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**United States
Coast Guard**



Boat Crew Qualification Handbook, Volume 2 - Coxswain

“Train, Maintain, Operate”



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BOAT CREW QUALIFICATION HANDBOOK, VOLUME 2 - COXSWAIN – BQH 16115.2

Subj: BOAT CREW QUALIFICATION HANDBOOK, VOLUME 2 - COXSWAIN

1. PURPOSE. This Handbook provides standardized performance objectives and guidance for the purpose of training and certifying personnel as crewmembers on Coast Guard boats.
2. DIRECTIVES AFFECTED. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32E, and U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33D, have been reorganized.
3. DISCUSSION. This Handbook provides guidance on how to engage in safe and effective boat operations.
4. MAJOR CHANGES. No major changes.
5. 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.
6. IMPACT ASSESSMENT. No impact assessment warranted.
7. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. The development of this Handbook and the general guidance contained within it have been thoroughly reviewed by the originating office in conjunction with the Office of Environmental Management, and are categorically excluded (CE) under current USCG CE #33 from further environmental analysis, in accordance with Section 2.B.2. and Figure 2-1 of the National Environmental Policy Act Implementing Procedures and Policy for Considering Environmental Impacts, COMDTINST M16475.1 (series). Because this Handbook contains guidance documents that implement, without substantive change, the applicable Commandant Instruction and other guidance documents, Coast Guard categorical exclusion #33 is appropriate.
 - b. This Handbook 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 guidance in this Handbook shall be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Department of Homeland Security (DHS) and Coast Guard NEPA policy, and compliance with all other environmental mandates.

7. DISTRIBUTION. No paper distribution will be made of this Handbook. 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>.
8. FORMS/ REPORTS. None
9. REQUESTS FOR CHANGES. To recommend edits and changes to this Handbook, please submit a formal request at the following link:
<https://cg.portal.uscg.mil/communities/bfco/doctrine/SitePages/Home.aspx>.

J. BRIAN RUSH
U.S. Coast Guard
Chief, Office of Boat Forces



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PART 1

Introduction to CG Boat Crew Qualification System

In this Part This Part contains the following Chapters:

Chapter	Title	See Page
1	How to Use this Handbook	1-2
2	Boat Crew Qualifications	1-3
3	Qualification System Structure	1-4
4	Task Designations	1-5
5	Overview of Qualification Tasks	1-6
6	Instructor Guidance	1-9
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Instructors Instructors have several key responsibilities. They must:

- (01) Be proficient with all installed boat equipment and operational procedures. All instructors must ensure that their boat crew position certifications remain current.
- (02) Instruct in a way which maintains a high level of professionalism yet encourages each trainee toward challenges that the instructor understands to be within the trainee’s grasp.
- (03) Completely execute the training qualification process described in this Part.



CHAPTER 1

How to Use this Handbook

References for this Chapter

Commandant directives and other official reference documents are listed here. References will be provided at the beginning of each Chapter.

Part Layout

The first page of each *Part* includes an *In this Part*, which lists each Chapter title. In the left column of most pages are block titles, which provide descriptive words for the corresponding blocks of text to their right.

Warnings, Cautions, and Notes

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

Warning

WARNING  Operating procedures or techniques that must be carefully followed to avoid personal injury or loss

Caution

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

Note

NOTE  An operating procedure or technique that is essential to emphasize.



CHAPTER 2

Boat Crew Qualifications

**A.1.
Qualification
List**

The *qualification Parts* are:

Qualification	Part
Coxswain Qualification	PART 2
Heavy Weather Coxswain Qualification	PART 3
Surfman Qualification	PART 4
NOTE ↪	Tactical and Pursuit Lvl IV qualification programs are contained in U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume III, COMDTINST M16114.42

**Table 1-1
Boat Crew Qualification Parts**



CHAPTER 3

Qualification System Structure

**A.1.
Organization**

Each *qualification part* is structured as follows:

Chapter	Title	Provides:
1	<i>Task Accomplishment Record</i>	The Instructor's task-level record of trainee's qualification progress. Contains <u>Instructor's initials</u> and <u>task completion date</u> signifying the trainee successfully performed the task in accordance with the prescribed standards.
2	<i>Qualification Tasks</i> This Chapter is sub-divided into lettered <i>sections</i> representing training <i>divisions</i> . (e.g. Section B. Physical Fitness, First Aid and Survival.)	The instructor's criterion-level record of trainee's qualification progress. Contains: (01) <u>Instructor's initials</u> and <u>completion date</u> , signifying the trainee successfully performed each criterion in accordance with the prescribed standards. (02) <u>Comments</u> . Circumstances or conditions which may affect task completion (including if task was attempted/completed under more arduous conditions than those required) and failure to complete any performance criterion.
3	<i>Trainee Study Guide</i> This Chapter's sections match those found in Chapter 2.	Reading assignments and questions. Chapter 3 is to be removed and retained by the trainee.

Table 1-2
Qualification Part Structure

NOTE

Boat Crew Qualification Handbooks should be reproduced locally and provided to trainees.



CHAPTER 4

Task Designations

A.1. Task Designation Components

A task designation is comprised of three elements followed by the word “ANY” or “TYPE.” The three elements of a task designation are:

- (01) Qualification
- (02) Division Designation Number
- (03) Task Designation Number

Below are two examples:

A.2. Task Structure

A task designation is a combination of qualification, task sequence numbers and the word “ANY” or “TYPE.” Below are two examples:

BCM-01-01-ANY

BCM-07-05-TYPE

ANY: task can be accomplished on any boat, *provided the boat is capable of the task*. ANY tasks are considered transferable from boat to boat and, therefore, are to be completed only once.

TYPE: task must be done individually for each different boat type for which qualification is desired.

Task designation number. The task is a knowledge or skill objective to be performed.

Division designation number

Qualification (e.g. Boat Crew Member).

A.3. Task Completion Requirement

All tasks shall be completed unless specifically stated otherwise. When situations exist that preclude a member from completing a task, the task may be eligible for *deferment*, per *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume II, COMDTINST M16114.33 (series)*.



CHAPTER 5

Overview of Qualification Tasks

A.1. Organization

Each task is organized into four components:

- (01) Reference(s)
- (02) Conditions
- (03) Standards
- (04) Performance Criteria

Locate the four components in the *sample task* shown below.

A.2. Sample Task

TASK ENG-01-33	Identify the Breaker Panels		
TYPE			
Reference	a. <i>45 FT Response Boat-Medium (RB-M) Operator's Handbook, COMDTINST M16114.41 (series)</i>		
Conditions	Task should be performed at any time aboard any of the unit's standard boats without the use of reference or prompting.		
Standards	Update per new RB-M tasks.		
Performance Criteria			Completed (Initials)
Update per new RB-M tasks.			<u>IMU</u>
Update per new RB-M tasks.			<u>IMU</u>
Update per new RB-M tasks.			<u>IMU</u>
Instructor	BM1 I. M. UNDERWAY	Date	10DEC13
Comments	<hr/> <hr/> <hr/>		



A.3. References *References* are the information sources which describe how to do the task.

A.4. Conditions *Conditions* are the environmental and physical circumstances under which the tasks must be performed. Any tools or special equipment needed for the completion of the task are listed here. The conditions listed with each task must be met. The following table describes task conditions and standards terms that are not contained in the stated references used in this Handbook:

Term	Definition	
Sea Conditions	Calm	Seas less than 4 FT
	Moderate	Seas 4 to 10 FT
	Heavy	Platform specific. See U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series).
Wind Conditions	Calm	Less than 1 to 6 knots.
	Moderate	7 to 19 knots
	Heavy	20 knots and above.
<p>Note: During qualification, the minimum sea conditions are just that, minimums. The qualification period should include demonstration of skills during wind and sea conditions appropriate for the area. <i>The unit CO/OIC should consider maximum weather limitations in conjunction with Commandant policies to ensure trainees gradually build confidence and platform proficiency.</i> The trainee must practice in varied conditions within the above ranges and not just the minimums prior to certification.</p>		

**Table 1-3
 Wind and Sea Conditions Definitions**



A.5. Standards *Standards* describe how well a task must be performed in order to be acceptable. Standards will often refer to *task criteria* to put steps into logical order for learning. Successful task completion is a function of how well a trainee is able to complete the task without assistance. Generally, the task performance standards are as follows:

Type	Requirement
Parameter	A specific standard must be met, e.g. “recover a man overboard within X minutes.” X is the parameter.
Knowledge	Recite, from memory, the required information. <i>Instructors may wish to ask questions concerning particular steps for accomplishment in order to measure the trainee’s total comprehension of the subject matter.</i>
Skill	Perform tasks without prompting or assistance from the instructor. (Prompting should not be confused with cueing. A cue is a signal, such as a word or action, used to initiate another step in a procedure, etc. Example: when the instructor announces “Man Overboard,” that is a cue, not a prompt.) Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

Table 1-4
Task Performance Standards

A.6. Criteria *Criteria* are the specific learning items required for each task. Criteria work hand-in-hand with *Reading Assignments* to move the trainee from gaining knowledge (facts, concepts and principles) to demonstrating skills.



CHAPTER 6

Instructor Guidance

A.1. General Process

Tasks are meant to be learned through constant practice under the instructor’s guidance and evaluation. The process normally proceeds as follows:

Initial Preparation
Provide Chapter 3 of the appropriate <i>qualification Part</i> (e.g. <i>Part 2, Boat Crew Member</i>) to trainee
Qualification Process:
Assign the task
Assign reading
Confirm the completion of the reading assignment
Demonstrate the task
Walk-through the task
Monitor performance
Evaluate performance
Sign-off the task
Maintain records
Certification Process:
Schedule Boat Crew Examination Board (BCEB) comprehensive examination
Schedule Practical assessment
BCEB: recommend certification

Table 1-5
 General Task Process

A.2. Provide Chapter 3

Remove *Chapter 3* from the appropriate Part and give it to the trainee to retain.

A.3. Assign Task

While *divisions* may at times be done concurrently, the tasks within each division should be accomplished in the order listed.

- (01) Tasks are based on the crew position and type of boat for which the trainee is being qualified. Where needed, *notes* specifying applicability may be found at the beginning of each task.
- (02) Tasks designated as TYPE are considered to be specific to each boat type. These must be completed individually for each desired boat type qualification.
- (03) Tasks designated as ANY are considered general in nature. Completion of these tasks on any boat type is sufficient for the qualification process and need not be repeated when qualification is desired on another boat type.



A.4. Assign Reading

Provide the trainee the reading assignments and study guide questions.

A.5. Confirm Knowledge

Review study guide questions for completeness and accuracy. Clarify any misunderstandings the trainee might have about the material.

Instructors should identify consistent problem areas for trainees, and forward recommendations for improvements via the chain of command.

A.6. Demonstrate Task

Demonstrate the steps required to complete the task. During the demonstration, the instructor should narrate the procedures, including problem solving (also known as “thinking out loud”).

A.7. Walk-Through Task

Walking a trainee through a procedure can take several forms and sessions. Walk-throughs typically begin with the trainee observing the instructor, while describing to the instructor the instructor’s actions and any problem solving. Next, the trainee performs the procedure for the instructor, including describing any problem solving. There is no limit to the number of times the instructor performs the walk-through, however, trainee understanding must be ensured before continuing.

Successive walk-throughs should be used to allow the trainee to master basic skills before attempting more complex skills.

A.8. Monitor Progress

Qualification does not end the first time a task is successfully completed; it ends when successful task completion can be met consistently, during operations and training.

A.9. Evaluate

Verify that the trainee’s performance meets the standard. This includes two parts:

- (01) The trainee must perform the task to established standards and conditions.
- (02) The trainee must perform the task with no assistance.

The trainee is expected to perform each task on a consistent basis in accordance with the established standards and conditions.

A.10. Sign-Off

The instructor signs the task at the bottom of the page when he/she is confident that the trainee can perform the task consistently, while unsupervised.

A.11. Records

Maintain records as follows:

Paper documentation: Transfer records to individual members following qualification entry in Abstract of Operations System (AOPS) / Training Management Tool (TMT). *It is the responsibility of the member to retain the original completed qualification tasks in his/her personal records.*

Electronic documentation: Make AOPS/TMT entries as each task is completed and/or when all qualification tasks are complete.



A.12. Changes to Qualification Requirement If qualification requirements change due to issuance of a new Handbook or change to a Handbook, then a qualified boat crewmember is grandfathered, unless specifically stated otherwise. A member may only be grandfathered if the member was previously qualified or had started the qualification process prior to the effective date of the new Handbook or change.

A.13. Comprehensive Examination and Practical Assessment Inform the unit CO/OIC when all qualification tasks are completed. When the trainee has completed all of the required tasks for the position and boat type, the qualification process is complete.
The instructor should inform the Boat Crew Examination Board and schedule the trainee for a comprehensive examination and practical assessment.

A.14. Recommend Certification When the Boat Crew Examination Board is satisfied with the trainee's performance and abilities, they may recommend to the unit CO/OIC that the trainee be certified.



CHAPTER 7

Trainee Guidance

A.1. Introduction

This guidance is written to you, the trainee. *What* you learn during qualification, as well as *how well* you learn, will impact your future, as well as those who follow you. Taking the time to thoroughly learn the qualification knowledge and skills will prove invaluable when you advance to the role of instructor.

If you have not read the material in Chapters 1 through 5 of this Part, do so.

A.2. Qualification Learning Tips

The following tips will help you in your qualification process:

- (01) You will have many reading assignments. Always make sure that you are using up-to-date material. Commandant directives may be superseded by record message traffic.
 - (02) Always complete the written questions, and if an answer is found to be in error, correct it.
 - (03) If information must be recited from memory, practice reciting information out loud.
 - (04) Help improve training materials. Often trainees are in a position to spot inconsistencies in publications, procedures, etc. When this happens, work with your instructor to resolve any issues, and when needed, report recommendations up the chain of command.
-



PART 2 Coxswain Qualification

Introduction

This Part 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 of a Coast Guard Coxswain.

NOTE *~*

This Handbook is not meant to be ordered for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided for trainees.

In this Part

This Part contains the following chapters:

Chapter	Title	See Page
1	Task Accomplishment Record for Coxswain	2-2
2	Coxswain Qualification Tasks	2-7
3	Coxswain Trainee Study Guide	2-109



CHAPTER 1

Task Accomplishment Record for Coxswain

NOTE *☞*

Instructors shall use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, task shall be recorded in the e-Training system.

TRAINEE NAME: _____ RATE: _____

INSTRUCTOR NAME: _____ RATE: _____

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: _____

NOTE *☞*

Instructors should line through those tasks not applicable to this qualification.

Task	Date Started	Date Completed	Instructor's Initials
COXN-01-01-ANY			
COXN-01-02-ANY			
COXN-01-03-ANY			
COXN-02-01-TYPE			
COXN-02-02-TYPE			
COXN-02-03-TYPE			
COXN-02-04-TYPE			
COXN-02-05-TYPE			
COXN-02-06-ANY			
COXN-03-01-ANY			
COXN-03-02-ANY			

Part 2 - Coxswain Qualification
 Chapter 1 – Task Accomplishment Record for Coxswains



Task	Date Started	Date Completed	Instructor's Initials
COXN-03-03-ANY			
COXN-03-04-ANY			
COXN-03-05-ANY			
COXN-03-06-TYPE			
COXN-03-07-TYPE			
COXN-03-08-TYPE			
COXN-03-09-TYPE			
COXN-03-10-TYPE			
COXN-03-11-TYPE			
COXN-03-12-TYPE			
COXN-03-13-TYPE			
COXN-03-14-TYPE			
COXN-03-15-TYPE			
COXN-03-16-TYPE	Not currently assigned.		
COXN-03-17-TYPE			
COXN-03-18-TYPE			
COXN-03-19-TYPE			
COXN-03-20-TYPE			
COXN-03-21-TYPE			
COXN-03-22-TYPE			
COXN-03-23-TYPE			
COXN-03-24-TYPE			
COXN-03-25-TYPE			



Part 2 - Coxswain Qualification
 Chapter 1 – Task Accomplishment Record for Coxswains

Task	Date Started	Date Completed	Instructor's Initials
COXN-03-26-TYPE			
COXN-04-01-ANY			
COXN-05-01-ANY			
COXN-05-02-ANY			
COXN-05-03-ANY			
COXN-05-04-ANY			
COXN-05-05-TYPE			
COXN-05-06-TYPE	Not currently assigned.		
COXN-05-07-TYPE			
COXN-05-08-TYPE	Not currently assigned.		
COXN-05-09-TYPE			
COXN-05-10-ANY			
COXN-05-11-TYPE			
COXN-05-12-ANY			
COXN-05-13-TYPE			
COXN-05-14-TYPE			
COXN-05-15-ANY	Not currently assigned.		
COXN-05-16-ANY	Not currently assigned.		
COXN-05-17-ANY			
COXN-06-01-ANY			
COXN-06-02-ANY			
COXN-06-03-ANY			
COXN-06-04-ANY			

Part 2 - Coxswain Qualification
 Chapter 1 – Task Accomplishment Record for Coxswains



Task	Date Started	Date Completed	Instructor's Initials
COXN-06-05-ANY			
COXN-06-06-ANY			
COXN-06-07-ANY			
COXN-06-08-ANY			
COXN-06-09-ANY			
COXN-06-10-ANY			
COXN-06-11-ANY			
COXN-07-01-TYPE			
COXN-07-02-TYPE			
COXN-07-03-TYPE			
COXN-07-04-TYPE			
COXN-07-05-TYPE			
COXN-07-06-ANY			
COXN-07-07-TYPE			
COXN-07-08-TYPE			
COXN-07-09-ANY			
COXN-07-10-TYPE			
COXN-07-11-TYPE			
COXN-07-12-TYPE			
COXN-07-13-TYPE			
COXN-08-01-ANY			
COXN-08-02-ANY			
COXN-08-03-ANY			
COXN-08-04-ANY			



Part 2 - Coxswain Qualification
Chapter 1 – Task Accomplishment Record for Coxswains

Task	Date Started	Date Completed	Instructor's Initials
COXN-08-05-TYPE			
COXN-08-06-ANY			
COXN-08-07-ANY			
COXN-08-08-TYPE			
COXN-08-09-TYPE			
COXN-08-10-TYPE			
COXN-09-01-ANY			



CHAPTER 2

Coxswain Qualification Tasks

Introduction

The following are the instructions for this Chapter:

- (01) The purpose of this Chapter is to provide guidance on the trainee's progress through the qualification tasks.
- (02) The instructor should present the tasks to the trainee in a logical order using the instructions provided in *Part I*.
- (03) Tasks should be signed, dated, and placed in the trainee's training record/TMT when the instructor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

Prerequisite

Prospective COXN must be a certified Boat Crew Member on the platform for which they are seeking qualification.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Crew Efficiency Factors and Team Coordination	2-8
B	Boat Characteristics and Stability	2-10
C	Boat Handling	2-17
D	Rules of the Road	2-49
E	Boat Piloting and Navigation	2-50
F	Search and Rescue (SAR)	2-67
G	Rescue and Assistance	2-78
H	Towing and Salvage	2-96
I	Law Enforcement, Homeland Security and Defense Operations	2-108



Section A. Crew Efficiency Factors and Team Coordination

Introduction The following are objectives of Division One:

- (01) **Demonstrate** knowledge of the crew fatigue standards.
- (02) **Attend** team coordination training (TCT) training.

In this Section This Section contains the following tasks:

Task Number	Task	See Page
COXN-01-01-ANY	Crew Fatigue Standards	2-8
COXN-01-02-ANY	Team Coordination Training (TCT)	2-9
COXN-01-03-ANY	Incident Command System	2-9

TASK COXN-01-01-ANY: Crew Fatigue Standards

- References**
- a. *Boat Crew Handbook – Boat Operations, BCH16114.1 (series)*
 - b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*
 - c. *U. S. Coast Guard Boat Operations and Training (BOAT) Manual Vol I, COMDTINST M16114.32 (series)*

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

Standards Trainee must demonstrate knowledge of each task to the minimum standards included in each performance step.

Performance Criteria	Completed (Initials)
1. State the crew fatigue guidelines as listed in the above references.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-01-02-ANY: Team Coordination Training (TCT)

Reference a. *Team Coordination Training, COMDTINST 1541.1 (series)*

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

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

NOTE

Attendance at TCT must be recorded in the trainee’s Training record/E-Training system.

Performance Criteria	Completed (Initials)
1. Date initial training completed: _____	_____

Instructor _____ **Date** _____

Comments

TASK COXN-01-03-ANY: Incident Command System

Reference a. *Incident Command System (ICS) Mandated Training Requirements, COMDTINST 3120.22 (series)*

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

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

Performance Criteria	Completed (Initials)
1. Date ICS-200; ICS for Single Resources and Initial Action Incidents, training completed: _____	_____
2. Date ICS-210; Initial Incident Commander, training completed: _____	_____

Instructor _____ **Date** _____

Comments



Section B. Boat Characteristics and Stability

Introduction

The following are objectives of Division Two:

- (01) **Identify** and **describe** the structural features of a Coast Guard boat.
- (02) **Locate** and **explain** the use of all equipment and accessories.
- (03) **Perform** those tasks necessary for preparing and getting the boat underway.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-02-01-TYPE	State Basic Construction and Design Features of the Boat	2-10
COXN-02-02-TYPE	State the Characteristics of, and Set Watertight Integrity Aboard the Boat	2-12
COXN-02-03-TYPE	TASK COXN-02-03-TYPE: Locate and State the Purpose of Deck Equipment and Fittings Onboard the Boat	2-13
COXN-02-04-TYPE	Locate Installed Engineering and Propulsion Equipment and Fittings Onboard the Boat	2-14
COXN-02-05-TYPE	Locate Installed Electrical and Electronic Equipment and Fittings Onboard the Boat	2-15
COXN-02-06-ANY	Recognize Warning Signs of an Unstable Boat Before Boarding	2-16

TASK COXN-02-01-TYPE: State Basic Construction and Design Features of the Boat

References

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series)*

Conditions

Task should be performed at any time onboard each boat type. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, point out and state the basic construction features of the boat as outlined in the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. State hull construction material.	_____	_____
	_____	_____
	_____	_____
2. State interval between the hull frames.	_____	_____
	_____	_____
	_____	_____

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 Chapter 2 – Coxswain Qualification Tasks



Performance Criteria	Completed (Initials)	Boat Type
3. State cabin/superstructure construction material.	_____ _____ _____	_____ _____ _____
4. Point to the highest fixed point of the boat and state its height in feet and inches.	_____ _____ _____	_____ _____ _____
5. Point to the highest unfixed point of the boat and state its height in feet and inches.	_____ _____ _____	_____ _____ _____
6. State length of the boat in feet and inches.	_____ _____ _____	_____ _____ _____
7. State beam of the boat at its widest point in feet and inches.	_____ _____ _____	_____ _____ _____
8. State amount of freeboard at the bow in feet and inches.	_____ _____ _____	_____ _____ _____
9. State amount of freeboard at the lowest point in feet and inches.	_____ _____ _____	_____ _____ _____
10. State full load displacement of the boat in pounds.	_____ _____ _____	_____ _____ _____
11. State draft of the boat in feet and inches.	_____ _____ _____	_____ _____ _____
12. State location of deepest draft.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-02-03-TYPE: Locate and State the Purpose of Deck Equipment and Fittings Onboard the Boat

References

a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions

Task should be performed using a simple line diagram of the unit's boats and the boat's Check Off or outfit list. Trainee should list the location of each piece of equipment on the diagram. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, locate and state the purpose and use of installed equipment and fittings (as applicable for boat type) as outlined in the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type		
1. Locate the following applicable equipment and explain use and purpose: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> a. Anchors b. Anchor line reel and line c. Cap cover with hook d. Bull nose e. Key wrench f. Bilge inspection port g. Battle lantern h. Marine toilet i. Clock j. Bell k. Portable Fire Extinguishers l. Emergency tiller m. Stokes litter/backboard n. Air horn o. Wheel/tiller/joystick p. Chart table q. Portable pump r. Windshield wiper speed control s. Pick Up Port Grates or Recess grades </td> <td style="width: 50%; border: none;"> t. Sluice valve u. T-handle wrench v. EPIRB w. Freshwater jug/tank x. EMT kit y. First-aid kit z. Scuttle/hatch aa. Vents bb. 4- or 6-man life raft cc. Safety beltpad eyes dd. Gunner restraint system pad eyes ee. Air horn pull handle/push button ff. Sink gg. Sink drain valve hh. Compass/fluxgate compass ii. Towline and reel jj. Tow/taff rail kk. Main fire valve ll. Towing bitt mm. Leadline nn. Gun mount(s) </td> </tr> </table>	a. Anchors b. Anchor line reel and line c. Cap cover with hook d. Bull nose e. Key wrench f. Bilge inspection port g. Battle lantern h. Marine toilet i. Clock j. Bell k. Portable Fire Extinguishers l. Emergency tiller m. Stokes litter/backboard n. Air horn o. Wheel/tiller/joystick p. Chart table q. Portable pump r. Windshield wiper speed control s. Pick Up Port Grates or Recess grades	t. Sluice valve u. T-handle wrench v. EPIRB w. Freshwater jug/tank x. EMT kit y. First-aid kit z. Scuttle/hatch aa. Vents bb. 4- or 6-man life raft cc. Safety beltpad eyes dd. Gunner restraint system pad eyes ee. Air horn pull handle/push button ff. Sink gg. Sink drain valve hh. Compass/fluxgate compass ii. Towline and reel jj. Tow/taff rail kk. Main fire valve ll. Towing bitt mm. Leadline nn. Gun mount(s)	_____ _____ _____	_____ _____ _____
a. Anchors b. Anchor line reel and line c. Cap cover with hook d. Bull nose e. Key wrench f. Bilge inspection port g. Battle lantern h. Marine toilet i. Clock j. Bell k. Portable Fire Extinguishers l. Emergency tiller m. Stokes litter/backboard n. Air horn o. Wheel/tiller/joystick p. Chart table q. Portable pump r. Windshield wiper speed control s. Pick Up Port Grates or Recess grades	t. Sluice valve u. T-handle wrench v. EPIRB w. Freshwater jug/tank x. EMT kit y. First-aid kit z. Scuttle/hatch aa. Vents bb. 4- or 6-man life raft cc. Safety beltpad eyes dd. Gunner restraint system pad eyes ee. Air horn pull handle/push button ff. Sink gg. Sink drain valve hh. Compass/fluxgate compass ii. Towline and reel jj. Tow/taff rail kk. Main fire valve ll. Towing bitt mm. Leadline nn. Gun mount(s)			

Instructor _____

Date _____

Comments _____



TASK COXN-02-04-TYPE: Locate Installed Engineering and Propulsion Equipment and Fittings Onboard the Boat

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i>
Conditions	Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, point out engineering and propulsion system components (as applicable for boat type) as outlined in the steps listed below

Performance Criteria	Completed (Initials)	Boat Type
1. Locate the following equipment:		
a. Fuel tank sounding tubes	_____	_____
b. Fuel tank fill pipe	_____	_____
c. Freshwater fill pipe	_____	_____
d. Installed/Fixed Firefighting System		
e. Power take-off		
f. Rudder arm		
g. Engine controls		
h. Joystick/Tiller		
i. Vector Clutch Console		
j. Tachometers/DDEC		
k. Hot water supply lines		
l. Pressurized hydraulic fluid hose		
m. Rudder stock		
n. Fuel tank vent pipe		
o. Fuel sounding rod		
p. Freshwater tank		
q. Sea chest, sea suction cutoff valves		
r. Air compressor		
s. Air compressor bleeder valve		
t. Engine neutral throttles		
u. Windshield wiper bottle		
v. Hydraulic - pumps		
w. Hydraulic ram and pin		
x. Steering cable		
y. Hydraulic tank		
z. Electrical Power Generation System		
aa. Alarm/Display System/Panel		
bb. Stand Pipes for Engine Room and Open water.		

