

Chapter 1. Introduction

Overview

The Auxiliary Boat Crew Qualification Guides are an integral part of the boat crew qualification and certification process. Each volume contains a collection of tasks, which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance as a Coast Guard Auxiliary Personal Watercraft (PWC) Operator. This chapter contains four sections:

Section A: Purpose

Section B: Description of the Guide

Section C: The Qualification Process

Section D: Currency Maintenance

Section A. Purpose

A.1. The Qualification Guide

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

This Qualification Guide contains a series of tasks that are performed by Auxiliary members to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary PWC operator. Upon completion of all tasks in the Qualification Guide, including the dockside oral exam and underway check ride with a Qualification Examiner, the member is **qualified**. (The QE will be a PWC operator designated by the DIRAUX.)

A.2. Training Goal

The goal of the training program is to enable people to learn and perform up to their full potential in Auxiliary surface operations missions. This qualification guide, together with the mentoring process, is designed to lead members through a training program at a learning pace suitable for each individual. The purpose of the boat crew training program is **not** to “weed out” or exclude people. Rather, it is to qualify and certify as many volunteers as possible, without compromising mission integrity and safety.

Section B. Description of the Guide

B.1. Format

The Qualification Guide consists of three volumes:

Volume I: Crew Member

Volume II: Coxswain

Volume III: Personal Watercraft (PWC) Operator

This volume has two chapters:

Chapter 1: Introduction

Chapter 2: Qualification Tasks

B.2. Qualification Tasks

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

Designation

Title

References

Conditions

Standards

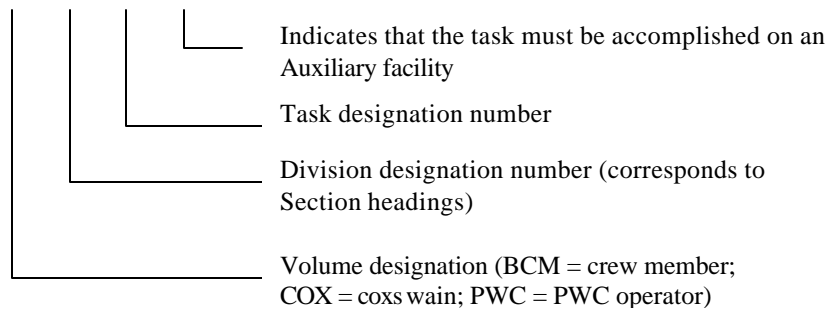
Performance Criteria

Verification

B.2.a. Designation

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

PWC-02-03-AUX



B.2.b. Title

The name and general nature of the task.

B.2.c. Reference

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

B.2.d. Conditions

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

Boat Operations

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

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

Visibility

Restricted: Visibility less than ¼ mile.

Clear: All other states of visibility.

Sea Conditions

Calm: Waves less than 1 foot.

Moderate: Waves 1 to 4 feet.

Heavy: Waves 4 feet and over.

B.2.e. Standards

Standards describe the expected outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows.

Knowledge Tasks: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

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B.2.e. Standards
(Continued) **Skill Tasks:** Candidate must be able to perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

B.2.f. Performance
Criteria These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways:

To Aid in Learning the Task: Some steps for task accomplishment follow exact procedures which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.

To Provide a Performance Check: The steps provide a check list which can be used by the mentor to evaluate the trainee's performance.

B.2.g. Verification The designated mentor must print his/her name, sign and date this line attesting that the candidate successfully performed the task in accordance with the prescribed standards. The mentor does not need to initial or sign each performance criterion.

B.3. **Optional Tasks** Some tasks are designated as **optional**. Completion of these optional tasks is not required for qualification. Optional tasks are intended to give trainees additional opportunities to learn valuable boat crew skills, either during or after the qualification process.

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

B.4. **Waiverable
Tasks** Tasks involving certain boat handling evolutions may be waived by the Director, as indicated in the Standards section of the task. The Director may waive these tasks if, given the mission requirements, the nature of the waters, and/or the types of Auxiliary facilities in the district, the evolution is unsafe, inappropriate, or not operationally required.

Section C. The Qualification Process

C.1. **Process Summary**

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

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

C.2. **Sign-Off Process**

The process for learning and signing-off tasks is summarized below:

1. The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-the-water sessions, and so on.
 2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of Chapter Three (Study Guide) that apply to the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task.
 3. The mentor demonstrates the task using procedures outlined in the qualification guide.
 4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
 5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
 6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.
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C.2. **Sign-Off Process**
(Continued) See Chapter 3 of the Auxiliary Boat Crew Training Manual for a complete description of the qualification process.

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

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

C.4. **Qualified Crew Members and Coxswains** Auxiliary members who are currently qualified as crew members or coxswains only need to complete those qualification tasks specific to operating a PWC.

Qualified crew members do not have to complete tasks in Section A, B, and E, and certain tasks in Sections C, G, and H. In addition to being exempt from the requirement to complete these tasks, currently certified coxswains do not have to complete Section F.

Section D. Currency Maintenance

D.1. Annual Currency Maintenance

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

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

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

PWC-03-05-AUX, Conduct a Pre-Underway Check-Off on a PWC Facility.

PWC-04-01-AUX, Dismount and Remount a PWC in Deep Water.

PWC-07-02-AUX, Pick Up a Conscious Person and Transport to Shore.

PWC-07-03-AUX, Take another PWC in Stern Tow.

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

D.2. Fifth Year Currency Maintenance

In the fifth year of the currency cycle, the tasks in Section D.1. must be signed off by a QE. Also, in the fifth year the PWC operator must pass an open book Auxiliary Navigation Rules exam with a minimum score of 90% and complete the following tasks:

PWC-02-11-AUX, PFD Swim.

PWC-04-03-AUX, Maneuver Through a Buoyed Slalom Course.
