment if the situation is beyond their capabilities.

WARNING

The boat swimmer shall not enter capsized hulls, air frames, submerged vessels or vehicles.

A.12.a. Boat Swimmer Harness and Tending Line

If a boat platform is equipped with prescribed PPE IAW Reference (c), boat crewmembers shall be properly outfitted prior to entering the water.

When using a boat platform not equipped with boat swimmer harness and tending line, the lack of equipment does not restrict the coxswain's authority to deploy a boat swimmer.



Section B. Duty Section Rotation

Introduction This Section provides sample duty section rotations. The CO/OIC may select the rotation for their unit and compare advantages and disadvantages of each. See [Table 3-5](#) through [Table 3-11](#). The Office of Boat Forces’ (CG-731) goal is to staff units where members work no more than 68 hours per week.

In this Section This Section contains the following information:

Title	See Page
Duty Rotation	3-48
Sample Duty Sections	3-49

Duty Rotation

B.1. Duty Rotation The COs/OICs choice of unit watch/duty rotation is a critical decision. The duty rotation chosen by the CO/OIC will be outlined in the Unit Organization Manual and should:

- (01) Define the minimum requirement for Coast Guard boat response in the Unit’s AOR.
- (02) Define the amount and nature of the time available for training/work/mission requirements.

NOTE *GR*

The sample duty sections depicted below assume a sufficient number of certified watch personnel for each of the duty sections.
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Sample Duty Sections

B.2. Modified One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
Day work	3	3	3	3	3		
OFF	2	2	1	1	2	2,3	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	3	3	1	1	3	3	3
Day work	2	2	2	2	2		
OFF	1	1	3	3	1	1,2	1,2
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	3	3	2	2	2
Day work	1	1	1	1	1		
OFF	3	3	2	2	3	1,3	1,3

Table 3-5
Modified One-in-Three

NOTE

Normally restricted to Stations with a low response mission workload

B.2.a.
 Advantages

The Modified 1-in-3 duty rotation provides an average of 82 work hours (i.e., 72 duty hours and 10 day work hours) and 74 hours of liberty each week and provides the following advantages:

- (01) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, training and maintenance tasks.
- (02) This rotation would be ideal for PWCS Level I units in managing the numerous scheduled mission requirements.
- (03) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.

B.2.b.
 Disadvantages

The modified 1-in-3 duty rotation requires duty standers to maintain a port and starboard duty rotation and creates the potential for duty crews to exceed fatigue standards. The “day working” duty section may be required to work on the weekend to fulfill non-response/scheduled missions (i.e.



potential for working two or three weekends a month). Duty crews are at significant risk of exceeding fatigue standards.

B.3. One-in-Four (1-in-4)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	4	1	2	3
Day work	2,4	1,3,4	1,2,4	1,2,3	2,4		
OFF	3				3	1,3,4	1,2,4
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	4	1	2	3	4	1	2
Day work	1,3	2,3,4	1,3,4	1,2,4	1,3		
OFF	2				2	2,3,4	1,3,4
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	4	1	2	3	4	1
Day work	2,4	1,2,3	2,3,4	1,3,4	2,4		
OFF	1				1	1,2,3	2,3,4
Week Four							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	4	1	2	3	4
Day work	1,3	1,2,4	1,2,3	2,3,4	1,3		
OFF	4				4	1,2,4	1,2,3

**Table 3-6
One-in-Four Duty Rotation**

**B.3.a.
Advantages**

The 1-in-4 duty rotation provides an average of 68 work hours (i.e., 42 duty hours and 26 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) Minimizes potential that duty crews will exceed fatigue standards.
- (02) Minimizes unproductive work time (i.e., for messing and berthing).
- (03) Accommodates all-hands evolutions easily without recalling crew.
- (04) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (05) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.
- (06) The straight 1-in-4 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty



standers can expect to have duty on at least two (of four) weekends every month.

B.3.b.
 Disadvantages

Sliding weekends can be used with a 1-in-4 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is, for most Stations, the busiest time of the duty week.

B.4. One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
Day work	3	1,3	1,2	2,3	3		
OFF	2				1	1,2	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
Day work	1	1,2	2,3	1,3	1		
OFF	3				2	2,3	1,3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
Day work	2	2,3	1,3	1,2	2		
OFF	1				3	1,3	1,2

**Table 3-7
 One-in-Three Rotation**

B.4.a.
 Advantages

The 1-in-3 duty rotation provides for an average of 77 work hours (i.e. 56 duty hours and 21 day work hours) and 91 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized.
- (02) Unproductive work time (i.e. for messing and berthing) is minimized.
- (03) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.



The straight 1-in-3 duty rotation (i.e. no sliding weekends) does not allow for 3 day weekends unless the member takes leave; duty standers can expect to have duty on at least 2 weekends every month.

B.4.b.
Disadvantages

Sliding weekends can be used with a 1-in-3 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during, what is for most Stations, the busiest time of the duty week.

B.5. Firefighter One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	2	3	1	2	3	1
OFF	2,3	1,3		2,3	1,3	1,2	2,3
Day Work			1,2				
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	3	1	2	3	1	2
OFF	1,3	1,2		1,3	1,2	2,3	1,3
Day Work			2,3				
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	1	2	3	1	2	3
OFF	1,2	2,3		1,2	2,3	1,3	1,2
Day Work			1,3				

Table 3-8
Firefighter One-in-Three Rotation

NOTE 

Wednesday should represent a weekly training day, with all three sections on.

B.5.a.
Advantages

The firefighter 1-in-3 duty rotation provides for an average of 56 work hours (i.e., 56 duty hours) and 112 hours of liberty each week. This Section also provides the following advantages:

- (01) All duty standers are “professional” duty standers (i.e., duty is all they do).
- (02) Exceptional quality of life for all unit personnel – duty standers only work 7 out of 21 days).



- (03) The potential for duty crews exceeding fatigue standards is minimized.
- (04) Non-duty standing personnel (i.e., maintenance and support personnel) can work a normal workweek.

**B.5.b.
 Disadvantages**

The firefighter 1-in-3 duty rotation requires more non-duty standing positions than more traditional duty rotations. This rotation also includes the following disadvantages:

- (01) The duty section must accomplish all training.
- (02) Potential for operational tasking outside of scheduled work hours (unless non-response crews are available).
- (03) All-hands evolutions not easily accommodated.

**B.6. Modified
 One-in-Three
 (1-in-3) with
 Sliding
 Weekends**

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	3	2	2	1	3	3
Day work		1	1,3	3			
OFF	2,3	2		1	2,3	1,2	1,2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	1	3	3	2	1	1
Day work	-	2	1,2	1	-	-	-
OFF	1,3	3	-	2	1,3	2,3	2,3
Week Three							
	M	Tu	W	Th	F	Sa	Su
Duty	3	2	1	1	3	2	2
Day work	-	3	2,3	2	-	-	-
OFF	1,2	1	-	3	1,2	1,3	1,3

**Table 3-9
 One-in-Three Duty Rotation with Sliding Weekends**

NOTE

Recommended for Stations with a moderate to high response mission workload because of the increased rest periods.



B.6.a.
Advantages

The modified 1-in-3 duty rotation with sliding weekends provides for an average of 68 work hours per week (i.e. 56 duty hours and 12 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized compared to port-and-starboard rotation (i.e. no 3-day duty periods).
- (02) Increased rest for high to moderate response mission workload Stations. Each weekend is a 3-day liberty weekend except for one 2-day duty weekend per rotation.
- (03) Wednesdays are ideal for “all hands” quarters, training and/or maintenance tasks since all 3 sections are onboard with no “off-going” section sacrificing liberty time.
- (04) Tuesdays/Thursdays are ideal for scheduled maintenance or multiple boat operations/training evolutions.
- (05) Unproductive work time (i.e. for messing and berthing) is minimized.
- (06) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, and training and maintenance tasks.
- (07) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.

B.6.b.
Disadvantages

The modified 1-in-3 duty rotation with sliding weekends requires increased duty standers compared to the port-and-starboard rotation.

The day working or off duty section may be required to work on the weekend to fulfill emergent or surge operations, but flexibility exists for liberty compensation on subsequent day work days.



B.7. Port and Starboard (1-in-2)

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty	1	1	2	2	1	1	1
OFF	2	2	1	1	2	2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty	2	2	1	1	2	2	2
OFF	1	1	2	2	1	1	1

Table 3-10
Port and Starboard (1-in-2)

NOTE 

Normally restricted to Stations with a low response mission.

B.7.a.
 Advantages

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following advantages:

- (01) Duty section personnel only work 7 out of every 14 days.
- (02) Fewer duty standers required than other rotations.
- (03) Fixed duty schedule (i.e. very difficult to require more than port and starboard).

B.7.b.
 Disadvantages

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following disadvantages:

- (01) Duty section personnel are required to perform all operational missions and training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) cannot normally be accommodated during normal work hours.
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



B.8. Reduced Readiness Port and Starboard

Week One							
	M	Tu	W	Th	F	Sa	Su
Duty					1	1	1
Day work	1	1	1,2	2	2		
OFF	2	2		1		2	2
Week Two							
	M	Tu	W	Th	F	Sa	Su
Duty					2	2	2
Day work		2	1,2	1	1		
OFF	1	1		2		1	1

Table 3-11
Reduced Readiness Port and Starboard Duty Rotation

NOTE

Normally restricted to Stations with a low response mission workload .

B.8.a.
Advantages

The reduced readiness port and starboard duty rotation requires an average 60-hour workweek (i.e., 36 duty hours and 24 day work hours) and 108 hours of liberty each week. The rotation provides the following advantages:

- (01) Training and maintenance tasks can be accomplished while duty standers are in a non-duty status.
- (02) Duty standers only required to work an average of 4 days/week.
- (03) Fewer duty standers required than other rotations.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be accommodated during normal work hours.

B.8.b.
Disadvantages

The reduced readiness 1-in-2 duty rotation only provides for B-0 boat response three days a week. This rotation also provides the following disadvantages:

- (01) Limited Bravo-Zero (B-0) response capability; requires SAR system support.
- (02) High potential for operational tasking outside of scheduled work hours (during the workweek).
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.



CHAPTER 4

Reserve Work Force Management

Section A. Reserve Work Force Management

Introduction

This Section discusses the management of the reserve workforce at Boat Forces units. It provides guidance on CO/OIC responsibilities, expectations for reservists, and defines the roles of several key support positions such as the Reserve Force Readiness System (RFRS) Staff, Senior Enlisted Reserve Advisor (SERA), and Reserve Training Petty Officer (RTPO) and their roles in managing reservists.

In this Section

This Section contains the following information:

Title	See Page
Commanding Officer (CO)/Officer in Charge (OIC) Responsibilities	3-57
Reserve Crew Organization	3-58
Reserve Force Readiness System (RFRS) Staff	3-58
Senior Enlisted Reserve Advisor (SERA)	3-58
Reserve Training Petty Officer (RTPO)	3-59
Expectations of Reservists	3-60



A.1. Commanding Officer (CO)/Officer in Charge (OIC) Responsibilities

In accordance with Reference (j), the CO/OIC shall ensure reservists under their authority receive appropriate training and administrative support to fulfill their primary role of mobilization readiness. Mobilization readiness can be maintained by training through augmentation of unit operations. “Mobilization” is the process of making people or resources ready to move or act and “Augmentation” is defined as making something greater, as in size, quantity, or strength. Further, mobilization is the change from drilling Reservist to active duty status to augment Coast Guard missions. The CO/OIC must understand the unique role of the Coast Guard Reserve and potential missions, which may include augmenting a Station’s active duty boat crews that are deployed elsewhere or supplementing boat crews for homeland security / national defense operations. With the limited time available to train, the CO/OIC must align reserve-specific training and support in conjunction with sound management skills to maximize the training and resources reservists receive during their drills. The Reserve Force Readiness System (RFRS) was developed to assist the CO/OIC in managing reservists at their units

A.2. Reserve Crew Organization

The CO/OIC shall establish specific crews that drill together for each designated reserve drill weekend. A crew concept enables better planning and training. The number of reservists assigned to a weekend drill section should be based in part on the available resources (boats/training capacity) available at your unit. For example, at a unit with 14 reserve members and only one platform available, scheduling all of the reservists on the same weekend is not planning for success. In this case, the reserve boat crews should be scheduled on two separate weekends.

A.3. Reserve Force Readiness System (RFRS) Staff

The Reserve Force Readiness System (RFRS) staff are Full Time Support (FTS) members who carry out reserve training and readiness responsibilities. For additional guidance on the Reserve Force Readiness System see Reference (j) and (k).

A.4. Senior Enlisted Reserve Advisor (SERA)

The SERA is the link between the command cadre and the reservists assigned to their unit and as such the SERA must take personal responsibility to ensure all of their reservists are mobilization-ready. The SERA reports directly to the CO/OIC and is the subject matter expert on reserve issues. For additional information, including SERA duties and responsibilities see References (j) and (k).

NOTE 

The SERA shall be available to meet with each reservist as often as possible, and no less than semi-annually.



A.5. Reserve Training Petty Officer (RTPO)

RTPOs are BMCs and shall maintain coxswain certification on a Coast Guard boat. The RTPO reports to the SERA, unless otherwise directed by the CO/OIC. Each station with reserves assigned shall have at a minimum, one RTPO.

A.6. Duties of the RTPO

The RTPO is responsible for operational training and readiness, such as boat certifications. The RTPO shall:

- (01) Ensure the reserve duty section(s) accomplishes all scheduled training or activities.
- (02) Work with the unit Training Petty Officer (TPO) to ensure reserve training is part of the unit training plan.
- (03) Ensure reserve position and competencies for each rate and paygrade are correctly in line with the Office of Boat Forces (CG-731) assigned Billet Title and Competency business rules.
- (04) See that all necessary resources (day-workers, Auxiliarists, boats, and trainers) are coordinated for planned drill weekends.
- (05) Establish and communicate a Plan of the Day that describes the planned activities for weekend drill(s).

NOTE *gr*

The Boat Forces Billet Title and Competency business rules identify the position required competencies for each rate and paygrade. Utilize the following link to access the business rules:
<https://cg.portal.uscg.mil/units/cg731/SitePages/Competencies.aspx>.



A.7. Expectations of Reservists

Reservists at Boat Forces units must meet their mobilization requirements. Their expectations are outlined in References (j) and (k).

Since there is a limited amount of time available for training and interaction, each reservist assigned to a Boat Forces unit should know and understand what is expected from them. A memorandum drafted by the SERA or CO/OIC, which describes the unit's expectations shall be signed by each reservist. The memorandum at a minimum should address the following:

- (01) Member's Acknowledgement of Billet Competency(ies)
- (02) Participation and Readiness Standards
- (03) Qualification timeline

Recommended timelines for qualification are as follows:

- a) Incident Command System Division Group Supervisor (DIVS) – Within 24 months of reporting.
 - b) Reserve Coxswain – Initial Qualification within 24 months of Reserve Crew Member certification. Recertification within 12 months of reporting.
 - c) Reserve Boat Crew Member – Within 12 months of reporting.
 - d) Reserve Engineer – Within 6 months of Reserve Crew Member certification.
 - e) Boarding Team Member – Within 12 months of reporting.
 - f) Boarding Officer – Within 24 months of Boarding Team Member certification.
- (04) Consequences for non-performers include discharge and repayment of bonuses as outlined in Reference (j).
 - (05) Necessary gear members must bring with them to drill (BQH, PPE, etc.)



CHAPTER 5

Coast Guard Auxiliary

Section A. Coast Guard Auxiliary

Introduction

In 1939, Congress established a U.S. Coast Guard Reserve administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military Reserve and renamed the original volunteer Reserve as the Coast Guard Auxiliary.

Today the Coast Guard Auxiliary is a force composed of volunteers, who are not contractually obligated, but eagerly volunteer the use of their privately owned vessels, time and/or expertise toward the completion of Coast Guard missions.

Auxiliary activities range from providing patrols using private vessels or aircraft, manning certain watch stations, to acting as part of a cutter or boat crew during certain missions. Indeed, the Coast Guard Auxiliary is a robust force multiplier when mission tasking is appropriate for the auxiliary platform capability, and mission & training support are provided.

This Section addresses only surface operations.

In this Section

This Section contains the following information:

Title	See Page
Auxiliary Personnel	3-61
Platform Operations	3-62
Mission Support	3-62

A.1. Auxiliary Personnel

Guidance for employment of Auxiliary members and/or their facilities is contained in Reference (l).

Coast Guard Auxiliary personnel may serve in unit duty section positions, except those requiring the exercise of law enforcement (LE) or direct command authority (e.g. Officer of the Day, coxswain) provided they meet the same qualification and certification requirements specified for Coast Guard Active Duty and Reserve personnel. Additional information is found in Reference (a).



**A.2.
Platform
Operations**

Auxiliary members are prohibited from being coxswains on Coast Guard owned boats unless the boat is designated as an Auxiliary facility.

Per *Auxiliary Manual*, COMDTINST M16790.1 (series), Auxiliary facilities are vessels (usually privately owned) from which the Auxiliary directly conducts authorized CG missions using either an all Auxiliary crew or an Auxiliary crew augmented with CG personnel.

A.2.a.
Operational
Limits

Operational Commanders are required to establish facility operating limitation standards, as necessary, in coordination with the Director of the Auxiliary.

Auxiliary facilities shall be considered non-standard boats when establishing operational limitations and shall never exceed the limits established for non-standard Coast Guard boats of similar size.

Order issuing authorities, including unit commanders, shall carefully consider the operational capability of each surface vessel and its assigned crew when planning missions and issuing orders.

The operator (or owner) of an Auxiliary facility shall abort a mission in the event they become apprehensive or aware of a situation (mission technicality, crew proficiency, weather, etc.) that could jeopardize the safety of the crew or vessel, regardless of the vessel's operational limitations.

Auxiliary facilities are prohibited from operating in surf.

**A.3. Mission
Support**

In addition to directly performing missions, Auxiliary members may be used in support of any authorized Coast Guard mission at the discretion of the CO/OIC, per References (h) and (l).

A.3.a. Law
Enforcement
Authority

Auxiliarists have no law enforcement authority and shall not participate, as a boarding team member. However, provided they are properly trained, Auxiliarists may assist Coast Guard law enforcement in accordance with References (h) and (l). Specific guidance regarding the use of Auxiliary members in support of law enforcement missions is contained in Reference (h).

Example: an Auxiliary facility crew may be augmented with a CG Boarding Officer to support certain Coast Guard law enforcement missions and activities in limited circumstances, i.e. when there is a low chance of detecting and/or encountering criminal activities.