Instructor _____ **Date** _____

Comments _____



TASK COXN-02-06-ANY: Recognize Warning Signs of an Unstable Boat Before Boarding

Reference a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions Task should be performed underway observing other vessels in various situations (i.e. towing, trawling, etc.) and weather conditions.

Standards The observer must note:

- (01) Listing
- (02) Sitting high or low in the water
- (03) Trimming bow up or down
- (04) Wind/sea conditions
- (05) Your boat’s reaction to the sea compared with that of the distressed boat

Performance Criteria	Completed (Initials)
1. Determine if other boat is listing.	_____
2. Determine if other boat is riding high or low in the water.	_____
3. Determine if other boat is down by the bow or the stern.	_____
4. Determine wind and sea conditions.	_____
5. Compare own boat’s righting moment with other vessels in the area.	_____
6. Determine if other boat is damaged.	_____
7. State the causes and effects of the following: <ul style="list-style-type: none"> a. Free surface effect b. Downflooding c. Topside icing 	_____

Instructor _____ **Date** _____

Comments _____



Section C. Boat Handling

Introduction

The following are objectives of Division Three:

- (01) **Define** and **state** the principal forces that effect boat handling.
- (02) **Handle** a boat proficiently during various common maneuvers.
- (03) **State** the different safety aspects involved in boat handling.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-03-01-ANY	State the Forces that Affect Boat Handling	2-18
COXN-03-02-ANY	State the Basic Principles of Boat Handling	2-19
COXN-03-03-TYPE	State the Operational Characteristics and Limitations of the Boat	2-20
COXN-03-04-TYPE	Locate and State the Characteristics of the Components and Accessories of the Boat's Propulsion System	2-22
COXN-03-05-TYPE	Energize the Electrical and Electronic Systems on the Boat	2-24
COXN-03-06-TYPE	Conduct a Pre-Start Check Off for the Boat	2-25
COXN-03-07-TYPE	Start the Boat	2-25
COXN-03-08-TYPE	Conduct a Pre-Underway Check Off for the Boat	2-26
COXN-03-09-TYPE	Shift Steering and Throttle Stations	2-28
COXN-03-10-TYPE	Conduct a Normal Cruising Check Off	2-29
COXN-03-11-TYPE	Secure the Boat After Operations	2-29
COXN-03-12-TYPE	Get the Boat Away from a Pier	2-30
COXN-03-13-TYPE	Maneuver the Boat in Tight Quarters	2-32
COXN-03-14-TYPE	Come About in a Narrow Channel	2-33
COXN-03-15-TYPE	Operate the Boat and Apply its Handling Characteristics in a Following Sea	2-34
COXN-03-16-TYPE	Not Currently Assigned	N/A
COXN-03-17-TYPE	Maneuver in Rivers	2-35
COXN-03-18-TYPE	Identify Heavy Weather Terms	2-36
COXN-03-19-TYPE	Correct for Hard Chine Lock-Up	2-37
COXN-03-20-TYPE	Moor the Boat	2-38
COXN-03-21-TYPE	Anchor the Boat	2-40
COXN-03-22-TYPE	Weigh the Boat's Anchor	2-43
COXN-03-23-TYPE	Cutterboat Launch and Recovery-Single Point Davit	2-44
COXN-03-24-TYPE	Cutterboat Launch and Recovery-Dual Point Davit	2-45
COXN-03-25-TYPE	Launch and Recovery-Stern Ramp	2-46
COXN-03-26-TYPE	Trim Tabs	2-47



TASK COXN-03-01-ANY: State the Forces that Affect Boat Handling

References	<ul style="list-style-type: none"> a. <i>Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)</i> b. <i>Chapman Piloting</i> c. <i>Knight's Modern Seamanship</i>
Conditions	Task should be performed at any time, at facilities available to the unit. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the basic forces that affect boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the two types of stability.	_____
2. State the meaning of the term “force of buoyancy”.	_____
3. State the meaning of the term “righting moment”.	_____
4. State the meaning of the word “set” as related to current and drift.	_____
5. State the meaning of the word “drift” as related to current.	_____
6. State the effect of an ebb tide on a bar or entrance.	_____
7. State the effect of running with a current.	_____
8. State the effect of running against a current.	_____
9. State the effects of leeway.	_____
10. State the effects of wind blowing out an entrance.	_____
11. State the causes of cavitation.	_____
12. State the effects of slip.	_____
13. State the effects of dynamic propeller thrust.	_____
14. State the effects of “unequal blade thrust”.	_____
15. State the effects of “side force”.	_____
16. State the effects of “Waterjet Wash” (i.e. jet drive)	_____
17. State the effect of air thrust (i.e. airboat)	_____

Instructor _____ **Date** _____

Comments _____



TASK COXN-03-02-ANY: State the Basic Principles of Boat Handling

References	a. <i>Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)</i> b. <i>Chapman Piloting</i>
Conditions	Task should be performed at any time, at facilities available to the unit. Steps 1 through 5 are for single screw boats and steps 6 through 8 are for twin screw boats. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the basic principles of boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the reaction of the boat with sternway on and the rudder amidships.	_____
2. State the reaction of the boat with sternway on and the rudder left.	_____
3. State the reaction of the boat with headway on and the rudder left.	_____
4. State the reaction of the boat with the headway on and the rudder right.	_____
5. State the reaction of the boat when commencing forward motion from no way-on.	_____
6. State the reaction of a twin screw boat when the port screw is placed ahead and the starboard screw in reverse.	_____
7. State the reaction of a twin screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the right.	_____
8. State the reaction of a twin screw boat with the port screw ahead, the starboard screw in reverse, and the rudders to the left.	_____
9. State the meaning of "twin jet drive boat Y axis/X axis motion".	_____
10. State the function of "joystick" and "tiller" controls.	_____
11. State the meaning of a twin jet drive boat system operating at "zero thrust".	_____
12. State the meaning of "transit" and "docking" propulsion modes.	_____
13. State the meaning of a twin jet drive boat "thrust vectors": a. Movement of vessel as a result of creating high and low water pressure zones around boat. b. Counteraction of bow swing when backing. c. Transit thrust direction controlled by tiller. d. Transit thrust velocity controlled by joystick. e. Docking thrust is omnidirectional and controlled primarily by joystick; bow drift checked by tiller.	_____
14. Describe the basic principles of Air Boat: a. Thrust b. Turning	_____

Instructor _____ **Date** _____

Comments



TASK COXN-03-03-TYPE: State the Operational Characteristics and Limitations of the Boat

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i>
Conditions	Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the basic principles of boat handling as outlined in the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. State the maximum speed of the boat in knots.	_____	_____
2. State the stopping characteristics of the boat.	_____	_____
3. State the most economical cruising RPMs.	_____	_____
4. State the maximum range of the boat at cruising RPMs in nautical miles.	_____	_____
5. State the minimum crew size of the boat.	_____	_____
6. State the maximum endurance of the boat at cruising RPMs.	_____	_____
7. State the maximum number of people that can be carried on the boat.	_____	_____
8. State the maximum following seas in which the boat may operate.	_____	_____
9. State the maximum wind speed in which the boat may operate.	_____	_____
10. State the maximum size boat, in gross tons, that the boat may tow.	_____	_____

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Performance Criteria	Completed (Initials)	Boat Type
11. State the maximum size boat, in feet, that the boat may tow.	_____ _____ _____	_____ _____ _____
12. State whether the boat may be used to break ice, and if so, how thick.	_____ _____ _____	_____ _____ _____
13. State whether or not the boat may be operated in breaking surf or bar conditions.	_____ _____ _____	_____ _____ _____
14. State the maximum size surf the boat can take abeam without capsizing.	_____ _____ _____	_____ _____ _____
15. State the turning characteristics of the boat.	_____ _____ _____	_____ _____ _____
16. State at what RPMs and under what conditions the boat will experience dynamic instability or “caught on the hard chine”. [MLB or SPC (surf) only]	_____ _____ _____	_____ _____ _____
17. State the equipment that must be onboard and/or operative before the boat can get underway.	_____ _____ _____	_____ _____ _____
18. State the causes and conditions of “spin-out”. (Airboat Only)	_____ _____ _____	_____ _____ _____
19. State the consequences of sudden reduction in throttle. (Airboat Only)	_____ _____ _____	_____ _____ _____
20. Describe “channeling” and state the consequences when operating on ice.(Airboat Only)	_____ _____ _____	_____ _____ _____
21. State the dangers of maneuvering close to victims, ice shanties, recreational vehicles, etc. (Airboat Only)	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-03-04-TYPE: Locate and State the Characteristics of the Components and Accessories of the Boat's Propulsion System

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

Reference

a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions

Task should be performed at any time onboard each boat type. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, point out and state the characteristics of the boat's propulsion system components as outlined in the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. State the nomenclature of the engine(s) (e.g. HONDA 225 BF-L)	_____ _____ _____	_____ _____ _____
2. State the horsepower of each engine.	_____ _____ _____	_____ _____ _____
3. State the direction of the shaft rotation for each engine.	_____ _____ _____	_____ _____ _____
4. State the nomenclature of waterjet drives.	_____ _____ _____	_____ _____ _____
5. State location of Jet Nozzles and Water Jet Intakes.	_____ _____ _____	_____ _____ _____
6. State the maximum shaft RPMs for each engine.	_____ _____ _____	_____ _____ _____
7. Locate the gauges and state the normal readings for each engine at idle and cruising speeds: a. Water temperature in ° Fahrenheit. b. Lube oil pressure in psi. c. Marine gear oil pressure in psi.	_____ _____ _____	_____ _____ _____
8. Locate and state the purpose of the emergency engine stop control.	_____ _____ _____	_____ _____ _____

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Performance Criteria	Completed (Initials)	Boat Type
9. State the type of fuel used in the engine(s).	_____ _____ _____	_____ _____ _____
10. Locate and state the maximum capacity of the fuel tank(s) in gallons.	_____ _____ _____	_____ _____ _____
11. State the usable capacity of the fuel tank(s) as a percentage of maximum.	_____ _____ _____	_____ _____ _____
12. State the capacity of the lube oil system in quarts.	_____ _____ _____	_____ _____ _____
13. Locate and state the type of cooling system used on the engine(s).	_____ _____ _____	_____ _____ _____
14. Locate and state the reason why the simplex/duplex strainer(s) must be cleaned one at a time.	_____ _____ _____	_____ _____ _____
15. Locate and state the purpose of the engine control module on the 47 FT MLB and 45 FT RB-M.	_____ _____ _____	_____ _____ _____
16. State the freshwater capacity of each engine in gallons.	_____ _____ _____	_____ _____ _____
17. State the purpose of the engine alarm system.	_____ _____ _____	_____ _____ _____
18. Locate and state the type of the marine gear used on the boat.	_____ _____ _____	_____ _____ _____
19. State the ratio of the forward gear.	_____ _____ _____	_____ _____ _____
20. State the ratio of the reverse gear.	_____ _____ _____	_____ _____ _____
21. State the diameter of the propellers in inches.	_____ _____ _____	_____ _____ _____



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Performance Criteria	Completed (Initials)	Boat Type
22. State the number of blades on the propeller(s).	_____	_____
23. Locate and state the purpose of the Hydraulic System (Hydraulic Tank/Hydraulic Rams)	_____	_____
24. Locate and state the purpose of the power generation system	_____	_____
25. Locate the fire pump and state the gallons per minute that it can deliver (if equipped).	_____	_____
26. State the maximum engine RPMs allowable with the fire pump engaged (if equipped).	_____	_____
27. Locate and state the purpose of the installed bilge pump(s).	_____	_____

Instructor _____ **Date** _____

Comments

TASK COXN-03-05-TYPE: Energize the Electrical and Electronic Systems on the Boat

- References**
- a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*
 - b. *Electrical/Electronic Operator's Manuals*

Conditions Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must energize the boat's electrical and electronic systems following the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. Complete all procedures energizing electrical and electronic systems per the above references.	_____	_____

Instructor _____ **Date** _____

Comments



TASK COXN-03-06-TYPE: Conduct a Pre-Start Check Off for the Boat

Reference	a. <i>Applicable Maintenance Procedure Card (MPC)</i>
Conditions	Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.
Standards	Task steps must be completed, without error and in sequential order, using the steps applicable to the boat type.

Performance Criteria	Completed (Initials)	Boat Type
1. Complete all procedures for conducting a pre-start check off per the above references.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____

TASK COXN-03-07-TYPE: Start the Boat

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i>
Conditions	Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must, without error, start the engine(s) on the applicable boat type in accordance with the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. Conduct starting procedures in accordance with Boat Operator Handbook.	_____ _____ _____	_____ _____ _____
2. State likely causes for an engine not starting.	_____ _____ _____	_____ _____ _____
3. State recommended engine temperature readings before applying a load (engaging the engine).	_____ _____ _____	_____ _____ _____
4. Check correct oil and fuel pressures and temperature, while engines are warm.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
5. Check for external water or oil leaks, or any other abnormal conditions.	_____	_____
	_____	_____
	_____	_____

Instructor _____ **Date** _____

Comments _____

TASK COXN-03-08-TYPE: Conduct a Pre-Underway Check Off for the Boat

- References**
- a. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)*
 - b. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
 - c. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*
 - d. *Applicable Maintenance Procedure Card (MPC)*

Conditions Task should be performed at any time, onboard the unit's boats while pierside. Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must, without error, conduct a pre-underway Check Off for the boat. Procedure should be accomplished in accordance with the steps listed below applicable to the boat.

Performance Criteria	Completed (Initials)	Boat Type
1. Conduct daily boat check in accordance with unit standing orders.	_____	_____
	_____	_____
	_____	_____
2. Brief the crew, fully covering the following items: <ol style="list-style-type: none"> a. Purpose of the mission b. Any special circumstances / procedures concerning the mission c. Communications plan d. Plan of action at destination e. Route to be taken to destination 	_____	_____
	_____	_____
	_____	_____
3. Set watertight integrity.	_____	_____
	_____	_____
	_____	_____
4. Secure boat for sea (no loose gear).	_____	_____
	_____	_____
	_____	_____

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Performance Criteria	Completed (Initials)	Boat Type
5. Ensure all equipment necessary to the mission, including the complete boat's outfit, is onboard (using daily boat Check Off).	_____ _____ _____	_____ _____ _____
6. Ensure crewmembers are wearing required survival gear.	_____ _____ _____	_____ _____ _____
7. Receive engineering report from the boat's Engineer, including the following: a. Fuel onboard b. Oil levels – engine and marine gears, water jet bearing oil c. Cooling water level d. Hydraulic steering oil e. Sea suction open f. Overboard discharge	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____
8. Energize and verify the operation/ accuracy the following electronic equipment: a. Radio(s) b. Depth sounder c. FLIR d. RADAR e. Chart Plotter f. Navigation Sensors (electronic compass, compass, GPS, Depth)	_____ _____ _____ _____	_____ _____ _____ _____
NOTE  Coxswain must take throttle control at the appropriate conning station on a 47 FT MLB/45 FT RB-M.		
9. Conduct test of engine controls in accordance with Boat Operator's Handbook.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK COXN-03-09-TYPE: Shift Steering and Throttle Stations

- Reference**
- a. *47 FT Motor Lifeboat Operator's Handbook, COMDTINST 16114.25 (series)*
 - b. *45FT Response Boat Medium Operators Hand Book COMDTINST 16114.41 (series)*

Conditions Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the instructor, the trainee must, without error, explain and demonstrate the steps to be taken to shift steering and throttle stations.

Performance Criteria	Completed (Initials)	Boat Type
1. State steering default location.	_____ _____ _____	_____ _____ _____
2. Shift steering and throttle stations while not making way.	_____ _____ _____	_____ _____ _____
3. Shift steering and throttle stations while making way.	_____ _____ _____	_____ _____ _____
4. Energize and operate emergency backup throttle station (47 MLB only).	_____ _____ _____	_____ _____ _____
5. Install/energize portable backup control console. (45 RB-M only)	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-03-10-TYPE: Conduct a Normal Cruising Check Off

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i> b. <i>Applicable Maintenance Procedure Card (MPC)</i>
Conditions	Task should be performed at any time onboard the unit's boats while pierside. The boat's complete outfit and daily checklist is required. Trainee must accomplish the task without prompting or use of a reference, other than the daily boat checklist.
Standards	Check Off must be completed using the unit's daily boat Check Off sheet. Trainee should ensure that all boat equipment is in its proper place, and in serviceable condition. At the completion of the task, the boat should be ready for operations.

Performance Criteria	Completed (Initials)	Boat Type
1. Verbally assign, brief and post lookouts.	_____ _____ _____	_____ _____ _____
2. Stow all boat equipment properly.	_____ _____ _____	_____ _____ _____
3. Check propulsion machinery and associated instruments.	_____ _____ _____	_____ _____ _____
4. Check all electronic gear.	_____ _____ _____	_____ _____ _____
5. Note and correct all discrepancies.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____

TASK COXN-03-11-TYPE: Secure the Boat After Operations

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i> b. <i>Applicable Maintenance Procedure Card (MPC)</i>
Conditions	Task should be performed while pierside after the boat has been operated for a minimum of 45 minutes. Trainee will conduct all of the procedures necessary to secure the boat after operations. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must, without error, secure the boat after operations. Task must be accomplished in the order of presentation.



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Performance Criteria	Completed (Initials)	Boat Type
1. Conduct securing procedure in accordance with Boat Operator Handbook.	_____ _____ _____	_____ _____ _____
2. Stow all gear in accordance with the boat's daily Check Off list.	_____ _____ _____	_____ _____ _____
3. Activate bilge alarm systems.	_____ _____ _____	_____ _____ _____
4. Set watertight integrity.	_____ _____ _____	_____ _____ _____
5. Secure all doors and windows.	_____ _____ _____	_____ _____ _____
6. Wash boat down with freshwater.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____

TASK COXN-03-12-TYPE: Get the Boat Away from a Pier

References

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*

Conditions

Task should be performed at any time, onboard the unit's boats. Wind and current must equal a speed of at least 15 KTS and be setting the boat against the pier. The boat must be sitting port side to the pier or mooring object. All mooring lines must be attached before task is begun. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Task must be accomplished within five minutes of beginning the evolution.

Performance Criteria	Completed (Initials)	Boat Type
1. State the expected effects of the wind and current on the movement of the boat described.	_____ _____ _____	_____ _____ _____

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2. Brief crew on the procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
3. Take in all mooring lines except the bow spring line.	_____ _____ _____	_____ _____ _____
4. Clear stern of the boat by going ahead slowly and springing the stern out.	_____ _____ _____	_____ _____ _____
5. Take in bow spring line when stern is well clear of the pier.	_____ _____ _____	_____ _____ _____
6. Back boat down until clear with room to move ahead.	_____ _____ _____	_____ _____ _____
7. Use Docking Mode to depart pier (RB-M Only).	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-03-13-TYPE: Maneuver the Boat in Tight Quarters

NOTE

Task **MAY BE DEFERRED** for cutterboats operating in open waters.

References

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Chapman Piloting*

Conditions

Task should be performed at any time onboard the unit’s boats, in any type of weather conditions. Task must be accomplished within the confines of a slip or other area where maneuverability is limited. At the beginning of the task, the boat must be facing into the slip. Trainee will bring the boat completely about and out of the slip. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must turn the boat 180° within the confines of the slip or other limited area in accordance with the steps listed below. Trainee must perform the task without casualty to personnel or boat.

Performance Criteria	Completed (Initials)	Boat Type
1. Describe expected effects of the wind and current during maneuvering of the boat.	_____ _____ _____	_____ _____ _____
2. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
3. Maneuver away from pier and moved slowly ahead.	_____ _____ _____	_____ _____ _____
4. Engage engine(s) and apply rudder/tiller in order to bring the stern around.	_____ _____ _____	_____ _____ _____
5. Back boat as far as possible before moving ahead.	_____ _____ _____	_____ _____ _____
6. Shift rudder/tiller and move boat ahead, bringing the boat out of the confined area.	_____ _____ _____	_____ _____ _____
7. Use “docking mode” to laterally thrust boat away from pier.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-03-14-TYPE: Come About in a Narrow Channel

NOTE

Task **MAY BE DEFERRED** for cutterboats operating in open waters.

Reference

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions

Task will be performed onboard each boat type at any time, in any type of weather conditions. Task must be accomplished within the confines of a narrow channel, river, or harbor entrance with limited maneuverability. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must turn the boat 180° within the confines of a narrow channel, river, or harbor entrance in accordance with the steps listed below. Trainee must perform the task without casualty to personnel or boat.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
2. Maintain a position in the center of the channel for at least three minutes.	_____ _____ _____	_____ _____ _____
3. Bring boat around in the channel from an into-the-current position to a with-the-current position.	_____ _____ _____	_____ _____ _____
4. Bring boat around in the channel from a with-the-current position to an into-the-current position.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK COXN-03-15-TYPE: Operate the Boat and Apply its Handling Characteristics in a Following Sea (Stern to)

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

References

- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series)*

Conditions

For MLB and SPC (surf): Task will be performed while underway during daylight, in 15 to 30 KT winds, and following seas of not less than 3 FT but not greater than 6 FT.

For all others: Task will be performed while underway during daylight, in 10 to 30 KT winds, and following seas of not greater than 4 FT.

Trainee must accomplish the task without prompting or use of a reference.

NOTE

Surf, breaking bars, and adverse inlets are to be avoided while doing this task.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. Describe expected effects of a following sea upon the handling characteristics of the boat.	_____ _____ _____	_____ _____ _____
1. State operational limitations of the boat pertaining to the following conditions: a. Following seas in open water b. Following seas in surf or bar conditions c. Towing in following seas d. Maximum wind	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
2. Brief crew on procedure to be used and their duties before beginning operations.	_____ _____ _____	_____ _____ _____
3. Keep boat’s stern square to the seas to prevent broaching.	_____ _____ _____	_____ _____ _____
4. Steer into any tendency of the stern to slip sideways.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
5. Ride on the back of the swells and avoid allowing the boat to ride on the face of a swell.	_____ _____ _____	_____ _____ _____
6. Slow down, when necessary, to allow overtaking seas to pass beneath the boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____

TASK COXN-03-17-TYPE: Maneuver in Rivers

Reference a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions Task should be performed at any time, on a river within the unit’s area of responsibility (AOR). Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must perform the task to the minimum standards in accordance with the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. Prevent sheering by controlling bank cushion and suction.	_____ _____ _____	_____ _____ _____
2. Demonstrate “Hug the Point” maneuver.	_____ _____ _____	_____ _____ _____
3. Demonstrate “Stay in the Bend” maneuver.	_____ _____ _____	_____ _____ _____
4. Demonstrate “Proceed on the Bend Side, Middle of the Channel” maneuver.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-03-18-TYPE: Identify Heavy Weather Terms

Reference a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

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

Standards Trainee must demonstrate knowledge of and perform the task to the minimum standards in accordance with the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. State definition of surf.	_____ _____ _____	_____ _____ _____
2. Discuss the effects of wind on waves.	_____ _____ _____	_____ _____ _____
3. Determine wave height using height of eye on freeboard.	_____ _____ _____	_____ _____ _____
4. Determine wave height by comparing with floating structures.	_____ _____ _____	_____ _____ _____
5. Determine wave height by comparing with fixed structures.	_____ _____ _____	_____ _____ _____
6. Determine wave height using a depth sounder.	_____ _____ _____	_____ _____ _____
7. Identify the types of breaking waves.	_____ _____ _____	_____ _____ _____
8. Identify windows, wave saddles, close outs, and the high and low side of a wave.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-03-19-TYPE: Correct for Hard Chine Lock-Up

References

- a. *47 FT Motor Lifeboat Operator's Handbook, COMDTINST M16114.25 (series)*
- b. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions

Task should be performed during moderate to heavy weather, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, explain and demonstrate the steps to be taken if hard chine lock-up occurs.

Performance Criteria	Completed (Initials)	Boat Type
1. State the sea conditions that will put the 47 FT MLB in hard chine lock-up.	_____ _____ _____	_____ _____ _____
2. State the corrective action for hard chine lock-up.	_____ _____ _____	_____ _____ _____
3. State action to be taken to prevent hard chine lock-up.	_____ _____ _____	_____ _____ _____
4. Inform crew of possibility of hard chine lock-up.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK COXN-03-20-TYPE: Moor the Boat

WARNING 

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

Reference

a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions

Task should be performed at any time, onboard the unit’s boats. Wind and current must equal a speed of at least 15 KTS and be setting the boat away from the pier. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Mooring must be accomplished cleanly without extended maneuvering for position correction within five minutes of beginning the evolution.

Performance Criteria	Completed (Initials)	Boat Type
1. State expected effects of the wind and current on the mooring of the boat.	_____ _____ _____	_____ _____ _____
2. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
3. Instruct one crewmember to stand by on the bow with a fender.	_____ _____ _____	_____ _____ _____
4. Approach pier slowly on an angle.	_____ _____ _____	_____ _____ _____
5. Ensure crewmember secures the bow spring line when the bow is alongside the intended mooring point on the pier.	_____ _____ _____	_____ _____ _____
6. Apply full rudder/tiller away from the pier, spring or pivot stern toward the pier.	_____ _____ _____	_____ _____ _____
7. Use “docking mode” (RB-M) to laterally thrust boat toward the pier.	_____ _____ _____	_____ _____ _____
8. Secure stern line, bowline, and aft spring line.	_____ _____ _____	_____ _____ _____

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Comments



TASK COXN-03-21-TYPE: Anchor the Boat

Reference	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)</i>
Conditions	<p>Task should be performed at any time, onboard the unit's boats. Instructor should provide the trainee with a general location for anchorage. Trainee should select the specific spot for placing the anchor. Trainee must accomplish the task without prompting or use of a reference.</p> <p>For MLB and SPC (surf): Task will be performed while underway during daylight, in 15 to 30 KT winds, and seas of not less than 6 FT but not greater than 8 FT.</p> <p>Airboat Seas no greater than 1 ft for airboat.</p> <p>For all others: Task will be performed while underway during daylight, in 0 to 15 KT winds, and seas not greater than 4 FT.</p>

Standards	<p>Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Boat must be anchored with room to swing. Scope of anchor line should be based upon the following guidelines:</p> <p>Calm to moderate seas: 5 to 7 times the water depth</p> <p>Heavy Weather: 10 times the water depth</p>
------------------	---

Performance Criteria	Completed (Initials)	Boat Type
1. Select and plot position for placement of the anchor; note the depth of water, bottom contours, and characteristics.	_____ _____ _____	_____ _____ _____
2. Brief crew on procedures to be used and establish crew hand signals.	_____ _____ _____	_____ _____ _____
3. Pilot boat into the selected position.	_____ _____ _____	_____ _____ _____
4. State expected effects of wind and current on the boat.	_____ _____ _____	_____ _____ _____
5. Determine scope of anchoring by checking the depth of water and the room available for boat swing.	_____ _____ _____	_____ _____ _____
6. Ensure crew rigs the anchor.	_____ _____ _____	_____ _____ _____

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Performance Criteria	Completed (Initials)	Boat Type
7. Approach anchorage keeping the boat headed into the wind and/or current.	_____ _____ _____	_____ _____ _____
8. Check boat's headway at the charted anchoring position.	_____ _____ _____	_____ _____ _____
9. Ensure crew puts the anchor over the side; by safest means.	_____ _____ _____	_____ _____ _____
NOTE  Line is not tended from storage reel on 47 FT MLB.		
10. Ensure crew lowers the anchor to the bottom with a round turn around the bitt.	_____ _____ _____	_____ _____ _____
11. Back boat down slowly, away from the anchor with the crew slowly veering (paying out) the line until the anchor is held.	_____ _____ _____	_____ _____ _____
12. Veer line until proper scope is reached.	_____ _____ _____	_____ _____ _____
13. Ensure crew makes line fast to the forward bitt with at least three figure eights.	_____ _____ _____	_____ _____ _____
14. Notify unit that boat is anchored and give position.	_____ _____ _____	_____ _____ _____
15. Fix actual position and visual anchor bearings (minimum of 3), or establish and record radar ranges.	_____ _____ _____	_____ _____ _____
16. Check and record water depth using depth finder.	_____ _____ _____	_____ _____ _____
17. Ensure the anchor is not dragging.	_____ _____ _____	_____ _____ _____



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Performance Criteria	Completed (Initials)	Boat Type
18. Set anchor watch, brief Boat Crew Members on responsibilities.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-03-22-TYPE: Weigh the Boat’s Anchor

References

- a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*
- b. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions

Task should be performed at any time, onboard the unit’s boats upon completion of TASK COXN-03-21-TYPE. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on procedure to be used and establish communications.	_____ _____ _____	_____ _____ _____
2. Move boat ahead slowly, using the engines.	_____ _____ _____	_____ _____ _____
3. Ensure crew takes up the slack in the anchor line and fakes it on deck out of the way or feeds anchor line into anchor locker/forepeak.	_____ _____ _____	_____ _____ _____
4. Make line off when anchor is at short stay.	_____ _____ _____	_____ _____ _____
5. Ensure crew breaks loose the anchor.	_____ _____ _____	_____ _____ _____
6. Make the anchor line around the forward bitt and advance the boat in a wide circle if the anchor does not free.	_____ _____ _____	_____ _____ _____
7. Ensure the anchor line does not approach the boat’s screw(s)/water jets.	_____ _____ _____	_____ _____ _____
8. Ensure crew brings anchor onboard, tending line at all times.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK COXN-03-23-TYPE: Cutterboat Launch and Recovery-Single Point Davit

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

NOTE

This task applies to cutterboats **ONLY**.

Reference

- a. *Shipboard Launch and Recovery Procedures Manual, COMDTINST M3120.6 (series)*
- b. *CG Readiness and Standardization Drill Checklist*

Conditions

Task shall be performed day or night, onboard the unit's boats in light to moderate winds with cutter underway, making way. The boat may be made cradled, at the rail, or in the water, depending on boat and davit type. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task in accordance with the procedures in the listed steps. Any endangering of personnel or boat will cause the task to be secured until further training can be accomplished.

Performance Criteria	Completed (Initials)	Boat Type
1. Describe general launch & recovery course for the cutter and speed guidance/ practices for your class cutter		
2. Describe pitch and roll limits for your class cutter.	_____ _____ _____	_____ _____ _____
3. Observe current pitch and roll, seas, wind; discuss with Boat Deck Captain and OOD.	_____ _____ _____	_____ _____ _____
4. Inspect hoisting strap and its connections, block, and for cargo or load interference.	_____ _____ _____	_____ _____ _____
5. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
6. Perform launch procedure: <ol style="list-style-type: none"> a. Direct or disconnect and release the block. b. Direct the release of the fore and aft tending lines. c. Once whip/ tending lines are clear, shear the boat away from the cutter by riding the sea painter. d. Direct the release of the sea painter. 	_____ _____ _____	_____ _____ _____
7. Perform recovery procedure: <ol style="list-style-type: none"> a. Ensure the boat is dewatered before making approach to the cutter. b. Make approach to the cutter and take station to receive the sea painter. 	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
c. Direct the sea painter to be passed to the boat and connected. d. Ease the boat alongside the cutter, ensuring the boat is in its proper attitude to the cutter. e. Direct the disembarkation of passengers and crew not essential to hoisting the boat. f. Direct the passing or receiving of fore and aft tending lines. g. Direct the connection of the block to the hoisting strap. e. Secure engine and raise outdrive/ outboard, as applicable.		

Instructor _____ **Date** _____

Comments _____

TASK COXN-03-24-TYPE: Cutterboat Launch and Recovery-Dual Point Davit

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

NOTE

This task applies to cutterboats **ONLY**.

- Reference**
- a. *Shipboard Launch and Recovery Procedures Manual, COMDTINST M3120.6 (series)*
 - b. *CG Readiness and Standardization Drill Checklist*

Conditions

Task shall be performed day or night, onboard the unit’s boats in light to moderate winds with cutter underway, making way. The boat may be made cradled, at the rail, or in the water, depending on boat and davit type. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task in accordance with the procedures in the listed steps. Any endangering of personnel or boat will cause the task to be secured until further training can be accomplished.

Performance Criteria	Completed (Initials)	Boat Type
1. Describe general launch & recovery course for the cutter and speed guidance/ practices for your class cutter.	_____ _____ _____	_____ _____ _____
2. Describe pitch and roll limits for your class cutter.	_____ _____ _____	_____ _____ _____
3. Observe current pitch and roll, seas, wind; discuss with Boat Deck Captain and OOD.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
4. Inspect lifting eyes, blocks, and for cargo or load interference.	_____ _____ _____	_____ _____ _____
5. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____
6. Perform launch procedure: a. Direct the release of fore and aft tending lines. b. Direct disconnect and release of the blocks. c. Once falls are clear, shear the boat away from the cutter by riding the sea painter. d. Direct the release of the sea painter.	_____ _____ _____ _____	_____ _____ _____ _____
2. Perform recovery procedure: a. Ensure the boat is dewatered before making approach to the cutter. b. Make approach to the cutter and take station to receive the sea painter. c. Direct the sea painter to be passed to the boat and connected. d. Ease the boat alongside the cutter, ensuring the boat is in its proper attitude to the cutter. e. Direct the connection of the blocks to the lifting eyes. f. Secure engine and raise outdrive/ outboard, as applicable. e. Direct the passing or receiving of fore and aft tending lines.	_____ _____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____ _____

Instructor _____ Date _____

Comments _____

TASK COXN-03-25-TYPE: Launch and Recovery-Stern Ramp

NOTE

This task applies to cutterboats **ONLY**.

Reference

- a. *Shipboard Launch and Recovery Procedures Manual, COMDTINST M3120.6 (series)*
- b. *CG Readiness and Standardization Drill Checklist*

Conditions

Task shall be performed day or night, onboard the unit's boats in light to moderate winds. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task in accordance with the procedures in the listed steps. Any endangering of personnel or boat will cause the task to be secured until further training can be accomplished.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on procedure to be used and their duties.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
	_____	_____
2. Direct the crewmember to remove the capture line. (FRC and 87 WPB only)	_____ _____ _____	_____ _____ _____
3. Maneuver the boat clear of the cutters' stern.	_____ _____ _____	_____ _____ _____
4. When permission is granted from the OOD, make the approach to the cutters' stern, maneuvering through the wake and into the notch, .	_____ _____ _____	_____ _____ _____
5. Secure the engine once the catch line has been successfully engaged.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK COXN-03-26-TYPE: Trim Tabs

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH16114.4 (series)*
 b. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions Task should be performed underway at any time.

Standards Trainee must demonstrate knowledge of each task from memory, while underway, without references.

Performance Criteria	Completed (Initials)	Boat Type
1. Describe the following: a. The purpose of trim tabs. b. The axes that trim tabs affect (pitch axis and roll axis). c. How boat speed through water affects trim tab influence on hull trim.	_____ _____ _____	_____ _____ _____
2. Describe 'standard' trim tab settings for the platform, per Reference (b).	_____ _____ _____	_____ _____ _____
3. Identify trim tabs controllers.	_____ _____ _____	_____ _____ _____



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Performance Criteria	Completed (Initials)	Boat Type
4. Identify trim tabs on hull.	_____ _____ _____	_____ _____ _____
5. Describe trim tab power requirements.	_____ _____ _____	_____ _____ _____
6. State conditions when trim tabs should not be used.	_____ _____ _____	_____ _____ _____
7. Demonstrate setting trim tabs to correct list.	_____ _____ _____	_____ _____ _____
8. Demonstrate setting trim tabs to correct bow-down/up.	_____ _____ _____	_____ _____ _____
9. Demonstrate getting on a plane with and without trim tabs deployed.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



Section D. Rules of the Road

Introduction The following is an objective of Division Four: **Display** competence in the knowledge and use of the International-Inland Rules of the Road.

In this Section This Section contains the following task:

Task Number	Task	See Page
COXN-04-01-ANY	Successfully Complete the Deck Watch Officer Exam for Coxswain Certification	2-49

TASK COXN-04-01-ANY: Successfully Complete the Deck Watch Officer Exam for Coxswain Certification

- References**
- a. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*
 - b. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32 (series)*

Conditions Task may be performed at any time in a manner prescribed by the above references and the course or examination issuing authority.

Standards Trainee must receive a passing score on the CG Institute or Merchant Marine Deck Watch Officer Examination.

Performance Criteria	Completed (Initials)
1. Receive passing score on the Deck Watch Officer Examination.	_____

Instructor _____ **Date** _____

Comments



Section E. Boat Piloting and Navigation

Introduction

The following are objectives of Division Five:

- (01) **State** the use of various common navigational references.
- (02) **Demonstrate** the ability to pilot using the installed electronic navigational equipment found on U.S. Coast Guard boats.
- (03) **Demonstrate** the ability to pilot a U.S. Coast Guard boat using dead reckoning (DR) techniques.
- (04) **Demonstrate** knowledge of the local operations area.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-05-01-ANY	Identify Navigational Publications	2-51
COXN-05-02-ANY	Convert True Course to Compass Course	2-52
COXN-05-03-ANY	Pilot the Boat Using Dead Reckoning (DR) Techniques	2-53
COXN-05-04-ANY	Pilot a Boat Using "Seaman's Eye"	2-54
COXN-05-05-TYPE	Operate the GPS/DGPS	2-55
COXN-05-06-TYPE	Not Currently Assigned	N/A
COXN-05-07-TYPE	Pilot a boat using GPS/DGPS	2-56
COXN-05-08-TYPE	Not currently assigned	N/A
COXN-05-09-ANY	Determine the Location of a Boat Using Radar Ranges and Bearings	2-58
COXN-05-10-ANY	Conn a Boat Using Radar	2-59
COXN-05-11-TYPE	Configure and Operate Electronic Charting System	2-60
COXN-05-12-ANY	Conn a Boat Using Electronic Charting System (Mode 1 Navigation)	2-62
COXN-05-13-TYPE	Operate, Determine the Location of, and Pilot a Non-Standard Boat Using GPS/DGPS	2-63
COXN-05-14-TYPE	Operate the Autopilot	2-64
COXN-05-15-ANY	Not Currently Assigned	N/A
COXN-05-16-ANY	Not Currently Assigned	N/A
COXN-05-17-ANY	Electronic Charting Fundamentals	2-65



TASK COXN-05-01-ANY: Identify Navigational Publications

- References**
- a. *Coast Pilot*
 - b. *Light List*
 - c. *Nautical Charts of Local Area*
 - d. *Nautical Chart Symbols, Abbreviations and Terms, Chart No. 1*
 - e. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*
 - f. *Notice to Mariners/Local Notice to Mariners*
 - g. *The American Practical Navigator*
 - h. *Tide Tables/Tidal Current Tables*

Conditions Task may be completed at any time. Trainee must accomplish the task without prompting or use of any further reference. Tidal data

Standards Trainee must identify, without error, the commonly used navigational publications listed below, and state the use of each one. Trainee must specify those Handbooks or chapters of these publications that pertain to the local operating area.

Performance Criteria	Completed (Initials)
1. Identify the Navigation Rules.	_____
2. State the use of the Coast Pilot and the appropriate entries for local area.	_____
3. State the use of the <i>Light List</i> and the appropriate entries for local area.	_____
4. State the purpose, scope and originator of the following Notice to Mariners (NTM): a. Safety Broadcast NTM, b. Summary of Active Safety BNTM. c. Weekly NTM (District) d. Weekly NTM (Global)	_____
5. State how to access Tide data for the local area.	_____
6. State how to access Tidal Current data for the local area.	_____
7. Identify all Nautical Charts for Local Area.	_____
8. State the use of Chart No. 1.	_____
9. State the use of The American Practical Navigator.	_____
10. State the purpose of <i>Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)</i>	_____

Instructor _____ **Date** _____

Comments



TASK COXN-05-02-ANY: Convert True Course to Compass Course

References

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
- b. *The American Practical Navigator*

Conditions

Task should be performed at any time, given a chart of the local area and a deviation table for any unit boat. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must, without error, convert given true courses into compass courses for the boat used in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Identify magnetic variation and the annual change for the local area.	_____
2. Plot and label from five positions provided by the instructor.	_____
3. Connect the five positions with true courses.	_____
4. Convert the four resulting true courses to compass courses. The following conversion table may be used.	_____

Leg	TRUE	VAR	MAG	DEV	COMPASS
A					
B					
C					
D					

Instructor _____

Date _____

Comments



TASK COXN-05-03-ANY: Pilot the Boat Using Dead Reckoning (DR) Techniques

References

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *The American Practical Navigator*

Conditions

Task must be performed while underway, day or night, in calm to moderate weather conditions, using only the installed compass, deviation table, engine RPM /speed curve, stopwatch, navigational kit, and plotted/labeled chart(s). The course to be run must be at least five miles long with at least four turns. Waypoint positions and trackleg speeds are to be given to the trainee by the instructor. Trainee must accomplish the task without prompting or use of a reference.

Standards

All turn point locations must be within 1/4 of a nautical mile. All plotting on charts must be done using proper chart notation and symbols. All locations must be verified by taking a simultaneous sounding using the fathometer (if available). The instructor should verify all locations using the boat's installed navigation systems.

Performance Criteria	Completed (Initials)
1. Plot and label trackline based on Instructor provided waypoints.	_____
2. Label tracklegs with specified speed and estimated run-time (based on each leg's specified speed). Note water depths for each leg.	_____
3. Begin navigation exercise at 1 st waypoint, at specified speed (start stopwatch)	_____
4. Pilot boat toward the turnpoint using boat's compass, speed-engine RPM curve and stopwatch. Check soundings concur with predicted depths. Adjust throttles for speed specified for trackleg.	_____
5. Report estimated time of arrival (ETA) to first turn point.	_____
6. Turn on time to maintain trackline. (update stopwatch)	_____
7. Repeat steps 4 though 6 until voyage is complete.	_____

Instructor _____

Date _____

Comments



TASK COXN-05-04-ANY: Pilot a Boat Using “Seaman’s Eye”

References

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *The American Practical Navigator*

Conditions

Task must be performed while underway, day or night, in calm to moderate weather conditions. Task should be run over a course provided by the instructor of at least 3 NM and containing at least 8 course changes, using only a local chart of the area, local knowledge of the area, aids to navigation, terrestrial landmarks, and “Seaman’s Eye. Depth sounder should be checked frequently. Visibility must be at least 1 NM. Trainee must accomplish the task without prompting or use of a reference.

Standards

Courses must be steered directly without wandering or requiring any stopping or back tracking in order to stay on course or within any channels. At no time may the boat or crew be put in danger.

Performance Criteria	Completed (Initials)
1. Plot and label trackline based on Instructor provided positions, noting charted features, e.g. ATON, visual terrestrial ranges, RADAR terrestrial ranges, depths, depth curves, etc.	_____
2. Clear the pier and start boat on course.	_____
3. Identify terrestrial landmark or aids to navigation to be used to steer to first turn point.	_____
4. Steer boat directly to first turn point.	_____
5. Turn boat upon reaching first turn point.	_____
6. Identify terrestrial landmark or aids to navigation to be used to steer to second turn point.	_____
7. Steer boat directly to next turn point.	_____
8. Repeat steps 5 through 7 until voyage is complete.	_____

Instructor _____

Date _____

Comments



TASK COXN-05-05-TYPE: Operate the GPS/DGPS

- References**
- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
 - b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - c. *GPS/DGPS Operator’s Manual*
 - d. *The American Practical Navigator*

Conditions Task should be performed day or night, under any weather conditions, using only the installed GPS/DGPS. Trainee must accomplish the task without prompting or use of a reference.

Standards In response to the instructor, the trainee must, without error, perform the steps listed below. Each step should be completed within 5 minutes.

Performance Criteria	Completed (Initials)	Boat Type
1. State the use of all unit display controls.	_____ _____ _____	_____ _____ _____
2. Energize GPS/DGPS unit.	_____ _____ _____	_____ _____ _____
3. Adjust screen for daytime and nighttime viewing.	_____ _____ _____	_____ _____ _____
4. Determine signal status, using satellite monitor display.	_____ _____ _____	_____ _____ _____
5. Demonstrate the following functions as equipped: a. Waypoint/Routes b. Event c. Position d. Route	_____ _____ _____ _____	_____ _____ _____ _____
6. Enter setup menu and ensure the following are correct: a. Map datum b. Variation c. Time d. DGPS selected, if installed e. Date f. Units of measurement for AOR	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-05-07-TYPE: Pilot a Boat Using GPS/DGPS

References

- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *GPS/DGPS Operator’s Manual*
- d. *The American Practical Navigator*

Conditions

Task must be performed onboard the unit’s boats while underway, day or night, under any weather conditions. Task must be run over a course provided by the instructor of at least 3 NM and containing at least 4 course changes, using only the installed GPS/DGPS, fathometer/depth sounder a stopwatch or clock, navigation kit, and corrected local charts of the area. Trainee must accomplish the task without prompting or use of a reference.

Standards

The boat must remain within $\frac{1}{10}$ of a nautical mile of the intended course. All turns must be made within 50 yards of the turn point. Times must be within one minute (plus or minus) of the estimated time of turn. Course must be completed within 5 minutes (plus or minus) of the ETA and 100 yards of the final destination. Two or more fixes are required on legs of at least 3 NM. All chart plotting must be accomplished using proper notation and symbols. The instructor should verify positions and speeds using the available navigational instruments.

Performance Criteria	Completed (Initials)	Boat Type
1. Plot and label trackline.	_____ _____ _____	_____ _____ _____
2. Activate the GPS/DGPS.	_____ _____ _____	_____ _____ _____
3. Enter and name waypoints into the GPS/DGPS.	_____ _____ _____	_____ _____ _____
4. Insert waypoints into a route.	_____ _____ _____	_____ _____ _____
5. Compare chart work to system calculated navigation data for accuracy.	_____ _____ _____	_____ _____ _____
NOTE If equipped, SINS (e.g. Radar and Chart Plotter) is energized for safe Navigation Practices. This task should be completed using only the GPS/DGPS.		
6. Set up cross track error (XTE) limits.	_____ _____ _____	_____ _____ _____

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Performance Criteria	Completed (Initials)	Boat Type
7. Insure that fathometer/depth sounder offset depth is correct and properly entered in each applicable component.	_____ _____ _____	_____ _____ _____
8. Clear boat from pier and start on course.	_____ _____ _____	_____ _____ _____
9. Determine boat's speed using the GPS/DGPS, stopwatch, or clock.	_____ _____ _____	_____ _____ _____
10. Conn boat directly to first turn point.	_____ _____ _____	_____ _____ _____
11. Continue until voyage is complete.	_____ _____ _____	_____ _____ _____
12. Demonstrate Reverse Route for return trip.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-05-09-ANY: Determine the Location of a Boat Using Radar Ranges and Bearings

- References**
- a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
 - b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - c. *Radar Operator’s Manual*
 - e. *The American Practical Navigator*

Conditions Task must be performed while underway, at night or during a period of restricted visibility, in calm to moderate weather, using only the installed radar, compass, fathometer, navigation kit, and corrected charts found on the boat. The charts used should be harbor charts or some other larger scale charts (no smaller than 1:80,000). Trainee must accomplish the task without prompting or use of a reference.

Standards All fixed positions must be accurate to within one-tenth of a nautical mile using three radar LOPs. All plotting on charts should be done using proper chart notation and symbols. All locations should be verified by taking a simultaneous sounding using the fathometer.

Performance Criteria	Completed (Initials)
1. Activate and properly tune radar set.	_____ _____ _____
2. Identify prominent charted radar objects that provide good separation.	_____ _____ _____
3. Sequence the RADAR LOPS to minimize effect of boat speed on position accuracy.	_____ _____ _____
4. Determine position of the boat within standards while underway, but with no way-on.	_____ _____ _____
5. Determine position of the boat within standards while underway at slow speed.	_____ _____ _____
6. Take two or more fixes over a course of at least three miles.	_____ _____ _____
7. Verify all positions by utilizing the fathometer/depth sounder to check the soundings.	_____ _____ _____

Instructor _____, **Date** _____

Comments



TASK COXN-05-10-ANY: Conn a Boat Using Radar

- References**
- a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
 - b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - c. *Radar Operator’s Manual*
 - d. *Promulgation of the Navigation Rules and Regulations Manual, COMDTINST 16672.2 (series)*

Conditions
 This is intended to be a low visibility task. Task must be performed while underway, at night or during periods of restricted visibility, in calm weather. Task should be run over a course provided by the instructor of at least 3 NM and containing at least 5 course changes (of 10° or more), using only a local corrected chart of the area, local knowledge of the area, aids to navigation, terrestrial landmarks, and the boat’s radar and fathometer/depth sounder. Trainee must accomplish the task without prompting or use of a reference.

Standards
 The boat must remain within one-tenth of a nautical mile of the intended course. All turns must be made within 50 yards of the turn points. Times must be within one minute (plus or minus) of the estimated time of turn. All chart plotting must be accomplished using proper notation and symbols. The instructor should verify positions and speeds using the available navigational instruments. Two or more fixes must be taken over a course of at least 3 NM. At no time may the boat or crew be put in danger.

Performance Criteria	Completed (Initials)
1. Plot and label trackline based on Instructor provided waypoints. Include turn ranges, if available.	_____
2. Activate and properly tune radar set.	_____
3. Assign helmsman and lookout.	_____
4. State current range of visibility. If not actually low visibility, use a range of 100 YDS.	_____
5. Set low visibility condition on boat (navigation lights, sound signal, water tight integrity, etc.)	_____
6. Begin navigation exercise at 1st waypoint, at specified speed.	_____
7. Conn boat (direct helmsman using standard helm commands) toward the turnpoint using visual and radar information (use all means available-do not over rely on radar) to make good the planned track. Adjust navigation plan and update remaining ETAs as needed due to traffic, safe speed, sea conditions, etc.	_____
8. Take two or more radar fixes over a course of at least 3 NM.	_____
9. Determine speed over ground from charted positions.	_____
10. Report navigation situation to crew (i.e. distance left/right of track, time to go to turn, nearest hazard to navigation, depth below keel, recommended course) at least once each leg.	_____
11. Integrate turn ranges into turn decision.	_____
12. Report radar scan ‘next leg clear’ (or conning action based on next leg not clear) before turning.	_____
13. Systematically track contacts and take avoidance, if necessary. <i>If operating in a simulated low visibility environment, it may be necessary to apply rules for vessels in sight of one another. Advise instructor if this is necessary.</i>	_____

Instructor _____ **Date** _____

Comments



TASK COXN-05-11-TYPE: Configure and Operate Electronic Charting System

- References**
- a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
 - b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - c. *Electronic Charting System Operation Manual*
 - d. *Unit Command Navigation Standards*

Conditions Task should be performed on the unit's boats while underway or moored, day or night, under any weather conditions, using only the installed chart plotter. Trainee must accomplish the task without prompting or use of a reference.

Standards In response to the instructor, the trainee must, without error, perform the steps listed below. Each step should be completed within 5 minutes.

Performance Criteria	Completed (Initials)	Boat Type
1. Demonstrate entering the following setup options as equipped: <ol style="list-style-type: none"> a. Waypoint Switching and Waypoint Pass Factors (e.g. distance to waypoint, per Unit Command Navigation Standards). b. Wheel over point when approaching route waypoints. c. Course Vector d. Chart Setup e. Chart Details f. Track & Mark controls 	_____ _____ _____	_____ _____ _____
2. Demonstrate the display function, cycle between Radar/Chart Plotter left or right split screen and Chart Overlay option if equipped.	_____ _____ _____	_____ _____ _____
3. Enter the main menu and demonstrate the following functions: <ol style="list-style-type: none"> a. Start, edit, and delete tracks b. Cross Track Error Alarm c. Depth Sounder offset d. Depth sounder alarm e. Data logging functions f. AIS track display (if equipped) 	_____ _____ _____	_____ _____ _____
4. Enter setup menu and ensure the following are correct: <ol style="list-style-type: none"> a. Chart datum b. Variation c. Date/time d. Units of measurement for AOR 	_____ _____ _____	_____ _____ _____
5. Verify chart data update.	_____ _____ _____	_____ _____ _____
6. Update system chart with notice to mariner information.	_____ _____ _____	_____ _____ _____

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Performance Criteria	Completed (Initials)	Boat Type
7. Set chart display filters, day-night modes, per Unit Navigation Standards.	_____ _____ _____	_____ _____ _____
8. Use software functions to query chart objects.	_____ _____ _____	_____ _____ _____
9. Verify displayed position, depth, heading and radar overlay.	_____ _____ _____	_____ _____ _____

Instructor

Date

Comments



TASK COXN-05-12-ANY: Conn a Boat Using Electronic Charting System (Mode 1 Navigation)

References

- a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
- b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
- c. *Electronics Operator Manual's*

Conditions

Task must be performed while underway at night, under any weather conditions. Task must be run over a course provided by the instructor of at least 10 miles and containing at least 5 course changes (of 10° or more), using the installed GPS/DGPS, radar, charting system, fathometer/ depth sounder, compass, a stopwatch or clock, navigation kit, and appropriate corrected charts of the AOR. Trainee must accomplish the task without prompting or use of a reference.

Standards

A helmsman will be assigned by the Coxswain. The Coxswain will verbally interpret the navigation situation and conn the boat as needed to maintain track and safe speed. Other crewmembers onboard provide navigational support as directed by the Coxswain. The boat must remain within one-tenth of a nautical mile of the intended course. All turns must be made within 50 yards of the turn point. Times must be within one minute (plus or minus) of the estimated time of turns. Course must be completed within 5 minutes (plus or minus) of the ETA and 100 yards of the final destination. Two or more verbal navigation reports are required on legs of at least 3 NM. All chart plotting must be accomplished using proper notation and symbols. The instructor should verify positions and speeds using the available navigational instruments.

Performance Criteria	Completed (Initials)
1. Given instructor provided waypoints and planned speeds, plot and label trackline.	_____
2. Enter waypoints into navigation and create route.	_____
3. Verify system navigation calculations against chart work.	_____
4. Assign helmsman and lookout.	_____
5. Activate route.	_____
6. Begin navigation exercise at 1 st waypoint, at planned speed.	_____
7. Conn boat (direct helmsman using standard helm commands) toward the turnpoint using system navigation data, visual and radar information (use all means available-do not over rely on the electronic charting system.) to make good estimated times. Adjust navigation plan and update remaining ETAs as needed due to traffic, safe speed, sea conditions, etc.	_____
8. Report navigation situation to crew (i.e. distance left/right of track, time to go to turn, nearest hazard to navigation, depth below keel, recommended course) at least once each leg.	_____
9. Turn on-time to maintain trackline.	_____
10. Repeat steps 8 through 10 until voyage is complete.	_____
11. Make two or more navigation reports on each leg over 3 NM.	_____
12. Steer boat directly to each turn point using proper helm commands.	_____
13. Continue until voyage is complete.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-05-13-TYPE: Operate, Determine the Location of, and Pilot a Non-Standard Boat Using GPS/DGPS

- References**
- a. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
 - b. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - c. *GPS/DGPS Operator's Manual*

Conditions Task must be performed on the unit's boats while underway, day or night, under any weather conditions. Task must be run over a course of 3 NM, using only an installed or handheld GPS/DGPS, fathometer/depth sounder, stopwatch or clock, navigation kit, and local charts of the area. Trainee must accomplish the task without prompting or use of a reference.

Standards The boat must remain within one-tenth of a nautical mile of the intended course, and within 3 minutes of the ETA when the final destination is reached.

Performance Criteria	Completed (Initials)	Boat Type
1. Determine and lay out courses and waypoints on the chart.	_____ _____ _____	_____ _____ _____
2. Predict boat's speed and ETA.	_____ _____ _____	_____ _____ _____
3. Enter waypoints into the GPS/DGPS properly.	_____ _____ _____	_____ _____ _____
4. Clear docks and start on course.	_____ _____ _____	_____ _____ _____
5. Steer boat directly to final destination.	_____ _____ _____	_____ _____ _____
6. Determine boat's speed utilizing GPS/DGPS.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-05-14-TYPE: Operate the Autopilot

- References**
- a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*
 - b. *Autopilot Operator's Manual*
-
- Conditions**
- Task should be performed on the unit's boats while underway or moored, day or night, under any weather conditions, using only the installed chart plotter. Trainee must accomplish the task without prompting or use of a reference.
-
- Standards**
- In response to the instructor, the trainee must, without error, perform the steps listed below. Each step should be completed within 5 minutes.