PART 4 Operations

Introduction This Part describes Mission Types, Operations Planning, and Policies.

In this Part This Part contains the following chapters:

Chapter	Title	See Page
1	Mission Types	4-2
2	Mission Planning	4-19
3	Asset Condition	4-36
4	Mission Standards for Boat Operations	4-49



CHAPTER 1

Mission Types

Introduction This Chapter contains the mission types and employment categories that are those most frequently supported by Boat Forces units. Mission tasking shall be based on each unit’s ability to support and fulfill required operational requirements.

The number and complexity of Coast Guard missions makes it impossible for each unit to have personnel certified in every task in every mission area. This is the basis for designating units to support different missions and ensuring units can meet that mission.

NOTE *gs*

Mission Types and employment categories can be located in the Asset Logistics Management Information System (ALMIS).

**In this
Chapter**

This Chapter contains the following sections:

Section	Title	See Page
A	Search and Rescue	4-3
B	Enforcement of Laws and Treaties	4-7
C	Marine Safety	4-9
D	Defense Readiness	4-9
E	Ports, Waterways and Coastal Security	4-13
F	Aids to Navigation	4-15
G	Marine Environmental Protection	4-16
H	Living Marine Resources	4-17



Section A. Search and Rescue

Introduction This section provides a brief overview of the Coast Guard’s Search and Rescue (SAR) program as it relates to Boat Forces units.

In this Section This Section contains the following information:

Title	See Page
Responsibility and Authority	4-3
SAR System, Program Objectives, Organization and Initial Action	4-4
SAR Planning	4-5
Public Relations	4-6
Catastrophic Incident SAR (CISAR)	4-6

Responsibility and Authority

A.1. Responsibility Boat Forces unit responsibilities, in regards to the search and rescue missions include:

- (01) All Boat Forces units have a responsibility and have the competencies to respond to SAR, even if it isn’t their primary mission (e.g. an ANT that is diverted as they transit to work an aid).
 - (02) Maintaining assigned boats and equipment in a readiness condition to respond to SAR missions,
 - (03) Maintaining trained crews to respond to SAR missions,
 - (04) Conducting SAR missions in accordance with established Coast Guard instructions,
 - (05) Evaluating mission risk to ensure Coast Guard personnel and those being assisted are not unduly put in harm’s way.
-



A.2. Authority

The Coast Guard is authorized by Sections 2, 88, and 141 of Title 14 U.S.C. to:

- (01) Develop, establish, maintain, and operate search and rescue facilities.
- (02) Perform any and all acts necessary to rescue and aid persons.
- (03) To protect and save property at any time and at any place where its facilities and personnel are available and can be effectively used.

It is important to note that the law authorizes the Coast Guard to undertake SAR missions, but, because of the critical importance of evaluating each mission and risk individually, the law does not compel the Coast Guard to undertake any particular mission. The SAR Mission Coordinator in conjunction with the potential responding SRU would make this decision.

SAR System, Program Objectives, Organization and Standards

A.3. SAR

Reference (m), *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume II 2013*, and *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume III 2013* promulgate policy, guidelines, procedures and general information for Coast Guard use in SAR operations.

Initial Action

A.4. Unit Initial Action

Upon receipt of a distress or potential distress report, the unit shall take appropriate actions to prepare and launch for SAR response. The CO/OIC or representative shall notify their respective Sector Command Center (SCC) as early as possible. This will ensure effective response coordination as the SCC may have already been coordinating other resources or have information relevant to the distress report.

If unit is underway, upon receipt of a distress or potential distress report the asset shall notify the cognizant SCC and CO/OIC in accordance with Unit Organization Manual briefing matrix, and divert unless otherwise tasked.



SAR Planning

A.5. Planning Procedures

SAR case planning shall be conducted by the SAR Mission Coordinator (SMC). SAR planning for Boat Forces units is normally restricted to mission execution planning for the initial, single-unit response and should include these steps:

- (01) It is the responsibility of the CO/OIC to launch the most appropriate resource(s), equipment, and crew to perform the mission and notify SMC via the command center.
- (02) SMC does not negate the CO/OIC and coxswain responsibilities outlined in Reference (e).
- (03) Develop an initial response and search plan, and communicate to SMC, if not given a search plan by command center.
- (04) Establish set and drift.
- (05) Consider need for or possible designation of On Scene Coordinator (OSC) and provide recommendation to SMC.
- (06) CO/OIC shall keep SMC constantly updated on conditions, findings, and when nearing completion of the initial response phase.

For more information on SAR planning see References (m), *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume II 2013*, and *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume III 2013*.

A.6. Other Government Agency (OGA) / Marine Assistance Salvage

It is highly recommended that all Boat Forces units establish and maintain working relationships with all local responders in their AOR including Federal, State and local OGAs and commercial salvage companies. These relationships are crucial when coordinating a response to SAR cases. Joint training is highly encouraged.



Public Relations

A.7. Public Relations Procedures

SAR operations often create a great interest with the general public and the media. Boat Forces units should seek concurrence from SMC before responding to public relations inquiries.

Relatives of missing persons may also seek information. Proper concern must be shown for their stressful situation. Relatives should be referred to SMC for any information. Next of kin notification policy and procedures are contained in Reference (m) and are normally made by the unit's Operational Commander.

CO/OICs should establish local policy in accordance with District and/or Sector SOPs and *Coast Guard External Affairs Manual*, COMDTINST M5700.13 (series).

Catastrophic Incident SAR (CISAR)

A.8. Catastrophic Incident SAR (CISAR)

CISAR consists of SAR operations carried out as all or part of the response to an emergency or disaster declared by the President, under provisions of the National Response Framework (NRF) and Emergency Support Function (ESF) #9. When a disaster occurs and Federal SAR resources are requested, the USCG will be the overall Primary Agency (PA) if the disaster is maritime/coastal/waterborne (e.g., hurricane/flooding) event.

Boat Forces units will be called upon to deploy and support CISAR operations. For more details on CISAR operations please refer to PART 3 under the Flood Response Section.



Section B. Enforcement of Laws and Treaties

Introduction This section provides a description of the Enforcement of Laws and Treaties (ELT) that Boat Forces units will conduct.

In this Section This Section contains the following information:

Title	See Page
Description	4-7
ELT Boarding	4-7
Coordinating ELT Activity	4-8

Description

B.1. Description The modern ELT program is directed primarily at, combating illicit drug trafficking, interdicting illegal migrants at sea, enforcement of environmental protection statutes, and responding to vessel incidents involving violent acts or other criminal activity.

ELT Boarding

B.2. Maritime Law Enforcement (MLE) Maritime Law Enforcement (MLE) under the ELT program is primarily accomplished by conducting vessel boarding's to detect and suppress violations of all federal laws, as well as by engaging in surveillance or interdiction to enforce or assist in the enforcement of these laws.

For policy, guidance, and procedures on conducting ELT missions refer to Reference (h).



Coordinating ELT Activity

B.3. Working with other Law Enforcement Agencies

To ensure safe and effective ELT operations, units should establish and maintain a close, working relationship with local law enforcement entities. Units should meet with local law enforcement entities on a regular basis to discuss enforcement issues of mutual concern and identify opportunities to improve coordination and cooperation. Units are highly encouraged to host joint meetings and joint training.

NOTE

DOD personnel are prohibited from direct participation in search, seizure and arrest. All concerned must be sensitive to the extent of the statutory authority of non-USCG personnel for participation in at-sea boarding.



Section C. Marine Safety

Introduction This section provides a description of the Marine Safety (MS) mission that Boat Forces Units conduct. It includes a description of the Recreational Boating Safety (RBS) program via Vessel Safety Inspections in Reference (h).

In this Section This Section contains the following information:

Title	See Page
Marine Safety	4-9
Recreational Boating Safety (RBS)	4-9

Marine Safety

C.1. Description The Coast Guard’s MS mission prevents and mitigates marine incidents, thereby protecting the public, the environment, and U.S. economic interests.

C.2. Marine Safety Mission Unit Requirements

Unit requirements in support of the MS mission consist of the following:

- (01) Educating the public regarding closure of navigable waterways, marine events, limited access areas, or other port conditions.
- (02) Monitor port operations including certain types of marine events.
- (03) Locate and report the presence of dangerous or illegal conditions or situations, such as improperly moored vessels, vessel or waterfront fires, or oil spills.

All of the above activities will be coordinated between the cognizant Captain of the Port (COTP) and the unit’s Operational Commander.

Recreational Boating Safety (RBS)

C.3. Description The goal of the RBS program is to minimize the loss of life, personal injury, property damage, and environmental impact associated with the



use of recreational boats, through preventive means, to maximize safe use and enjoyment of U.S. waterways.

Units support the RBS program through their interactions with the boating public, State and local boating authorities. For policy and guidance see Reference (h).

C.4. RBS Patrols

RBS patrols should normally be conducted in high traffic areas during times when traffic density is expected to be the greatest. In most instances, RBS patrols should be conducted in a highly visible manner to maximize the potential deterrent effect on unsafe boating practices.

C.5. Auxiliary Patrols

The use of Auxiliary boats to conduct RBS patrols with or without boarding teams can significantly enhance area coverage. For more information on the Coast Guard Auxiliary and their programs see References (h) and (l).



Section D. Defense Readiness

Introduction Safeguarding America’s maritime security through complementary and non-redundant military and law enforcement capabilities is the Coast Guard’s unique contribution to U.S. national security. Maritime security is a critical element in ensuring homeland security and protecting critical infrastructure, enforcing sovereignty, and defending American citizens and interests.

In this Section This Section contains the following information:

Title	See Page
Description and Authority	4-11
Defense Readiness Support and Unit Requirements	4-12

Description and Authority

D.1. Description The Coast Guard has five major national defense capabilities:

- (01) Coastal Sea control
- (02) Maritime interception operations
- (03) Military environmental response operations
- (04) Port operations security and defense
- (05) Peacetime military engagement

In the U.S., these capabilities are used to meet the United States Coast Guard’s *Title 14 U.S.C.* responsibilities. It is likely that units will be directly or indirectly involved in performance of or support to the Coast Guard’s national defense missions.



D.2. Authority

The statutory authority for the Coast Guard’s national defense role is contained in *Title 14 U.S.C. Sections 1, 2, and 141*. *Title 14* states that the Coast Guard shall be a military service and a branch of the armed forces at all times.

The Coast Guard is specifically authorized to assist the Department of Defense in performance of any activity for which the Coast Guard is especially qualified. The Coast Guard’s national defense role is to provide non-redundant, complementary naval forces that support the National Military Strategy.

Defense Readiness Support and Unit Requirements

D.3. Defense Readiness

The Coast Guard’s role in National Military Strategy is to assist the Department of Defense (DoD) in activities in which it is especially qualified. National Defense includes conducting military and defense operations in peacetime, smaller scale contingencies, military operations other than war, and major theater war.

D.4. Unit Requirements

Unit requirements in support of Defense Readiness consist of the following:

- (01) Provide credible presence and conduct surveillance of critical maritime areas.
 - (02) Detect, classify, and identify targets of interest, and intercept and prosecute targets as directed.
 - (03) For those units whose AOR contains a designated strategic port:
 - a) Conduct boarding’s as necessary of vessels in and around strategic ports consistent during elevated Maritime Security (MARSEC) conditions as directed by the COTP/Federal Maritime Security Coordinator (FMSC).
 - b) Maintain capability to take necessary actions to detect, deter, intercept, and incapacitate hostile vessels.
 - c) Conduct patrols as necessary.
 - d) Conduct boarding’s and support missions to DOD as directed.
 - e) All the above activities will be coordinated by the Sector.
-



Section E. Ports, Waterways and Coastal Security

Introduction

This section provides a description of the Port, Waterways and Coastal Security (PWCS) program that Boat Forces units will conduct.

In this Section

This Section contains the following information:

Title	See Page
Description	4-13
Authorities and Policies	4-14
Level 1 PWCS Units	4-14
NON-Level I PWCS Units	4-14

E.1. Description

The Coast Guard Ports, Waterways and Coastal Security mission is to prevent and disrupt terrorist attacks, sabotage, espionage, or subversive acts in the maritime domain and the U.S. Marine Transportation System (MTS). To conduct the PWCS mission the Coast Guard employs a maritime security governance approach that includes maritime security regime, maritime domain awareness, and Maritime Security and Response Operations (MSRO) components. For the purposes of this manual, the focus is on MSRO activities conducted in the inshore and near-shore regions. Leveraging Captain of the Port authorities and the Coast Guard's relationships with state and local authorities, as well as the maritime industry, MSRO activities contribute to the layered defense established to protect the Nation's interests. For more information, see *Maritime Security and Response Operations (MSRO) Manual*, COMDTINST M16600.6 (series).

The Boat Forces mission activities most used in PWCS/MSRO activities include:

- (01) Patrols,
- (02) Awareness, Surveillance and Tracking,
- (03) Fixed Security Zone Enforcement and Protection,
- (04) Moving Security Zone Enforcement (Vessel Escorts),
- (05) Security Boardings.



E.2. Authorities and Policies Authorities and policies governing PWCS missions are outlined in References (b), (h), and *Maritime Security and Response Operations (MSRO) Manual*, COMDTINST M16600.6 (series).

E.3. Level 1 PWCS Units Level I units shall remain prepared, equipped and trained to conduct point defense PWCS missions (fixed and moving security zone enforcement).

E.4. NON-Level I PWCS Units All units may conduct PWCS mission activities, but non-level I PWCS units are limited in their ability to conduct point defense activities, and can refer to Reference (b) for additional guidance.



Section F. Aids to Navigation

Introduction This section provides a description and responsibilities of the Aids to Navigation (ATON) mission that Boat Forces units conduct.

In this Section This Section contains the following information:

Title	See Page
Description	4-15
Responsibilities	4-15

F.1. Description The Coast Guard’s ATON mission promotes the safety of marine transportation and commerce on United States navigable waters by establishing, maintaining, and operating visual and sound signals to mark safe water or warn of dangers. This program also develops and enforces private aids to navigation regulations.

F.2. Responsibilities All units have a responsibility to report ATON which appear to be missing, off-station, or operating improperly.

Units with assigned ATON responsibilities (i.e., primary or secondary responsibility) will have specially trained ATON personnel, as well as specialized boats and equipment to accomplish their assigned mission. For more information on the ATON mission see *Aids To Navigation Manual – Seamanship* COMDTINST 16500.21 (series), *Aids to Navigation Manual Administration*, COMDTINST M16500.7 (series), and *Aids to Navigation Manual – Positioning & Range Surveying*, COMDTINST M16500.1 (series).



Section G. Marine Environmental Protection

Introduction This section provides a description and responsibilities of the Marine Environmental Protection (MEP) mission that Boat Forces units will conduct.

In this Section This Section contains the following information:

Title	See Page
Description	4-16
Responsibilities	4-16

G.1. Description The Coast Guard’s MEP mission primarily protects public health and safety, natural resources, property, and economic resources and activities from the consequences of oil and hazardous material incidents through prevention and, if prevention fails, appropriate response.

G.2. Responsibilities All units witnessing an oil spill and chemical release are required to report pollution incidents to the USCG National Response Center (<http://nrc.uscg.mil/>) at 800-424-8802. This will ensure that all parties, federal, state and local resources are notified to ensure effective investigation and response.

The enforcement of pollution laws is primarily accomplished by Sector personnel. Unit personnel actively enforce marine pollution laws by detecting, investigating, and reporting violations of law relating to marine environmental pollution as well as each instance of pollution.



Section H. Living Marine Resources

Introduction This section provides a description of the Living Marine Resources (LMR) mission that Boat Forces units will conduct.

In this Section This Section contains the following information:

Title	See Page
Description	4-17
Marine Protected Species	4-17
Unit Avoidance Responsibilities	4-18

H.1. Description The LMR mission protects our ocean environment and the marine life that inhabits it by enforcing domestic and international fisheries laws, as well as protecting the U.S. Exclusive Economic Zone (EEZ) from foreign encroachment.

For further details on enforcing the LMR laws see Reference (h).

H.2. Marine Protected Species Marine protected species includes those species covered under *Endangered Species Act*, 16 United States Code 1531 and *Marine Mammal Protection Act*, 16 United States Code 1361. The Coast Guard must ensure its operations are environmentally sound and comply with these references, as well as *Shipboard Lookout Manual*, COMDTINST M9450.1 (series), and other Federal, State, and local regulations. *Protected Living Marine Resources Program*, COMDTINST 16475.7 (series) and *Vessel Environmental Manual*, COMDTINST M16455.1 (series) contain further information regarding protected marine species. Additional information regarding specific restrictions within the unit's AOR should be obtained by contacting the District (dre) office.



H.3. Unit Avoidance Responsibilities

Operational procedures should be developed as needed to comply with and enforce the Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA) regulations, such as:

- (01) Speed restrictions for non-emergency operations,
- (02) Slower transit speeds in certain waterways, at certain times of the year, or
- (03) Staying the required distance from members of a species.

Boat crews should balance the urgency of a given mission with the potential damage to protected species or habitats.

Further information is available from National Marine Fisheries Service and U.S. Fish and Wildlife Service regional offices.

H.3.a. Striking a Protected Species

Should a unit's boat strike, injure, or kill a protected species while underway, procedures outlined in District directives shall be followed including notification of the Operational Commander, submission of any reports, and the conducting of any investigations.

H.3.b Actions and Reporting

Units observing violations of the MMPA or ESA shall take appropriate action in accordance with *Protected Living Marine Resources Program*, COMDTINST 16475.7 (series) and *Vessel Environmental Manual*, COMDTINST M16455.1 (series).

Points of contact with local marine mammal stranding networks, aquariums, and sanctuaries should be maintained to ensure appropriate response to marine mammal and endangered species incidents e.g. (stranding, carcasses, entanglements, etc.).



CHAPTER 2

Mission Planning

Introduction This Chapter contains information on the authorization of resources, CG boat types and authorized platforms, crew rest and utilization, and crew selection for the purpose of mission planning.

In this Chapter This Chapter contains the following sections:

Section	Title	See Page
A	Authorization of Resources	4-20
B	Boat Types and Authorized Missions	4-25
C	Crew Rest and Utilization	4-27
D	Crew Selection	4-34



Section A. Authorization of Resources

Introduction This Section describes the authorization of the CO/OIC over their assigned boats.

In this Section This Section contains the following information:

Title	See Page
Boat Authorizations	4-20
Risk Management	4-22
Mission Considerations	4-24

Boat Authorizations

A.1. Authorization of Resources Coast Guard boats may be used to support any of the missions detailed in Reference (e). Use of Coast Guard personnel or property, including boats and equipment, for personal or recreational use is prohibited with the exception of MWR property.