Performance Criteria	Completed (Initials)	Boat Type
1. Adjust backlighting.	_____ _____ _____	_____ _____ _____
2. Explain and demonstrate the compass mode.	_____ _____ _____	_____ _____ _____
3. Explain and demonstrate the navigation mode.	_____ _____ _____	_____ _____ _____
4. Explain and demonstrate the power steer mode.	_____ _____ _____	_____ _____ _____
5. Identify and explain all of the alarms.	_____ _____ _____	_____ _____ _____
6. Locate the installed GPS/DGPS, fluxgate compass providing navigational information.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-05-17-ANY: Electronic Charting Fundamentals

- References**
- a. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*
 - b. *The American Practical Navigator*
 - c. *Unit Navigation Standards*
 - d. *Boat Crew Handbook - Navigation and Piloting, BCH 16114.3 (series)*
 - e. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions Task should be performed at any time.

Standards In response to the instructor, the trainee must, without error, perform the steps listed below.

Performance Criteria	Completed (Initials)
1. Identify the basic characteristics of ECDIS, ECS and SINS level system (e.g. chart type capability, positioning sources).	_____
2. State requirements for using electronic charting as primary means of boat navigation, to include: <ol style="list-style-type: none"> a. System status b. Positioning source c. Electronic chart d. Waypoints & Trackline Routes, and maximum cross track error e. Alarms (depth, maximum cross track error, waypoint arrival, etc.) f. Navigational process (verifications) 	_____
3. State back-up navigation system.	_____
4. State the characteristics of navigation MODE 1, MODE2, and MODE 3.	_____
5. State the meaning of the term <i>over reliance on ECDIS</i> , how the term applies to any level charting system, and how over reliance is prevented.	_____
6. Identify the characteristics of the following electronic chart formats (e.g. appearance, source, ability to be automatically queried by system and indicators of over-scaling display): <ol style="list-style-type: none"> a. Electronic Nautical Chart (ENC) b. Digital Nautical Chart (DNC) c. Raster Nautical Chart (RNC) d. Proprietary formats (CMAP, etc.) 	_____
7. Identify the CG electronic chart hierarchy and which chart type is used by SINS.	_____
8. Identify the characteristics of up-to-date electronic data (chart chip) for SINS.	_____
9. Explain the meaning of the term <i>system chart</i> .	_____
10. Describe the the requirement to correct the system chart and SINS limitations in this area.	_____
11. Describe navigation policy for SINS if the chart data and/or system chart are not up-to-date.	_____
12. State the characteristics of the following vector chart display options: <ol style="list-style-type: none"> a. Safety Depth b. Safety Contour 	_____
13. Identify factors in selecting chart features for display, including local unit navigation standards.	_____



Part 2 - Coxswain Qualification
Chapter 2 - Coxswain Qualification Tasks

14. Identify appropriate scaling of the chart display.	_____
15. Compare NOAA paper chart symbols to those displayed in SINS.	_____

Instructor _____ **Date** _____
Comments _____



Section F. Search and Rescue (SAR)

NOTE

The tasks within this section **DO NOT** apply to cutterboats, skiffs and punts. Coxswains operating cutterboats with standard SINS package are required to complete Tasks 06-03 thru 06-07.

Introduction

The following are objectives of Division Six:

- (01) **Demonstrate** knowledge of SAR organization and responsibility.
- (02) **Demonstrate** knowledge of SAR fundamentals.
- (03) **Demonstrate** the ability to plot and execute commonly used search patterns.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-06-01-ANY	Organization and Responsibility	2-68
COXN-06-02-ANY	Legal Aspects and USCG Policy	2-69
COXN-06-03-ANY	Required SAR Courses	2-70
COXN-06-04-ANY	Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)	2-70
COXN-06-05-ANY	Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	2-71
COXN-06-06-ANY	Execute a Single Unit Expanding Square Search (SS) Pattern	2-72
COXN-06-07-ANY	Execute a Single Unit Sector Search (VS) Pattern	2-73
COXN-06-08-ANY	Execute a Single Unit Parallel Search (PS) Pattern	2-74
COXN-06-09-ANY	Execute a Single Unit Creeping Line Search (CS) Pattern	2-75
COXN-06-10-ANY	Execute a Single Unit Track Line Non-Return Search (TSN) Pattern	2-76
COXN-06-11-ANY	Execute a Single Unit Track Line Return Search (TSR) Pattern	2-77



TASK COXN-06-01-ANY: Organization and Responsibility

NOTE 

Task **DOES NOT** apply to cutterboats, skiffs and punts.

References

- a. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (LAMSAR), COMDTINST M16130.2 (series)*

Conditions

Task should be performed at any time onboard the unit. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, state the basic concepts related to organization and responsibility as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the four primary geographic divisions of responsibility for U.S. SAR.	_____
2. State the two geographic areas of Coast Guard responsibility for SAR.	_____
3. State the three general objectives that provide guidance for the SAR program.	_____
4. State the two SAR program goals.	_____

Instructor _____

Date _____

Comments



TASK COXN-06-02-ANY: Legal Aspects and USCG Policy

NOTE

Task **DOES NOT** apply to cutterboats, skiffs and punts.

References

- a. *District SOP*
- b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Task should be performed at any time onboard the unit. Trainee must accomplish the task without prompting or use of a reference.

Standards

In response to the instructor, the trainee must, without error, state the basic concepts related to legal aspects and USCG policy as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State an understanding of the statutory authority for the SAR program.	_____
2. State an understanding of “SAR agreements”.	_____
3. State which distress beacon the CG endorses.	_____
4. State the response policy for distress beacons.	_____
5. State the response policy for flare incidents.	_____
6. State the definition of a false alarm.	_____
7. State the definition of a hoax.	_____
8. State an understanding of the policy for closing hoax and false alarm cases.	_____
9. State an understanding of the CG Maritime SAR Assistance policy.	_____
10. State an understanding of the CG General Salvage policy other than towing.	_____
11. State an understanding of CG fire fighting activities.	_____
12. State an understanding of the policy for persons trapped in capsized vessels.	_____
13. State an understanding of the District SAR policy on the above topics.	_____

Instructor _____ **Date** _____

Comments _____



TASK COXN-06-03-ANY: Required SAR Courses

NOTE

Task **DOES NOT** apply to cutterboats, skiffs and punts. Cutterboat OTH Coxswains will be required to complete this course.

References

- a. *E-Learning SARFND (000431)*
- c. *Search Coordination and Execution Course (400385)*

Conditions

None.

Standards

None.

Performance Criteria	Completed (Initials)
1. Successfully complete the SAR Fundamentals Course or Search Coordination and Execution Course.	_____

Instructor _____ **Date** _____

Comments

TASK COXN-06-04-ANY: Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)

NOTE

Task **DOES NOT** apply to non-standard cutterboats, skiffs and punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (LAMSAR), COMDTINST M16130.2 (series)*

Conditions

Task should be performed at any time onboard the boat. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, commence search point (CSP), track spacing, major axis, minor axis, and search speed. Trainee must accomplish the task without prompting or use of a reference.

Standards

Commence search point must be accurate to within 100 yards, track lines must be within 3°, and times to run within 60 seconds.

Performance Criteria	Completed (Initials)
1. Lay out search pattern correctly on chart with CSP in the proper location and orient the first leg in the correct direction for each pattern.	_____
2. Calculate run time for each search leg.	_____
3. Calculate time to complete each designated pattern.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-06-05-ANY: Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)

NOTE 

Task DOES NOT apply to non-standard cutterboats, skiffs and/or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Task should be performed at any time onboard the boat. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, commence search point (CSP), track spacing, major axis, minor axis, and search speed. Trainee must accomplish the task without prompting or use of a reference.

Standards

Commence search point must be accurate to within 100 yards, track lines must be within 3°, and times to run within 60 seconds.

Performance Criteria	Completed (Initials)
1. Lay out search pattern correctly on chart with CSP in the proper location and orient the first leg in the correct direction for each pattern.	_____
2. Calculate time to complete the search and time to turn for each search leg for the designated pattern.	_____

Instructor _____

Date _____

Comments



TASK COXN-06-06-ANY: Execute a Single Unit Expanding Square Search (SS) Pattern

NOTE 

This task DOES NOT apply to Non standard cutterboats, skiffs or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

Trainee must plot the search pattern in accordance with TASK COXN-06-04-ANY. The pattern will be run for a minimum of 5 legs, all turns must be 90° to the right and turns commenced within 15 seconds of stated DR times. Search pattern shall be commenced in the direction of drift.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
3. Arrive within 100 yards of plotted CSP.	_____
4. Report on-scene weather and start time of pattern to SMC.	_____
5. Run first leg of pattern in direction of drift.	_____
6. State speed over ground (SOG).	_____
7. Use fathometer to verify depth.	_____
8. Navigate boat in accordance with rules of the road.	_____
9. Identify and Use aids to navigation.	_____
10. Use illumination without compromising night vision, if task is conducted at night.	_____
11. Pass final position to SMC.	_____

Instructor _____

Date _____

Comments



TASK COXN-06-07-ANY: Execute a Single Unit Sector Search (VS) Pattern

NOTE *☞*

This task **DOES NOT** apply to Non standard cutterboats, skiffs or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

The trainee must plot the search pattern in accordance with TASK COXN-06-04-ANY. All turns shall be 120° to the right and within 15 seconds of the stated DR times. Search pattern shall be commenced in the direction of drift.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Arrive within 100 yards of plotted CSP.	_____
3. Deploy datum marker buoy at CSP.	_____
4. Advise SMC of on-scene weather and start time of pattern.	_____
5. Run first leg of pattern in direction of drift.	_____
6. Adjust the 3 rd , 6 th and 9 th legs to pass through datum.	_____
7. State SOG.	_____
8. Use fathometer to verify depth.	_____
9. Navigate boat in accordance with rules of the road.	_____
10. Identify and Use aids to navigation.	_____
11. Use illumination without compromising night vision, if task is conducted at night.	_____
12. Pass final position of datum to SMC.	_____

Instructor _____

Date _____

Comments _____



TASK COXN-06-08-ANY: Execute a Single Unit Parallel Search (PS) Pattern

NOTE

Task **DOES NOT** apply to cutterboats, skiffs and/or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

Trainee must plot the search pattern in accordance with TASK COXN-06-05-ANY. The CG boat shall commence search within 100 yards of the CSP. All turns shall be 90° and within 50 yards of plotted turn points. The search pattern shall be run for a minimum of 5 legs. The search pattern shall be completed within 5 minutes of the calculated completion time.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Enter all turns into GPS as waypoints.	_____
3. Arrive within 100 yards of plotted CSP.	_____
4. Adjust course and speed to stay on track line.	_____
5. Complete turns within 50 yards of plotted positions.	_____
6. Use XTE function.	_____
7. Use SOG function.	_____
8. Use ETA function.	_____
9. Use fathometer to verify water depth.	_____
10. Navigate boat in accordance with rules of the road.	_____
11. Identify and Use aids to navigation.	_____
12. Use illumination without compromising night vision, if task is conducted at night.	_____
13. Advise SMC of completion time of pattern.	_____

Instructor _____

Date _____

Comments



TASK COXN-06-09-ANY: Execute a Single Unit Creeping Line Search (CS) Pattern

NOTE *☞*

Task **DOES NOT** apply to cutterboats, skiffs and/or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing, major axis, minor axis, and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

Trainee must plot the search pattern in accordance with TASK COXN-06-05-ANY. The CG boat shall commence search within 100 yards of the CSP. All turns shall be 90° and within 50 yards of plotted turn points. The search pattern shall be run for a minimum of 5 legs. The search pattern shall be completed within 5 minutes of the calculated completion time.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Enter all turns into GPS as waypoints.	_____
3. Arrive within 100 yards of plotted CSP.	_____
4. Adjust course and speed to stay on track line.	_____
5. Complete turns within 50 yards of plotted positions.	_____
6. Use XTE function.	_____
7. Use SOG function.	_____
8. Use ETA function.	_____
9. Use depth sounder to verify water depth.	_____
10. Navigate boat in accordance with rules of the road.	_____
11. Identify and Use aids to navigation.	_____
12. Use illumination without compromising night vision, if task is conducted at night.	_____
13. Advise SMC of completion time of pattern.	_____

Instructor

Date

Comments



TASK COXN-06-10-ANY: Execute a Single Unit Track Line Non-Return Search (TSN) Pattern

NOTE 

Task **DOES NOT** apply to cutterboats, skiffs and/or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing, major axis, minor axis, and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

Trainee must plot the search pattern in accordance with TASK COXN-06-05-ANY. The CG boat shall commence search within 100 yards of the CSP. All turns shall be made within 50 yards of plotted turn points. The search pattern shall be run in its entirety. The search pattern shall be completed within 5 minutes of the calculated completion time.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Enter all turns into GPS as waypoints.	_____
3. Arrive within 100 yards of CSP.	_____
4. Advise SMC of on-scene weather and start time of pattern.	_____
5. Adjust course and speed to stay on track line.	_____
6. Complete turns within 50 yards of plotted positions.	_____
7. Use XTE function.	_____
8. Use SOG function.	_____
9. Use ETA function.	_____
10. Use depth sounder to verify water depth.	_____
11. Navigate boat in accordance with rules of the road.	_____
12. Identify and Use aids to navigation.	_____
13. Use illumination without compromising night vision, if task is conducted at night.	_____
14. Advise SMC of completion time of the pattern.	_____

Instructor _____

Date _____

Comments



TASK COXN-06-11-ANY: Execute a Single Unit Track Line Return Search (TSR) Pattern

NOTE

Task **DOES NOT** apply to cutterboats, skiffs and/or punts.

References

- a. *Coast Guard Institute SAR Fundamentals Course 0431*
- b. *GPS Operator's Manual*
- c. *Radar Operator's Manual*
- d. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Trainee will be given a CG boat with operational GPS, radar, radio, compass, corrected chart of the operating area, and a certified crew operating within prescribed limitations. Instructor will provide the trainee with a Search Action Plan, including area description, pattern description, CSP, track spacing, major axis, minor axis, and search speed. Task will be performed while underway, day or night, in calm to moderate weather.

Standards

Trainee must plot the search pattern in accordance with TASK COXN-06-05-ANY. The CG boat shall commence search within 100 yards of the CSP. All turns shall be made within 50 yards of plotted turn points. The search pattern shall be run in its entirety. The search pattern shall be completed within 5 minutes of the calculated completion time.

Performance Criteria	Completed (Initials)
1. Brief crew on mission.	_____
2. Enter all turns into GPS as waypoints.	_____
3. Arrive within 100 yards of plotted CSP.	_____
4. Advise SMC of on-scene weather and start time of pattern.	_____
5. Adjust course and speed to stay on track line.	_____
6. Complete turns within 50 yards of plotted positions.	_____
7. Use XTE function.	_____
8. Use SOG function.	_____
9. Use ETA function.	_____
10. Use depth sounder to verify water depth.	_____
11. Navigate boat in accordance with rules of the road.	_____
12. Identify and Use aids to navigation.	_____
13. Use illumination without compromising night vision, if task is conducted at night.	_____
14. Advise SMC of completion time of pattern.	_____

Instructor _____

Date _____

Comments _____



Section G. Rescue and Assistance

Introduction

The following are objectives of Division Seven:

- (01) **Demonstrate** the ability to rescue personnel in various distress situations.
- (02) **Demonstrate** the ability to deliver personnel or equipment to vessels in distress.
- (03) **Demonstrate** the knowledge and ability to use standard U.S. Coast Guard boat salvage equipment.
- (04) **Demonstrate** the knowledge and ability to transfer personnel safely between different types of units.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-07-01-TYPE	Recover a Person from the Water Using the Direct Pickup Method	2-79
COXN-07-02-TYPE	Recover a Life-Like Dummy (Oscar) in 2 to 4 FT Seas	2-80
COXN-07-03-TYPE	Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel	2-81
COXN-07-04-TYPE	Maneuver the Boat Alongside Another Boat, with Way-On, and Transfer Personnel	2-82
COXN-07-05-TYPE	Maneuver the Boat Alongside a Ship and Transfer Personnel	2-83
COXN-07-06-ANY	Use a Portable Pump to Dewater a Sinking or Swamped Boat	2-85
COXN-07-07-TYPE	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	2-86
COXN-07-08-TYPE	Use an Eductor to Dewater a Sinking or Swamped Boat	2-88
COXN-07-09-ANY	Attend a Static Display Given by a CG Helicopter Air Crew	2-89
COXN-07-10-TYPE	Participate in a Basket Hoist Using the Direct Delivery Method	2-90
COXN-07-11-TYPE	Participate in a Basket Hoist Using the Trail Line Delivery Method	2-91
COXN-07-12-TYPE	Participate in a Rescue Swimmer Transfer Using the Rescue Strop	2-92
COXN-07-13-TYPE	Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	2-93



TASK COXN-07-01-TYPE: Recover a Person from the Water Using the Direct Pickup Method

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Given an operational CG boat and a certified crew operating within prescribed limitations, trainee will pick up life-like dummy (Oscar) from the water. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas. Trainee must accomplish the task without prompting or use of a reference.

Standards

Task must be completed without placing the MOB in any danger and should be completed within 3 minutes of the time the initial warning was given.

Performance Criteria	Completed (Initials)	Boat Type
1. Coxswain receives report of MOB.	_____ _____ _____	_____ _____ _____
2. Boat comes about toward the side from which the MOB fell or in a safe manner.	_____ _____ _____	_____ _____ _____
3. Pointer is assigned and positioned, and Coxswain is informed of MOB's position.	_____ _____ _____	_____ _____ _____
4. Deploy life ring and strobe light.	_____ _____ _____	_____ _____ _____
5. Depress MOB button on the GPS/DGPS or save waypoint.	_____ _____ _____	_____ _____ _____
6. Brief crew on pickup.	_____ _____ _____	_____ _____ _____
7. Base approach to MOB on prevailing weather conditions.	_____ _____ _____	_____ _____ _____
8. Recover MOB within 3 minutes.	_____ _____ _____	_____ _____ _____



9. Notify unit.	_____	_____
	_____	_____
	_____	_____

Instructor _____ **Date** _____

Comments _____

TASK COXN-07-02-TYPE: Recover a Life-Like Dummy (Oscar) in 2 to 4 FT Seas

NOTE

Task **DOES NOT** apply to skiffs and punts.

Reference

- a. *Boat Crew Handbook - Boat Operations, BCH 16114.1(series)*

Conditions

Given an operational CG boat and a certified crew operating within prescribed limitations, trainee will recover a life-like dummy (Oscar) from the water. Task will be performed while underway, during daylight hours, with a minimum sea height of 2 FT. Trainee must accomplish the task without prompting or use of a reference.

Standards

Task must be completed without placing the simulated MOB in danger and should be completed within 3 minutes of the time the initial warning was given.

Performance Criteria	Completed (Initials)	Boat Type
1. Coxswain receives report of MOB.	_____ _____ _____	_____ _____ _____
2. Boat comes about toward the side from which the MOB fell or in a safe manner.	_____ _____ _____	_____ _____ _____
3. Pointer is assigned and positioned, and Coxswain is informed of MOB's position.	_____ _____ _____	_____ _____ _____
4. Deploy life ring and strobe light.	_____ _____ _____	_____ _____ _____
5. Depress MOB button on the GPS/DGPS.	_____ _____ _____	_____ _____ _____
6. Brief crew on pickup.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
7. Base approach to MOB on prevailing conditions.	_____ _____ _____	_____ _____ _____
8. Recover MOB within 3 minutes.	_____ _____ _____	_____ _____ _____
9. Notify unit.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK COXN-07-03-TYPE: Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Given an operational CG boat, a certified crew operating within prescribed limitations, and another boat underway but with no way-on, trainee will safely transfer personnel from the CG boat to the other boat with no way-on. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

Standards Task must be completed without placing the personnel of either boat in danger. Task should be performed in a controlled manner and without unnecessary maneuvering.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the other boat.	_____ _____ _____	_____ _____ _____
3. Brief personnel on the other boat.	_____ _____ _____	_____ _____ _____
4. Rig fenders and assign roving fender as needed.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
5. Make approach to other boat.	_____ _____ _____	_____ _____ _____
6. Bring CG boat alongside other boat.	_____ _____ _____	_____ _____ _____
7. Transfer personnel to other boat.	_____ _____ _____	_____ _____ _____
8. Maneuver CG boat away from other boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK COXN-07-04-TYPE: Maneuver the Boat Alongside Another Boat, with Way-On, and Transfer Personnel

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Given an operational CG boat, a certified crew operating within prescribed limitations, and another boat underway with way-on, trainee will safely transfer personnel from the CG boat to the other boat with way-on. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

Standards Task must be completed without placing the personnel of either boat in danger. Task should be performed in a controlled manner and without unnecessary maneuvering.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the other boat.	_____ _____ _____	_____ _____ _____
3. Brief personnel on the other boat.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
4. Rig fenders and assign roving fender as needed.	_____ _____ _____	_____ _____ _____
5. Make approach to other boat.	_____ _____ _____	_____ _____ _____
6. Bring CG boat alongside other boat.	_____ _____ _____	_____ _____ _____
7. Transfer personnel to other boat.	_____ _____ _____	_____ _____ _____
8. Maneuver CG boat away from other boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK COXN-07-05-TYPE: Maneuver the Boat Alongside a Ship and Transfer Personnel

References
 a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*
 b. *Knight's Modern Seamanship*

Conditions
 Given an operational CG boat, a certified crew operating within prescribed limitations, and a ship or large boat with an accommodation ladder, Jacob's ladder, or cargo net, trainee will safely transfer personnel from the CG boat to the ship or large boat. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

Standards
 Task must be completed without placing the personnel of either boat in danger. Task should be performed in a controlled manner and without unnecessary maneuvering.

NOTE  Accomplishment of this task depends on the availability of a ship or large boat. If the geographical location of a unit prevents practical demonstration of this task, it may be deferred until an opportunity presents itself. Task should be accomplished at the earliest possible time.



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Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the other boat	_____ _____ _____	_____ _____ _____
3. Brief shipboard personnel and determine method of transfer.	_____ _____ _____	_____ _____ _____
4. Rig fenders and assign roving fender as needed.	_____ _____ _____	_____ _____ _____
5. Obtain permission from ship CO to come alongside.	_____ _____ _____	_____ _____ _____
6. Make approach to ship using a 15 to 30° angle.	_____ _____ _____	_____ _____ _____
7. Receive sea painter and properly secure as applicable.	_____ _____ _____	_____ _____ _____
8. Hold boat at desired position alongside the ship.	_____ _____ _____	_____ _____ _____
9. Transfer personnel to the ship.	_____ _____ _____	_____ _____ _____
10. Request and receive permission to maneuver away from the ship.	_____ _____ _____	_____ _____ _____
11. Maneuver CG boat away from the ship.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-07-06-ANY: Use a Portable Pump to Dewater a Sinking or Swamped Boat

NOTE 

Task **DOES NOT APPLY** to cutterboats.

References

- a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Given an operational CG boat, a certified crew operating within prescribed limitations, and another boat simulating taking on water, trainee will dewater the other boat using a portable pump. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

Standards

Task must be completed without placing the personnel of either boat in danger. Trainee should maintain positive control over both boats during the dewatering. Task should be performed in a controlled manner and without unnecessary maneuvering.

WARNING 

Do not use a drop/portable pump to dewater a boat with fuel contamination in its bilges.

Performance Criteria	Completed (Initials)
1. Brief crew and assign duties.	_____
2. Account for all persons from the distressed boat upon arrival and remove them from the boat if necessary.	_____
3. Rescue any persons in extremis and address medical needs.	_____
4. Make portable pump ready for use.	_____
5. Conduct risk assessment before placing CG personnel onboard distressed vessel.	_____
6. Start portable pump and obtain/maintain suction.	_____
7. Dewater distressed vessel.	_____
8. Determine if flooding was controlled.	_____
9. Safely identify source of flooding.	_____
10. Safely reduce or stop flooding.	_____
11. Set flood watch.	_____
12. Keep SMC advised of status.	_____

Instructor _____

Date _____

Comments



TASK COXN-07-07-TYPE: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel

NOTE

Task **DOES NOT APPLY** to cutterboats.

References

- a. *Boat Operations and Training Manual, Volume I, COMDTINST M16114.42 (series)*
- b. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*
- c. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)*

Conditions

Given an operational CG boat, a certified crew operating within prescribed parameters, and another boat with a simulated fire onboard, trainee will transfer personnel from the distressed boat by direct personnel transfer or person in water (victim) recovery. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

NOTE

Actual placement of crewmembers in the water is at the discretion of the unit command, personnel placed in the water shall wear a helmet, PFD, boat crew survival vest, and if conditions warrant, a wet or dry suit.

NOTE

If the direct personnel transfer method is used, it is not necessary to actually place water on the drill boat for this task. All of the equipment must be activated, but in order to minimize salt spray on the drill boat the use of heat suppression fog may be simulated.

NOTE

Per reference (a), generally, Coast Guard personnel shall not engage in independent firefighting operations except to save a life or in the early stages of a fire, where they may avert a significant threat without undue risk.

Standards

Task must be completed without placing the personnel of either boat in danger. Task should be performed in a controlled manner and without unnecessary maneuvering.

Performance Criteria	Completed (Initials)	Boat Type
1. Approach distressed boat from upwind if conditions permit.	_____ _____ _____	_____ _____ _____
2. Account for all persons from the distressed boat upon arrival.	_____ _____ _____	_____ _____ _____
3. Based on current conditions and risks, determine recovery methods.	_____ _____ _____	_____ _____ _____
4. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____

Part 2 - Coxswain Qualification
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Performance Criteria	Completed (Initials)	Boat Type
5. Brief distressed boats crew on intentions, recovery methods.	_____ _____ _____	_____ _____ _____
6. Prepare MOB recovery equipment as needed.	_____ _____ _____	_____ _____ _____
7. Prepare fire fighting/heat suppression equipment for use as needed.	_____ _____ _____	_____ _____ _____
8. Engage fire pump or start portable pump if required.	_____ _____ _____	_____ _____ _____
9. Use high or low density heat suppression fog to minimize exposure during close quarters maneuvering.	_____ _____ _____	_____ _____ _____
10. Make approach on distressed boat, if direct transfer method is used, keeping enough contact between boats to safely transfer personnel but minimizing exposure to heat or smoke, insure a crewmember is in place to receive passengers and direct them to safety when onboard.	_____ _____ _____	_____ _____ _____
11. If an in water recovery is the safest method, direct distressed vessels crew where and when to enter water insuring PFD'S are worn or floatation material "ring buoy, fenders, spare life jackets are made available.	_____ _____ _____	_____ _____ _____
12. Rescue any persons in extremis and address medical needs.	_____ _____ _____	_____ _____ _____
13. Fighting the fire: a. Describe situations when fighting a fire is appropriate given ORM. b. Demonstrate fire fighting techniques and continued risk assessment.	_____ _____ _____	_____ _____ _____
14. Keep SMC advised of status, including injuries and location and condition of distressed boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



TASK COXN-07-08-TYPE: Use an Eductor to Dewater a Sinking or Swamped Boat

NOTE

Task **DOES NOT APPLY** to cutterboats.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Given an operational CG boat, a certified crew operating within prescribed limitations, and another boat simulating taking on water, trainee will dewater the other boat using an eductor. Task will be performed while underway, during daylight hours, in fair weather conditions and calm seas.

Standards

Task must be completed without placing the personnel of either boat in danger. Trainee should maintain positive control over both boats during the dewatering. Task should be performed in a controlled manner and without unnecessary maneuvering.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Account for all persons from the distressed boat upon arrival and remove them from the boat, if necessary.	_____ _____ _____	_____ _____ _____
3. Rescue any persons in extremis and address medical needs.	_____ _____ _____	_____ _____ _____
4. Make eductor ready for use.	_____ _____ _____	_____ _____ _____
5. Conduct risk assessment before placing CG personnel onboard distressed boat.	_____ _____ _____	_____ _____ _____
6. Start fire pump and obtain/maintain suction.	_____ _____ _____	_____ _____ _____
7. Dewater distressed boat.	_____ _____ _____	_____ _____ _____
8. Determine if flooding is controlled.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
9. Safely identify source of flooding.	_____ _____ _____	_____ _____ _____
10. Safely reduce or stop flooding.	_____ _____ _____	_____ _____ _____
11. Set flood watch.	_____ _____ _____	_____ _____ _____
12. Keep SMC advised of status.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK COXN-07-09-ANY: Attend a Static Display Given by a CG Helicopter Air Crew

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task will be performed at any time with both helicopter types on deck for a static display, prior to conducting helicopter operations.

NOTE

Task **MAY BE DEFERRED** if no helicopter training is available. Task must be completed at the earliest possible time. For cutterboats, task only applies to flight-deck equipped cutters. Task does not apply to contingency Coxswains.

Standards Task must be completed in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Attend static display given by a CG helicopter aircrew prior to conducting helicopter operations.	_____
2. Identify tow points for each type of helicopter.	_____
3. Identify all emergency exits for each type of helicopter.	_____
4. Discuss emergency breakaway procedures with the helicopter aircrew.	_____

Instructor _____ **Date** _____
Comments _____



TASK COXN-07-10-TYPE: Participate in a Basket Hoist Using the Direct Delivery Method

NOTE

Task applies **ONLY** to boats 40 FT and above.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway, during daylight hours, in fair weather conditions. Task should be accomplished during a scheduled helicopter operations training session. All crewmembers should be wearing helmets, hearing protection, gloves, PFDs or wet suits, and boat crew personnel survival kits. Trainee must accomplish the task without prompting or use of a reference.

NOTE

Task **MAY BE DEFERRED** if no helicopter training is available. Task must be completed at the earliest possible time.

Standards

Task must be performed so as not to endanger any crewmembers or the helicopter. Basket and/or cable must not become entangled or otherwise attached to the boat at any time. Basket must be grounded to the boat before crewmembers handle it.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the helicopter.	_____ _____ _____	_____ _____ _____
3. Agree on breakaway procedures between helicopter and boat.	_____ _____ _____	_____ _____ _____
4. State number of persons onboard (POB) on helicopter and boat.	_____ _____ _____	_____ _____ _____
5. Establish and maintain boat heading and speed.	_____ _____ _____	_____ _____ _____
6. Bring basket onto CG boat by hand.	_____ _____ _____	_____ _____ _____
7. Lift basket from CG boat and hoist up to helicopter.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK COXN-07-11-TYPE: Participate in a Basket Hoist Using the Trail Line Delivery Method

NOTE 

Task applies **ONLY** to boats 40 FT and above.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway, during daylight hours, in fair weather conditions. Task should be accomplished during a scheduled helicopter operations training session. All crewmembers should be wearing helmets, hearing protection, gloves, PFDs or wet suits, and boat crew personnel survival kits. Trainee must accomplish the task without prompting or use of a reference.

NOTE 

Task **MAY BE DEFERRED** if no helicopter training is available. Task must be completed at the earliest possible time.

Standards

Task must be performed so as not to endanger any crewmembers or the helicopter. Basket and/or cable must not become entangled or otherwise attached to the boat at any time. Basket must be grounded to the boat before crewmembers handle it.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the helicopter.	_____ _____ _____	_____ _____ _____
3. Agree on breakaway procedures between helicopter and boat.	_____ _____ _____	_____ _____ _____
4. State number of POB on helicopter and boat.	_____ _____ _____	_____ _____ _____
5. Establish and maintain boat heading and speed.	_____ _____ _____	_____ _____ _____
6. Bring basket onto CG boat using the trail line.	_____ _____ _____	_____ _____ _____



7. Lift basket from CG boat and hoist up to helicopter.	_____	_____
	_____	_____
	_____	_____

Instructor _____ **Date** _____

Comments _____

TASK COXN-07-12-TYPE: Participate in a Rescue Swimmer Transfer Using the Rescue Strop

NOTE

Task applies **ONLY** to boats 40 FT and above.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway, during daylight hours, in fair weather conditions. Task should be accomplished during a scheduled helicopter operations training session. All crewmembers should be wearing helmets, hearing protection, gloves, PFDs or wet suits, and boat crew personnel survival kits. Trainee must accomplish the task without prompting or use of a reference.

NOTE

Task **MAY BE DEFERRED** if no helicopter training is available. Task must be completed at the earliest possible time.

Standards

Task must be performed so as not to endanger any crewmembers or the helicopter. Rescue strop and/or cable must not become entangled or otherwise attached to the boat at any time. The cable must be grounded to the boat before crewmembers handle it.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Establish communications with the helicopter.	_____ _____ _____	_____ _____ _____
3. Agree on breakaway procedures between helicopter and boat.	_____ _____ _____	_____ _____ _____
4. State number of POB on helicopter and boat.	_____ _____ _____	_____ _____ _____
5. Establish and maintain boat heading and speed.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
6. Transfer rescue swimmer to CG boat using the rescue strop.	_____ _____ _____	_____ _____ _____
7. Hoist rescue swimmer back to helicopter.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____

TASK COXN-07-13-TYPE: Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)

WARNING

Boat operators shall pause briefly at the neutral position when shifting between ahead to astern or astern to ahead propulsion. Skipping this step may cause the engines to shut down and lose propulsion and damage the lower units.

- Reference**
- a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*
 - b. *Platform Specific Underway Drill Checklists for Basic Engineering Casualty Control Exercises*

Conditions Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards In response to the instructor, the trainee must, without error, demonstrate the steps taken for each of the BECCes listed, as stated in reference (a) above.

BECCE	Completed (Initials)	Boat Type
1. Collision With Submerged Object, Bottom or Ice.	_____ _____ _____	_____ _____ _____
2. Fire in the Engine Room	_____ _____ _____	_____ _____ _____
3. Fouled Water Jet	_____ _____ _____	_____ _____ _____
4. Generator Fire	_____ _____ _____	_____ _____ _____



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BECCE	Completed (Initials)	Boat Type
5. GENSET High Water Temperature	_____ _____ _____	_____ _____ _____
6. GENSET Loss of Lube Oil Pressure	_____ _____ _____	_____ _____ _____
7. Hard Grounding	_____ _____ _____	_____ _____ _____
8. Loss of Generator	_____ _____ _____	_____ _____ _____
9. Loss of Engine RPM Control	_____ _____ _____	_____ _____ _____
10. Loss of Fuel Oil Pressure	_____ _____ _____	_____ _____ _____
11. Loss of Main Engine Lube Oil Pressure	_____ _____ _____	_____ _____ _____
12. Loss of Steering (Electrical)	_____ _____ _____	_____ _____ _____
13. Loss of Steering (Hydraulics)	_____ _____ _____	_____ _____ _____
14. Loss of Steering Jammed Rudder	_____ _____ _____	_____ _____ _____
15. Main Engine High Water Temperature	_____ _____ _____	_____ _____ _____
16. Outboard Engine-Fire	_____ _____ _____	_____ _____ _____

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BECCE	Completed (Initials)	Boat Type
17. Outboard Engine-High Water Temperature	_____ _____ _____	_____ _____ _____
18. Outboard Engine-Loss of Fuel Pressure	_____ _____ _____	_____ _____ _____
19. Outboard Engine-Loss of Lube Oil Pressure	_____ _____ _____	_____ _____ _____
20. Reduction Gear Failure	_____ _____ _____	_____ _____ _____
21. Hard Grounding	_____ _____ _____	_____ _____ _____
22. Unusual Noise or Vibration in Power Train	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____



Section H. Towing and Salvage

Introduction

The following are objectives of Division Eight:

- (01) **Define** and **state** the static and dynamic forces that come into play during various towing evolutions.
- (02) **Demonstrate** the procedures used when preparing to take a boat in tow.
- (03) **Demonstrate** the procedures for inspecting both fixed and running towing gear.
- (04) **Demonstrate** the procedures for taking a boat in tow using different approaches.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-08-01-ANY	State General Towing Safety Precautions	2-97
COXN-08-02-ANY	State the Principal Forces that Affect Boat Towing	2-98
COXN-08-03-ANY	Inspect the Towline and Associated Hardware	2-98
COXN-08-04-ANY	Make Preparations for Taking a Boat in Tow	2-99
COXN-08-05-TYPE	Use a "Heavy Weather" Approach to Take a Boat in Stern Tow	2-100
COXN-08-06-ANY	Use a Skiff Hook Assembly Connection to Take a Boat in Stern Tow	2-102
COXN-08-07-ANY	Take a Boat in Stern Tow Using a Bridle Connection	2-103
COXN-08-08-TYPE	Take a Boat in Alongside Tow from a Stern Tow	2-104
COXN-08-09-TYPE	Moor a Disabled Boat in Alongside Tow to a Float or Pier	2-105
COXN-08-10-TYPE	Take a Boat at Anchor, Near Shoal Water in Tow	2-106



TASK COXN-08-01-ANY: State General Towing Safety Precautions

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task should be performed at any time. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the basic policy precautions taken during towing evolutions as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the precautions regarding removal of personnel from disabled boats.	_____
2. State the policy regarding wearing of PFDs by persons onboard the disabled boats.	_____
3. State the precautions regarding the throwing of heaving lines.	_____
4. State the policy regarding establishing and maintaining communications.	_____
5. State the precautions regarding personnel around the towline.	_____
6. State the precautions regarding the breaking strength of shackles used.	_____
7. State the precautions regarding the towed boat's hull capability and speed.	_____
8. State the factors which impact the maximum safe towing speed for a vessel.	_____

Instructor _____ **Date** _____

Comments _____



TASK COXN-08-02-ANY: State the Principal Forces that Affect Boat Towing

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task should be performed at any time. Trainee must accomplish the task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the principal forces affecting boat towing as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. State the causes and effects of static forces.	_____
2. State the types, causes and effects of dynamic forces.	_____
3. State the cause of towline strain.	_____
4. State the cause and effect of shock load.	_____
5. State the effect that lengthening the towline has on shock load.	_____

Instructor _____ **Date** _____

Comments

TASK COXN-08-03-ANY: Inspect the Towline and Associated Hardware

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task will be performed dockside during daylight hours. All towlines, bridles, shackles, hooks, and other gear carried aboard the boat and associated with towing will be inspected. Trainee must accomplish the task without prompting or use of a reference.
Standards	All gear should be inspected in accordance with the above reference and as outlined in the steps listed below.

Performance Criteria	Completed (Initials)
1. Inspect the towline and state the warning signs for wear or defective condition.	_____
2. Inspect the double-braided bridles and state the warning signs for wear or defective condition.	_____
3. Inspect the skiff hook and state the warning signs for defective condition.	_____
4. Inspect bits, cleats, chocks, and the towline storage reel and state the warning signs for defective condition.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-08-04-ANY: Make Preparations for Taking a Boat in Tow

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task will be performed while underway for training or towing operations during daylight:

For MLB 20 to 30 KT winds, and seas of not less than 6 FT but not greater than 10 FT.

For all others 10 to 20 KT winds, and seas of not less than 2 FT.

A messenger should be used for passing the towline, and a bridle may be used for hookup. Trainee must accomplish the task without prompting or use of a reference.

Standards Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Proper radio procedure and prowords shall be used during all radio communications.

Performance Criteria	Completed (Initials)
1. Establish communications using a Coast Guard working frequency.	_____
2. Determine material condition of the boat to be towed.	_____
3. Determine physical condition of the people onboard the boat to be towed.	_____
4. Direct people onboard the boat to be towed to don life preservers.	_____
5. Bend heaving line to towline for passing to the boat to be towed.	_____
6. Brief people onboard boat to be towed regarding the hookup and towing procedure to be used, including the following: a. Hookup procedure b. Line handling c. Safety d. Chafing gear fitting for towing line or bridle e. Breakaway procedure f. Operating procedure (steering behind, etc.) g. Towing approach	_____
7. Establish communications schedule to be followed for the duration of the tow.	_____
8. Establish backup emergency signal(s).	_____
9. Ensure that the operator of the distressed boat understands the above procedures.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-08-05-TYPE: Use a “Heavy Weather” Approach to Take a Boat in Stern Tow

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway for training or towing operations during day light in:

For MLB 20 to 30 KT winds, and seas of not less than 6 FT but not greater than 10 FT.

For all others 10 to 20 KT winds, and seas of not less than 2 FT.

A messenger should be used for passing the towline and a bridle may be used for hookup. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must be passed on the first pass without resorting to backing down and with no risk of fouling the towline.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on assigned duties.	_____ _____ _____	_____ _____ _____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-ANY, including the establishment of the best place to attach a line and the rigging of a bridle if one is to be used.	_____ _____ _____	_____ _____ _____
3. Maneuver boat onto the same heading as the disabled boat and stop astern of it.	_____ _____ _____	_____ _____ _____
4. Determine boat’s relative rate of drift by observing which boat drifts to leeward faster.	_____ _____ _____	_____ _____ _____
5. Make approach into predominate weather/seas.	_____ _____ _____	_____ _____ _____
6. Keep boat stationed in optimal position.	_____ _____ _____	_____ _____ _____
7. Ensure crewmember passes the heaving line to the disabled boat.	_____ _____ _____	_____ _____ _____
8. Pay out and tend line away from boat’s propulsion systems.	_____ _____ _____	_____ _____ _____

Part 2 - Coxswain Qualification
 Chapter 2 – Coxswain Qualification Tasks



Performance Criteria	Completed (Initials)	Boat Type
9. Place working turn on tow bitt after towline is secured on disabled boat.	_____ _____ _____	_____ _____ _____
10. Set initial course.	_____ _____ _____	_____ _____ _____
11. Pay out appropriate length of towline.	_____ _____ _____	_____ _____ _____
12. Make up tow bitt.	_____ _____ _____	_____ _____ _____
13. Adjust scope of towline to put towed boat in step.	_____ _____ _____	_____ _____ _____
14. Set and maintain tow watch.	_____ _____ _____	_____ _____ _____
15. Display proper lights and sound signals given for the weather conditions present.	_____ _____ _____	_____ _____ _____
16. Install chafing gear as needed.	_____ _____ _____	_____ _____ _____
17. Maintain safe towing speed.	_____ _____ _____	_____ _____ _____
18. Check status of towed boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK COXN-08-06-ANY: Use a Skiff Hook Assembly Connection to Take a Boat in Stern Tow

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task will be performed while underway for training or towing operations, during daylight, in calm to moderate weather conditions. Trainee must accomplish the task without prompting or use of a reference.
Standards	Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties.	_____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-ANY.	_____
3. Begin approach from off the bow and downwind of the disabled boat.	_____
4. Maneuver boat to position in front of the disabled boat.	_____
5. Ensure crewmember attaches the skiff hook to the disabled boat.	_____
6. Pay out and tend line away from boat's propulsion systems..	_____
7. Place working turn on tow bitt after towline is secured on disabled boat.	_____
8. Set initial course.	_____
9. Pay out appropriate length of towline.	_____
10. Make up tow bitt.	_____
11. Adjust scope of towline to put towed boat in step.	_____
12. Set and maintain tow watch.	_____
13. Display proper lights and sound signals given for the weather conditions present.	_____
14. Install chafing gear as needed.	_____
15. Maintain safe towing speed.	_____
16. Check status of towed boat.	_____

Instructor _____ **Date** _____

Comments



TASK COXN-08-07-ANY: Take a Boat in Stern Tow Using a Bridle Connection

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway for training or towing operations, during daylight, in calm to moderate weather conditions. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must be passed on the first pass without resorting to backing down and with no risk of fouling the towline.

Performance Criteria	Completed (Initials)
1. Brief crew on assigned duties.	_____
2. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-ANY including the establishment of the best place to rig a bridle.	_____
3. Maneuver boat onto the same heading as the disabled boat and stop astern of it.	_____
4. Determine boat's relative rate of drift by observing which boat drifts to leeward faster.	_____
5. Make approach into predominate weather/seas.	_____
6. Keep boat stationed in optimal position.	_____
7. Ensure crewmember passes the heaving line to the disabled boat.	_____
8. Pay out and tend line away from boat's propulsion systems.	_____
9. Place working turn on tow bitt after towline is secured on disabled boat.	_____
10. Set initial course.	_____
11. Pay out appropriate length of towline.	_____
12. Make up tow bitt.	_____
13. Adjust scope of towline to put boat-towed boat in step.	_____
14. Set and maintain tow watch.	_____
15. Display proper lights and sound signals given for the weather conditions present.	_____
16. Install chafing gear as needed.	_____
17. Maintain safe towing speed.	_____
18. Check status of towed boat.	_____

Instructor _____

Date _____

Comments



TASK COXN-08-08-TYPE: Take a Boat in Alongside Tow from a Stern Tow

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. The disabled boat should be at least ¼ the length of the tow boat. Trainee must accomplish the task without prompting or use of a reference.

Standards Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must not be placed near the propulsion systems at any time.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on assigned duties.	_____	_____
2. Brief boat to be towed on procedures to be used.	_____	_____
3. Prepare deck for alongside tow. a. Rig fenders on appropriate side of towing boat. b. Make alongside lines ready.	_____	_____
4. Slow speed in increments and shorten tow if needed. Maintain positive control of the tow and keep towline in view and appropriate relative position while shortening tow.	_____	_____
5. Break down tow bitt, haul slack towline aboard, and fake out of the way (clear of well deck).	_____	_____
6. Drop towline of disabled boat or properly execute back-down approach.	_____	_____
7. Rig lines for alongside tow.	_____	_____
8. Energize appropriate navigation lights as needed.	_____	_____

Instructor _____ **Date** _____

Comments



TASK COXN-08-09-TYPE: Moor a Disabled Boat in Alongside Tow to a Float or Pier

NOTE *☞*

Task **DOES NOT** apply to cutterboats.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway for training or towing operations, during daylight, in calm weather conditions. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must not be placed near the screws at any time. Boat must be moored on the first try with a minimum of maneuvering.

Performance Criteria	Completed (Initials)	Boat Type
1. State the expected effects of the wind and current on the mooring of the boat.	_____ _____ _____	_____ _____ _____
2. Brief crew on the procedure to be used and assign duties.	_____ _____ _____	_____ _____ _____
3. Brief towed boat on mooring method, location, and procedures.	_____ _____ _____	_____ _____ _____
4. Brief bow pointer and position in effective location.	_____ _____ _____	_____ _____ _____
5. Approach pier slowly, at an angle.	_____ _____ _____	_____ _____ _____
6. Safely moor boat(s).	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments



TASK COXN-08-10-TYPE: Take a Boat at Anchor, Near Shoal Water in Tow

NOTE

Task **DOES NOT** apply to cutterboats.

Reference

a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions

Task will be performed while underway for training or towing operations, during daylight, in calm to moderate weather conditions. Trainee must accomplish the task without prompting or use of a reference.

Standards

Trainee must perform the task without casualty to personnel or boat in accordance with the steps listed below. Towline must be passed on the first pass with no risk of fouling the towline.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew on assigned duties.	_____ _____ _____	_____ _____ _____
7. Make preparations for taking a boat in tow in accordance with TASK COXN-08-04-ANY including the establishment of the best place to rig a bridle.	_____ _____ _____	_____ _____ _____
8. Identify nearest hazard and adjust approach as necessary.	_____ _____ _____	_____ _____ _____
9. Maneuver towed boat to safest position where heaving line can be passed.	_____ _____ _____	_____ _____ _____
10. Keep station while heaving line and pass towline/bridle to disabled boat.	_____ _____ _____	_____ _____ _____
11. Direct crew to tend line with no strain until connection is completed.	_____ _____ _____	_____ _____ _____
12. Recover anchor of disabled boat or cut anchor line	_____ _____ _____	_____ _____ _____
13. Tend bitt while boat and tow move clear of restricted waters.	_____ _____ _____	_____ _____ _____
14. Pay out appropriate length of line for size and type of boat being towed.	_____ _____ _____	_____ _____ _____

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Performance Criteria	Completed (Initials)	Boat Type
15. Adjust speed accordingly for the type of boat and conditions.	_____ _____ _____	_____ _____ _____
16. Adjust scope of towline to put boat and towed boat in step.	_____ _____ _____	_____ _____ _____
17. Set tow watch.	_____ _____ _____	_____ _____ _____
18. Display proper navigational lights and sound signals for the current weather conditions.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



Section I. Law Enforcement, Homeland Security and Defense Operations

Introduction

The following are objectives of Division Nine:

- (01) **Complete** the designated Boarding Team Member tasks.
- (02) **Be familiar** with applicable sections of references b and c.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
COXN-09-01-ANY	Law Enforcement, Homeland Security and Defense Operations	2-108

TASK COXN-09-01-ANY: Law Enforcement, Homeland Security and Defense Operations

Reference

- a. *U.S. Coast Guard Law Enforcement Competency Qualification Instruction (LECQI), COMDTINST M16247.3 (series)*
- b. *U.S. Coast Guard Boat Operations and Training (BOAT) Manual Volume III, COMDTINST M16114.42 (series)*
- c. *U.S. Coast Guard Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series)*
- d. *Surface Disengagement/ Reengagement (SDRE) , CG TTP 3-93.4 (series)*

Conditions

Task should be performed at any time. Trainee must accomplish the task without prompting or use of a reference.

NOTE

This task **MUST** be accomplished by **ALL** Coxswain trainees. Coxswain in this task refers to a COXN competency qualifying under this Handbook. The intent is for a COXN to understand the COXN role and limitations in the listed missions.

Standards

Task must be completed in accordance with the above reference.

Performance Criteria	Completed (Initials)
1. Complete the following Boarding Team Member tasks from reference (a): a. IQ-1-02 Authority and Jurisdiction b. IQ-1-03 Use of Force Policy	_____ _____ _____
2. Explain the Coxswains role during Non-Compliant Vessel Pursuit (NCV)	_____
3. Explain the Coxswains role during Port Waterways Coastal Security (PWCS) activities and Maritime Critical Infrastructure/Key Resources (MCI/KR) Patrols	_____
4. Explain the Coxswains role during High Value Asset (HVA) Escort Tactics	_____
5. Explain the use of established Less than Lethal delivery systems	_____
6. Explain the Coxswain's role in SDRE TTP and missions that is does/does not apply to.	_____

Instructor _____

Date _____

Comments _____



CHAPTER 3

Coxswain Trainee Study Guide

Introduction

This Chapter should be removed and given to the trainee to keep. Its purpose is to provide guidance for the trainee's reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The instructor should then discuss the trainee's answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

NOTE

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Crew Efficiency Factors and Team Coordination	2-110
B	Reading Assignments – Boat Characteristics and Stability	2-111
C	Reading Assignments – Boat Handling	2-113
D	Reading Assignments – Rules of the Road	2-119
E	Reading Assignments – Boat Piloting and Navigation	2-120
F	Reading Assignments – Search and Rescue (SAR)	2-123
G	Reading Assignments – Rescue and Assistance	2-130
H	Reading Assignments – Towing and Salvage	2-136
I	Reading Assignments – Law Enforcement, Homeland Security and Defense Operations	2-140



Section A. Reading Assignments – Crew Efficiency Factors and Team Coordination

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-01-01-ANY	Crew Fatigue Standards	<i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)</i>	2-110
COXN-01-02-ANY	Team Coordination Training (TCT)	None assigned	N/A

TASK COXN-01-01-ANY: Crew Fatigue Standards

1. The crew fatigue standards are based on a _____ period.
 2. A _____ shall be sent when a station reaches crew fatigue.
 3. The maximum crew underway time in seas greater than 4 FT is _____ hours.
-



Section B. Reading Assignments – Boat Characteristics and Stability

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-02-01-TYPE	State Basic Construction and Design Features of the Boat	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-112
COXN-02-02-TYPE	State the Characteristics of, and Set Watertight Integrity Aboard the Boat	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	2-112
COXN-02-03-TYPE	Locate and State the Purpose of Deck Equipment and Fittings Onboard the Boat	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	2-112
COXN-02-04-TYPE	Locate Installed Engineering and Propulsion Equipment and Fittings Onboard the Boat	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	
COXN-02-05-TYPE	Locate Installed Electrical and Electronic Equipment and Fittings Onboard the Boat	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	
COXN-02-06-ANY	Recognize Warning Signs of an Unstable Boat Before Boarding	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	



TASK COXN-02-01-TYPE: State Basic Construction and Design Features of the Boat

1. The hull consists of a _____ framework and a skin or shell plating.
 2. As a displacement hull moves through the water, the water _____ at the bow and then closes behind it.
 3. With enough speed, the planing hull is _____ up onto the surface of the water.
 4. Once the boat is planing, the power must be decreased _____ to move the boat from the planing mode to the displacement mode.
 5. The _____ is the backbone of the boat.
 6. Transverse frames extend _____ and are perpendicular to the keel.
 7. With the hatches shut, the space between bulkheads becomes _____.
 8. Net tons refer to the _____ capacity of the boat expressed in tons of 100 cubic FT.
-

TASK COXN-02-02-TYPE: State the Characteristics of, and Set Watertight Integrity Aboard the Boat

1. A boat may sustain heavy damage and remain _____, provided watertight integrity is maintained.
 2. Doors, hatches, and scuttle covers must be _____ while the boat is underway and while it is moored and unattended by crewmembers.
 3. Watertight closures must have clean, bright, unpainted, smooth _____ for the gaskets to press against.
 4. Small openings to water and fuel tanks, as well as void spaces, are called _____.
 5. Watertight doors and hatches, having individually opened dogs, should be opened starting with the dog _____ the hinges.
-

TASK COXN-02-03-TYPE: Locate and State the Purpose of Deck Equipment and Fittings Onboard the Boat

1. The complete list of each piece of equipment required onboard a boat is contained in a document called the _____.
 2. Chafing chain assists in preventing chafing of the _____ on the bottom.
 3. Chafing gear is used to protect the _____ line.
 4. Personnel survival kits are used by _____ in the event of capsizing or man overboard.
-



Section C. Reading Assignments – Boat Handling

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-03-01-ANY	State the Forces that Affect Boat Handling	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-115
COXN-03-02-ANY	State the Basic Principles of Boat Handling	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-115
COXN-03-03-TYPE	State the Operational Characteristics and Limitations of the Boat	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	
COXN-03-04-TYPE	Locate and State the Characteristics of the Components and Accessories of the Boat’s Propulsion System	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	
COXN-03-05-TYPE	Energize the Electrical and Electronic Systems on the Boat	<i>Applicable Maintenance Procedure Card (MPC)</i>	
COXN-03-06-TYPE	Conduct a Pre-Start Check Off for the Boat	<i>Applicable Maintenance Procedure Card (MPC)</i>	
COXN-03-07-TYPE	Start the Boat	<i>Applicable Maintenance Procedure Card (MPC)</i>	
COXN-03-08-TYPE	Conduct a Pre-Underway Check Off for the Boat	<i>U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I</i> , COMDTINST M16114.32 (series) <i>Rescue and Survival Systems Manual</i> , COMDTINST M10470.10 (series) <i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	2-116
COXN-03-09-TYPE	Shifting, Steering and Throttle Stations	<i>Specific Boat Type Operator’s Handbook</i> , COMDTINST M16114 (series)	
COXN-03-10-TYPE	Conduct a Normal Cruising Check Off	<i>Applicable Maintenance Procedure Card (MPC)</i>	
COXN-03-11-TYPE	Secure the Boat After Operations	<i>Applicable Maintenance Procedure Card (MPC)</i>	
COXN-03-12-TYPE	Get the Boat Away from a Pier	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-116
COXN-03-13-TYPE	Maneuver the Boat in Tight Quarters	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-116
COXN-03-14-TYPE	Come About in a Narrow Channel	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-116
COXN-03-15-TYPE	Operate the Boat and Apply Its Handling Characteristics in a Following Sea	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-116