A.2. Mission Authorization and Acceptance Authority over assigned or attached forces resides with the unit CO/OIC or their representative (e.g. OOD).
CO/OIC exercises control over their assets by approving missions and dispatching unit resources.



A.3. Personnel Authorized to Operate Coast Guard Boats

Personnel filling the minimum crew requirements needed to conduct boat operations must be certified to the competency level required for the specific mission/activity and boat type.

Authorized Coast Guard personnel, including Coast Guard Auxiliary members, may be permitted to operate the boat while underway, if authorized by the Coxswain of the boat.

A.4. Community Outreach

Unit resources may be used in support of community and media relations in accordance with *Coast Guard External Affairs Manual*, COMDTINST M5700.13 (series). Unit operations and readiness standards shall not be compromised for such participation.

Approval for community outreach event participation (e.g. underway or static displays) rests with the CO/OIC. The Operational Commander shall be kept informed regarding all such events and changes in resource availability.

A.5. Authority to Approve, Direct, Initiate, and Cease Coast Guard Personnel Deployments Onboard other than Coast Guard Boats

The unit CO/OIC may approve the participation of unit personnel on platforms belonging to other agencies. Although this authority is primarily used in support of law enforcement missions, it may be evoked in support of any Coast Guard mission. Guidance for Coast Guard personnel operating onboard other agency platforms in support of law enforcement missions is found in Reference (h).

Guidance for use of Coast Guard personnel in support of port safety and security missions is contained in the *Marine Safety Manual, Volume VI, Ports and Waterways Activities*, COMDTINST M16000.11 (series).



A.6. Boat Operations In Support of Department of Defense (DOD), Allied and Foreign Partners

DSF COs have the authority to assign certified coxswains and/or boat crewmembers to operate DOD, allied, or foreign military and government vessels. The cognizant USCG CO shall ensure these coxswains and/or boat crewmembers possess the skills, knowledge and professional competency necessary to proficiently operate one or more USCG standard boat and are prepared to employ the host unit's boats, having been provided the host unit's platform familiarization and instruction. This should be facilitated through assignment of proficient personnel currently certified on boats of similar types (e.g. USCG CB-OTH to US Navy RIB).

Prior to departure it is incumbent upon the CO and deploying personnel to coordinate with ADCON, OPCON, TACON, and the host unit to ensure assigned coxswain and/or boat crewmember certifications are not so dissimilar as to prohibit safe operations. If the CO determines that the platform is similar to the coxswain's certification, currency hours may be counted in accordance with Reference (a). Personnel shall comply with use and maintenance of all required Personal Protective Equipment (PPE), in accordance with Reference (c).

Upon arrival to temporary duty, coxswains and/or boat crewmembers shall thoroughly familiarize themselves with the host unit's boat. A successful familiarization check ride with the host unit's designated certifying official is required prior to conducting operational missions. A letter of record from the host unit CO or designee will be generated and referenced in message traffic provided back to ADCON/OPCON/TACON prior to conducting joint operations.

Risk Management

A.7. Concepts and Principles

Risk is inherent in all activities regardless of how routine. Risk Management (RM) is a systems oriented process to assess and mitigate risk with any activity. A full explanation of RM and application of the concepts can be found in *Team Coordination Training*, COMDTINST 1541.1 (series) and Reference (i).



A.8. Warranted Risk

Coast Guard operations are inherently complex, dynamic, dangerous, and, by nature, involve the acceptance of some level of risk. However, the decision to accept risk must balance the potential gains of conducting the activity or mission with the inherent risks of the operation. The Coast Guard must constantly carry out this evaluation. With any activity or mission, coxswains shall operate their boat to minimize the inherent risk involved to the greatest degree possible.

Damage to or sacrifice of the boat is an acceptable risk in the defense of the United States, its citizens, and/or installations.

The probability of saving human life warrants a maximum effort. When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to or abuse of the boat is acceptable, even though such damage or abuse may render the boat unrecoverable.

The possibility of saving human life or the probability of preventing or relieving intense pain or suffering warrants the risk of damage to or abuse of the boat if recovering the boat can reasonably be expected.

The probability of saving property of the United States or its citizens warrants the risk of damage to the boat if the value of the property to be saved is unquestionably greater than the cost of boat damage and the boat is fully expected to be recoverable.

The possibility of recovering evidence and interdicting or apprehending alleged violators of Federal law does not warrant probable damage to or abuse of the boat, unless in defense of self or others.



Mission Considerations

A.9. Boat Selection/ Mission Planning

Deciding which boat to utilize is one of the most critical decisions made in mission planning and shall be at the discretion of the unit CO/OIC. A full understanding of the mission and its likely duration are essential to determine the most appropriate boat type. The following factors shall be considered during mission planning, boat selection, and risk management decisions:

- (01) Boat limitations,
- (02) Boat readiness,
- (03) Boat capabilities,
- (04) Crew endurance,
- (05) Crew experience,
- (06) Number of potential passengers/survivors and their condition,
- (07) Equipment status.

Boat capabilities and limitations are found in each specific Boat Operator's Handbook.



Section B. Boat Types and Authorized Missions

Introduction CG boats, based on their configuration, capability, and outfit are authorized to perform specific mission activities.

In this Section This Section contains the following information:

Title	See Page
Coast Guard Boat Types	4-25
Multi-mission Boats and Associated Missions	4-26

B.1. Coast Guard Boat Types A list of Coast Guard boat types can be found at <https://cg.portal.uscg.mil/units/cg731/SitePages/Home.aspx>.



B.2. Multi-mission Boats and Associated Missions

While all of our boats are multi-mission capable, higher level capabilities apply only to specific boat types. **Table 4-1** is not all-inclusive, but shows multi-mission boats and the higher level missions assigned to them.

		Higher Level Capability							
		Pursuit	PWCS	HWX	Surf	Advanced Interdiction	ATON	Flood Response	Ice Rescue
Platform	SPC-LE	X	X			X			
	SPC-BTD	X	X			X			
	SPC-SV		X						
	SPC-NLB			X					
	SPC-HWX			X	X				
	SPC-SW								
	MLB		X	X	X				
	RB-S II	X	X						
	RB-M	X	X						
	LRI (MK-II)	X				X			
	CB-OTH MK-III	X				X			
	CB-OTH-MK-IV	X				X			
	TPSB (MK-IV)		X						
	TANB						X		
	AB-L						X		
	BUSL						X		
	CB-ATON-L						X		
	AB-S						X		
	ANB						X		
	Flood Punt							X	
CRRC							X		
SPC-AIR								X	
SKF-ICE								X	

Table 4-1
Multi-mission Platforms and Associated Higher Level Capability



Section C. Crew Rest and Utilization

Introduction

Evidence has shown that a high percentage of mishaps are due to prolonged operations and fatigue. As fatigue adversely affects operational capability and safety, it is necessary to establish reasonable boat crew utilization criteria through the use of mandatory boat crew mission hour limits.

In this Section

This Section contains the following information:

Title	See Page
Fatigued Personnel	4-27
Crew Endurance Management (CEM)	4-27
Underway Hours	4-28
Maximum Underway Hours	4-29
Ice Rescue Fatigue Standard	4-30
Boat Crew Utilization	4-31
Assessing and Managing Rest	4-32
Fatigue Status	4-32

C.1. Fatigued Personnel

Fatigued personnel may not realize when their physical or mental state is compromised. A fatigued boat crew is physically and mentally unprepared for the rigors of a mission or to safely manage an underway emergency. They exhibit decreased coordination, a narrowed attention span, and a lower standard of performance. This leads to judgment errors in boat handling, seamanship, and mission related decisions. In addition, they show a decreased concern for safety and a willingness to “cut corners.”

C.2. Crew Endurance Management (CEM)

Crew Endurance Management (CEM) can be used to control fatigue - related decrements in safety and performance. CEM is based on operational experience, analysis of boat crew missions, and a wealth of information derived from a variety of studies on the effects of shift work on human performance.



C.3. Underway Hours

Table 4-2 establishes maximum underway hours for boat crews. These totals may be an accumulation of several missions (SAR, ELT, MS, etc.) over a 24-hour period. However, there are occasions, especially during periods of severe weather, where operations will require a long amount of time to complete. In such cases, the prolonged hours and heavy weather will have an accelerating effect on the onset of fatigue as will the amount of time a crewmember has been on duty or working prior to the mission.

Underway hour limits are established to ensure that boat crews are not operating the boat in a fatigued status that might impair their judgment or subdue their motor skills during normal or emergency mission requirements.

C.3.a. Underway Time Computation

Underway time begins when the boat crew gets underway or begins driving a government vehicle with trailerable boat. Underway time ends when boat or trailered boat is moored and sortie is completed. Pre and post-mission activities are not considered underway hours. On a case-by-case basis, the CO/OIC should consider other crew endurance critical human factors and may apply more restrictive guidance as deemed appropriate. In evaluating boat crew utilization, the CO/OIC shall consider the cumulative effects of the crew endurance in accordance with Reference (i). Crews that exceed these prescribed limits while underway may complete their mission before being required to enter a rest-recovery status.



C.4. Maximum Underway Hours

Unit Commanders shall comply with the policies set forth in this Chapter.

Boat Size	Maximum Underway Hours (within a 24-hour period)			Rest Hours Required
	Seas < 4 FT	Seas > 4 FT	Seas > 10 FT	
40 FT and above	10	8	6	8
Less Than 40 FT (Note 2)	8	6	N/A	8
Trailing	350 miles or 8 hours (Note 1)			8

Table 4-2
 Underway Limits

Note 1: Trailing hours shall be counted towards underway limitations for designated boat crews.

Note 2: Airboats shall not exceed 6 hours within a 24-hour period.

C.4.a. Sheltered Anchorage / Moored / Spud Down

Maximum underway hours may be extended during certain activities that do not contribute towards fatigue. The following are some examples:

- (01) Time spent at a sheltered anchorage can extend the maximum underway hours for crew by 50%. For example, if a boat crew takes shelter from a storm and finds a sheltered anchorage for 1 hour that crew gets 30 minutes back towards underway time.
- (02) Time spent moored away from own unit does not count towards crew fatigue and is equivalent to being moored at own unit.
- (03) Time spent spudded down does not count towards crew fatigue and is equivalent to being moored at own unit.

C.4.b. Crew Hours for Multiple Platforms

Although the maximum underway hours varies from boat to boat, crews who perform missions on multiple boat types shall not exceed 10 hours underway in a 24-hr period unless a waiver has been granted.



Ultimately, the CO/OIC must make an informed decision based on boat type, environmental conditions, and crew fitness/ability.

C.5. Ice Rescue Fatigue Standard

Ice Rescue fatigue standards for short-haul teams is captured below in **Table 4-3**. Due to extreme conditions and the variety of boats and conveyances used during ice rescues, the team leader, rescuers, and command must exercise sound judgment and determine team endurance on a case-by-case basis. In addition, the team lead can make a determination for fatigue based on an evaluation of the overall situation. For airboats, please refer to Table 4-2 for maximum underway hours.

Ice Rescue Fatigue Standard for Short-Haul Teams (Within a 24-hour Period)	
If Conditions Are	Then Ice Rescue Fatigue Standard Is
(01) Winds exceed 30 kts, (02) and ambient temperature below -4 degrees,	2 hours (Note 1)
(01) IRTL determines that exerting a large amount of energy through strenuous conditions requires a reduced fatigue standard (e.g. continually breaking through the ice, treading through thick snow, performing a rescue, etc.).	
(01) Winds less than 30 kts, and ambient temperature above -4 degrees, and when transiting on thick ice (e.g. not breaking through the ice during transit, transiting on packed snow, etc.).	4 hours (Note 2)
<p>Note 1: If the Ice Rescue teams are able to rest and rewarm prior to reaching fatigue limits of 2 hours, the team may continue to operate in those conditions no more than a total of 4 hours within a 24-hour period.</p> <p>Note 2: If the Ice Rescue teams are able to rest and rewarm prior to reaching fatigue limits of 4 hours, the team may continue to operate in those conditions no more than a total of 6 hours within a 24-hour period.</p>	

Table 4-3
Ice Rescue Fatigue Standard for Short-Haul Teams



C.6. Boat Crew Utilization

Fatigue standards are not intended to preclude the use of boats. The CO/OIC should not be reluctant to get boats underway on normal operations and training for fear of compromising the boat crew’s availability.

C.6.a. Hours of Crew Rest

Alert crews are recommended to have a minimum of eight continuous hours of crew rest before assuming alert duty, and eight continuous hours of crew rest in every 24-hour duty period.

C.6.b. Sufficient Rest-Recovery Time

Sufficient rest-recovery time is defined as a period of at least eight hours of sleep. Fatigued crews will have achieved sufficient rest and no longer be considered fatigued once they have had sufficient rest-recovery time as outlined in Part 4, Chapter 2, Section C, paragraphs **C.4.** and **0.** If a fatigue waiver is required, the CO/OIC shall reference **Table 4-7** for waiver authority. When fatigue waivers are granted and fatigued crews undertake missions, the name of the person granting the waiver and the time it was granted shall be noted in the unit’s log. All messages and other reports shall note that the crew is operating with a waiver.



C.7. Assessing and Managing Rest

The following information should be considered for scheduling considerations and in risk analysis. For missions that begin or end between 2300 and 0500, if the boat crew has had:

- (01) Less than a six-hour sleep period – they need at least a six-hour sleep period to control fatigue on subsequent missions.
- (02) More than a six-hour sleep period but less than a seven-hour sleep period – they need at least a two-hour sleep period to control fatigue on subsequent missions.

If Initial Sleep Period	Additional Sleep Period Needed
0-6 hours	6+ hours
6-7 hours	2+ hours

Table 4-4
Sleep Debt

C.8. Fatigue Status

When a unit's boat crew has reached or exceeded their maximum underway hours, a Fatigue Status notification shall be sent and documented in the unit's log.



C.8.a. Notification
Information

CO/OIC or their representative shall inform the Operational Commander verbally followed in writing via approved official correspondence (email notification is acceptable) that will include at a minimum:

- (01) Subject: SAR Response,
- (02) Date and time (local),
- (03) “Unable to respond to any mission other than SAR in the Distress Phase due to fatigue.”
- (04) Anticipate returning to normal operations (local date/time).

The Operational Commander shall notify all adjacent units affected by SAR coverage responsibilities in accordance with their District Standard Operating Procedures.

C.8.b. Fatigue
Notification
Cancelation

When the fatigued boat crew has been relieved or has attained sufficient rest-recovery time, a fatigue status cancelation notification shall be sent.

The Operational Commander shall notify all adjacent units affected by SAR coverage responsibilities in accordance with their District Standard Operating Procedures.



Section D. Crew Selection

Introduction

When the CO/OIC directs a boat to get underway for a mission, it is crucial that minimum crew requirements are met. Personnel conducting boat operations must be certified to the competency level required for specific missions/activities and per boat type.

In this Section

This Section contains the following information:

Title	See Page
Basic Crewing Requirements	4-34
Mission Requirements	4-34

D.1. Basic Crewing Requirements

The CO/OIC shall comply with the basic minimum boat crew requirements for the type of boat being dispatched ([Table 4-5](#)) and ensure the required mission competencies are met in the boat crew selection.

Propulsion	Enclosed Cabin			Open Boat		
	COXN	ENG	BCM	COXN	ENG	BCM
Inboard	1	1	1	1	1	0
Outboard	1	0	2	1	0	1

WPB 87' (CB-M) may elect COXN and BCM in lieu of COXN and ENG to satisfy the minimum crew requirement.

**Table 4-5
Basic Crew Requirements**

D.2. Mission Requirements

Mission Specific examples for most standard boat types and class-specific crewing exemptions are provided in [Table 4-6](#) and is used in conjunction with, the requirements of [Table 4-5](#) above. To use the table, start with the mission across the top of the table; the crew requirements are shown down the left side of the table.

Specific missions may require a boarding team to be onboard. Personnel may serve in dual roles (e.g. BCM as BO), provided the Basic Crew ([Table 4-5](#)) and Mission Competency Requirements ([Table 4-6](#)) are met.

NOTE

See Part 3, Chapter 1, Section F [Ice Rescue](#) for Ice Rescue minimum crew requirements.



Ensure the following mission positions are represented in the boat crew selection:

Mission Position	SAR	HWX	SURF	Ice Rescue	ATON (Note 8)	LE/PWCS Non Level I (Note 10)	Pursuit	PWCS Level I	BAF	Flood Resp.	ICMLEO (Note 5)
COXN	1					1				1	1
BCM	Note 1	1 Note 9	1 Note 9			1				1	1
ENG	Note 1	1	1		Note 1	Note 1	Note 1	Note 1			Note 1
HWX		1									
SURFMAN			1								
Team Leader				1						1 Note 6	
Ice Rescuer				2							
Comms Safeguard				1							
ACXN					1						
ABCM					1						
BO						1	1	Note 7		Note 7	1
BTM						1	1	Note 7		Note 7	1
PCXN							1				
PBCM							1				
PMC							1 Note 2				
TCXN								1			
TBCM								2 Note 3			
PATCOM								Note 4			
AICXN									1		
AIBCM									1		
BTL									1		

Note 1: See [Table 4-5](#) for BCM and ENG requirements.
 Note 2: PMC required to be onboard boats attached to afloat units. Not required for shore units.
 Note 3: Number of TBCM shall match the number of mounted automatic weapons aboard boats.
 Note 4: PATCOM requirements are located in Reference (b).
 Note 5: ICMLEO requirements are located in the ICMLEO Bi-National SOP.
 Note 6: Flood response team leader manages multiple boat crews, and is not required to be with the boats.
 Note 7: A boarding team is not required to be on board when a dedicated LE source is immediately available, as determined by the Operational Commander.
 Note 8: Add certified ATON personnel as required (e.g. Buoy Deck Supervisor, Boom Crane Operator, and Structure Climbers).
 Note 9: Add (1) BCM to minimum crew requirement in [Table 4-5](#).
 Note 10: A COXN and 1 BCM/ENG shall remain onboard boat during boardings.

Table 4-6
Mission Requirements



CHAPTER 3

Asset Condition

Introduction This chapter discusses boat readiness and the handling of discrepancies.

In this Chapter This Chapter contains the following information:

Section	Title	See Page
A	Boat Inspection	4-37
B	Discrepancy Classifications	4-38
C	Waivers	4-44



Section A. Boat Inspections

Introduction The readiness of boats shall be continuously monitored to ensure that they are available to support unit missions. This monitoring is accomplished through daily boat inspections.

In this Section This Section contains the following information:

Title	See Page
Daily Boat Inspection	4-37

A.1. Daily Boat Inspection Asset-specific Maintenance Procedure Cards (MPCs) for modernized assets, and Boat Operator Handbook (BOH) for others, shall be used for daily boat inspections.

During boat inspections, particular attention shall be paid to those items that constitute disabling casualties or restrictive discrepancies. In the event a casualty or discrepancy exists, personnel shall immediately notify the CO/OIC as directed in this Chapter. Boats with restrictive discrepancies shall not get underway until the necessary waiver has been granted.

NOTE 

The non-standard BOH also contains daily boat inspections for recommended equipment. District Commanders may use this list and the particular operational needs of their resources to establish boat outfit requirements. This is not to be used in lieu of other BOHs.



Section B. Discrepancy Classifications

Introduction This section describes the discrepancy classification types, the action required when sustained, and the reporting requirements of each classification.

In this Section This Section contains the following information:

Title	See Page
Disabling Casualties	4-38
Restrictive Discrepancies	4-40
Major Discrepancies	4-40
Asset Status	4-41

Disabling Casualties

B.1. Disabling Casualties Disabling casualties are those that make the boat Not Mission Capable (NMC). Additional information can be found in the applicable BOH.



B.1.a. Actions
(Underway)

In the event an asset sustains a disabling casualty while underway, the CO/OIC shall immediately be notified to determine whether to continue the mission or return to home port or safe mooring.

In many cases, a disabling casualty will require assistance from another vessel in order to limit potential damage of continued operation. However, there may arise situations requiring implementation of operational limitations (e.g. secure one engine), which would allow the asset to transit safely without incurring additional damage. If determined to continue a mission the CO/OIC shall request a disabling casualty waiver from the Operational Commander. The CO/OIC shall brief the casualty, the mission, and mitigation strategy to minimize any further damage to the Operational Commander in order for an informed decision to be made. A waiver to continue operations using a boat with a disabling casualty should be a rarity and should only occur when the operational outweighs the risk of damaging as described in Ch.4, Part 2, Section A.8.

Most of the time, continuing the mission will not be an option and therefore the CO/OIC will have to decide if transiting back to homeport or securing the asset to wait for assistance is the best option. The CO/OIC shall notify the Operational Commander as soon as possible once a disabling casualty is identified and what actions are being taken to mitigate any further damage. The Operational Commander will have the final authority to authorize the boat to transit back to home port or safe mooring after an evaluation of the potential risk.

B.1.b. Actions
(Dockside)

If a disabling casualty is identified while the boat is moored, the boat is not authorized to get underway for a mission until the discrepancy is fully repaired. The boat shall immediately be placed into NMC status and an entry will be made in Electronic Asset Logbook (EAL).

NOTE 

The boat may get underway in order to test repairs, with approval from the CO/OIC and notification to the Operational Commander.

B.1.c. Reporting
Requirement

Units shall ensure disabling casualties are documented in EAL. Disabling casualties shall be reported to the Operational Commander through the CO/OIC as soon as practical but within four hours.



Restrictive Discrepancies

B.2. Restrictive Discrepancies

Restrictive discrepancies are those which restrict the operation of the asset such that it can perform some, but not all, activities safely. Assets with restrictive discrepancies shall be placed in NMC (Maintenance or Supply, depending on the situation) status within EAL. The CO/OIC, after conducting risk management, may issue a written waiver to operate an asset as Partially Mission Capable (PMC) status. Upon completion of the sortie, the asset shall be placed back into NMC status.

B.2.a. Actions (Underway)

In the event an asset sustains a restrictive discrepancy while underway, the coxswain shall immediately notify the CO/OIC with all pertinent information. After the boat crew evaluates potential risks, the coxswain provides a recommendation of whether or not to continue that mission. If a waiver is granted by the CO/OIC, it shall be documented in EAL and the Operational Commander shall be informed as soon as practical.

B.2.b. Actions (Dockside)

Assets shall not get underway until the discrepancy is repaired, or a waiver has been granted.

B.2.c. Reporting Requirement

Units shall ensure restrictive discrepancies are documented in EAL. Unit CO/OIC or OOD shall notify the Operational Commander within four hours on asset status changes to ensure the Operational Commander is aware of asset capabilities IRT mission execution.

Major Discrepancies

B.3. Major Discrepancies

Major discrepancies are those defined in the applicable boat operator's handbook or those that degrade the effectiveness of the boat to perform one or more missions. Major discrepancies shall be documented in EAL and a plan to repair these discrepancies shall be formulated and carried out by the unit.



Asset Status

B.4. Asset Status Asset Status indicates the readiness status of the asset. If the asset is not FMC it provides clear understanding up and down the chain of command whether the boat has a maintenance or supply issue that prevents it from being able to fully complete a specific mission or all missions.. A boat may have an Asset Status classification of FMC, PMC or NMC (Supply, Maintenance, Depot Maintenance, or Lay-up) in accordance with *SFLC Electronic Asset Logbook (EAL) Business Rules Process Guide*, CGTO PG-85-00-1290-S. This will ensure the support elements are provided the needed information in order to provide the needed support in order to bring the asset back to FMC.



B.5. Asset Status Definitions

- (01) Fully Mission Capable (FMC): A FMC asset is capable of getting underway and performing all missions, including trailering evolutions.
 - (02) Partially Mission Capable (PMC): PMC restricts the operation of the asset such that it can perform some, but not all, activities safely and a waiver was provided in support of some missions.
 - (03) Not Mission Capable (NMC): A vessel classified as NMC (in any category) shall not get underway to conduct any operations or training.
 - a) NMC Supply (S): NMCS indicates an asset is NMC due to a lack of parts that have stopped repair work. Once the required parts have been received, the status must be changed to NMCM to indicate the time required for installation and testing.
 - b) NMC Maintenance (M): NMCM indicates the asset is NMC awaiting completion of maintenance, repairs, or testing. Assets undergoing underway testing to ensure operational availability will remain in NMCM status until such times as testing is successfully completed and all documentation is signed off.
 - c) NMC Depot Maintenance (D): NMCD indicates the asset is NMC due to depot-level maintenance.
 - d) NMC Lay-up (L): NMCL indicates the asset is laid up in temporary storage or other special status.
-



B.6. Trailer Status

While a trailer is not tracked or visible in EAL, it affects the status of a trailerable boat.

- (01) If the trailer is in the parking lot and has no issues, and the boat is in the water with no discrepancies, the boat is FMC.
 - (02) If the trailer is in the parking lot and has no issues with it, and the boat is on the trailer with no discrepancies, the boat is FMC.
 - (03) If the trailer is in the parking lot and cannot be used, and the boat is in the water, the boat is PMC. This is regardless if the trailer is needed to bring the boat to another part of the AOR.
 - (04) If the trailer is in the parking lot and cannot be used, and the boat is on the trailer, the boat is NMCM regardless of whether the boat needs to be trailered to another part of the AOR because the boat cannot be launched.
-



Section C. Waivers

Introduction Waivers allow the Operational Commander and/or CO/OIC to provide deviations from published operational policy, standards, or guidance.

In this Section This Section contains the following information:

Title	See Page
Types of Waivers	4-44
Operational Parameters Waiver	4-45
Disabling Casualty Waiver	4-45
Restrictive Discrepancy Waiver	4-45
Fatigue Waiver	4-45
Engineering Waiver	4-46
Requesting a Waiver	4-47
Waiver Approval Documentation	4-48

C.1. Types of Waivers

Waivers fall into five separate categories:

- (01) Operational Parameters,
- (02) Disabling,
- (03) Restrictive,
- (04) Fatigue,
- (05) Engineering.
- (06) PPE

The Operational Commander or the CO/OIC issues waivers on a case-by-case basis in order to complete the mission. In instances where a waiver of a boat's operational parameters has been granted, the final decision regarding the safety of continuing the mission rests with the coxswain and CO/OIC.

NOTE 

For policy and information concerning PPE waivers see reference (c).



C.2. Operational Parameters Waiver

Authority for operational parameter waivers resides with the Operational Commander. Operational parameter waivers authorize boats to operate outside of established parameters listed in applicable BOHs. Examples include: weather, distance offshore, and towing capacity.

The operational environment or mission demands may require on-scene deviation from prescribed instructions or procedures when, in the judgment of the CO/OIC or coxswain, such deviation is necessary for safety or the saving of life. In these cases, the CO/OIC may initially request these waivers verbally to their Operational Commander. Operational Commanders may issue an initial verbal decision, but shall follow up in writing as directed per [C.7.](#) below.

NOTE 

The distance offshore pertains to the boat's capability to communicate with the Operational Commander.
--

C.3. Disabling Casualty Waiver

Authority for disabling casualty waivers resides with the Operational Commander. A Disabling casualty waiver authorizes the movement of a boat under NMC status.

C.4. Restrictive Discrepancy Waiver

Authority for restrictive discrepancy waivers resides with the unit CO/OIC. The CO/OIC shall document the waiver in EAL and immediately brief the Operational Commander. The waiver will specifically state what operations and functions the boat is restricted from conducting and what mitigating actions are put in place to reduce risk.

A boat with restrictive discrepancies may be operated only if a waiver has been issued in accordance with [Table 4-7.](#)

Restrictive discrepancy waivers may be granted to execute any specific mission(s) for up to seven days. The CO/OIC shall update the waiver in EAL if the restrictive discrepancy exceeds seven days. Additionally, all restrictive discrepancies shall be taken into account and briefed before and during each sortie as part of the risk management process.

C.5. Fatigue Waiver

Authority for fatigue waivers resides with the Operational Commander only after the CO/OIC requests a waiver. Fatigue waivers allow boat crews to operate beyond the established maximum underway hours.



**C.6.
Engineering
Waiver**

Engineering waivers allow the Small Boat Product Line (SBPL) to provide deviations from published maintenance procedures, Boat Class Maintenance Plans (BCMP), or Maintenance Requirement List (MRL). The authority to issue engineering waivers resides with the Product Line that is responsible and has the authority to provide all engineering and logistics support for an asset type/class. If SBPL provides an Engineering waiver, this transitions the issue to a restrictive discrepancy.

NOTE 

Only the SBPL or their COC may issue class-wide engineering waivers.

Waiver Type:	Waiver Granting Authority:
Operational Parameters	Operational Commander (see Note 1, Note 2, and Note 3).
Disabling Casualties	Operational Commander or delegated authority (see Note 1, Note 2, and Note 3).
Restrictive Discrepancies	Commanding Officer/Officer in Charge
Fatigue	Operational Commander or delegated authority (see Note 1, Note 2, and Note 3).
Personal Protective Equipment	Commanding Officer/Officer in Charge on a case by case basis.
Engineering	Small Boat Product Line
<p>Note 1- For DSF units, the Operational Commander is the Area which they fall under. When DSF units shift TACON, waiver authority shifts to the Operational Commander to which the unit is temporarily assigned.</p> <p>Note 2- For the purpose of this category, the Commanding Officers of Area cutters will fulfill the role of Operational Commander.</p> <p>Note 3- For the purposes of this category, the Commanding Officers of Maritime Force Protection Units (MFPU) will fulfill the role of Operational Commander.</p>	

**Table 4-7
Granting Authorities by Waiver Type**



**C.7. Requesting
a Waiver**

Waivers requiring Operational Commander or delegated authority approval shall include:

- (05) Asset identification (e.g. hull number, trailer serial number),
- (06) Type of waiver (e.g. operational parameter, disabling casualty),
- (07) Specific condition to be waived (e.g. inoperable navigation system, exceeding maximum seas),
- (08) Conditions and risk management measures under which the boat may be operated (e.g. stay within sight of cutter, additional coxswain).

**C.7.a. Requesting
an Engineering
Waiver**

Operational Commanders should consult with the SBPL when an engineering waiver has been requested.

Examples include but are not limited to: items/parameters not captured in applicable boat operator's handbook, discrepancies that may have fleet wide implications, or extenuating circumstances (such as hurricane response). Specific guidance for requesting engineering waivers is contained in *Sector Maintenance Process Guide*, CGTO PG-85-00-390-S.

**C.7.b Delegated
Authority**

The delegated authority to authorize a waiver must be named in writing (e.g. SOP, ORGMAN, memorandum), verses using position or title, but shall remain higher than the unit CO/OIC. When designating individuals, the below qualities should be considered:

- (01) Leadership (previous command cadre assignment),
 - (02) Desired Knowledge and Operational Experience (previously boat position certification),
 - (03) Maturity, Sound judgement.
-



**C.8. Waiver
Approval
Documentation**

Waiver approvals may be a letter, memorandum, e-mail, Cutter log entry, C2OIX, or ALMIS (EAL) entry and shall include:

- (09) Date and time waiver was granted,
- (10) Name and rank of who granted the waiver,
- (11) Detail capturing what operations are restricted and mitigating actions taken to reduce risk.

A verbal waiver is authorized, but shall be followed with a written waiver within four hours of request.

Upon approval, the requesting unit shall ensure waiver approval information is documented in unit logs or EAL.

When documented in ALMIS, paper copies are not required.

For all cutters, waivers granted must be entered in the ship's log as well as anytime a cutter boat crew is in fatigue status.



CHAPTER 4

Mission Standards for Boat Operations

Introduction This Chapter describes policies that govern all Boat Forces units.

In this Chapter This Chapter contains the following information:

Section	Title	See Page
A	Pre-Mission Record	4-50
B	Radio Communications	4-51
C	Minimum Equipment for Operation	4-53
D	Trailing	4-55
E	Passengers and Guests	4-56
F	Night Vision Devices	4-57
G	LASER (Light Amplification by Stimulated	4-59
H	Emergency Management	4-61



Section A. Pre-Mission Record

Introduction This Section provides policy on the requirements for a pre-mission record.

In this Section This Section contains the following information:

Title	See Page
Purpose	4-50
Documentation	4-50
Mission Deviation	4-50
Emergency Deviation	4-50

A.1. Purpose Pre-mission records document the intended movement of an asset and shall be completed by the coxswain prior to getting underway.

A.2. Documentation All units with Boat Forces assets shall utilize the pre-mission record located within ALMIS. When ALMIS is unavailable, paper copies of the pre-mission record shall be utilized, until proper entries can be logged.

A.3. Mission Deviation Any deviation from the original pre-mission record shall be relayed to CO/OIC and documented in unit logs.

A.4. Emergency Deviation In some emergencies (e.g. distress SAR, terrorist attack), a pre-mission record may not be required. The boat crew will take the fastest/safe course and shall advise the CO/OIC of any operating conditions that may hinder a rapid response (low tide, weather, dredging, etc).

Unit CO/OIC shall define in their Organizational Manual circumstances that qualify for emergency deviation.



Section B. Radio Communications

Introduction This section discusses the use and maintenance of various reports made while underway.

In this Section This Section contains the following information:

Title	See Page
Operations Status Report	4-51
Operations Status Report Exemptions	4-51
Primary Radio Communications	4-51
Lost Communications	4-52
Communications Log	4-52
Cell Phone Policy	4-52

B.1. Operations Status Report Position and operational status reports are required for all boats as per Reference (d). Underway boats shall provide an operations status report every 30 minutes, unless otherwise established by the CO/OIC in unit SOP. Increasing or reducing required status reporting intervals should be based on operations, conditions and/or equipment (i.e. AIS). However, status reports shall not exceed 60 minutes.

B.2. Operations Status Report Exemptions Exemptions to normal operations status reports are found in Reference (d).

B.3. Primary Radio Communications UHF or VHF encrypted communications are the primary method for communications and should be used for official business.



B.4. Lost Communications

A shore unit/Cutter losing contact with a Coast Guard boat is responsible for reestablishing communications with the boat directly or through another unit. If a boat fails to check in on the primary or secondary frequency within ten minutes of the communication schedule, CO/OIC shall take appropriate action in accordance with *Telecommunication Tactics, Techniques, and Procedures*, CGTTP 6-01.2 (series) and simultaneously discuss initiating a SAR case with the Operational Commander.

B.5. Communications Log

If the unit maintains a written communications log, the contents of operations status reports will be logged. If the unit maintains a recorded communications log, no written report of position or status reports is necessary.

B.6. Cell Phone Policy

The use of cell phones/texting devices and phone applications aboard Boat Forces assets is prohibited without permission of the coxswain. Permission may be granted only on a case by case basis.

The coxswain should take into consideration a variety of factors – including evaluating risk management – before allowing the use of cell phones/texting devices. When a crew member is allowed to use a cell phone/texting device the coxswain will ensure that there is a proper lookout posted and the rest of the crew are attentive to their duties.

The helmsman is prohibited from using a cell phone/texting device.

The coxswain should be cautious of transferring to cell phone communications during a SAR response due to other agencies or good Samaritans monitoring communications that may be able to assist, but also to know that the situations is resolved. When a case is closed, efforts should be made to ensure those communications are done over the radio as to stand down OGAs.

NOTE 

Cell phones are NOT a substitute for secure communications. Communications on cellular phones are easily intercepted by anyone with a scanner; however, there may be times when it is appropriate: poor radio communications, Sector Command Center has information that they do not want passed over the radio, etc.



Section C. Minimum Equipment for Operation

Introduction This section discusses the minimum equipment to be carried onboard boats.

In this Section This Section contains the following information:

Title	See Page
Boat Operator Handbooks (BOH)	4-53
Other Factors to Consider	4-53
Outfitting Non-Standard Boats	4-53

C.1. Boat Operator Handbooks (BOH) Specific boat type operator’s handbooks contain a wealth of information including details of the minimum equipment necessary for boat operations, routine and emergency procedures. The boat specific BOH should be carried onboard each platform while underway unless otherwise stated inside the BOH.

BOHs are posted on the Office of Boat Forces Portal’s BOHs page:
[https://cg.portal.uscg.mil/units/cg731/SitePages/Boat%20Operator's%20Handbooks%20\(BOHs\).aspx](https://cg.portal.uscg.mil/units/cg731/SitePages/Boat%20Operator's%20Handbooks%20(BOHs).aspx).

C.2. Other Factors to Consider Coxswains should consider the mission being performed to determine if additional equipment not normally onboard the boat is necessary (additional blankets, PFDs, P-6 pump, etc.). Equipment that is not expressly authorized by the specific boat type operator’s handbooks or the District Commander may not be permanently stored onboard unit boats.

C.3. Outfitting Non-Standard Boats District Commanders may use the outfit list provided in *Non-Standard Boat Operators Handbook*, COMDTINST M16114.28 (series) or modify the outfit list to meet particular needs of their resources.