Task Number	Task Title	Reading Assignment	See Page
COXN-03-17-TYPE	Maneuver in Rivers	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-117
COXN-03-18-TYPE	Identify Heavy Weather Terms	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-117
COXN-03-19-TYPE	Correct for Hard Chine Lock-Up	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	
COXN-03-20-TYPE	Moor the Boat	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	2-117
COXN-03-21-TYPE	Anchor the Boat	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH16114.4 (series)	2-118
COXN-03-22-TYPE	Weigh the Boat’s Anchor	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH16114.4 (series)	2-118
COXN-03-23-TYPE	Cutterboat Launch and Recovery- Single Point Davit	<i>Shipboard Launch and Recovery Procedures Manual</i> , COMDTINST M3120.6 (series)	2-118
COXN-03-24-TYPE	Cutterboat Launch and Recovery- Dual Point Davit	<i>Shipboard Launch and Recovery Procedures Manual</i> , COMDTINST M3120.6 (series)	2-118
COXN-03-25-TYPE	Cutterboat Launch and Recovery-Stern Ramp	<i>Shipboard Launch and Recovery Procedures Manual</i> , COMDTINST M3120.6 (series)	2-118



TASK COXN-03-01-ANY: State the Forces that Affect Boat Handling

1. A boat has two principle types of stability, _____ and _____.
 2. The center of gravity is fixed for stability and does not shift unless weight is _____, _____ or _____.
 3. A _____ moment is the force tending to return the boat to an even keel.
 4. The _____ characteristic of a boat depends upon the hull shape.
 5. When a tidal current is going out, it is called the _____; it will build up a _____ sea when running across a bar.
 6. Currents are _____ movements of water.
 7. When running against the current maneuverability _____, the closer the current is on the bow.
 8. The direction toward which a current flows is called the _____.
 9. The speed of a current expressed in knots is called the _____.
 10. An eddy is a _____ motion of water in or beside the main current.
 11. Waves are generated as a result of the _____ moving over the water's surface.
 12. Breaking waves are the most _____ kind of waves encountered in boat operations.
 13. The difference between the distance a propeller should advance a boat in one revolution and the distance it actually travels is called _____.
 14. The flow of water caused by the propeller is called _____ current.
-

TASK COXN-03-02-ANY: State the Basic Principles of Boat Handling

1. On a single screw boat, with sternway on and the rudder amidships, the stern will back to _____.
 2. On a single screw boat, when commencing forward motion with no way on, the side force will throw the stern to _____.
 3. Boats are usually under better control with _____.
 4. High freeboard causes a boat to be susceptible to the _____ of the wind.
 5. The distance the boat will travel after the engine has been disengaged is called _____.
 6. Whenever possible, for control, approach a dock into the wind and on the _____ side of the dock.
 7. On a twin screw boat, the starboard screw is _____-handed and the port screw is _____-handed.
 8. On a twin screw boat, with the port screw astern and the starboard screw stopped, the stern will go to _____.
 9. On a twin screw boat, with the port screw astern and the starboard screw ahead, the boat will pivot in a _____ direction.
 10. On a twin screw boat, the effects of a leeway can be overcome by increasing the RPMs of the _____ engine.
-



TASK COXN-03-08-TYPE: Conduct a Pre-Underway Check Off for the Boat

1. When briefing the crew, the Coxswain should explain the _____ of the mission.
 2. Before getting underway, the Coxswain should ensure that all _____ gear is secured and the boat is secured for sea.
 3. All necessary _____ for the mission should be onboard.
 4. The Engineer should make checks and report the results to the _____.
 5. Engine controls should be tested in both _____ and _____, and the reaction time should be noted.
-

TASK COXN-03-12-TYPE: Get the Boat Away from a Pier

1. When clearing with a single screw boat and no wind or current, the Coxswain puts the engine ahead with the rudder at amidships, moves ahead slowly, and applies right or left rudder _____.
 2. When clearing with a single screw boat while being set against the dock, and after the stern is clear, the Coxswain should cast off the _____ spring line and shift the rudder.
 3. When clearing with a twin screw boat, port side to, and no wind or current, go ahead on the starboard engine and _____ on the port with _____ full rudder until the stern clears the dock.
 4. When clearing with a twin screw boat, starboard side to, while being set against the dock, and after the stern is clear, the _____ spring line is cast off.
-

TASK COXN-03-13-TYPE: Maneuver the Boat in Tight Quarters

1. With a single screw boat moored port side to, after throwing the stern out, the Coxswain should pull the throttle into _____ and _____ the rudder to right full.
 2. The basic process should be _____ until clear.
-

TASK COXN-03-14-TYPE: Come About in a Narrow Channel

1. The effect of current that causes the boat to veer off from the near bank when traveling in a straight line is called _____ cushion.
 2. The force that has the effect of moving the stern into the bank is called bank _____.
 3. The combined effect of bank cushion and bank suction may cause a boat to veer off toward the _____ bank.
 4. Bank cushion and bank suction are strongest when the bank of a channel is _____.
 5. With a head current, the best position from which to begin a turn is the _____ of the channel.
-

TASK COXN-03-15-TYPE: Operate the Boat and Apply Its Handling Characteristics in a Following Sea

1. The average sea runs _____ to _____ KTS.
 2. If white water is gaining astern, the Coxswain must either gain _____ before the water reaches the boat or get the _____ into it with headway.
 3. With an MLB, the Coxswain should take care to steer _____ any tendency of the stern to slip sideways.
-



TASK COXN-03-17-TYPE: Maneuver in Rivers

1. Bank cushion occurs only when operating in _____ to the bank.
 2. _____ is the horizontal flow or movement of water in a river.
 3. In extremely narrow channels where bank cushion and bank suction are expected, proceed at a very _____.
 4. _____, _____ and _____ are factors that affect a boat's turn in a sharp bend or narrow channel.
-

TASK COXN-03-18-TYPE: Identify Heavy Weather Terms

1. The factors which determine the characteristics of wind waves are:
 - a. _____
 - b. _____
 - c. _____
 2. The _____ period in a wave system is the safest time to transit a bar, inlet, or shoal area in heavy weather/surf.
 3. The four methods of estimating wave height are:
 - a. Compare with floating structures/vessels
 - b. _____
 - c. Compare with fixed structures
 - d. _____.
 4. The _____ is defined as the section of a wave that carries the most potential energy.
 5. It is preferable to drive a boat in the _____ if possible, thus avoiding the _____.
 6. _____ occur when a wave breaks from the ends toward the middle, or two waves _____ forward of each other.
 7. Driving on the _____ can be particularly useful in a narrow surf zone because it allows you to drive very close to a break relatively safely.
-

TASK COXN-03-20-TYPE: Moor the Boat

1. If the wind or current is from astern, a _____ spring line is used instead of a bow spring line.
 2. When mooring a single screw boat, with no wind or current, the Coxswain should make his approach using an angle of approximately _____.
 3. When mooring a single screw boat from leeward, against the current, the Coxswain should make his approach using a _____ angle.
 4. When mooring a twin screw boat, the Coxswain should use as _____ an angle as safely possible.
 5. Wind will cause the bow of the boat to _____ off.
-



TASK COXN-03-21-TYPE: Anchor the Boat

1. When selecting an anchorage, shallow water is preferred because a given amount of line will provide better _____ and reduce the _____ of the circle of swing.
 2. When approaching the anchorage, if possible, head _____ the wind or current.
 3. The scope of the anchor line used should be _____ to _____ times the depth of the water to be anchored in calm water.
 4. When letting go, the anchor line should be tended directly from the _____.
 5. While anchored, keep a _____ posted at all times.
-

TASK COXN-03-22-TYPE: Weigh the Boat's Anchor

1. When approaching the anchor, the slack in the line should be taken up _____ to prevent fouling the screw(s).
 2. When the anchor line is tending _____, the anchor will normally break free from the bottom.
 3. If the anchor refuses to break free, _____ the line around the forward bitt and go forward a few feet.
 4. If the anchor still won't break free, move slowly in a wide circle to change the _____ of pull.
-



Section D. Reading Assignments – Rules of the Road

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-04-01-ANY	Successfully Complete the Navigation Rules Requirements for both Advancement and Coxswain Certification	None assigned	



Section E. Reading Assignments – Boat Piloting and Navigation

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-05-01-ANY	Identify Navigational Publications	None assigned	
COXN-05-02-ANY	Determine a Compass Course from a True Course	<i>Boat Crew Handbook – Navigation and Piloting</i> , BCH16114.3 (series)	2-121
COXN-05-03-ANY	Pilot the Boat Using Dead Reckoning (DR) Techniques	<i>Boat Crew Handbook – Navigation and Piloting</i> , BCH16114.3 (series)	2-121
COXN-05-04-ANY	Pilot a Boat Using “Seaman’s Eye”	None assigned	
COXN-05-05-TYPE	Operate the GPS/DGPS	None assigned	
COXN-05-06-TYPE	Determine the location of a Boat Using GPS/DGPS	None assigned	
COXN-05-07-TYPE	Pilot a Boat Using GPS/DGPS	None assigned	
COXN-05-08-TYPE	Operate the Radar	None assigned	
COXN-05-09-TYPE	Determine the Location of a Boat Using Radar Ranges and Bearings	<i>Boat Crew Handbook – Navigation and Piloting</i> , BCH16114.3 (series)	2-121
COXN-05-10-ANY	Conn a Boat Using Radar	None assigned	
COXN-05-11-TYPE	Configure Electronic Charting System	None assigned	
COXN-05-12-ANY	Pilot a Boat Using all Electronic Equipment, a Navigation Kit, Charts, and Tables	None assigned	
COXN-05-13-TYPE	Operate, Determine the Location of, and Pilot a Non-Standard Boat Using GPS/DGPS	None assigned	
COXN-05-14-TYPE	Operate the Autopilot	None assigned	
COXN-05-15-ANY	Not currently assigned	None assigned	
COXN-05-16-ANY	Not currently assigned	None assigned	
COXN-05-17-ANY	Electronic Charting Fundamentals	<i>Coast Guard Navigation Standards Manual</i> , COMDTINST M3530.2 (series) <i>The American Practical Navigator Unit Navigation Standards</i> Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series)	2-122



TASK COXN-05-02-ANY: Determine a Compass Course from a True Course

1. The compass reading must be corrected for _____ and _____.
 2. Variation is the difference in degrees between the directions to the _____ and true north poles.
 3. The amount the compass is deflected by magnetic influences of the boat itself is called _____.
 4. Deviation varies according to boat _____ being steered.
 5. To apply compass error, either _____ or _____ your course or direction.
 6. Apply _____ to the compass course to get the magnetic course and then apply _____ to the magnetic course to get the true course.
 7. When correcting you must add _____ errors and _____ westerly errors.
-

TASK COXN-05-03-ANY: Pilot the Boat Using Dead Reckoning (DR) Techniques

1. Dead reckoning is the process of determining a boat's position by applying its course, speed, and time from its _____ known position.
 2. The key elements of dead reckoning are the course steered and the distance traveled without _____ to current, wind, or other external forces.
 3. Only courses _____ are used to determine a DR.
 4. DR plots should be labeled at least every _____ and at every _____ or _____ change.
 5. A new course should be plotted from every _____ as it has been determined thus starting a new DR plot.
-

TASK COXN-05-09-TYPE: Determine the Location of a Boat Using Radar Ranges and Bearings

1. The line of _____ is common to all methods of piloting.
 2. If you have a single LOP, you know you are _____ on that line.
 3. An ideal fix is one having _____ or more LOPs.
 4. LOPs should always be taken on objects close to the boat as minor errors are magnified as you _____ your distance from the object.
 5. Radar fixes, no matter how they are determined, are plotted in the same manner as _____ fixes.
 6. Care should be taken when using radar _____ information only.
-



TASK COXN-05-17-ANY: Demonstrate Knowledge of Electronic Charting Fundamentals

1. State the basic characteristics of the following types of electronic systems:
 - a. ECDIS _____
 - b. ECS _____
 - c. SINS _____
 2. What is the back up navigation system when SINS is in use?
 3. You are navigating using an up-to-date electronics chart, GPS, RADAR and SINS. What is the navigation mode?
 4. What chart format does SINS use?
 5. If the system chart has not been updated with notice to mariners information issued since the chart chip was issued, what chart product must be out and used as a reference while navigating?
-



Section F. Reading Assignments – Search and Rescue (SAR)

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-06-01-ANY	Organization and Responsibility	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-125
COXN-06-02-ANY	TASK COXN-06-02-ANY: Legal Aspects and USCG Policy	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) District SOPs <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-126
COXN-06-03-ANY	Successfully Complete the CG Institute’s Electronic Search and Rescue Fundamentals Course (E-SAR) CODE (0432-1) or Maritime SAR Planning (Resident) Course	None assigned	
COXN-06-04-ANY	Plot the Following Search Patterns: Expanding Square (SS), Sector (VS)	None assigned	
COXN-06-05-ANY	Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator’s Manual</i> <i>Radar Operator’s Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-128



Task Number	Task Title	Reading Assignment	See Page
COXN-06-06-ANY	Execute a Single Unit Expanding Square Search (SS) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-128
COXN-06-07-ANY	Execute a Single Unit Sector Search (VS) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-129
COXN-06-08-ANY	Execute a Single Unit Parallel Search (PS) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-129
COXN-06-09-ANY	Execute a Single Unit Creeping Line Search (CS) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-129



Task Number	Task Title	Reading Assignment	See Page
COXN-06-10-ANY	Execute a Single Unit Track Line Non-Return Search (TSN) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-129
COXN-06-11-ANY	Execute a Single Unit Track Line Return Search (TSR) Pattern	<i>Boat Crew Handbook - Navigation and Piloting</i> , BCH 16114.3 (series) Coast Guard Institute SAR Fundamentals Course 0431 <i>GPS Operator's Manual</i> <i>Radar Operator's Manual</i> <i>U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)</i> , COMDTINST M16130.2 (series)	2-129

TASK COXN-06-01-ANY: Organization and Responsibility

1. The *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR)*, COMDTINST M16130.2 (series) establishes _____ primary geographical divisions of responsibility for U.S. SAR, each with its own _____.
2. The three geographical divisions are:
 - a. _____
 - b. _____
 - c. _____
3. The Coast Guard is responsible for _____ SAR.
4. The Air Force is responsible for _____ SAR.
5. Maritime SAR is divided into _____ areas, the _____ maritime area, and the _____ maritime area.
6. The three general objectives that provide direction for the SAR program are to minimize loss of _____, _____, _____, _____ and _____; to minimize _____ and _____ during SAR missions; and to maintain _____ and _____ during SAR missions, and to maintain a _____ position in maritime SAR.
7. The two program goals are to save at least _____ of those people at risk of death and to prevent the loss of at least _____ of the property that is at risk of destruction.



TASK COXN-06-02-ANY: Legal Aspects and USCG Policy

1. The CFR states that the CG shall develop, establish, maintain and operate SAR facilities, and _____ render aid to _____ persons and protect and save _____ on and under the high seas.
2. "SAR Agreements" are formal _____ agreements and should resolve _____ coordination problems.
3. _____ are one of the most important tools available to SAR authorities.
4. Because of their high false alert and alarm rates, 121.5/243 MHz first alerts initiate the _____ phase.
5. The CG endorses the _____ as the preferred beacon type.
6. SAR resources can reasonably be dispatched upon receipt of a _____ first alert.
7. Flare incidents must be treated as a _____ and _____ unless available information indicates otherwise.
8. Unresolved red or orange flares require _____.
9. In a _____ case, the reporting source did not deliberately act to deceive.
10. A case where information is conveyed with the intent to deceive is a _____.
11. When the source of a hoax or false alarm has been confirmed, the case can be _____.
12. Only the _____ can suspend or downgrade an unresolved hoax or false alarm case.
13. The Coast Guard's primary concern in a SAR situation is that _____ and _____ be provided.
14. The SMC may use all sources of assistance in a _____ without concern for _____ with private enterprise.
15. Reasonable time on scene by a commercial provider is generally considered to be _____.
16. Coast Guard resources will not _____ with private enterprise.
17. Reserve and _____ personnel are not to be used in any capacity that might give rise to the perception of a _____.
18. A Marine Assistance Request Broadcast (MARB) will be made to solicit the _____ of anyone who can assist the mariner.
19. Coast Guard or auxiliary vessels may be directed to respond if no intent to respond to a MARB is heard within a _____ period of time. A guideline of _____ is recommended.
20. In cases involving towing by the CG or Auxiliary, the boat being towed will _____ be taken to the nearest _____.
21. Coast Guard units should engage in salvage other than towing only when limited salvage operations can prevent a _____ or _____ of the boat.
22. Any salvage operations shall be performed at the discretion of the unit _____.



23. The District Commander may modify the policy to provide for refloating a grounded boat which is not in peril of further damage or loss if CG units are _____ of rendering the assistance; the owner _____ the assistance and agrees to the _____ to be made; and CG units and personnel are not _____ by the operation.
 24. _____ are primarily responsible for maintaining necessary fire fighting capabilities in U.S. ports and harbor.
 25. During marine fire fighting situations, CG units shall adopt a _____ response posture and shall focus their attentions on those traditional CG activities not requiring unit personnel to enter into a _____.
 26. Rescue of persons trapped below the surface of the water must fully consider proper _____ and _____.
 27. The _____ shall ensure guidance is in place so that experienced supervisors, not the _____, decide how to proceed with rescue attempts.
 28. A Coast Guard swimmer is not to go _____ or enter a _____ or _____ object.
 29. A unit CO may request the assistance of other _____ divers, certified _____ divers or similarly highly trained _____, such as local police divers, through appropriate channels.
 30. A unit CO may consider using _____ personnel with diving qualifications, including _____ diving qualifications, who _____ services, if faced with a life-threatening situation and no other resources are reasonably available. The volunteers may be CG personnel or civilians.
-



TASK COXN-06-05-ANY: Plot the Following Search Patterns: Parallel (PS), Creeping Line (CS), Track Line Non-Return (TSN), and Track Line Return (TSR)

1. The Coast Guard is responsible for search and rescue in the _____ region.
 2. The _____ is responsible for coordinating and controlling a specific SAR mission at the scene of the incident.
 3. The most important items of information to initially record are the nature of distress and its _____.
 4. The _____ phase is assigned anytime apprehension exists for the safety of a boat or the people aboard the boat.
 5. The term _____ refers to the probable location of the distressed craft corrected for drift at any moment of time.
 6. The search area must be large enough to ensure that survivors are _____ in it.
 7. A search description, using the corner method, gives the latitude and longitude of each _____.
 8. A search description, using the _____ method, uses two or more landmarks as boundaries for the search.
 9. Sweep width is a function of the environmental conditions in the search area and how those conditions affect _____.
 10. Track spacing is the _____ between adjacent search tracks.
 11. The pattern used when the only information available is the intended track of the target is the _____ pattern.
-

TASK COXN-06-06-ANY: Execute a Single Unit Expanding Square Search (SS) Pattern

1. The _____ is used when the last known position of a search object has a high degree of accuracy, the search area is small, and a concentrated search is desirable.
 2. In the SS Pattern, the first leg is normally in the direction of the search object's drift and all turns are made _____ degrees to starboard.
-



TASK COXN-06-07-ANY: Execute a Single Unit Sector Search (VS) Pattern

1. The VS Pattern is used by a _____ boat.
 2. The first leg begins in the _____ direction that the search object is drifting toward.
-

TASK COXN-06-08-ANY: Execute a Single Unit Parallel Search (PS) Pattern

1. The PS search pattern is used when the search area is _____ and there is equal probability of the target being anywhere in the _____.
 2. The search legs are _____ to the search area's _____.
-

TASK COXN-06-09-ANY: Execute a Single Unit Creeping Line Search (CS) Pattern

1. The CS pattern is used when the _____ of the search object has been determined to be more likely at one end of the search area than at the other end.
 2. CS patterns are the same as parallel patterns with the exception that the _____ are run parallel to the short side.
-

TASK COXN-06-10-ANY: Execute a Single Unit Track Line Non-Return Search (TSN) Pattern

1. A TSN search is used when the only information is the search targets _____ or _____.
 2. The TSN is usually the first search action since the _____ may be near its _____ and will be easily seen.
-

TASK COXN-06-11-ANY: Execute a Single Unit Track Line Return Search (TSR) Pattern

1. TSR is used to search when the only information available on the missing boat is the _____ of the search object.
 2. In darkness or extremely low visibility, surface search vessels should periodically stop their engines at a selected point in the search area and conduct a _____.
-



Section G. Reading Assignments – Rescue and Assistance

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-07-01-TYPE	Recover a Person From the Water Using the Direct Pickup Method	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-131
COXN-07-02-TYPE	Recover a Life-Like Dummy (Oscar) in 2 to 4 FT Seas	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-131
COXN-07-03-TYPE	Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	2-132
COXN-07-04-TYPE	Maneuver the Boat Alongside Another Boat, with Way-On, and Transfer Personnel	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	2-132
COXN-07-05-TYPE	Maneuver the Boat Alongside a Ship and Transfer Personnel	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	2-132
COXN-07-06-ANY	Use a Portable Pump to Dewater a Sinking or Swamped Boat	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-132
COXN-07-07-TYPE	Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	2-133
COXN-07-08-TYPE	Use an Eductor to Dewater a Sinking or Swamped Boat	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-133
COXN-07-09-ANY	Attend a Static Display Given by a CG Helicopter Air Crew	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-134
COXN-07-10-TYPE	Participate in a Basket Hoist Using the Direct Delivery Method	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-134
COXN-07-11-TYPE	Participate in a Basket Hoist Using the Trail Line Delivery Method	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-135
COXN-07-12-TYPE	Participate in a Rescue Swimmer Transfer Using the Rescue Strop	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-135
COXN-07-13-TYPE	Demonstrate the Appropriate Responses to the Basic Engineering Casualty Control Exercises (BECCE)	None assigned	



TASK COXN-07-01-TYPE: Recover a Person From the Water Using the Direct Pickup Method

1. The first person to realize someone has fallen overboard should spread the _____.
 2. After “Man Overboard” is called, the Coxswain should depress the MOB button on the _____ receiver.
 3. A _____ with a strobe light should be dropped over the side.
 4. The Coxswain should normally turn the boat in the _____ the man fell overboard.
 5. Another option, particularly in a restricted waterway, is to stop, _____ and _____, then return to the person in water (PIW).
 6. If weather conditions permit, a _____ should position himself at the cabin window.
 7. A _____ / _____ crewmember will be assigned to prepare to retrieve the person from the water.
 8. There are two basic approaches: a _____ approach and a _____ approach.
 9. Generally, the Coxswain will maneuver the boat to the _____ side of the PIW so that the boat will be set _____ the PIW.
 10. The Coxswain should slow the boat as the approach is made so that it will be nearly _____ when the person overboard comes abeam.
 11. The determining conditions for selecting a recovery method is whether the PIW is conscious, _____, or _____.
 12. In heavy weather or surf conditions, the approach should be made heading _____ the seas.
-

TASK COXN-07-02-TYPE: Recover a Life-Like Dummy (Oscar) in 2 to 4 FT Seas

1. After “Man Overboard” is called, the Coxswain should then push the memory button on the _____ or _____ receiver.
 2. A _____ with a strobe light should be thrown over the side towards the person in the water.
 3. A _____ should be positioned on or near the bow of the boat.
 4. There are two basic approaches: a _____ approach and a _____ approach.
 5. Another option, particularly in a restricted waterway, is to stop, _____ and _____, then return to the PIW.
-



TASK COXN-07-03-TYPE: Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel

1. When determining approach, consider prevailing _____ and _____, location, _____ sizes and _____ density. Discuss your intentions with the other _____.
 2. If going alongside a disabled boat or one that is underway but dead-in-the-water, compare _____.
 3. When approaching a larger boat with a low drift rate, approach from _____.
 4. If approaching a _____ boat, determine if your boat makes a wind shadow that will _____ the other boat's drift.
-

TASK COXN-07-04-TYPE: Maneuver the Boat Alongside Another Boat, with Way-On, and Transfer Personnel

1. Conditions permitting, match your _____ to the other boat, then start closing in from the side.
 2. Close at a _____ to _____ ° angle to the boat's heading.
 3. Make contact with the _____ section of your boat.
 4. Minimize _____ alongside.
 5. Never _____ when clearing alongside, parallel to another boat that is making way.
-

TASK COXN-07-05-TYPE: Maneuver the Boat Alongside a Ship and Transfer Personnel

1. A _____ may be used in coming alongside a larger boat underway. The sea painter is a line used to _____ a boat clear of a ship's side and occasionally to hold a boat alongside a ship in order to _____ or _____ personnel.
 2. The sea painter leads from the _____ vessels deck, well forward of where the boat will come alongside.
 3. Never secure the sea painter to the boat's _____ or to the side of the boat away from the ship. If secured to the outboard side of the boat, _____ could result.
 4. Riding a sea painter helps maintain _____ and control of the boat.
-

TASK COXN-07-06-ANY: Use a Portable Pump to Dewater a Sinking or Swamped Boat

1. A Coxswain should always brief crewmembers on what _____ to follow before beginning to dewater a disabled boat.
2. _____ of the crew is the first priority.
3. Once a source of flooding has been determined, crewmembers may take steps to _____ into the boat.
4. The distressed boat should not be boarded if it seems _____ and could possibly _____.
5. How to dewater a boat depends on _____ that exist at the scene.



6. Dewatering with a drop pump is done with the pump placed on the _____ boat.
7. When secured in its watertight container, a _____ can easily be passed from one boat to another.
8. Dewatering pumps will not be used to pump _____.

TASK COXN-07-07-TYPE: Maneuver the Boat Alongside or in Close Proximity of a Burning Boat to Transfer Personnel

1. As a boat crewmember, your primary responsibility in emergency assistance is _____ not _____. Boat crews must be aware of their limited roles in emergency assistance, particularly when responding to _____.
2. Boat crewmembers must work together as a _____ to minimize any _____ or immediate jeopardy for both _____ casualties and themselves.
3. Fire is the greatest single potential for _____ on a boat. The possibility of fire can never be completely _____ and is always a threat to watch for and guard against.
4. Coxswains must always stay well clear of _____ rising from a fire because they greatly reduce visibility and can pose a _____ hazard.
5. Coast Guard personnel shall not engage in _____ fire fighting operations except to save a _____ or in the early stages of a fire, where they may avert a _____ threat without undue risk.