C.4. Kill Switch Policy

Boat Forces Units with assets equipped with a kill switch shall follow the guidance listed below:

The use of a kill switch clip is required whenever the boat has way on.

Kill switch clips shall be attached to the individual physically operating the helm/tiller and throttles via lanyard. Inspection of kill switches and clip/lanyards shall be completed in accordance with applicable maintenance procedure card.

C.5. Jewelry Policy

The wearing of jewelry, including rings, wristwatches, necklaces, or other items not consisting of organizational clothing, personal protective equipment, or uniform articles by boat crewmembers engaged in hoisting, towing, or other deck evolutions where the potential for snagging exists is prohibited.

Coxswains shall ensure jewelry is removed prior to beginning all evolutions including helicopter operations, towing, any line handling, and when working around machinery. Personnel embarked in boats should be discouraged from wearing jewelry, as it is not a safe practice.



Section D. Trailering

Introduction This section discusses guidance and procedures for trailering.

In this Section This Section contains the following information:

Title	See Page
Boat Trailers and Vehicles	4-55

D.1. Boat Trailers and Vehicles Units, including Cutters, with boats that have been assigned a trailer, shall keep the trailer/boat combination as a set. If the boat is transferred to another unit, the assigned trailer shall accompany it.

Units that respond to missions by trailering boat shall maintain a minimum of one ready vehicle with the capacity to tow the assigned boat and trailer combination within all Federal and State vehicle regulations. Cutters with standard boats shall ensure they have access to a capable towing vehicle.

E.1.a. Trailering Boats Units shall develop boat trailering guidance per *Motor Vehicle Manual*, COMDTINST M11240.9 (series) and *Motor Vehicle Safety Tactics, Techniques, and Procedures*, CGTTP 4-01.4 (series).

Proper launch and recovery guidance can be found in applicable MPCs.

Area/District Boat Managers will develop procedures for trailering boats and conducting beach responses using trailered boats, vehicles, and equipment.

NOTE 

Further information for trailering can be found at:
<https://cg.portal.uscg.mil/units/hswlsc/SafeEvHealth/SitePages/Motor%20Vehicle%20Safety%20TTP%20Library.aspx>.



Section E. Passengers and Guests

Introduction This section provides guidance for taking on passengers and guests.

In this Section This Section contains the following information:

Title	See Page
Guidelines	4-56
Emergent Mission Requirements	4-56
Coast Guard Members on Non-CG Boats	4-56

E.1. Guidelines Passengers (i.e. Coast Guard Active Duty, Reserve or civilian) and guests (i.e. civilians) may be taken onboard unit boats, at the discretion of the CO/OIC, provided the numbers do not exceed the maximum safe number of passengers for the boat type, and all passengers are wearing Personal Flotation Devices (PFD) in accordance with References (c). However, the coxswain is responsible for ensuring all passengers and guests are aware of necessary safety precautions, including the use of PFDs and emergency procedures.

E.2. Emergent Mission Requirements If a unit boat is required for mission response while passengers or guests are onboard, if possible the passengers and guests should be disembarked prior to proceeding with the mission.

E.3. Coast Guard Members on Non-CG Boats Coast Guard members executing missions onboard boats not owned/operated by the Coast Guard shall be in compliance with Coast Guard PPE requirements in accordance with Reference (c).



Section F. Night Vision Devices

Introduction This section discusses the use of night vision devices during boat operations. More information on Night Vision Devices (NVD) is located in References (b) and (n).

In this Section This Section contains the following information:

Title	See Page
Requirements	4-57
Limitations	4-58
Training	4-58

F.1. Requirements Any member of the boat crew using a night vision device shall first become familiar with its functions and characteristics. It is recommended that crew members train with the device while underway. Members are not required to utilize the device.

A coxswain shall include the use of NVDs within the risk management discussion when appropriate.

F.1.a Coxswain Requirements (PCOXN/AI Only) Any Pursuit or Advanced Interdiction Coxswain who utilize NVD shall first have completed the training requirements outlined within Reference (a). Devices authorized for use by coxswains are limited; specific devices have been evaluated and approved for use by PCOXNs operating the CB-OTH and AICOXNs operating boats assigned to MSRT.

Authorized devices for use by PCOXN/AICOXN can be found on CG-731's portal page:

<https://cg.portal.uscg.mil/units/cg731/SitePages/NVG.aspx>.

The coxswain, while operating a CG boat, shall utilize the authorized NVDs only when helmet mounted. The versatile functionality of these devices allows for multiple positional settings to include both tubes up, both tubes down, and the left or right tube up. The decision to operate a CG boat with NVDs lies solely with the command and coxswain.

Coxswains are NOT AUTHORIZED to utilize the NVDs in conjunction with the AN/PAS-29 Clip-on Thermal Imager (COTI).



F.1.b. Crew Requirements

Anytime a coxswain uses NVDs while operating a CG boat, at least one certified boat crew member, SHALL NOT use NVDs. This crewmember not using NVDs will keep the coxswain aware of the navigational situation, and alert them to changes that need to be made through the use of the electronic equipment and any other means deemed necessary by the command. COs/OICs shall update their Navigation Standards to explicitly define this requirement.

F.2. Limitations

Limitations of night vision include:

- (01) Decrease in peripheral vision,
 - (02) Skewed depth perception,
 - (03) Tunnel vision,
 - (04) Contrast reversal,
 - (05) Delay in return to normal vision,
 - (06) Neck fatigue due to the extra weight.
-

F.2.a Peripheral Vision

Night vision devices will limit a person’s peripheral vision. A normal field of view is 190°; with night vision, this may go as low as 40°.

F.2.b. Depth Perception

Depth perception is skewed with the use of night vision. Objects will be closer than they appear.

F.2.c. Tunnel Vision

Tunnel vision has a strong tendency to occur with the use of night vision devices; it is essential that a person operating night vision goggles continuously scan to prevent it.

F.3. Training

As this new capability is introduced, Operational Commanders, Commanding officers and Officers in Charge must understand the risks associated with using NVDs and ensure the qualification process is held to the highest standard.

Training and certification shall be completed IAW References (a) and (n).

F.3.a. Qualification

A coxswain must be a certified pursuit coxswain prior to certification to use NVDs while serving in the coxswain position.



Section G. LASER (Light Amplification by Stimulated Emission of Radiation) Guidance

Introduction This Section provides policy for boat crews and CO/OICs in responding to incidents in which Coast Guard boat crews are illuminated by a LASER (lased) and reporting requirements after a LASER illumination incident.

Laser events continue to increase in high population areas. Although these incidents are on the rise, the chances of receiving a direct eye-strike from a laser is extremely small. Even with a direct eye-strike, an individual normally will need to be within 500ft from point of origin, and that is at the level of a military strength 5W laser, for damage to occur to an individual's cornea.

In the situation in which a direct laser strike occurs, this section provides guidance on what actions to take to ensure there is no long-term damage.

In this Section This Section contains the following information:

Title	See Page
LASER Exposure	4-59
Post-Mission Responsibilities	4-60
Reporting Requirements	4-60

G.1. LASER Exposure

If a laser event occurs, each crewmember should look away, normally the body's own blinking reflex will assist in minimize the potential damage to the cornea. The crew shall ensure the safety of the vessel, minimize further exposure to LASERs, and report the incident.

Crewmembers shall not look for the source of the LASER using binoculars or other magnifying optics since this could lead to significant eye injury.



**G.2.
Post-Mission
Responsibilities**

Boat crews receiving a direct eye strike from a LASER shall be assessed by medical personnel in accordance with Reference (g).

Any crewmember experiencing persistent effects to vision or other symptoms of laser exposure shall report to the clinic for evaluation as soon as possible after the lasing incident.

**G.3. Reporting
Requirements**

All lasing incidents shall be reported, at a minimum, as a Class D MISHAP, in accordance with Reference (g). All lasing incidents shall be reported in the e-MisReps system within 72 hours of the event. Boat Forces Units shall report laser incidents to the local Sector Command Center or TACON.

This information will assist in the development of future policy and mitigation strategies.



Section H. Emergency Management

Introduction This Section describes specific preparedness and response management activities boat forces units must perform.

In this Section This Section contains the following information:

Title	See Page
Description	4-61
Authority	4-62
Planning and Preparation	4-62
Exercises	4-62
Incident Command System	4-64
Crisis Response	4-65

H.1. Description Planning for a crisis response (e.g. hurricane, oil spill) is a critical function spanning across all Coast Guard missions.

Most of the CG incidents and events the CG responds to are handled with organic resources. Crisis response is a complex activity requiring additional awareness, resources, and attention to outside influences not used for normal smaller incidents.

Boat Forces units play a critical role in their emergency management plans and their ability to successfully meet national, regional, and local needs during complex incidents. This requires Boat Forces units an understanding specific Coast Guard preparedness and response management activities to ensure effective coordination between the Coast Guard and other involved agencies.



H.2. Authority

The primary responsibility for disaster response rests at the local and State levels. Federal assistance may be provided when state, local, territorial, and tribal (SLTT) governments are overwhelmed with the effects of the disaster. Authorities frequently request Coast Guard assistance in such cases as severe port and waterfront damage caused by coastal storms.

H.3. Planning and Preparation

Boat Forces unit CO/OIC's shall consult with their local Sector Emergency Management staff and District Contingency Planning staff and be familiar with the contents of their local Area Contingency Plan (ACP), Area Maritime Security Plan (AMSP) and OPLAN. Items to take into consideration for emergency preparedness are:

- (01) Compose, disseminate, and exercise preparedness and response plans,
- (02) Periodically review the contents of Operational Commander's plans,
- (03) Train personnel in disaster response,
- (04) Maintain a current list of reserve personnel with disaster-recovery competencies,
- (05) Maintain a list of Other Government Agencies (OGA) and their respective capabilities,
- (06) Maintain emergency food, water, medical, and emergency response supplies. Commands should assume a 72-hour supply requirement,
- (07) Assist in Federal response as directed by the Coast Guard chain of command,
- (08) Utilize public volunteers as legally capable and as required for immediate response operations,
- (09) Restore normal operations as conditions allow.

H.4. Exercises

All units shall prepare for crisis events in accordance with their local emergency management procedures by performing exercises with their Operational Commander as well as OGAs. Examples of an emergency preparedness exercise would be to hold a mass rescue exercise.



H.4.a. Continuity
of Operations

As established in *Continuity of Operations, Policy and Planning*, COMDTINST 3010.15 (series), it is the policy of the USCG to maintain a comprehensive and effective continuity capability through continuity of operations (COOP). All units are required to have a COOP plan. These plans may be stand-alone, for larger units, or included within the unit SOP. The overall purpose of COOP planning is to ensure mission essential function and maintain maritime security and life-saving services to the American people.

Unit CO/OICs should consider other federal, state, local, and tribal continuity planning in the development of local COOP plans. Continuity sites can include dedicated COOP facilities, other USCG facilities, and DOD facilities that are adequately resourced to support needs. CO/OICs should identify those essential personnel required to deploy to alternate sites in advance.

Unit CO/OICs should consider implementation of other/non-traditional COOP options such as peer-to-peer mutual agreements with nearby units performing the same mission(s) or units equipped to perform the same mission(s).

CO/OICs should identify and outline a plan to return to normal operations once the Operational Commander determines reconstitution operations for resuming normal operations can be initiated.

Continuity plans shall be reviewed annually and updated accordingly. COOP plans shall be structured to address essential functions, delegation of authority, orders of succession, devolution, alternate operating sites, communications, essential records, human capital, reconstitution and test training and exercises. For further and detailed guidance on COOP, see COMDTINST 3010.15 (series) and specifically your Operational Commander's OPLAN and COOP.



H.5. Incident Command System

The Incident Command System (ICS) is a fundamental element of incident management. The use of the ICS provides standardization which contributes to the strength and efficiency of the overall system. It is a core set of concepts, principles, and terminology to provide for interoperability and compatibility among SLTT.

Boat Forces units shall adhere to the mandated training requirements set forth in *Incident Command System (ICS) Mandated Training Requirements*, COMDTINST 3120.22 (series).

Boat Forces personnel are also encouraged and may be directed to participate in multi-agency responses or be deployed to a command post to represent the CG. It is imperative personnel are familiar with the ICS fundamentals to ensure a successful response.

H.5.a. Surge Operations

“Coast Guard leaders must be ready to surge resources to augment the response organization’s size, scope, technical and logistical expertise to address the requirements of complex and expanding incidents.”—Incident Management and Crisis Response, COMDTPUB 3-28

Any Coast Guard unit can be expected to assign personnel (active duty and/or reserve) and assets to support surge responses. Such action may necessitate a temporary degradation in traditional Coast Guard functions/performance within a unit’s AOR.

It is essential for Boat Forces units to have an understanding of the joint and interagency environment where the Coast Guard routinely operates during emergencies and disasters.



H.6. Crisis Response

Boat Forces units shall review and be prepared to execute their unit emergency management plans, promulgated by their operational commander. Specifically ANNEX C of the OPLAN provides mission tasking and guidance for actions to take during a response to a crisis.

Examples of incidents or events requiring a crisis response within unit plans are: severe weather or natural disaster (i.e. hurricane, blizzard, etc.), flooding, mass rescue operations, mass migrant interdiction, communicable disease, major oil spill, security operations for major marine event (i.e. Superbowl, Fleetweek, etc.), and hazardous material/WMD response operations.



PART 5

Miscellaneous Information and Recognition

Introduction

This Part provides guidance on boat forces awards, insignias, registries and councils in the boat force community.

In this Part

This Part contains the following chapters:

Chapter	Title	See Page
1	Boat Forces Advisory Council	5-2
2	Boat Force Operations Insignia Criteria	5-7
3	Joshua James Ancient Keeper Award	5-15
4	CDR Ray Evans Outstanding Coxswain	5-20
5	Fireman First Class Paul Clark Outstanding Engineering Award	5-24
6	Surfman Programs	5-27



CHAPTER 1

Boat Forces Advisory Council

Introduction The purpose of the Boat Forces Advisory Council (BFAC) is to ensure that the unique requirements of Boat Forces units are recognized. The BFAC reviews training, operating doctrine, mishaps and policies, and serves as a sounding board for all Boat Forces issues. Council members serve as a communications conduit between the field and the program to ensure program leadership is continually linked to the needs of the Boat Forces community.

In this Chapter This Chapter contains the following information:

Title	See Page
Boat Forces Advisory Council	5-3

Background The Office of Boat Forces is responsible for the Coast Guard’s boats dispersed across the nation and its operators who perform every Coast Guard mission and execute more than 50% of all Coast Guard resource hours. The Office of Boat Forces must remain well connected with this workforce in order to support safe and effective boat operations.



Section A. Boat Forces Advisory Council

Introduction This Section describes elements of the Boat Forces Advisory Council, including membership and nominations.

In this Section This Section contains the following information:

Title	See Page
Membership	5-4
Nomination Process	5-6



A.1. Membership The BFAC is chaired by the Joshua James Ancient Keeper. BFAC Members are selected by the Joshua James Ancient Keeper with input from the Office of Boat Forces. The Joshua James Ancient Keeper and the Office of Boat Forces will consider a member’s rating, qualifications, certifications, and other factors when selecting Standing or Nominated Members. Members must reflect the highest level of Boat Forces knowledge, professionalism, and personal conduct. Members of the BFAC will typically serve for two years. New members will be solicited by ALCOAST upon selection of a new Joshua James Ancient Keeper, or within 3 months of each two year term, to allow for selection and appointment of a new BFAC. The Standing Membership includes the locations identified in **Table 5-1**. Nominated Members will represent a cross section of the Boat Forces community as outlined in **Table 5-2**.

Chair
Joshua James Ancient Keeper
Standing Members
Boat Forces and Cutter Operations Branch, Training Center Yorktown (TCY) (Instructor)
National Motor Life Boat School (NMLBS)
Special Missions Training Center (SMTC)
Boat Forces Command Cadre School (BFCC)
Maritime Law Enforcement Academy (MLEA)
Ice Rescue Trainer (Lead Instructor)
CDR Ray Evans Outstanding Coxswain of the Year Recipient (one year term)
FN First Class Paul Clark Boat Forces Engineer Award Recipient (one year term)

Table 5-1
BFAC Standing Members



Nominated Members
Coxswain with ANB or BUSL experience of ANT unit
Cutter Boat Pursuit Coxswain - Major Cutter
Cutter Boat Coxswain - ATON
Cutter Boat Coxswain - other (non major/ATON)
EPO of any Station or DSF
Tactical Coxswain or Gunner of Level I Station with RB-M experience
DSF Coxswain
Pursuit Coxswain of Pursuit Level IV unit
Surfman attached to a Surf unit
Standing Observer
Commandant (CG-731)
Commandant (CG-7311)
STAN Team Supervisor
Adhoc Members (As determined by the Ancient Keeper)

Table 5-2
BFAC Nominated Members



**A.2. Nomination
Process**

Members interested in serving on the BFAC are encouraged to submit a memo, not to exceed two pages, via their Operational Commander and District/Area Boat Manager to the Joshua James Ancient Keeper. E-mail submissions must be in PDF format with required signature or scanned copies with all required signatures. Signatures will assume Command endorsement. The memo shall include:

- (01) Type of unit member will be representing.
 - (02) Anticipated rotation date.
 - (03) Brief summary of member's career and duties performed.
 - (04) Brief narrative on how the BFAC and Coast Guard will benefit from the applicant's membership.
 - (05) Statement indicating the applicant's ability to attend annual meeting and fulfill the responsibilities listed above and in the BFAC Charter.
-



CHAPTER 2

Boat Force Operations Insignia Criteria

Introduction The Boat Force Operations Insignias are intended to identify Coast Guard personnel with Boat Force operations, management, knowledge and expertise. In addition to development as subject matter experts, these insignia recognize members with a career path in Boat Forces.

The insignia are awarded to recognize demonstrated level of proficiency with Boat Forces operations, management and oversight. The Basic level insignia (Pewter-tone) recognizes an operators' level of proficiency with Boat Forces operations and oversight policy. The Advanced (Gold-and-Pewter-tone) insignia recognizes attainment of a comprehensive understanding of the Boat Forces corpus of knowledge expected of leaders in Boat Forces operations.

More Boat Forces insignia information, including award templates and supporting forms are posted on the Office of Boat Forces Portal:
<https://cg.portal.uscg.mil/units/cg731/SitePages/Home.aspx>.

**In this
Chapter**

This Chapter contains the following sections:

Section	Title	See Page
A	Insignia Overview	5-8
B	Basic Boat Forces Insignia (Pewter-Tone Insignia)	5-10
C	Gold- and Pewter-Tone Insignia	5-12



Section A. Insignia Overview

Introduction This Section describes various elements relating to Boat Forces insignia.