TASK COXN-07-08-TYPE: Use an Eductor to Dewater a Sinking or Swamped Boat

1. Dewatering with an eductor can be performed only when _____ permit your boat to safely come alongside a disabled boat and remain close to it.
 2. An eductor is used in conjunction with the _____ on your boat.
 3. The eductor is submerged, either _____ or _____, in the flooded area to be dewatered.
 4. Boat crew must always make certain that a _____ leads over the side and a _____ is placed in the flooded areas of a disabled boat.
-



TASK COXN-07-09-ANY: Attend a Static Display Given by a CG Helicopter Air Crew

1. Helicopters are flexible _____, capable of recovering victims from a wide variety of distress situations on land or water.
 2. Maximum endurance of the HH-65A Dolphin with a crew of two pilots and one crewmember is approximately _____.
 3. The HH-65A Dolphin can carry a maximum of _____ passengers or survivors in addition to its crew of three.
 4. The HH-65A Dolphin will not land on the water except in an _____. It will float if it is not badly _____ and the flotation bags are _____.
 5. Maximum endurance of the HH-60J Jayhawk with a crew of two pilots and two crewmembers is approximately _____.
 6. The HH-60J Jayhawk will not land in the water except in an emergency. Even with _____, it will stay afloat only long enough for the crew to exit. It is not _____.
 7. The multi-jointed (MJ) _____ is the primary device for hoisting survivors from land or sea during helicopter rescue operations.
 8. The _____ is used to transfer an injured or unconscious person in any weather conditions.
 9. The _____ is used only to rescue persons familiar with its proper use.
 10. Use of a _____ minimizes the time a pilot must maintain a precise stable hover without having a reference point.
-

TASK COXN-07-10-TYPE: Participate in a Basket Hoist Using the Direct Delivery Method

1. Boat-helicopter operations require team effort, alertness, and cooperation among crewmembers aboard both the _____ and the _____.
 2. Ensure all _____ is properly worn, including head, eye, hearing, and hand protection.
 3. Stow or secure all _____ on deck.
 4. Lower and secure all antennas, booms, rigging, and _____.
 5. Designate one boat crewmember to give _____ to the hoist operator.
 6. Brief the crew and _____ to be _____ regarding the type of hoist to be expected.
 7. Always allow the rescue device to contact the boat, water, or _____, before touching it.
-



TASK COXN-07-11-TYPE: Participate in a Basket Hoist Using the Trail Line Delivery Method

1. The rescue device will be lowered from the _____ side of the aircraft.
 2. The pilot will normally direct the Coxswain to assume a certain course and speed with a relative wind speed of _____ to _____ KTS and 35 to 45° off the _____ bow.
 3. Boat crewmembers will tend the trail line by _____ method, exerting enough strain to guide the rescue device to the _____ on the deck.
 4. A second crewmember should act as backup and _____ the _____.
 5. Once the trail line is cast off, the Coxswain will maneuver to _____ and away from the helicopter.
 6. If either the Coxswain or pilot feels the operation is unsafe, then a _____ should be conducted.
-

TASK COXN-07-12-TYPE: Participate in a Rescue Swimmer Transfer Using the Rescue Strop

1. The strop will only be used to transfer trained, uninjured _____ personnel in fair weather.
 2. When the person to be hoisted positions the collar under the armpits, a _____ must ensure the safety straps are fastened.
-



Section H. Reading Assignments – Towing and Salvage

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-08-01-ANY	State General Towing Safety Precautions	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-137
COXN-08-02-ANY	State the Principal Forces that Affect Boat Towing	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-137
COXN-08-03-ANY	Inspect the Towline and Associated Hardware	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-138
COXN-08-04-ANY	Make Preparations for Taking a Boat in Tow	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-138
COXN-08-05-TYPE	Use a “Heavy Weather” Approach to Take a Boat in Stern Tow	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-138
COXN-08-06-ANY	Use a Skiff Hook Assembly Connection to Take a Boat in Stern Tow	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-139
COXN-08-07-ANY	Take a Boat in Stern Tow Using a Bridle Connection	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-139
COXN-08-08-TYPE	Take a Boat in Alongside Tow from a Stern Tow	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-139
COXN-08-09-TYPE	Moor a Disabled Boat in Alongside Tow to a Float or Pier	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	2-139
COXN-08-10-TYPE	Take a Boat at Anchor, Near Shoal Water in Tow	None assigned	N/A



TASK COXN-08-01-ANY: State General Towing Safety Precautions

1. All _____ from the disabled boat should be removed if necessary.
 2. The Coxswain should ensure that all people onboard the boat to be towed have donned their _____.
 3. Heaving lines should be thrown _____ the disabled boat.
 4. _____ should be established and maintained.
 5. Personnel on both boats should be kept clear of the _____.
 6. Towlines should be _____ tended before securing and never secured using _____ hitches.
 7. The breaking strength of all shackles used should be _____ to or _____ than the breaking strength of the towline.
 8. Towlines should always be kept clear of the boat's _____.
 9. Boats beyond the capability of the towing boat should _____ be towed.
 10. Never try to tow a hull faster than the _____ speed.
 11. When towing, sudden _____ and _____ should be avoided.
 12. A _____ can be used to prevent yawing of the tow.
 13. If practical, someone on the towed craft should man the _____.
 14. A constant _____ towing should be maintained.
-

TASK COXN-08-02-ANY: State the Principal Forces that Affect Boat Towing

1. Static forces can be minimized by beginning the tow _____.
 2. Speed should be increased slowly and in the _____ direction as the disabled boat is heading.
 3. Dynamic forces are caused by the _____ force resulting from the boat through the water, the _____ and direction of the wind, and the _____ and direction of the seas.
 4. Friction is created by the movement of the _____ layer through the water.
 5. With a deep draft boat, a high rate of _____ puts severe strain on the deck fittings and the towline.
 6. Shock loading can be reduced by decreasing _____ or increasing the _____.
-



TASK COXN-08-03-ANY: Inspect the Towline and Associated Hardware

1. A minimum of _____ turns should always be kept on the towline reel.
 2. The towline should be inspected frequently for damage resulting from _____, abrasion, fusing, and snagging.
 3. Heavily used towlines will indicate reduced _____ strength and overloading by its becoming _____ or hard.
 4. Deck and towing vessel fittings should be inspected on a regular basis to detect _____, _____, _____, _____, _____, _____, _____, and _____.
-

TASK COXN-08-04-ANY: Make Preparations for Taking a Boat in Tow

1. In determining towing speed, the primary factor to be considered is the _____ of the boat and its occupants.
 2. To determine the maximum towing speed of a displacement hull boat, use the formula $\text{Speed (in knots)} = 1.34 \text{ times the square root of the } \underline{\hspace{2cm}}$ at the water line.
 3. Safe towing speed is maximum towing speed decreased by at least ____%.
 4. The recommended towing speed for planning hulls is the _____ as for a displacement hull.
-

TASK COXN-08-05-TYPE: Use a “Heavy Weather” Approach to Take a Boat in Stern Tow

1. The “heavy weather” approach is used when there is a _____ sea or when the disabled boat’s rate of speed is rapid.
 2. The towing boat crosses the disabled boat’s bow on a heading _____ to it.
 3. This heading should be _____ the seas and wind whenever possible.
-



TASK COXN-08-06-ANY: Use a Skiff Hook Assembly Connection to Take a Boat in Stern Tow

1. The trailer eyebolt is generally located on the _____, or near the _____ of the boat.
 2. To reduce the hazard of injuries to personnel aboard both boats during hookup, a skiff hook assembly, used in conjunction with a _____, is used to make the connection.
 3. The skiff hook assembly is only used with small _____ type boats.
-

TASK COXN-08-07-ANY: Take a Boat in Stern Tow Using a Bridle Connection

1. _____ leg bridles are generally used for towing sailboats.
 2. A _____ should be assigned to the sailboat to assist in the rigging.
 3. The _____ should be visually inspected to ensure it will be able to withstand the stress of towing.
 4. The crewmember on the sailboat should take one _____ turn around the mast and then the bridle to the _____.
-

TASK COXN-08-08-TYPE: Take a Boat in Alongside Tow from a Stern Tow

1. The alongside tow is used primarily when maximum _____ is required and preferably in _____ waters.
 2. The tow strap and the backing line reduce the amount of _____, which can occur between boats.
 3. _____ should always be rigged to prevent hull damage.
 4. When shortening tow, a rapid decrease in speed can easily result in the towed boat _____ on your boat so as to present an overtaking or ramming situation.
 5. Back down slowly to remove the slack from the _____ strap.
-

TASK COXN-08-09-TYPE: Moor a Disabled Boat in Alongside Tow to a Float or Pier

1. When docking, the Coxswain should _____ speed as slowly as possible to maintain control of the towed boat.
 2. Factors such as wind velocity, current, and height of tide should be evaluated when determining the best _____ of approach and the side of the boat to be moored.
 3. For control approach, _____ the wind and current and moor on the protected side of the mooring.
-



Section I. Reading Assignments – Law Enforcement, Homeland Security and Defense Operations

Introduction The reading assignment(s) should be read prior to beginning instruction of each task.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
COXN-09-01-ANY	Law Enforcement, Homeland Security and Defense Operations	None Assigned	N/A



PART 3

Heavy Weather Coxswain Qualification

Introduction

This Part 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 of a Coast Guard Heavy Weather Coxswain.

NOTE

This Volume is not meant to be ordered for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided for trainees.

In this Part

This Part contains the following chapters:

Chapter	Title	See Page
1	Task Accomplishment Record for Heavy Weather Coxswain	3-2
2	Heavy Weather Coxswain Qualification Tasks	3-4
3	Heavy Weather Coxswain Trainee Study Guide	3-54



CHAPTER 1

Task Accomplishment Record for Heavy Weather Coxswain

NOTE 

Instructor should remove this Chapter and place it in the trainee's training record.

TRAINEE NAME: _____ RATE: _____

INSTRUCTOR NAME: _____ RATE: _____

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: _____

NOTE 

Instructors shall use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, task shall be recorded in AOPS/TMT.

Task	Date Started	Date Completed	Instructor's Initials
HWX-01-01-ANY			
HWX-01-02-ANY			
HWX-01-03-TYPE			
HWX-01-04-ANY			
HWX-01-05-ANY			
HWX-01-06-ANY			
HWX-01-07-ANY			
HWX-02-01-ANY			
HWX-02-02-ANY			
HWX-02-03-TYPE			
HWX-02-04-ANY			
HWX-03-01-ANY			
HWX-03-02-TYPE			
HWX-03-03-TYPE			
HWX-03-04-TYPE			

Part 3 - Heavy Weather Coxswain Qualification
 Chapter 1 - Task Accomplishment Record for Heavy Weather Coxswain



Task	Date Started	Date Completed	Instructor's Initials
HWX-03-05-TYPE			
HWX-03-06-TYPE			
HWX-03-07-TYPE			
HWX-03-08-TYPE			
HWX-03-09-TYPE			
HWX-03-10-TYPE			
HWX-03-11-TYPE			
HWX-03-12-TYPE			
HWX-03-13-ANY			
HWX-03-14-ANY			
HWX-04-01-ANY			
HWX-04-02-TYPE			
HWX-04-03-TYPE			
HWX-04-04-TYPE			
HWX-04-05-TYPE			
HWX-04-06-TYPE			
HWX-04-07-TYPE			
HWX-04-08-TYPE			
HWX-04-09-TYPE			
HWX-04-10-ANY			



CHAPTER 2

Heavy Weather Coxswain Qualification Tasks

Introduction

The following are the instructions for this Chapter:

- (01) This Chapter is to be kept by the instructor or in the trainee's training record. Its purpose is to provide guidance on the trainee's progress through the qualification tasks.
- (02) The instructor should present the tasks to the trainee in a logical order using the instructions provided in *Part 1*.
- (03) Tasks should be signed, dated and placed in the trainee's training record when the instructor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

Prerequisites

A prospective Heavy Weather Coxswain must:

- (01) Be assigned to an operational unit with a surf capable boat attached, and
- (02) Be a certified Coxswain on the boat type for which they are seeking this higher level of qualification.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Heavy Weather and Surf Knowledge	3-5
B	Emergency Procedures or Response in Heavy Weather/Surf	3-11
C	Heavy Weather Operations	3-16
D	Surf Operations (up to 8 FT)	3-40



Section A. Heavy Weather and Surf Knowledge

Introduction The following is an objective of Division One: **Demonstrate** knowledge of heavy weather and surf conditions and operating boats under these conditions.

In this Section This Section contains the following tasks:

Task Number	Task	See Page
HWX-01-01-ANY	Identify the Types of Breaking Seas, their Characteristics and Causes	3-5
HWX-01-02-ANY	Explain the Geographical Causes of Local Surf Conditions	3-6
HWX-01-03-TYPE	Explain the Forces Affecting a Surf Capable Boat Operating in Heavy Weather and Surf	3-7
HWX-01-04-ANY	Explain the Relationship Between Navigation and Piloting as it Pertains to Operations in Heavy Weather or Surf	3-8
HWX-01-05-ANY	Explain the Procedures and Safety Concerns Related to Recovery of Personnel from the Water in Heavy Weather or Surf	3-9
HWX-01-06-ANY	Explain the Heavy Weather Towing Approach and Key Elements Related to Towing in Heavy Weather	3-9
HWX-01-07-ANY	Explain the Procedure for Passing the Pump or Other Gear in Heavy Weather	3-10

TASK HWX-01-01-ANY: Identify the Types of Breaking Seas, their Characteristics and Causes

- References**
- a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
 - b. *Bowditch*
 - c. *Chapman Piloting*

Conditions Task performed at any time or place with the aid of visual reference. Trainee must accomplish task without prompting.

Standards The trainee must identify, without error, the types of breaking seas while observing actual conditions or referring to photo examples.

Performance Criteria	Completed (Initials)
1. State differences between deep-water waves and near shore breaking waves.	_____
2. Identify and describe types of breakers (plunging, spilling, surging).	_____
3. State causes of each type of breaker.	_____
4. State effects of bottom contour, jetties, islands, and obstructions.	_____
5. State effects of winds on sea conditions.	_____
6. Explain the effects of current and tidal conditions on breaking seas.	_____
7. State the definition for the following terms:	_____



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Performance Criteria	Completed (Initials)
a. Closeout b. Window c. Saddle d. Shoulder e. Low/high side	

Instructor _____ **Date** _____

Comments

TASK HWX-01-02-ANY: Explain the Geographical Causes of Local Surf Conditions

Reference a. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions Task performed at any time or place with use of visual reference. Trainee must accomplish task without prompting.

Standards The trainee must state, without error, the local surf conditions, causes, areas to be avoided, and preferred training areas.

Performance Criteria	Completed (Initials)
1. State description of local surf conditions.	_____
2. State causes of each type.	_____
3. State affects of local contour, jetties, islands and obstructions.	_____
4. State effects of winds.	_____
5. State effects of local tides and currents.	_____
6. State local surf areas to be avoided.	_____
7. State characteristics (depths, shoaling areas, local names) for typical surf zones in operating area.	_____
8. State effects of local weather systems and patterns.	_____

Instructor _____ **Date** _____

Comments



TASK HWX-01-03-TYPE: Explain the Forces Affecting a Surf Capable Boat Operating in Heavy Weather and Surf

Reference	a. <i>Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)</i>
Conditions	Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.
Standards	The trainee must state, without error, the forces affecting a surf capable boat operating in heavy weather and surf.

Performance Criteria	Completed (Initials)	Boat Type
1. State how various wind velocities effect boat operations with the bow, stern and beam to the element.	_____ _____ _____	_____ _____ _____
2. State how different types of sea/swell patterns effect boat operations with the bow, stern and beam to the element.	_____ _____ _____	_____ _____ _____
3. State effects of aerated water on rudders and propellers.	_____ _____ _____	_____ _____ _____
4. State effects of shallow water on maneuverability.	_____ _____ _____	_____ _____ _____
5. State how each type of breaker effects boat operations with the bow, stern, and beam to the element.	_____ _____ _____	_____ _____ _____
6. State effects of meeting surf with all power ranges and the effects of excessive speed when meeting a breaker.	_____ _____ _____	_____ _____ _____
7. State effects of meeting a breaker at varying angles to the boat (i.e. bow to, stern to, quartering, square).	_____ _____ _____	_____ _____ _____
8. Describe wave avoidance techniques.	_____ _____ _____	_____ _____ _____
9. State cause of rollover or knockdown.	_____ _____ _____	_____ _____ _____
10. State cause of pitchpoling.	_____ _____ _____	_____ _____ _____



Part 3 - Heavy Weather Coxswain Qualification
Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Performance Criteria	Completed (Initials)	Boat Type
11. State cause of broaching.	_____ _____ _____	_____ _____ _____
12. State effects of changes in center of gravity.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK HWX-01-04-ANY: Explain the Relationship Between Navigation and Piloting as it Pertains to Operations in Heavy Weather or Surf

References a. *Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)*
 b. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*
 c. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*

Conditions Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must explain, without error, the difficulties encountered when piloting/navigating in heavy weather and/or surf. The trainee must explain the methods used to overcome these difficulties that would allow the Coxswain to be assured of the boat’s position and safety.

Performance Criteria	Completed (Initials)
1. State the definition for navigation and piloting.	_____
2. State the safe surf working areas by use of ranges, points of reference, or radar ranges and fathometer.	_____
3. State the use of shore-side (tower/beach) lookouts to keep track of the MLB’s position.	_____
4. Explain the importance of frequent operational status communications and when a 15-minute position check would be more appropriate than 30 minutes.	_____
5. State the advantages and disadvantages of using the enclosed bridge versus the open bridge in heavy weather.	_____
6. State the effects of aerated water on the accuracy of the fathometer.	_____

Instructor _____ **Date** _____
Comments _____



TASK HWX-01-05-ANY: Explain the Procedures and Safety Concerns Related to Recovery of Personnel from the Water in Heavy Weather or Surf

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must state, without error, the proper procedure for recovery of personnel from the water in heavy weather or surf.

Performance Criteria	Completed (Initials)
1. State the importance of ensuring that proper PPE is used.	_____
2. State the importance of setting up down-swell and using the appropriate steering station.	_____
3. State when to have personnel man the well-deck/recess port.	_____
4. State the appropriate methods for protecting the crew during the recovery phase.	_____
5. State the standard Coxswain/crew communications expected during the recovery phase.	_____
6. State first-aid procedures and where to place recovered personnel.	_____
7. State the differences between recovery techniques used for a conscious vice unconscious person.	_____
8. Discuss the use of life rings, throw bags, and boat hooks.	_____
9. State the risks inherent in recovering personnel from the water and methods used to minimize them.	_____

Instructor _____ **Date** _____

Comments _____

TASK HWX-01-06-ANY: Explain the Heavy Weather Towing Approach and Key Elements Related to Towing in Heavy Weather

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must state, without error, the heavy weather approach.

Performance Criteria	Completed (Initials)
1. State the importance of setting up down-swell/down-current and using the appropriate steering station.	_____
2. State the importance of being aware of the effect that the wind and seas have on the MLB in relation to the disabled vessel (set and drift).	_____
3. State the definition of optimum position, danger area, and maneuvering zone.	_____



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Performance Criteria	Completed (Initials)
4. State the procedures for maintaining safe distance while station keeping (opening and closing).	_____
5. State the importance of crew control and assigning duties.	_____
6. State the standard Coxswain/crew communications expected during each of the following phases: a. Set-up b. Approach c. Hook-up d. Paying out e. In tow	_____
7. State the different tow rigs available and the advantages of each.	_____
8. State the causes of shock loading and how to correct them.	_____
9. State the purpose, deployment procedures and proper use of the drogue as it relates to towing in Heavy weather.	_____
10. State the risks or safety concerns inherent in taking a vessel in stern tow and methods used to minimize them.	_____

Instructor _____ **Date** _____

Comments

TASK HWX-01-07-ANY: Explain the Procedure for Passing the Pump or Other Gear in Heavy Weather

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must state, without error, the proper procedure for passing a pump or other gear in Heavy weather.

Performance Criteria	Completed (Initials)
1. State the importance of using a proper heavy weather approach to the lowest part of the disabled vessel.	_____
2. State proper equipment setup to pass gear in heavy weather including use of tending lines, extra flotation, or messengers.	_____
3. State the importance of station keeping until all gear is delivered.	_____
4. State the risks inherent in passing equipment in Heavy weather and methods used to minimize them.	_____

Instructor _____ **Date** _____

Comments



Section B. Emergency Procedures or Response in Heavy Weather/Surf

Introduction

The following are objectives of Division Two:

- (01) **Demonstrate** an understanding of the PPE and safety equipment to be used for heavy weather/surf operations.
- (02) **Demonstrate** an understanding of the emergency procedures for operating in heavy weather/surf.

NOTE

Instructors must ensure that trainees reassess risk at appropriate intervals during evolutions, communicate to the crew, and use the results in decision-making.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
HWX-02-01-ANY	Identify PPE and Safety Equipment for Heavy Weather and Surf Operations	3-11
HWX-02-02-ANY	Explain Boat Preparations and Safety Precautions for Operating in Heavy Weather/Surf	3-12
HWX-02-03-TYPE	Explain the Procedures to be Taken for a Rollover or Knockdown	3-13
HWX-02-04-ANY	Explain the Procedures for Personal Survival if Lost Overboard in a Heavy Weather or Surf Environment	3-15

TASK HWX-02-01-ANY: Identify PPE and Safety Equipment for Heavy Weather and Surf Operations

References

- a. *Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)*
- b. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions

Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards

The trainee must state, without error, the safety precautions and safety equipment for heavy weather and surf operations.

Performance Criteria	Completed (Initials)
1. State current policies and references for use of PPE and safety equipment on boats.	_____
2. State use of safety belts and seat belts.	_____
3. State the attachment points for the safety belts.	_____
4. State use of helmets.	_____



Part 3 - Heavy Weather Coxswain Qualification
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5. State use of dry suits, anti-exposure coveralls, hypothermia undergarments, gloves, and other protective garments including requirements for wear of each. Include explanation on the dangers of improper attire, such as cotton clothing, non-wate proof gloves, caps, comfort rings, etc.	_____
--	-------

Instructor _____ **Date** _____

Comments _____

TASK HWX-02-02-ANY: Explain Boat Preparations and Safety Precautions for Operating in Heavy Weather/Surf

- References**
- a. *U. S. Coast Guard Boat Operations and Training (BOAT) Manual Vol I, COMDTINST M16114.32 (series)*
 - b. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must state, without error, preparations and safety precautions for operating a boat in Heavy weather or surf.

Performance Criteria	Completed (Initials)
1. State areas of attention related to conducting safety rounds on the boat prior to heavy weather or surf operations (i.e. watertight integrity, typical missile hazards, equipment stowage, systems checks).	_____
2. State disabling casualties or restrictive discrepancies that would effect decisions to operate in heavy weather or surf.	_____
3. Explain the need for a backup radio and alternatives for communication.	_____
4. State when it is necessary to increase the frequency of ops and position checks (i.e. every 15 minutes).	_____
5. State maximum training conditions.	_____
6. State maximum operational conditions.	_____
7. State affects of fatigue and hypothermia on crew.	_____
8. State procedures for reducing body stress.	_____
9. Explain the boat crew fatigue standards.	_____
10. State concept of offshore crew management (extended sortie, underway rest/relief alternatives).	_____
11. Explain Coxswain/Surfman level decision criteria related to prosecution of the mission sortie (i.e. Go-No Go points).	_____
12. State procedures for conducting underway rounds during or after operations in heavy weather or surf.	_____
13. Explain how risk assessments are conducted and used to manage inherent risks.	_____

Instructor _____ **Date** _____

Comments _____



TASK HWX-02-03-TYPE: Explain the Procedures to be Taken for a Rollover or Knockdown

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i>
Conditions	Task should be performed at any time, onboard the unit's boats. Trainee must accomplish task without prompting or use of a reference.
Standards	In response to the instructor, the trainee must, without error, state the crew procedures when a boat rolls or is caught by the force of a breaker.

Performance Criteria	Completed	Boat Type (Initials)
1. State the actions of crew in the event a breaker strikes the boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. State force to be expected and effects on crew and boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. State expected length of time for rollover or knockdown.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. State immediate Coxswain/Surfman actions including assessment of crew condition and control of the boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. State post rollover/knockdown casualty control procedures.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. State likely conditions of antennas, mast, electronics, windows, and superstructure.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. State likely condition of engine room and other compartments.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. State potential damage control efforts or assistance that may be required as a result of a rollover or knockdown.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. State the effect flooding in various compartments will have on boat stability and maneuvering.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Performance Criteria	Completed	Boat Type (Initials)
10. State precedence for securing of electrical system breakers if necessary.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. State essential information to be reported to operational command and alternatives for communicating status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. State deciding factors (i.e. reassessed risk) to determine whether to proceed with mission or return.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. State potential actions to be performed by the backup safety boat (when available).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. State immediate dockside procedures.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments



TASK HWX-02-04-ANY: Explain the Procedures for Personal Survival if Lost Overboard in a Heavy Weather or Surf Environment

Reference a. *Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*

Conditions Task performed at any time or place. Trainee must accomplish task without prompting or use of a reference.

Standards The trainee must state, without error, procedures for personal survival if lost overboard in local area heavy weather or surf conditions.

Performance Criteria	Completed (Initials)
1. Discuss local area hazards (i.e. cold water, warm water, ice), rescue response (from where), signaling, and survival choices (i.e. swim to beach, stay with boat).	_____
2. Explain the techniques for swimming in beach surf areas and hazards that may be encountered (i.e. wave force, rip currents, long shore currents, shoals, debris).	_____
3. Explain reasons for use of a beach (shore-side) rescue party including limitations and alternatives to Coast Guard response.	_____
4. Explain emergency procedures (as established locally) and emergency signals to be used by boat swimmers.	_____
5. Discuss notification of other units or agencies, as appropriate, to ensure timely support resources are available. (potential cross-training opportunity)	_____

Instructor _____ **Date** _____

Comments



Section C. Heavy Weather Operations

Introduction

The following are objectives of Division Three:

- (01) **Demonstrate** ability to properly plan for heavy weather operations.
- (02) **Demonstrate** ability to operate boat(s) in heavy weather conditions, during various missions.

NOTE

Limits of heavy weather for each platform apply to each boat type when training each task.

NOTE

Instructors must ensure that trainees reassess risk at appropriate intervals during evolutions, communicate to the crew, and use the results in decision-making.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
HWX-03-01-ANY	Conduct Pre-Mission Sortie Planning for Heavy Weather Operations	3-17
HWX-03-02-TYPE	Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Heavy Weather Operations	3-17
HWX-03-03-TYPE	Operate a Boat in Heavy Weather	3-20
HWX-03-04-TYPE	Pilot a Boat in Heavy Weather	3-22
HWX-03-05-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in Heavy Weather	3-23
HWX-03-06-TYPE	Maintain a Stationary Position (Station Keep) Relative to Another Vessel (or Drifting Object) in Heavy Weather*	3-25
HWX-03-07-TYPE	Conduct a Direct Pass of Equipment to Another Vessel in Heavy Weather*	3-27
HWX-03-08-TYPE	Take a Boat in Tow in Heavy Weather Using Heavy Weather Approach (Bow-to Seas)*	3-28
HWX-03-09-TYPE	Take a Boat in Tow in Heavy Weather Using "Stern-to Seas" Approach*	3-30
HWX-03-10-TYPE	Counteract Shockloading During Tow of a Vessel in Heavy Weather and Demonstrate Use of a Drogue*	3-32
HWX-03-11-TYPE	Shorten Tow in Heavy Weather*	3-34
HWX-03-12-TYPE	Tow a Vessel Inbound Across an Inlet or Bar in Heavy Weather*	3-36
HWX-03-13-ANY	Illuminate a Bar, Inlet or Surf Zone at Night Using Pyrotechnics from a Boat and from Shore	3-37
HWX-03-14-ANY	Conduct a Post-Mission Standdown and Crew Debrief	3-38

** Task must be accomplished with another vessel*



TASK HWX-03-01-ANY: Conduct Pre-Mission Sortie Planning for Heavy Weather Operations

References	a. <i>Operational Risk Management, COMDTINST 3500.3 (series)</i> b. <i>Team Coordination Training, COMDTINST 1541.1 (series)</i>
Conditions	Task performed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must coordinate all mission planning and establish objectives for the sortie. Trainee must lead the shore-side pre-mission safety brief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Identify safe operating area and hazards.	_____
2. Evaluate sea/surf conditions, tides, currents, winds, and anticipated changes that may occur during the sortie.	_____
3. Brief crew on sortie objectives and the area where operations will be conducted.	_____
4. Brief crew on communications plan encompassing boat-to-boat, boat-to-shore, shore-to-boat. Include discussion of backup radio use and location.	_____
5. Brief crew on principle use of tower watch/beach party in providing critical information to the participating boats.	_____
6. Solicit and evaluate safety concerns including knockdown/rollover brief and proper use of PPE.	_____
7. Conduct risk assessment for sortie using appropriate risk management tools (SPE, GAR or other) from TCT/ORM and include discussion of risk as part of crew briefs.	_____

Instructor _____ **Date** _____

Comments

TASK HWX-03-02-TYPE: Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Heavy Weather Operations

Reference	a. <i>Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)</i>
Conditions	Task performed on boat prior to leaving protected waters and upon return to protected waters. Trainee must accomplish task without prompting or use of a reference.
Standards	Trainee must complete a visual safety round prior to getting underway. Trainee must check operation of the boat key systems and brief crew prior to leaving protected waters. Trainee must coordinate safety rounds of the boat after returning to protected waters.