In this Section This Section contains the following information:

Title	See Page
Description and Design	5-8
Entitlement	5-8
Boat Forces Units	5-9
Prior Qualification Criteria	5-9
PQS Instructors	5-9

A.1. Description and Design

Two color schemes are used to designate levels of professional development and expertise.

The Basic Insignia consists of Pewter-tone waves (representative of operations), crossed boathook and oar (representative of boats), and a superimposed compass rose (representing leadership and direction).

The Advanced Insignia consists of Pewter-tone highlighted with a gold compass rose further distinguishes those members of the Boat Force operations community who have achieved a heightened level of qualification, knowledge and experience that includes both practical and operational components, with a broader understanding and appreciation for Boat Force command, management, support and leadership issues.

A.2. Entitlement

Enlisted members and officers of the Coast Guard, Coast Guard Reserve (including inactive reservists), and Coast Guard Auxiliary, who complete the criteria listed below, are entitled to wear the Boat Force Operations Insignia



A.3. Boat Forces Units

The following qualify as Boat Forces units:

- (01) Aids to Navigation Teams (ANTS),
- (02) Centers of Excellence (NMLBS, BFCO, SMTC- Boat Tactics Branch, MLEA-Pursuit School),
- (03) MFPU,
- (04) MSST,
- (05) MSRT,
- (06) MSU/MSD in boat crew assigned position (certified time only),
- (07) PSU,
- (08) Sector (Response Department Head, Incident Management Division, Enforcement Division, Waterways Management with direct supervision of ANTs, SAR Mission Coordinators, Command Duty Officers, Operational Unit Watchstanders, Ready For Operations Teams),
- (09) Stations,
- (10) Strike Team in boat crew assigned position (certified time only),
- (11) Cutters in boat crew assigned position (certified time only).

Units not listed above may submit a written request for determination of eligibility to Commandant (CG-731) via their chain of command.

A.4. Prior Qualification Criteria

Personnel who earned the Basic or Advanced Boat Forces Insignia Prior to September 1, 2015, are grandfathered under the previous instruction and can continue to wear the insignia.

Members who have command certification of completing Reference (o) prior to September 1, 2015, have satisfied the PQS and Certification board requirements. Members authorized temporary wear of the Basic (Pewter-tone) Insignia may request permanent authorization from their command provided they have served at least one year at a boat forces unit.

A.5. PQS Instructors

The authority to be an instructor and the key responsibilities associated are outlined in Reference (o). Authority to be an instructor does not grandfather personnel to wear the insignia. Instructors still need to complete the requirements and procedures outlined for each insignia to earn the insignia.



Section B. Basic Boat Forces Insignia (Pewter-Tone Insignia)

Introduction This Section describes various elements relating to the Basic Boat Forces Insignia

In this Section This Section contains the following information:

Title	See Page
Insignia	5-10
Qualification Requirements	5-10
Member’s Responsibility	5-11
Service Requirements	5-11
Command Responsibilities	5-11
Manner of Wear	5-11

B.1. Insignia The Pewter-Tone Insignia represents the basic knowledge, management, and leadership expected of an individual at the beginning of a Boat Forces career path.



Figure 5-1
Pewter-Tone Insignia

B.2. Qualification Requirements For active duty and reservists, qualification requirements consist of the following:

- (01) Boat Crew Member (BCM) certification on a standard boat,
- (02) Maintain BCM currency for 1 currency cycle in accordance with this Manual, and References (a) and (o),
- (03) Complete Basic Boat Forces PQS contained in Reference (o),
- (04) Have one year at a Boat Forces unit.
- (05) Receive a positive command endorsement.
- (06) Receive one of the additional qualifications:
 - a) Boarding Team Member or Boarding Officer
 - b) Boat Engineer
 - c) ATON BCM.



NOTE 

For the purpose of time qualifying towards the Boat Forces insignia (basic or advanced), Auxiliary members' requirement includes attainment of Auxiliary boat crew qualification completed in accordance with *Auxiliary Boat Crew Training Manual*. COMDTINST M16794.51 (series).

B.3. Member's Responsibility

At the successful completion of one currency cycle, member should submit their package requesting approval for the Basic Boat Forces Insignia to their chain of command.

B.4. Service Requirements

Permanent entitlement is earned at the completion of requirements outlined in B.2 above and Command approval outlined in **B.5**. The insignia is considered permanent upon earning.

Coast Guard Auxiliary service requirements include a minimum of 1 day per week of support, patrol, or watches at a Boat Forces unit for 5 years (or an equivalent amount of service representing a prolonged and dedicated commitment directly impacting Boat Force operations community).

B.5. Command Responsibilities

Command responsibilities include:

- (01) Recieve favorable recommendation from the member's chain of command,
- (02) Ensure all requirements have been met,
- (03) Document issuance with an Administrative Remarks, Form CG-3307,
- (04) Issue Boat Force Operations Insignia certificate and insignia. Certificates are available on the Office of Boat Forces Portal: <https://cg.portal.uscg.mil/units/cg731/SitePages/Home.aspx>.

B.6. Manner of Wear

The pewter-tone insignia will not be worn in conjunction with the Coxswain, Surfman or gold- and pewter-tone Boat Force Operations Insignia.

Auxiliary members are authorized to wear *both* the Auxiliary Coxswain insignia and the pewter-tone insignia together.



Section C. Gold- and Pewter-Tone Insignia

Introduction This Section describes various elements relating to Gold- and Pewter-Tone Insignia.

In this Section This Section contains the following information:

Title	See Page
Insignia	5-12
Qualification Requirements	5-13
Advanced Boat Forces PQS Qualification Board	5-13
Service Requirements	5-14
Member's Responsibilities	5-14
Command Responsibilities	5-14
Manner of Wear	5-14

C.1. Insignia The Gold- and Pewter-Tone Insignia represents advanced knowledge, leadership, and expertise expected of an individual who has both operational and management experience within Boat Forces.



Figure 5-2
Gold- and Pewter-Tone Insignia



**C.2.
Qualification
Requirements**

Qualification requirements are as follows:

- (01) Complete Boat Forces PQS (both Basic and Advanced) per Reference (o).
- (02) Pass an Advanced Boat Forces PQS qualification board.
- (03) Maintain BCM certification on a standard boat for two currency cycles.
- (04) Complete one of the following (Auxiliary members are exempt from this requirement):
 - a) SAR Fundamentals Course, or Search Coordination and Execution (SC&E), or Maritime SAR Planning (MSP),
 - b) BTM/BO certification.
- (05) Five years cumulative service at Boat Forces units.
- (06) Receive positive command endorsement.

NOTE 

Individuals who have earned an OIC Ashore certification (either Multi-Mission or ATON) have satisfied the requirements above and are qualified to wear the Advanced Boat Forces Insignia as long as they meet the five years cumulative service at a Boat Forces unit requirement.

NOTE 

Maintaining certification through two currency cycles ensures the member has a comprehensive understanding of the currency maintenance process.

**C.3. Advanced
Boat Forces PQS
Qualification
Board**

A PQS Qualification Board is required prior to authorizing the Advanced insignia. Individuals who have earned an OIC Ashore certification (either ATON or Multi-Mission) have satisfied this requirement.

The purpose of the examination board is to ensure the member has in-depth knowledge and understanding of Boat Force operations and policy and to instill rigor into the process. The Advanced Boat Forces PQS Board is required prior to completing Reference (o).

The Qualification Board shall be convened by an authority overseeing a Boat Forces Unit, to include OICs, COs or Sector Commanders. The board's composition shall include at least three persons, including a Board President (at least one rank higher than the person sitting before the board, with Advanced Insignia), current or former OIC of a Boat Forces unit, and another individual with the Advanced Insignia. The Board will evaluate the candidate and make a recommendation to the Operational Commander.

A best practice is to schedule the board annually following OIC review boards. This may be a good opportunity for an Enforcement or IMD Chief to chair in preparation for being a RDH and OIC Review board president.



**C.3.a. PQS
Qualification
Board Scope**

The Qualification Board may ask questions to determine the candidate’s grasp of Boat Forces policy as developed through completing Reference (o). Questions should be based on Coast Guard-wide operations and not limited to a particular District’s procedures. Written tests and questions that are graded elsewhere are discouraged. Boards should ask open-ended questions to determine a candidate’s knowledge of policy. Board members will be directed to refrain from the use of role-playing scenarios and asking obscure questions not directly related to Boat Forces operations. Topics covered should ensure knowledge and understanding of both the basic and advanced PQS, the qualification/training process, and Boat Forces policy. Although referenced to the OIC board, this is not seen to be at that level, but to ensure member has a good grasp of boat forces policy and operations.

**C.4. Service
Requirements**

Permanent entitlement requires five years of cumulative service at Boat Forces units as defined in **A.3 Boat Forces Units** at the beginning of this chapter. Temporary entitlement is not authorized.

**C.5. Member’s
Responsibilities**

Members should request to sit before an Advanced Boat Forces Insignia review board through the Chain of Command once they have completed qualification requirements listed in **C.2**.

**C.6. Command
Responsibilities**

Command responsibilities include:

- (01) Recieve favorable recommendation from the member’s chain of command.
 - (02) Ensure all requirements have been met. The completion of all qualifications must be documented in TMT. Document issuance with an Administrative Remarks, Form CG-3307.
 - (03) Issue Boat Force Operations Insignia certificate (advanced), form CG-5067 after positive endorsement from review board. Certificates are available on the Office of Boat Forces Portal: <https://cg.portal.uscg.mil/units/cg731/SitePages/Home.aspx>.
-

**C.7. Manner of
Wear**

The gold- and pewter-tone insignia may be worn in conjunction with the coxswain, surfman, or cutterman insignia.

The gold- and pewter-tone insignia shall not be worn with the pewter-tone Boat Force Operations insignia.



CHAPTER 3

Joshua James Ancient Keeper Award

Introduction The purpose of the Joshua James Ancient Keeper Award is to recognize those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James.

In this Chapter This Chapter contains the following information:

Title	See Page
Joshua James Ancient Keeper Award	5-16



Section A. Joshua James Ancient Keeper Award

Introduction This Section describes various elements relating to the Joshua James Ancient Keeper Award.

In this Section This Section contains the following information:

Title	See Page
Origin	5-16
Recipients Duties and Responsibilities	5-18
Nominations and Selection Process	5-18
Award Ceremony	5-19

A.1. Origin The Joshua James Ancient Keeper Award was established to honor longevity and outstanding performance in Coast Guard boat operations. The award's namesake, Captain Joshua James, is the most celebrated lifesaver in Coast Guard history with 626 lives saved. Only those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Ancient Keeper Award recipient will hold the distinction until retirement, release from active duty, or upon display of unsatisfactory performance or conduct. Only one officer or enlisted member will hold the title at any given time.

A.1.a. Description The award is a large bronze and wooden display plaque, which depicts Joshua James and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be displayed at the Boat Forces Command Cadre school, Boatswain's Mate "A" school and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

- (01) The award recipient will receive custody of the United States Life Saving Service Keeper's hat and other regalia that will be transferred during the award ceremony.



- (02) The award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be ¼ inch for the individual's last name and 3/16 inch for the legend "Joshua James Ancient Keeper." The Office of Boat Forces will fund and procure two nonstandard nametags per recipient.
 - (03) The recipient is authorized to wear these items during subsequent retirement ceremonies, commissioning, decommissioning, and other appropriate gatherings in holder capacity as holder of the Joshua James Ancient Keeper Award.
 - (04) Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in-an appropriate display case when not in use.
-

A.1.b. Eligibility

To be eligible, a candidate shall:

- (01) Be a Coast Guard Chief Warrant Officer or enlisted member who has served on continuous active duty with ten or more years of accumulated service at Boat Forces units, of which five years shall have been as CO or OIC of Stations or ANTs.
 - (02) Be qualified as a coxswain in accordance with directives and guidelines in effect at the time of certification. Certification must have been completed on any Coast Guard boat (excluding skiffs and punts) attached to a shore unit.
 - (03) Have no non-judicial punishment, no civil convictions, have a mark of "Satisfactory" in Conduct and no mark less than "4" on his or her enlisted performance evaluation and must have maintained Good Conduct eligibility. Have not received a derogatory report for any Officer Evaluation Report (OER) and have not received a mark less than "4" on his or her OER.
 - (04) Be eligible to hold the distinction for at least two years – candidate may have no more than 28 years of service when designated as awardee.
 - (05) Have a distinguished record of seamanship and leadership in the Boat Forces community.
-



**A.1.c. Selection
Criteria**

The Joshua James Ancient Keeper will be selected from the group of candidates meeting the above criteria and, among them, will have the most cumulative service at Boat Forces units.

In the case where candidates have the same amount of cumulative service at Boat Forces units, the member who possesses the most service as commanding officer or officer in charge will be selected.

**A.2. Recipients
Duties and
Responsibilities**

Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service's tradition of professionalism remains intact. Ancient Keeper shall serve as chair of the BFAC for the same span that the award is held. Award winners should be invited by Area, District, Sector and CO/OICs to attend and take part in any official ceremony which involves our Boat Forces community. In addition to station commissioning, decommissionings, dinings in/out, and changes of command, recipients should participate in public affairs events and public ceremonies that highlight our rich heritage. Recipients should also speak at one coxswain, surfman, or Boat Forces Command Cadre resident course annually. Travel will be funded by the Office of Boat Forces.

**A.3. Nominations
and Selection
Process**

The Office of Boat Forces will initiate screening for the next candidate upon notification of the incumbent award holder's retirement, release from active duty, or unsatisfactory conduct.

The steps in the selection process are as follows:

- (01) The incumbent Ancient Keeper and Commander, Coast Guard Personnel Service Center (PSC) will notify Commandant (CG-731) as soon as it is determined that the incumbent Ancient Keeper is retiring or being released from active duty in order to facilitate timely selection and change of watch.
 - (02) Commandant (CG-7) shall promulgate a notification message with notification pending Ancient Keeper vacancy and solicitation for nominations of qualified candidates to be submitted via district commanders. District commanders shall not submit more than one nomination package. Each district should nominate the most deserving of the award per the outlined criteria. Headquarters units shall submit nominations directly to the Office of Boat Forces.
 - (03) The Office of Boat Forces shall review the finalists and select the finalist who best meets the outlined criteria, and shall submit selection to Commandant (CG-7) for approval.
-



A.4. Award Ceremony

The Office of Boat Forces will arrange for formal announcement of the award and official ceremony. The ceremony should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. The incumbent's command shall assign a project officer and Commandant (CG -731) will also assign a project officer to liaise and assist with the planning as necessary.

The Office of Boat Forces will provide funding for travel and per diem for the principals to participate in appropriate ceremonies. Funding for the spouse of the Ancient Keeper select will be funded in accordance with *Coast Guard Organization Manual*, COMDTINST M5400.7 (series). Commandant (CG-731) will serve as the travel approving official for the purposes of the Joshua James Ancient Keeper Award Ceremony.



CHAPTER 4

CDR Ray Evans Outstanding Coxswain Trophy Award

Introduction

The intent of the CDR Ray Evans Outstanding Coxswain Trophy Award is to recognize exemplary coxswains. Only those coxswains who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the CDR Ray Evans Outstanding Coxswain Trophy Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

The award nominee's activities shall have occurred during the designated calendar year. The CDR Ray Evans Outstanding Coxswain Trophy Award winner will hold the distinction for one year.

In this Chapter

This Chapter contains the following information:

Title	See Page
CDR Ray Evans Outstanding Coxswain Trophy Award	5-21



Section A. CDR Ray Evans Outstanding Coxswain Trophy Award

Introduction This Section describes various elements relating to the CDR Ray Evans Outstanding Coxswain Trophy Award.

In this Section This Section contains the following information:

Title	See Page
Origin	5-21
Description	5-21
Nominations and Selection	5-22
Award Ceremony	5-23

A.1. Origin

The award's namesake, CDR Ray Evans, is one of the most celebrated heroes in Coast Guard history. CDR Evans received the Navy Cross, as a Signalmen First Class, for his gallant efforts while fighting alongside fellow coxswain Douglas Munro on 27 September 1942 at Point Cruz on Guadalcanal. CDR Evans provided covering fire for and evacuated elements of the 1st Battalion, 7th Marines, who were under the command of Lieutenant Colonel Lewis B. "Chesty" Puller. CDR Evans remained at his post for the entire operation and, with every other member of his crew killed or wounded, he maintained control of the boat with one hand on the wheel and continued to fire his automatic machine gun with the other, until the last boat cleared the beach. Only those who displayed extreme acts of combat heroism and other distinguished service were awarded the Navy Cross. CDR Evans demonstrated exemplary performance and superior technical, professional, leadership, and seamanship abilities while operating his Higgins boat.

A.2. Description

The award recipient will receive:

- (01) A miniature plaque, which depicts an original lifeboat, with a brief inscription.
- (02) The recipient's name inscribed on a large bronze and wooden plaque permanently displayed at Boat Forces Center in the Coast Guard Academy, Training Center Yorktown and Coast Guard Headquarters' Office of Boat Forces.



-
- A.2.a. Eligibility To be eligible, a candidate shall:
- (01) Be active duty or reserve; E-3 through E-6.
 - (02) Be a certified coxswain.
 - (03) Be assigned to a Boat Forces unit during the entire designated calendar year.
 - (04) Be in compliance with Coast Guard weight standards.
 - (05) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in Conduct and no mark less than “4” on his or her enlisted performance evaluation.
-
- A.2.b. Award Criteria The award recipient will be the candidate who possesses the strongest combination of:
- (01) Leadership.
 - (02) Proficiencies.
 - (03) Performance of Duty.
-
- A.3. Nominations and Selection** The nominations and selection process will adhere to the following guidelines:
- (01) The Office of Boat Forces will solicit nominations during the month of February. All nominations shall be submitted by the nominee’s CO/OIC to the Office of Boat Forces via the chain of command using the format provided on the Office of Boat Forces Website at:
<https://cg.portal.uscg.mil/units/cg731/SitePages/Coxswain%20Trophy%20Award.aspx>.
 - (02) Nominations shall not exceed three pages.
 - (03) The Office of Boat Forces will convene a selection panel during March.
 - (04) The selection panel will consist of representatives from the Office of Boat Forces, Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard (CG-00B), and the Boatswain’s Mate Rating Force Master Chief.
 - (05) The panel will select an award recipient based on the criteria listed above.
 - (06) Selection will be made and recommendation forwarded to the Office of Boat Forces by 30 March.
-



A.4. Award Ceremony

The Office of Boat Forces will announce the award recipient via notification message in April. The Office of Boat Forces will notify the Area boat manager where the recipient's unit is located and provide the award citation and plaque.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. The Office of Boat Forces shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to the Office of Boat Forces for inclusion on the Office of Boat Forces website.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by the Office of Boat Forces.



CHAPTER 5

Fireman First Class Paul Clark Outstanding Engineering Award

Introduction The purpose of the Fireman First Class Paul Clark Outstanding Engineer Award is to recognize exemplary Boat Forces engineers. Only those engineers who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the Fireman First Class Paul Clark Boat Forces Outstanding Engineer Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

In this Chapter

This Chapter contains the following information:

Title	See Page
Fireman First Class Paul Clark Outstanding Engineer	5-25



Section A. Fireman First Class Paul Clark Outstanding Engineer Award

Introduction This Section describes various elements relating to the Fireman First Class Paul Clark Outstanding Engineer Award.

In this Section This Section contains the following information:

Title	See Page
Origin	5-25
Nominations and Selection Process	5-26
Award Ceremony	5-26

A.1. Origin The award’s namesake, Fireman First Class Paul Clark, was honored with the Navy Cross for extraordinary heroism while serving as engineer of a landing boat during an assault on an occupation of French Morocco in 1942. When a hostile aircraft strafed his boat with machinegun fire, mortally wounding the bowman and severely injuring the coxswain, Fireman Clark quickly assumed control of the craft and immediately withdrew from the beach. He sped to an offshore ship, placed the wounded men aboard and; although his craft was riddled with enemy gunfire, courageously returned to his station at the beach and completed his boat’s mission.

A.1.a. Description The award recipient will receive:

- (01) A miniature plaque which depicts an original lifeboat with a brief inscription.
- (02) The award’s recipients name inscribed on a large bronze and wooden plaque permanently displayed at Machinery Technician “A” school in Yorktown, Virginia, and Coast Guard Headquarters.

A.1.b. Eligibility To be eligible, a candidate shall:

- (01) Be active duty or reserve; E-3 through E-6.
- (02) Be a certified boat engineer.
- (03) Be assigned to a Boat Forces unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (05) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in conduct and no mark less than “4” on his or her enlisted performance evaluation.



A.1.c. Award Criteria The award recipient will be the candidate who possesses the strongest combination of:

- (01) Leadership,
- (02) Proficiencies,
- (03) Performance of duty.

A.2. Nominations and Selection Process

The nominations and selection process will adhere to the following guidelines:

- (01) The Office of Boat Forces will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's CO/OIC to the Office of Boat Forces via the chain of command using the format using the format provided on the Office of Boat Forces portal site at <https://cg.portal.uscg.mil/units/cg731/SitePages/Boat%20Forces%20Engineer%20Award.aspx>.
- (02) Nominations shall not exceed three pages.
- (03) The Office of Boat Forces will convene a selection panel during March.
- (04) The selection panel will consist of representatives from the Office of Boat Forces, Boat Forces Center, National Motor Lifeboat School, The Master Chief Petty Officer of the Coast Guard, and the Machinery Technician's Rating Force Master Chief.
- (05) The panel will select an award recipient based on the criteria listed above.
- (06) Selection will be made and recommendation forwarded to the Office of Boat Forces by 30 March.

A.3. Award Ceremony

The Office of Boat Forces will announce the Fireman First Class Paul Clark Boat Forces Engineering Award recipient via notification message in April. The Office of Boat Forces will notify the Area boat manager where the recipient's unit is located and provide the award citation and plaque.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. Commandant (731) shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to the Office of Boat Forces for inclusion on the Office of Boat Forces portal site.

Travel expenses for the award recipient, as well as the recipient's spouse, if applicable, will be funded by the Office of Boat Forces.



CHAPTER 6

Surfman Programs

Introduction This chapter provides information on the Surfman Management Program (SMP), Prospective Surfman Program (PSP), and Register of Surfman.

In this Chapter This Chapter contains the following information:

Title	See Page
Surfman Management Program	5-28
Prospective Surfman Program	5-29
Register of Surfman	5-35



Section A. Surfman Management Program

Introduction This Section explains the Surfman Management Program and its procedures.

In this Section This Section contains the following information:

Title	See Page
Surfman Management Program (SMP) Purpose	5-28
SMP Procedure	5-28

A.1. Surfman Management Program (SMP) Purpose The SMP recognizes the unique requirements of the Surfman community and provides the necessary management attention to build and maintain a community of Surfmen sufficient to meet the needs of the Coast Guard.

A.2. SMP Procedure The Office of Boat Forces, is responsible for establishing and maintaining the SMP.

The Office of Boat Forces, will designate a specific staff member as the SMP Officer. Duties of the SMP Officer will include primary liaison with all field and staff offices on management of Surfmen, surf stations, staffing, policy, and to develop and recommend improvements to the following:

- (01) Recruitment of Surfman prospects.
 - (02) Identification and selection of potential Surfmen.
 - (03) Surfman training and qualification system.
 - (04) Surfman professional and career development.
 - (05) Surfman motivation and incentive system.
 - (06) Primary liaison with the National Motor Lifeboat School (NMLBS).
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Section B. Prospective Surfman Program

Introduction This Section explains the Prospective Surfman Program and its procedures.

In this Section This Section contains the following information:

Title	See Page
Prospective Surfman Program (PSP) Purpose	5-29
PSP Eligibility	5-29
Procedures	5-30
Application Package	5-30
Program Completion and Exits	5-32
Withdrawal or Removal from PSP	5-32
Rewards and Incentives	5-34

B.1. Prospective Surfman Program (PSP) Purpose The Prospective Surfman Program (PSP) is a system used to identify, select, assign, train, and monitor Surfman trainees until they either certify as Surfmen or are released from the program.

B.1.a. PSP Background Coast Guard Surfmen are highly trained boat handlers. They are part of a long tradition of lifesavers, dating back almost 200 years, responsible for some of our Service’s greatest rescues. Operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. The Surfman qualification process is long (due in part to limited training opportunities) and is extremely demanding.

B.2. PSP Eligibility All Boatswain’s Mate Second Class (BM2) and Boatswain’s Mate Third Class (including those leaving BM “A” School) are eligible to submit a PSP package.



B.3. Procedures

Surfman qualification can be completed only at a surf station or the NMLBS. While qualification can be accomplished at any designated surf station, the PSP is designed to put candidates at specifically designated training stations. These training stations have a combination of weather, surf conditions, and resources that have proven successful in certifying Surfmen.

Each fall, the Surfman Program Manager, in conjunction with CG-PSC will identify the number of PSP billets open in the coming assignment year. CG-PSC will release a message soliciting for applications for qualified candidates. CG-PSC, the SMP Officer, and the NMLBS will review the packages and select members to be screened.

Non-rated personnel that desire to return to a surf station following successful completion of BM “A” School may request follow-on reassignment via submission of a memo to PSC-EPM through their chain of command and the Office of Boat Forces upon receipt of orders to BM “A” School. PSC-EPM will make every effort to return the member to a surf station, provided a BM3 billet is available. If a billet is not available, the parent command may request program management (the Office of Boat Forces) intervention via memo to give reassignment to a surf station as a high priority. However, it should be noted that double-encumbering a BM3 billet will most likely leave another unit gapped until PSC-EPM can backfill the gapped billet. Therefore the Office of Boat Forces will consider the strategic needs of the Service before engaging on the parent command’s behalf.

B.4. Application Package

To apply for the PSP, members must complete a Direct Access e-resume. On the e-resume, members must:

- (01) State why member wants to be a Surfman and what qualities and experiences makes the member an ideal candidate.
 - (02) Obtain a command endorsement.
 - (03) Request assignment to any designated surf training station. The member may list desires on the e-resume, however service needs will dictate which station the member is assigned.
-



B.4.a. Surf Interview

Recommendation from the NMLBS and Surfman Interview is the primary method to screen potential prospective Surfman. At a minimum, the NMLBS facilitated process should assess the following characteristics when evaluating candidates:

- (01) Surfman job description. A Surfman is a leader and an expert in boat handling and Search and Rescue operations who is expected to execute Search and Rescue under extreme pressure and weather conditions. Only time, training, and exposure can give a member the experience and judgment needed to perform under these conditions, thus making the training and certification process long and rigorous. This process should be expected to take up to four years before initial certification. The certification of Surfman is much more than just obtaining a competency, it is better described as a career path. With the follow-on tour requirements after initial certification as outlined in Reference (p), a member seeking to become a Surfman should expect to dedicate the next 8-10 years or longer to the surf community.
- (02) Eligibility. The member shall meet all requirements to enter the program.
- (03) Desire / motivation. The member shall possess the drive to persevere through a long and difficult qualification process.
- (04) Performance. Member shall have been proactive in performance of duties and in pursuing qualifications and advancement.
- (05) Judgment. The member shall have exercised good judgment and decision-making skills. Member shall have shown sufficient maturity.
- (06) Stress. The member shall have demonstrated a propensity to remain focused and calm during stressful situations.
- (07) Teamwork. The member should display superior teamwork skills, as both a leader and a follower.
- (08) Unit Location. Member should be aware of all surf unit locations and the fact that some are semi-isolated.

B.4.b. Notice of Selection

Following the panel process, CG-PSC will notify members who are accepted into the program. Those accepted will receive assignment to a surf training station with guaranteed follow-on training at the NMLBS. A notation to that effect will be made in the member's orders.



B.5. Program Completion and Exits

- (01) **Program Completion.** Upon qualification as Surfman, members will be assigned to a vacant Surf Duty billet.
- (02) **Follow-on Assignments.** Follow-on assignments for Surfman include command cadre positions at boat stations and the NMLBS as an instructor. Surfmen will also have opportunities for non-surf billets.

B.6. Withdrawal or Removal from PSP

Members will be evaluated against milestones listed in the table below. Members that withdraw or are dismissed from the PSP will be reassigned when replacements are identified and will be restricted from future assignment to surf stations. The SMP Officer at the Office of Boat Forces shall be notified of all withdrawals and removal requests for programmatic oversight.

- (01) **Withdrawal.** Members may withdraw from the PSP at any point after 12 months into the process by notifying their CO/OIC and completing a new Direct Access e-resume. Members may be subject to immediate transfer at the discretion of the command after a discussion with the respective Assignment Officer.
- (02) **Removal.** Members may be removed from the PSP by their CO/OIC. CO/OIC are encouraged to consult with the members mentor at the NMLBS. Reasons for removal include but are not limited to the following:
 - a) Failure to progress towards qualification. PSP milestones should be completed within or reasonably near the times limits listed in **Table 5-3.**
 - b) UCMJ violation or other misconduct.
 - c) Sustained poor shore-side performance (primary and collateral duties), including failure to display proper decision making, judgement and maturity.



	Milestone 1	Milestone 2	Milestone 3
Formal Training	MLB Intro Course	MLB Heavy Weather	Surfman
Objective	Complete Boat Crew Member BQH tasks Complete MLB Coxswain BQH tasks	Complete all non-surf MLB Heavy Weather Coxswain BQH tasks	Complete Surfman BQH tasks
Goal	Certify as a MLB Coxswain	Certify as a MLB Heavy Weather Coxswain	Certify as Surfman
Time to complete after pre-arrival Training	12 Months	36 months	48 months

**Table 5-3
 PSP Goals and Objectives**

B.6.a. Resignation of Surfman Qualification Qualified Surfman who wish to resign from the Surfman program must make a request in writing to Coast Guard Personnel Service Center (CG PSC) via their CO/OIC and copy the Office of Boat Forces. If approved, members lose credit for prior service as Surfman towards advancement, and must complete all requirements for advancement.

B.6.b. Reinstatement of Surfman Qualification Members who have resigned from the Surfman program may attempt to reenter the program no earlier than one year after the date that Surfman designation was removed. Members must requalify as Surfman, do not receive credit for prior service as Surfman towards advancement, and must complete all requirements for advancement.



B.7. Rewards and Incentives

- (01) Register of Surfman. Members who certify as Surfman are added to the United States Coast Guard Register of Surfman, maintained at the NMLBS.
 - (02) Surfman Insignia. Members who have earned a Surfman qualification code are entitled to wear the Surfman insignia in accordance with *Uniform Regulations*, COMDTINST M1020.6 (series).
 - (03) Special Duty Pay (SDP). Certified Surfman in a designated Surfman billet who routinely serves in the unit's rotational watch schedule or serves in a designated Surfman instructor billet at NMLBS, are normally entitled to receive SDP in accordance with 37 USC 307. SDP eligibility and payment level is determined annually by a review board and published in a notification message.
 - a) Assignment Priority. Certified Surfmen receive assignment priority after successfully completing a tour at a Surf Station or the NMLBS. Reference (p) provides specific policies.
 - (04) Heavy Weather Units: Certified Surfmen assigned to a Heavy Weather Station following assignment to a Surf Station will continue to accrue time toward Career Surfman in accordance with *Enlistments, Evaluations, and Advancements*, COMDTINST M1000.2 (series).
-



Section C. Register of Surfman

Introduction Coast Guard Surfman are part of a tradition of lifesavers that dates back almost 200 years. The title “Surfman” is derived from the United States Lifesaving Service (USLSS). The rescuers of the USLSS were known as Surfman; these brave and daring men rescued over 178,000 people in distress during the 44-year history of their service. Today, the Coast Guard has retained the title of Surfman for its most highly trained boat handlers. While technology has both reduced the risk of peril on the sea and improved our ability to render aid; operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. Very few people complete the extensive and difficult training to prove their ability to operate in these conditions and achieve qualification as Surfman.

In this Section This Section contains the following information:

Title	See Page
Register of Surfman	5-35
Register Maintenance	5-35
Register Entries	5-36
Registry Numbering	5-36
Reserved Numbers	5-36
Members with Existing Qualification	5-36
Newly Certified Surfman	5-37
Surfman Retired/Released from Active Duty	5-37
Records	5-37
Removal	5-38

C.1. Register of Surfman The Register is an official list of members who achieve qualification as Surfman. Members will be entered in the Register in order of their original certification date and be assigned a unique register number. The Register recognizes the significant accomplishment of qualifying as Surfman, signifies the membership of individuals in this elite community and honors the shore-based lifesavers from which Surfman have received their legacy.

C.2. Register Maintenance Commanding Officer, National Motor Lifeboat School (NMLBS) shall maintain the Register of Surfman. The Register shall be maintained electronically and in hard copy in an appropriate bound volume.



C.3. Register Entries

Register entries in the hard-copy volume shall be made by hand in pen-and-ink under the supervision of the Commanding Officer, NMLBS. Register entries shall consist of:

- (01) Number,
- (02) Full name,
- (03) Rank at time of qualification,
- (04) Date of qualification,
- (05) Unit of qualification, and
- (06) Platform type.

Additionally, notation shall be made in the register when any member retires or departs the service.

C.4. Registry Numbering

All members entered in the register shall be assigned a number. Numbers shall be issued in consecutive order beginning with number 1.

C.5. Reserved Numbers

Numbers 1 through 134 are reserved as follows:

Register Number(s)	Dedicated to:
1	All men and women who, from the shores of our nation, have rendered aid to those in peril upon the sea.
2-45	Surfman of the United States Life Saving Service (1871-1915): Each register number from 2 through 45 corresponds to a year of USLSS history from 1871 to 1915.
46-134	Surfman of the United States Coast Guard (1915-2003): Each register number from 46 through 134 corresponds to a year of Coast Guard history from 1915 to 2003.

**Table 5-4
Reserved Surfman Numbers**

C.6. Members with Existing Qualification

All qualified Surfman on active duty on 31 Dec 2003 shall be entered in the register in order of original certification as Surfman. Individual numbers shall be assigned in consecutive order to each member, beginning with number 135. The Office of Boat Forces will issue a certificate to each member that indicates official entry into the Register.



C.7. Newly Certified Surfman

Members that certify as Surfman shall be entered in the register upon initial certification as Surfman. Individual numbers shall be assigned in consecutive order to each member. Upon certification as Surfman, members shall forward a copy of their qualification letter to Commanding Officer, NMLBS. NMLBS shall enter each member’s name into the register and notify the Office of Boat Forces. The Office of Boat Forces, which will then issue a certificate to the member that indicates official entry into the Register.

C.8. Surfman Retired/Released from Active Duty

Members who have retired or been released from active duty prior to 1 Jan 2004 will be entered in the Register under a reserved number. A register number has been reserved for each year of Coast Guard history prior to 2004 as described in [Table 5-4](#) above. Surfmen will be entered in the register in the year he or she retired or was released from active duty.

Years and their corresponding register numbers are listed in [Table 5-5](#) below.

Register Number	Year Group	Register Number	Year Group	Register Number	Year Group	Register Number	Year Group
46	1915	69	1938	92	1961	115	1984
47	1916	70	1939	93	1962	116	1985
48	1917	71	1940	94	1963	117	1986
49	1918	72	1941	95	1964	118	1987
50	1919	73	1942	96	1965	119	1988
51	1920	74	1943	97	1966	120	1989
52	1921	75	1944	98	1967	121	1990
53	1922	76	1945	99	1968	122	1991
54	1923	77	1946	100	1969	123	1992
55	1924	78	1947	101	1970	124	1993
56	1925	79	1948	102	1971	125	1994
57	1926	80	1949	103	1972	126	1995
58	1927	81	1950	104	1973	127	1996
59	1928	82	1951	105	1974	128	1997
60	1929	83	1952	106	1975	129	1998
61	1930	84	1953	107	1976	130	1999
62	1931	85	1954	108	1977	131	2000
63	1932	86	1955	109	1978	132	2001
64	1933	87	1956	110	1979	133	2001
65	1934	88	1957	111	1980	134	2003
66	1935	89	1958	112	1981		
67	1936	90	1959	113	1982		
68	1937	91	1960	114	1983		

Table 5-5
Register Numbers with Corresponding Years

C.9. Records

NMLBS shall maintain copies of all Surfman certification letters.



C.10. Removal

If a Surfman fails to adhere to Coast Guard Core Values and/or the Surfman’s Creed, resulting in removal from the service, the Office of Boat Forces will direct the member’s name and associated number stricken from the Surfman Register.



APPENDIX A Glossary

Introduction

This Appendix contains a list of terms that may be useful when reading this Manual.

In this Appendix

This Appendix contains the following information:

Title	See Page
Glossary	A-2




Term	Definition
Aids to Navigation Team (ANT)	An Aids to Navigation Team (ANT) is a shore facility with a primary mission of Aids to Navigation. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.
Alert Duty	A person is on alert duty when engaged in underway operations or is on SAR readiness standby, with a boat response time of 30 minutes or less.
AOPS/TMT	Abstract of Operations/Training Management tool – allows the user to compile daily AOPS data in a Coast guard centralized database accessed through the web-based application. TMT enables the user to track boat crew training, certification, and currency dates for both underway and shore-side training.
Boat Crew	Includes the Coxswain, Engineer, Boat Crew Members, and all other personnel required onboard a boat acting in an official capacity.
Boat Crew Examination Board (BCEB)	A group of certified Boat Crew Members, consisting of experienced Surfmen, Heavy Weather Coxswains, boat Coxswains, Engineers, and Boat Crew Members, as applicable, selected by the unit Commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
Boat Crew Qualification Handbook (BQH)	Office of Boat Forces (CG-731) handbook containing standards required for an individual to perform the duties of the assigned competency or duty section.



<p>Boat Crew Qualification Handbook (BQH) Qualifier</p>	<p>A responsible person who is certified. (Anyone who is certified on a particular platform in a particular position can sign off the corresponding tasks in the BQHs.)</p>
<p>Boat Forces Unit</p>	<p>Any Coast Guard unit with an OPFAC number assigned and which conducts missions or training with boats.</p>
<p>Boat Outfit/ Stowage Plans</p>	<p>The configuration requirements for standard boat outfits and equipment stowage plans are set forth in the applicable specific boat type operator's handbook.</p>
<p>Bravo-Zero (B-0)</p>	<p>A SAR Response status where the unit must have an asset underway in 30 minutes or less.</p>
<p>Certification</p>	<p>Formal command verification that an individual has met all requirements and is authorized to perform the boat crew duties at a specific level aboard a particular boat type.</p>
<p>Command Cadre</p>	<p>The CO or OIC, the XO or XPO, the EPO are a unit's Command Cadre.</p>
<p>Configuration Management</p>	<p>A management discipline designed to preserve and control the functional and structural characteristics of a standard boat. Unlike Cutters, standard boats are resources that do not have permanent crews. These resources must be as uniform as possible to support operational safety, maximize crew familiarity, and simplify training, maintenance and support.</p>



<p>Crew Endurance Management (CEM)</p>	<p>A systematic process for balancing organizational (e.g. 24/7 operations, number of B-0 resources, etc.) and mission (e.g. environmental factors, time -of-day, etc.) requirements with the physical and mental capabilities and needs of the crew. CEM uses a systems approach to evaluate the effects of all factors, and interaction of these factors, to control adverse effects, like fatigue, of our operations.</p>
<p>Crew Rest</p>	<p>Time during which alert crews do not engage in any Station work or operations. Crews are allowed to recreate and sleep.</p>
<p>Currency Requirements</p>	<p>Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.</p>
<p>Cutter</p>	<p>A Cutter is a Coast Guard ship with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.</p>
<p>Designated Trainer</p>	<p>A Designated Trainer is a certified member who has successfully completed the resident training course for their competency, is designated in writing by the CO/OIC, and demonstrates the maturity and demeanor to teach.</p>
<p>Electronic Training Systems (e-Training)</p>	<p>Coast Guard electronic systems that captures required training, qualification tasks and currencies.</p>
<p>Engineering Changes (ECs)/Time Compliance Technical Order (TCTO)</p>	<p>These are the only authorized modifications to a standard boat. No one other than Commandant (CG-45) is authorized to approve ECs to standard boats. The specific boat type operator’s handbook provides amplifying details on the EC process.</p>
<p>NOTE </p>	<p>Engineering changes were formerly known as BOATALTs.</p>



<p>Fatigue</p>	<p>A condition of impaired mental and physical performance brought about by extended periods of exertion and stress which reduces the individual's capability to respond to external stimuli. Some factors contributing to fatigue are sleep loss, exposure to temperature extremes (hypothermia and heat stress), motion sickness, changes in work and sleep cycles, physical exertion, workload, illness, hunger, and boredom. While an individual or crew may be considered to be fatigued at any time, at a minimum, they are considered to be fatigued when they exceed the underway or alert posture standards.</p>
<p>Fatigue Waiver</p>	<p>A waiver, granted by the Operational Commander, allowing boat crews to operate beyond the established maximum underway hours.</p>
<p>Guests</p>	<p>Referring to persons aboard a boat, those who are civilians not associated with the Coast Guard.</p>
<p>Marine Safety Detachment (MSD)</p>	<p>A geographical remote subordinate detachment under the Sector which performs the marine safety mission.</p>
<p>Marine Safety Unit (MSU)</p>	<p>A MSU/MSD is a shore facility with a primary mission of Marine Safety. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.</p>
<p>Maritime Security Response Team (MSRT)</p>	<p>A DSF unit that is trained to be a first responder to potential terrorist situations; deny terrorist acts; perform non-compliant security actions; perform tactical facility entry and enforcement; participate in port level Counter-Terrorism exercises and educate other forces on Coast Guard Counter-Terrorism procedures.</p>



Maritime Critical Infrastructure/ Key Resource (MCI/KR)	Facilities, structures, systems, assets, or services so vital to the port and its economy that their disruption, incapacity, or destruction would have a debilitating impact on defense, security, the environment, long-term economic prosperity, public health, or safety of the port.
Maritime Force Protection Unit (MFPU)	A Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the District.
Maritime Safety and Security Team (MSST)	A MSST is a DSF unit with a primary mission of Ports, Waterways, & Coastal Security. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.
Most Senior Boatswain’s Mate	The most senior Boatswain Mate is normally the highest ranking enlisted BM assigned outside of the command cadre.
Night	The period from ½ hour after nautical sunset until ½ hour before nautical sunrise.
Non-Compliant Vessel (NCV)	A vessel subject to examination that refuses to heave to after being legally ordered to do so.
On Scene Coordinator (OSC)	The On Scene Coordinator (OSC) is the person designated to coordinate the search and rescue operations within a specific area. The OSC is in charge at the scene.
Operational Commander	For the purpose of this instruction, Operational Commanders are defined as those who exercise <i>direct</i> operational control of a Boat Forces unit. This definition specifically does not include the Station CO/OIC exercising operational control of a Station (small) .



<p>Operational Control (OPCON)</p>	<p>Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, & the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.</p>
<p>Operations</p>	<p>Time spent on pre-mission planning, underway, and post mission reporting or follow-up.</p>
<p>Parent Station</p>	<p>A Parent Station is a unit with one or more subordinate Station(s) (small). Its Command Cadre allowance may be different from that of a typical unit to account for the increased responsibility associated with the assignment of subordinate Station(s) (small).</p>
<p>Passengers</p>	<p>Referring to persons aboard a boat, Coast Guard Active Duty, Reserve, Civilian, or Auxiliary personnel who are not part of the unit assigned to the boat.</p>
<p>Personal Qualification Standard (PQS) Qualifier</p>	<p>A responsible person who is certified and designated in writing by the CO/OIC.</p>
<p>Port Security Unit (PSU)</p>	<p>A PSU is a Coast Guard DSF unit – with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.</p>



Ports, Waterways & Coastal Security (PWCS)	PWCS is one of the Coast Guard’s eleven statutory missions. Its purpose is multi-faceted and designed to: protect the U.S. Maritime Domain and U.S. Marine Transportation System from internal and external threats, such as destruction, loss, or injury from terrorism, sabotage, or other subversive acts; deny their use and exploitation as a means for attacks on U.S. territory, population, and critical infrastructure; prepare for and, in the event of an attack or incident, conduct emergency response and recovery operations; and when directed, as the supporting commander, transition to and conduct Maritime Homeland Defense operations.
Proficiency	Status of a crew currency.
Pursuit Certification	A highly technical crew certification for the pursuit of non-compliant vessels engaged in illegal drug trafficking or alien immigration activities.



Qualification	The satisfactory completion of the appropriate qualification tasks.
Readiness	The ability of a boat to perform the functions and missions for which it was designed.
Ready for Operations (RFO) Team	A minimum of three members, the RFO team consists of members designated by the Operational Commander. Teams conduct annual assessment visits to ensure the goals of the Readiness and Standardization Program are achieved.
Rest-Recovery Time	That period of time after operations and/or Station work which is allocated for rest and recovery and during which no other duties are assigned or performed. Any combination of off-duty time and standby duty may make up rest-recovery time. Rest-recovery time does not necessarily allow the individual to go home or otherwise leave the bounds of the unit.
Rough Bar	A rough bar is a river entrance or inlet where heavy seas or surf conditions exist. Also, in situations where the Coxswain or OIC is unsure, a rough bar is assumed.
SAR	A Search and Rescue (SAR) mission is one that involves the probable loss of life unless the Coast Guard intervenes.
Sleep Period	A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.
Standard Boat	Any Coast Guard boat managed by Commandant (CG-731) with an Operator's Handbook directing the standardization of that boat type and associated equipment.
Standardization Team (STAN)	A three- to five-member deployable evaluation team that consists of highly trained and experienced professionals specializing in the operational/deck and engineering aspects of each standard boat platform. Each team conducts biennial assessment visits to ensure the goals of the Readiness and Standardization Assessment (outlined in this Manual) are achieved. These teams act as a deployable asset to the centers of excellence (BFCO/NMLBS/NATON) for each standard boat platform, and in addition to providing field units with technical information, they support the centers by providing guidance and feedback to improve school training and program functions.



<p>Standards and Standardization</p>	<p>The uniform application of processes, procedures, or techniques to ensure boat crew safety, proficiency, configuration, and vessel reliability. Standards are promulgated by Commandant (CG-731) and (CG-45) and are contained in various publications and directives.</p>
<p>Station</p>	<p>A Station is a shore facility with a designated OPFAC, Command Cadre, permanently assigned duty-standards, unit boat allowance and equipment.</p>
<p>Station (small)</p>	<p>A Station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.</p>
<p>Station Aids to Navigation Team (STANT)</p>	<p>A STANT is a combined Station and ANT shore facility. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.</p>
<p>Station Work</p>	<p>Activities that constitute normal unit work which are not directly associated with duty, boat operations, pre-mission planning, or post-mission reporting and follow-up.</p> <p>Example: boat maintenance, Station cleanup, non-mission administrative tasks.</p>
<p>Strike Team</p>	<p>A Strike Team is a member of the National Strike Force which provides highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness for and response to oil and hazardous substance pollution incidents.</p>
<p>Structural Configuration Management</p>	<p>This applies to the fit, form, and function of structural vessel parts. Watertight closures, vessel coatings, and mounted equipment locations are managed by structural configuration requirements.</p>
<p>Surf</p>	<p>Surf is defined as the waves or swell of the sea breaking on the shore or reef.</p>
<p>Tactical Certification</p>	<p>A highly technical crew certification for the stopping of non-compliant vessels engaged in terrorism or criminal activities.</p>



Task	A separate training step learned in order to perform a particular job skill.
Task Code	A four element code used to identify the applicability of tasks listed in the Boat Crew Qualification Handbooks.
Training Petty Officer (TPO)	An E-6 or above billet specified as Training Petty Officer Billet.
Triennial	Taking place every three years.
Type	A particular class of boat, such as 45 FT RBM, 49 FT BUSL, or 47 FT MLB.
Underway Time Computation	Underway time begins when the boat crew gets underway or begins driving a government vehicle with trailerable boat. Underway time ends when boat or trailered boat is moored and sortie is completed.
Unit Commander	A CO or OIC of a unit with a standard or non-standard boat assigned.



APPENDIX B Acronyms

Introduction This Appendix contains a list of acronyms used throughout the Manual.

In this Appendix This Appendix contains the following information:

Title	See Page
Acronyms	A-2



ACRONYM	DEFINITION
ACP	Area Contingency Plan
ADCON	Administrative Control
ADOS	Active Duty for Operational Support
ADT-AT	Active Duty Training for Annual Training
AEPO	Assistant Engineering Petty Officer
AI	Advanced Interdiction
AICXN	Advanced Interdiction Coxswain
AIBCM	Advanced Interdiction Boat Crew Member
AIS	Automatic Identification System
ALMIS	Asset Logistics Management Information Systems
ANB	Aids to Navigation Boat
ATO	Afloat Training Organization
ATON	Aids to Navigation
ANT	Aids to Navigation Team
AOPS	Abstract of Operations
AOR	Area of Responsibility
BAF	Boat Assault Forces
BTL	Boat Team Leader
BCEB	Boat Crew Examination Board
BQH	Boat Crew Qualification Handbook
BCM	Boat Crew Member
BCMP	Boat Class Maintenance Plan
BDS	Buoy Deck Supervisor
BECCE	Basic Engineering Casualty Control Exercise
BFAC	Boat Forces Advisory Council
BFCO	Boat Forces and Cutter Operations Branch
BIB	Boat Information Book.
BM	Boatswain's Mate
BNVD	Binocular Night Vision Device
BOH	Boat Operators Handbook
BTM	Boarding Team Member
BUSL	Buoy Utility Stern Loading
CART	Command Assessment for Readiness and Training
CB-L	Cutterboat-Large
CB-M	Cutterboat-Medium
CB-OTH	Cutterboat-Over-the-Horizon
CB-S	Cutterboat-Small
CDAR	Collateral Duty Addictions Representative
CEM	Crew Endurance Management
CGBI	Coast Guard Business Intelligence
CGHRMS	Coast Guard Human Resource Management System



CIM	Commandant Instruction Manual
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COMDTINST	Commandant Instruction
COOP	Continuity of Operations Plan
COTP	Captain-of-the Port
COXN	Coxswain
CPR	Cardio Pulmonary Respiration
CR	Contingency Response
CS	Creeping Line Search
CW	Communications Watchstander
CWO	Chief Warrant Officer
CXC	Coxswain in Charge
DA	Direct Access
DHS	Department of Homeland Security
DIVS	Incident Command System Division Group Supervisor
DoD	Department of Defense
DRF	Discrepancy Response Factor Decision Guide
DSF	Deployable Specialized Forces
DWO	Deck Watch Officer
EAL	Electronic Asset Logbook
EC	Engineering Change
ELT	Enforcement of Laws and Treaties
EM	Emergency Management
EMT	Emergency Medical Technician
ENG	Engineer
EO	Engineering Officer
EOW	Engineer of the Watch
EPO	Engineering Petty Officer
ETQC	Education and Training Quota Management Command
ETR	Electronic Training Request
ESA	Endangered Species Act
FMC	Full Mission Capable
FMSC	Federal Maritime Security Coordinator
FORCECOM	Force Readiness Command
FSO	Food Service Officer
FTS	Full Time Support
GPS	Global Positioning System
HCPV	High Capacity Passenger Vessel
HIV	High Interest Vessel
HQPC	Headquarters Planning Coordinator
HWX	Heavy Weather
HVU	High Value Unit
IAMSAR	International Aeronautical and Maritime Search and Rescue



IAW	In Accordance With
ICMLEO	Integrated Cross-Border Maritime Law Enforcement Officer
IDT	Inactive Duty Training
JQR	Job Qualification Requirement
LASER	Light Amplification by Stimulated Emission of Radiation
LE	Law Enforcement
LECQI	Law Enforcement Competency Qualifications Instruction
LEQB	Law Enforcement Qualification Board
LMR	Living Marine Resources
MARSEC	Maritime Security
MCI / KR	Maritime Critical Infrastructure / Key Resources
MEDEVAC	Medical Evacuation
MEB	Medical Examination Board
MEP	Marine Environmental Protection
MFPU	Maritime Force Protection Unit
MILOPS	Military Operations
MLB	Motor Lifeboat
MLE	Maritime law Enforcement
MLEM	Maritime law Enforcement Manual
MMPA	Marine Mammal Protection Act
MOB	Man Overboard
MPC	Maintenance Procedure cards
MRL	Maintenance Requirement List
MS	Marine Safety
MSD	Marine Safety Detachment
MSRO	Maritime Security and Response Operations
MSRT	Maritime Security Response Team
MSST	Maritime Safety and Security Team
MSU	Marine Safety Unit
MT	Mandated Training
MTS	Marine Transportation System
NIRS	National Ice Rescue School
NLB	Near-shore lifeboat
NLT	No Later Than
NMCD	Not Mission Capable Depot
NMCM	Not Mission Capable Maintenance
NMFS	National Marine Fisheries Service
NMLBS	National Motor Lifeboat School
NSB	Non-Standard boat
NVD	Night Vision Device
OIC	Officer-in-Charge
OGA	Other Government Agency
OOD	Officer of the Day
OPCON	Operational Control



OPFAC	Operating Facility
OPLAN	Operation Plan
ORGMAN	Organization Manual
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAL	Personnel Allowance List
PATCOM	Patrol Commander
PCS	Permanent Change of Station
PDR	Personnel Data Record
PFD	Personal Flotation Device
PIW	Person in the Water
PMC	Partially Mission Capable or Patrol Mission Commander
PO	Petty Officer
POB	Person(s) Onboard
PPE	Personal Protective Equipment
PSC	Personnel Service Center
PQS	Personnel Qualifications Standards
PSP	Prospective Surfman Program
PSU	Port Security Unit
PWCS	Ports, Waterways and Coastal Security
QEB	Qualification Examining Board
RB-M	Response Boat-Medium
RBS	Recreational Boating Safety
RB-S II	Response Boat-Small II
RFA	Risk Factor Assessment
RFO	Ready for Operations
RFRS	Reserve Force Readiness System
RM	Risk Management
RTPO	Reserve Training Petty Officer
SAR	Search and Rescue
SBPL	Small Boat Product Line
SERA	Senior Enlisted Reserve Advisor
SFLC	Surface Force Logistics Center
SK	Storekeeper
SKF	Skiff
SMC	SAR Mission Coordinator
SMP	Surfman Management Program
SMTC	Special Missions Training Center
SOJT	Structured On-the-Job Training
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office
SPC	Special Purpose Craft
SS	Square Search Single Unit
STA	Station



STANT	Station Aids to Navigation Team
TAD	Temporary Assigned Duty
TANB	Trailerable ATON Boat
TACON	Tactical Control
TCT	Team Coordination Training
TDY	Temporary Duty
TMT014	Training Management Tool
TPSB	Transportable Port Security Boat
TRACEN	Training Center
TSN	Track Line Search Unit Non-return
TSR	Track Line Search Single Unit Return
TSTA	Tailored Ship Training Availability
TTP	Tactic Techniques and Procedures
U/W	Underway
UCMJ	Uniform Code of Military Justice
VS	Sector Search Pattern
WEPO	Weapons Petty Officer
XO	Executive Officer
XPO	Executive Petty Officer
YN	Yeoman