Performance Criteria	Completed	Boat Type (Initials)
1. Conduct visual inspection through all compartments prior to getting underway (i.e. stowage, missile hazards, watertight integrity, leaks or signs of system problems).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
2. Monitor conditions and hazards in operating area.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Check engines and controls for full power ahead and astern (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Check steering system for full, even rudder control port and starboard (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Ensure engineer made round of engine room prior to leaving protected waters.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Brief crew on methods to be used in moving about the deck, if necessary, and who will authorize movement.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Brief crew on natural ranges, points of reference, radar ranges, and depth of water to be used.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Brief crew on knockdown/rollover procedures.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Brief crew on procedure in the event the Coxswain becomes incapacitated.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Brief crew on procedure to remain together and use appropriate signaling device in the event that they have fallen overboard.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Check communications with backup safety boat and/or shore party.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
13. Coordinate safety rounds of boat after safely returning to protected waters.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Maintain situational awareness and total control of the boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
16. Brief crew on risk assessment results.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor

Date

Comments



TASK HWX-03-03-TYPE: Operate a Boat in Heavy Weather

Reference

a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions

Task performed while underway in 8 to 15 FT seas or with winds greater than 30 KTS. Trainee must accomplish task without prompting or use of a reference. Trainee must also demonstrate vessel control in high wind conditions with gusts greater than 30 KTS. During single engine operations for the simulated engine casualty, the second engine will remain on line.

Standards

Task must be accomplished without excessive risk to the boat or crew. Boat must operate with bow to, stern to, and beam to seas while both making way and maintaining stationary position.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Test engine and steering controls prior to departing protected waters.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Observe sea conditions and evaluate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Avoid breaking waves, if possible.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Use proper power to meet seas when required.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Maintain proper communications between Coxswain and crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Maintain full control of boat while transiting with bow to seas.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
9. Maintain full control of boat while transiting with stern to seas.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Adjust speed and/or angle to the seas to allow a stable, comfortable ride for conditions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Maintain full control of boat while station keeping.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Maintain full control of boat while maneuvering in winds gusting to greater than 30 KTS.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Maintain full control of boat while backing (minimum of 500 yards without yawing more than 10° off heading).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain full control while operating/maneuvering with one engine, during a simulated engine casualty.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor

Date

Comments



TASK HWX-03-04-TYPE: Pilot a Boat in Heavy Weather

References	<ul style="list-style-type: none"> a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)</i> b. <i>Boat Crew Handbook – Navigation and Piloting, BCH16114.3 (series)</i> c. <i>Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)</i>
Conditions	Task performed while underway in 8 to 15 FT seas or with winds greater than 30 KTS. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. Boat preparations must be accomplished prior to getting underway or leaving protected waters. Boat must be piloted at least eight miles with all installed navigation equipment used competently by the trainee.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Conduct pre-launch preparations including plotting of dead reckoning positions, track lines, ranges, and waypoints.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Inspect boat ensuring all loose gear is stowed and watertight integrity is maintained.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Observe sea conditions and evaluate safest course against planned dead reckoning plot.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Identify safe operating area and hazards and pilot boat with adjustments for surrounding dangers.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Consistently determine speed over ground and actual course made good.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Demonstrate awareness of the effects of current, swell, and wind on the boats heading.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
9. Adjust heading and/or speed to compensate for set and drift as needed to maintain safe transit.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Integrate information from all available electronics to consistently determine position.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Demonstrate advantages and shortcomings of all available electronics.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Promote continuous communication and use of crew as integral part of piloting effort.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Maintain situational awareness and crew control throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____
Comments _____

TASK HWX-03-05-TYPE: Conduct a Person-in-the-Water (PIW) Recovery in Heavy Weather

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed while underway in 8 to 15 FT seas or with winds greater than 30 KTS. Trainee must accomplish task without prompting or use of a reference. A life-like dummy (Oscar) will be used if performed during a training sortie.

Standards Task must be accomplished without excessive risk to the boat or crew. The direct pickup method must be used. Task must be accomplished without injury or excessive risk to the person (life-like dummy) in the water.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Station pointer on open steering station or nearby Coxswain to effectively communicate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
3. Throw life ring if appropriate to assist PIW.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Maneuver boat down sea into position for final approach.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Make ready appropriate standard retrieval equipment.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Position crew for recovery ensuring safe movement and clear communications.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Conduct recovery from recess port or well-deck only.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Maneuver boat into safe position for recovery with regard to crew and PIW.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Properly use sea and wind conditions in adjusting approach during pickup.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Complete safe recovery of PIW.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Move PIW from recess port or well-deck to position of safety and protection from elements.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Instructor _____ **Date** _____

Comments _____

TASK HWX-03-06-TYPE: Maintain a Stationary Position (Station Keep) Relative to Another Vessel (or Drifting Object) in Heavy Weather

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway in 8 to 15 FT seas or with winds greater than 30 KTS. Trainee must accomplish task without prompting or use of a reference. Use of another vessel is preferred as a relative target, but a suitable drifting object may be substituted.

Standards Task must be accomplished without excessive risk to the boat or crew. Boat must maintain stationary position for at least five minutes with limited movement relative to the other vessel (object). Boat must maintain bow/stern to the seas attitude at all times except when lateral movement is necessary. The task must be accomplished without endangering the other vessel (object) and without getting close enough for the vessels to collide.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Use proper helm and throttle control to establish a safe position near the other vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Use swells and/or wind to assist in maneuvering and holding position.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Use appropriate steering station.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
6. Maintain position within 75 FT of the other vessel or drifting object for 5 minutes with bow/stern to seas.	_____ _____ _____	_____ (MLB) _____ (NLB) _____ (SPC-HWX)
7. Ensure clear communications and coordination among crew.	_____ _____ _____	_____ (MLB) _____ (NLB) _____ (SPC-HWX)
8. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ (MLB) _____ (NLB) _____ (SPC-HWX)

Instructor _____ **Date** _____

Comments



TASK HWX-03-07-TYPE: Conduct a Direct Pass of Equipment to Another Vessel in Heavy Weather

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task performed while underway for training in daytime in 8 to 15 FT seas. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. The task must be accomplished without endangering the other vessel or crew. The boat must maintain a safe standoff distance while conducting the direct pass. Control of the equipment must be maintained without loss.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Evaluate condition of disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Establish communications with disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Set up to pass standard equipment using messenger, tending, or recovery lines as appropriate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Evaluate relative rates of drift.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Identify safest transfer point on MLB and receiving point on disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Make proper approach to disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Maintain relative position with drifting vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Ensure crew maintains control of gear during pass to disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
10. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____
Comments _____

TASK HWX-03-08-TYPE: Take a Boat in Tow in Heavy Weather Using Heavy Weather Approach (Bow-to Seas)

References a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*
 b. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed while underway in 8 to 15 FT seas or with winds greater than 30 KTS. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Boat must take another boat in stern tow and maintain tow for at least fifteen minutes.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Observe sea conditions and evaluate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Establish communications with disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Evaluate condition of disabled vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Describe evolution and safety procedures to disable vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
6. Locate towing appendages and evaluate for strength.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Use appropriate towing equipment for vessel type, vessel size and sea conditions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Evaluate relative rates of drift while station keeping near disabled vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Smoothly and slowly pay out towline without shockloading.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Choose angle to the seas (during pay out) to provide safest working conditions for crew and least strain on towing equipment and appendages.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Adjust length of tow, speed, and final course to give disabled vessel the safest/best ride.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Maintain consistent communications with disabled vessel to verify status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Tow disabled boat for minimum of fifteen minutes.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____



TASK HWX-03-09-TYPE: Take a Boat in Tow in Heavy Weather Using “Stern-to Seas” Approach

References	a. <i>Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series)</i> b. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task performed while underway in 8 to 12 FT seas. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. Boat must take another boat in stern tow and maintain tow for at least fifteen minutes.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Observe sea conditions and evaluate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Establish communications with disabled vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Observe sea conditions and evaluate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Establish communications with disabled vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Evaluate condition of disabled boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Describe evolution and safety procedures to disable vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Locate towing appendages and evaluate for strength.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
10. Use appropriate towing equipment for vessel type, vessel size, and sea conditions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Evaluate relative rates of drift while station keeping near disabled vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Make heavy weather approach to disabled boat while keeping stern square to seas.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Safely pass towline while station keeping in optimum position relative to vessel.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Transition into stern tow after towline is safely made fast to the vessel and the crew has control at the tow bitt.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Smoothly and slowly pay out towline without shockloading.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
16. Choose angle to the seas (during pay out) to provide safest working conditions for crew and least strain on towing equipment and appendages.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
17. Adjust length of tow, speed, and final course to give disabled vessel the safest/best ride.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
18. Maintain consistent communications with disabled vessel to verify status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
19. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
20. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
21. Tow disabled boat for fifteen minutes.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Part 3 - Heavy Weather Coxswain Qualification
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Instructor _____ **Date** _____

Comments _____

TASK HWX-03-10-TYPE: Counteract Shockloading During Tow of a Vessel in Heavy Weather and Demonstrate Use of a Drogue

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*
 b. *Boat Crew Handbook – Seamanship Fundamentals, BCH16114.4 (series)*

Conditions Task performed while underway in 8 to 15 FT seas, or with winds greater than 30 KTS, in open waters. Task performed after safely taking a vessel in stern tow.

Standards Task must be accomplished without excessive risk to the boat or crew. Task will be performed utilizing standard equipment and procedures. Vessel must be towed for at least 15 minutes without excessive strain on the towing appendages or shockloading of the towline.

Performance Criteria	Completed	Boat Type (Initials)
1. Evaluate conditions with relation to sea state, towed vessel, towing rig, intended destination, and expected changes or hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Brief towed vessel on procedures and intended actions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Demonstrate proper method to counteract shockloading based on conditions (i.e. course change, adjust speed, use of a drogue, adjust scope of towline).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. State the appropriate method for passing a drogue and the best time to accomplish it.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. State safety precautions to be observed when selecting and using a drogue.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Explain where a drogue should be secured when towing in a heavy following sea.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Explain how a vessel is affected when being towed with a drogue.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
9. State how to judge the proper scope of drogue line to be used in various sea states.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. State when to have towed vessel recover drogue and what actions will be taken.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Demonstrate use of a drogue.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Maintain consistent communications with disabled vessel to verify status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Tow disabled vessel for fifteen minutes.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____
Comments _____

TASK HWX-03-11-TYPE: Shorten Tow in Heavy Weather

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed while underway in 8 to 15 FT seas, or with winds greater than 30 KTS, in open waters.

Standards Task must be accomplished without excessive risk to the boat or crew. Task must be accomplished without allowing either the towed vessel or the MLB to be set over the towline at any time.



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Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
2. Brief towed vessel on procedures and intended actions.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
3. Select appropriate heading approximately quartering the seas based on wind conditions.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
4. Slow both vessels to a stop (no headway).	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
5. Square into the seas with towed vessel down swell.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
6. Set up to recover towline off the windward quarter.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
7. Ensure tow bitt is broke and line is tended by crew off the quarter.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
8. Back square to the seas with appropriate power until desired amount of towline is recovered.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
9. Ensure bight of towline does not get forward of the Coxswain.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
10. Safely take excess towline aboard to length established by Coxswain.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
11. Make tow bitt and tend towline as necessary.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
12. Maneuver to transition back into stern tow.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Explain precautions when towing across a bar/inlet at short tow.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain consistent communications with disabled vessel to verify status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
16. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments



TASK HWX-03-12-TYPE: Tow a Vessel Inbound Across an Inlet or Bar in Heavy Weather

Reference	a. <i>Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)</i>
Conditions	Task performed while underway in heavy weather. Maximum sea state will be at command discretion based on area of operation but not to exceed 15 FT (swells or wind generated chop, no surf). Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. Task must be accomplished with minimum shock loading of the towline. The MLB must maintain control over the towed vessel throughout the transit.

Units that do not have an inlet or bar in their AOR may permanently defer this task.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Brief towed vessel of crossing and safety procedures prior to evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Explain precautions when towing across a bar/inlet at short tow.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Discuss risk control alternatives (i.e. safety backup boat, tower manned, beach party).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Discuss safety concerns (i.e. loss of tow, taking on water, MOB, break on the stern, tow overtaking towline).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. State and demonstrate appropriate procedures and standard equipment to counteract shockloading when towing a vessel across a bar or inlet.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Successfully transit bar/inlet with tow.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Maintain consistent communications with disabled vessel to verify status.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Performance Criteria	Completed	Boat Type (Initials)
9. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____
Comments _____

TASK HWX-03-13-ANY: Illuminate a Bar, Inlet or Surf Zone at Night Using Pyrotechnics from a Boat and from Shore

- Reference**
- Boat Crew Handbook - Rescue and Survival Procedures, BCH 16114.2 (series)*
 - Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway during a period of darkness in 8 to 15 FT seas. The MLB (or surf capable boat) may be inside or outside the bar/inlet at the commencement of the operation. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. The trainee must coordinate the necessary resources to illuminate an area adequately for nighttime MLB (or surf capable boat) operations.

Performance Criteria	Completed (Initials)
1. Conduct unit pre-mission brief including safety procedures, risk management issues, position assignments, individual roles and responsibilities.	_____
2. Explain the reasons and techniques that may be used for illuminating an area such as a bar, inlet, or surf zone at night in order to improve safety of operations.	_____
3. Identify safe operating area and hazards.	_____
4. Determine whether backup safety boat or helo support was necessary to ensure safety.	_____
5. Coordinate resources to ensure all equipment and personnel were on scene prior to commencement of operations.	_____
6. Establish communications between all resources involved including shore-side party.	_____
7. Brief crew and assign duties.	_____
8. Maintain a stable platform during launch of pyrotechnics for illumination.	_____
9. Keep bow or stern square to the seas as appropriate for conditions.	_____



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Performance Criteria	Completed (Initials)
10. Coordinate illumination of the operating area to allow clear observations from boat and/or shore.	_____
11. Determine if conditions were safe for transit into or through the bar, inlet or surf zone.	_____
12. Provide clear, accurate assessment of sea conditions in area and report to unit.	_____
13. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____
14. Ensure clear communications and coordination among crew and other resources.	_____
15. Maintain situational awareness and total control of the boat.	_____
16. Conduct unit post-mission debrief including lessons learned and recommendations to command related to improvement in unit response strategy for near shore operations.	_____

Instructor _____

Date _____

Comments _____

TASK HWX-03-14-ANY: Conduct a Post-Mission Standdown and Crew Debrief

References

- a. *Operational Risk Management, COMDTINST 3500.3 (series)*
- b. *Team Coordination Training, COMDTINST 1541.1 (series)*

Conditions

Task performed after underway for heavy weather operations. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must lead the shore-side post-mission safety debrief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Stand down all unit resources involved with heavy weather operations and ensure safe return to unit.	_____
2. Ascertain condition of participating crews.	_____
3. Ascertain condition of unit boats and ensure they remained fully mission capable (any disabling or restrictive discrepancies report to command).	_____
4. Ascertain condition of any other resources Used (i.e. tower, vehicles, radios, safety gear) and ensure their continued readiness.	_____
5. Coordinate and lead unit post-mission debrief in appropriate setting.	_____
6. Debrief crew, encouraging input from juniors first (least experienced), seniors last (most experienced).	_____
7. Review objectives, communications, lessons learned, safety issues observed, ideas for improvement, and reinforcement of good seamanship practices and teamwork.	_____
8. Provide lessons learned and recommendations to command related to improvement in unit response strategy for near shore operations.	_____

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9. Determine if the lessons learned or the actions during the mission warrant further reporting via the boat mishap reporting system.	_____
10. Discuss crew's ability to react to changes in risk levels encountered during debrief.	_____

Instructor _____ **Date** _____

Comments _____



Section D. Surf Operations (up to 8 FT)

Introduction

The tasks in this Section are not required for certification as heavy weather Coxswain. Unit commands that have surf (up to 8 FT) in their respective areas of responsibility shall use these tasks to prepare Coxswains and Heavy Weather Coxswains for missions in or near these areas – in platforms other than the RB-M. The RB-M is exempt from these tasks. Per U.S. *Coast Guard Boat Operations and Training (BOAT) Manual, Volume I*, COMDTINST M16114.32 (series), Coxswains and Heavy Weather Coxswains shall not attempt operations in surf unless they have demonstrated the proper skills through satisfactory accomplishment of these tasks.

These are the objectives for this Section:

- (01) **Demonstrate** ability to properly plan for surf operations.
- (02) **Demonstrate** ability to operate boat(s) in surf conditions up to 8 FT, during various missions.

NOTE

Instructors must ensure that trainees reassess risk at appropriate intervals during evolutions, communicate to the crew, and use the results in decision-making.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
HWX-04-01-ANY	Conduct Pre-Mission Sortie Planning for Surf Operations	3-41
HWX-04-02-TYPE	Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Surf Operations	3-41
HWX-04-03-TYPE	Determine the Position of a Boat in Surf up to 8 FT	3-43
HWX-04-04-TYPE	Maintain Stationary Position (“Station Keep”) Using Both the Bow-To and Stern-To Methods in Surf up to 8 FT	3-45
HWX-04-05-TYPE	Transit Outbound on an Inlet or Bar Through Surf up to 8 FT	3-46
HWX-04-06-TYPE	Transit Inbound on an Inlet or Bar Through Surf up to 8 FT	3-47
HWX-04-07-TYPE	Lateral Across a Surf Zone Beam to Surf up to 8 FT	3-49
HWX-04-08-TYPE	Enter and Depart a Beach (Shoal Area) Surf Zone in Surf up to 8 FT	3-50
HWX-04-09-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in Surf up to 8 FT	3-51
HWX-04-10-ANY	Conduct a Post-Mission Standdown and Crew Debrief	3-53



TASK HWX-04-01-ANY: Conduct Pre-Mission Sortie Planning for Surf Operations

References a. *Operational Risk Management, COMDTINST 3500.3 (series)*
 b. *Team Coordination Training, COMDTINST 1541.1 (series)*

Conditions Task performed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must coordinate all mission planning and establish objectives for the sortie. Trainee must lead the shore-side pre-mission safety brief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Identify safe operating area and hazards.	_____
2. Evaluate surf conditions, tides, currents, winds, and anticipate changes that may occur during the sortie.	_____
3. Brief crew on sortie objectives and the area where operations will be conducted.	_____
4. Brief crew on communications plan encompassing boat-to-boat, boat-to-shore, shore-to-boat, reporting necessary to safety. Include discussion of backup radio use and location.	_____
5. Brief crew on principle use of tower watch/beach party in providing critical information to the participating boats.	_____
6. Solicit and evaluate safety concerns including knockdown/rollover brief and proper use of PPE.	_____

Instructor _____ **Date** _____

Comments

TASK HWX-04-02-TYPE: Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Surf Operations

Reference a. *Specific Boat Type Operator's Handbook, COMDTINST M16114 (series)*

Conditions Task performed on boat prior to entering and immediately after exiting a surf zone. Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must complete a visual safety round prior to getting underway. Trainee must check operation of the boat key systems and brief crew prior to entering surf zone. Trainee must coordinate safety rounds of the boat after exiting the surf zone.

Performance Criteria	Completed	Boat Type (Initials)
1. Conduct visual inspection through all compartments prior to getting underway (i.e. stowage, missile hazards, watertight integrity, leaks or signs of system problems).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Monitor conditions and hazards in operating area.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
3. Check engines and controls for full power ahead and astern (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Check steering system for full, even rudder control port and starboard (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Ensure engineer made round of engine room prior to entering the surf zone.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Brief crew on methods to be used in moving about the deck if necessary and who will authorize movement.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Brief crew on natural ranges, points of reference, radar ranges, and depth of water to be used.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Brief crew on knockdown/rollover procedures.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Brief crew on procedure in the event the Surfman becomes incapacitated.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Brief crew on procedure to remain together and use appropriate signaling device in the event that they have fallen overboard.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Check communications with backup safety boat and/or shore party.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Coordinate safety rounds of boat after safely exiting the surf zone.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Performance Criteria	Completed	Boat Type (Initials)
15. Maintain situational awareness and total control of the boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
16. Brief crew on risk assessment results.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____
Comments _____

TASK HWX-04-03-TYPE: Determine the Position of a Boat in Surf up to 8 FT

Reference a. *Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)*

Conditions Task performed while underway in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Using local knowledge, available electronics and seaman’s eye, trainee must determine boat’s position relative to the closest hazards with an accuracy of 100 yards. Trainee must maintain a safe distance from known hazards at all times. Task must be accomplished while station keeping in the surf zone.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Ensure safety rounds and checks were complete.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Brief crew on natural ranges, points of reference, radar ranges, and depth of water to be used.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Identify safe operating area and hazards and pilot boat with adjustments for surrounding dangers.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
6. Observe sea and surf conditions and evaluate safest course through surf zone.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Demonstrate awareness of the effects of current, swell, and wind on the boat's heading and movements.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Choose safe position in which to station keep with relation to depth of water, hazards, and useful ranges.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Determine boat's position in relation to known hazards using available electronics.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Demonstrate advantages and shortcomings of all available electronics.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Determine boat's position using fixed geographical references and seaman's eye.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Use other available resources to assist in determining position (i.e. tower, beach party, other boats, aircraft, watch stander).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Pass accurate position to operational command and verify by shore-side plotting.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Promote continuous communication and use of crew as integral part of piloting effort.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
16. Maintain situational awareness and total control of the boat.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____



TASK HWX-04-04-TYPE: Maintain Stationary Position (“Station Keep”) Using Both the Bow-To and Stern-To Methods in Surf up to 8 FT

Reference	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)</i>
Conditions	Task performed while underway in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. Boat must maintain stationary position for at least five minutes with limited movement. Boat must maintain square bow-to/stern-to attitude at all times except when lateral movement is necessary. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Maintain square bow-to/stern-to aspect while station keeping in surf.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Use proper amount of power to meet breakers and hold position.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Use proper helm, throttle commands to achieve a bow/stern position to the seas.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Use small swells and surf to maneuver and hold position.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Maintain position for 5 minutes.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Instructor _____ **Date** _____

Comments _____

TASK HWX-04-05-TYPE: Transit Outbound on an Inlet or Bar Through Surf up to 8 FT

Reference	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)</i>
Conditions	Task performed while underway in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. If possible, transit through the surf zone should be accomplished without meeting a breaker. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Provide accurate bar report to operational command concerning existing conditions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Time series to transit through surf zone on the lull.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Use appropriate, safe speed without launching.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Meet breakers with appropriate power.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Identify the high/low sides and maneuver toward the low side.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

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Performance Criteria	Completed	Boat Type (Initials)
9. Use safety backup boat or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____

TASK HWX-04-06-TYPE: Transit Inbound on an Inlet or Bar Through Surf up to 8 FT

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Maximum effort should be taken to keep the boat from being overtaken by a breaker. Boat must be maneuvered in adequate time to avoid a breaker on the stern.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Provide accurate bar report to operational command concerning existing conditions.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Time series to transit through surf zone on the lull.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



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Performance Criteria	Completed	Boat Type (Initials)
5. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Use appropriate, safe speed to avoid overtaking the crest of a swell or breaker.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Evaluate overtaking surf and avoid taking a breaker on the stern.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Use proper technique and timing to turn and meet breakers squarely when needed.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
9. Meet breakers with appropriate power.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Use proper techniques to avoid getting caught on the face of a swell and avoid being caught on a hard chine.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Identify the high/low sides and maneuver toward the low side.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____



TASK HWX-04-07-TYPE: Lateral Across a Surf Zone Beam to Surf up to 8 FT

Reference	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)</i>
Conditions	Task performed while underway in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. Boat must not be overtaken by a breaker on the beam. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
2. Identify safe operating area and hazards.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
3. Identify and used natural ranges, reference points or radar ranges.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
4. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
5. Use appropriate, safe speed.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
6. Evaluate approaching surf, avoid or meet squarely as appropriate.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
7. Time series and transit on the lull.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
8. Use safety backup boat or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
9. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
10. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Instructor _____ **Date** _____

Comments _____

TASK HWX-04-08-TYPE: Enter and Depart a Beach (Shoal Area) Surf Zone in Surf up to 8 FT

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway for in surf up to 8 FT. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Boat must not be overtaken by a breaker on the beam. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave. Boat must station keep shoreward of the surf zone (if possible).

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
2. Identify and evaluate effects of shore currents and rips.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
3. Identify and use natural ranges reference points or radar ranges.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
4. Time series and make shoreward approach turn during lull.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
5. Use appropriate, safe speed without launching or moving over the crest of a swell onto the face.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
6. Evaluate approaching surf, avoid or meet as appropriate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
7. Meet breakers with appropriate power.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
8. Avoid breaking waves if possible.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 - Heavy Weather Coxswain Qualification Tasks



Performance Criteria	Completed	Boat Type (Initials)
9. Maintain bow/stern aspect in surf using appropriate technique or power.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
10. Consistently monitor depth and do not allow boat to go aground or touch bottom.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
11. Safely hold position inside or shoreward of surf zone (long enough to accomplish a PIW recovery if needed).	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
12. Use safety backup boat or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
13. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
14. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____

TASK HWX-04-09-TYPE: Conduct a Person-in-the-Water (PIW) Recovery in Surf up to 8 FT

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed while underway in seas up to 8 FT. Trainee must accomplish task without prompting or use of a reference. A life-like dummy (Oscar) will be used.

Standards Task must be accomplished without excessive risk to the boat or crew. The direct pickup method must be used. Task must be accomplished without injury or excessive risk to the person (life-like dummy) in the water.

Performance Criteria	Completed	Boat Type (Initials)
1. Brief crew and assign duties.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)



Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 – Heavy Weather Coxswain Qualification Tasks

Performance Criteria	Completed	Boat Type (Initials)
2. Station pointer appropriately to communicate effectively.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
3. Throw life ring if appropriate to assist PIW.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
4. Use lulls, shoulders, windows, and saddles for maneuvering and turns.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
5. Maneuver boat down sea into position for final approach.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
6. Make ready appropriate standard retrieval equipment.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
7. Position crew for recovery ensuring safe movement and clear communications.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
8. Conduct recovery from recess port or well-deck only.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
9. Maneuver boat into safe position for recovery with regard to crew and PIW.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
10. Use lulls between series of breakers for making final approach.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
11. Ensure boat is stopped and kept square while PIW is recovered.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
12. Safely recover PIW/Oscar.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)
13. Use safety backup boat or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	____ (MLB)_ ____ (NLB) ____ (SPC-HWX)

Part 3 - Heavy Weather Coxswain Qualification
 Chapter 2 - Heavy Weather Coxswain Qualification Tasks



Performance Criteria	Completed	Boat Type (Initials)
14. Ensure clear communications and coordination among crew.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)
15. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	____ (MLB) ____ (NLB) ____ (SPC-HWX)

Instructor _____ **Date** _____

Comments _____

TASK HWX-04-10-ANY: Conduct a Post-Mission Standdown and Crew Debrief

References a. *Operational Risk Management, COMDTINST 3500.3 (series)*
 b. *Team Coordination Training, COMDTINST 1541.1 (series)*

Conditions Task performed after underway for surf operations. Trainee must accomplish task without prompting or use of a reference.

Standards Trainee must lead the shore-side post-mission safety debrief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Stand down all unit resources involved with surf operations and ensure safe return to unit.	_____
2. Ascertain condition of participating crews.	_____
3. Ascertain condition of unit boats and ensure they remain fully mission capable (any disabling or restrictive discrepancies reported to command).	_____
4. Ascertain condition of any other resources Used (i.e. tower, vehicles, radios, safety gear) and ensure their continued readiness.	_____
5. Coordinate and lead unit post-mission debrief in appropriate setting.	_____
6. Debrief crew, encouraging input from juniors first (least experienced), seniors last (most experienced).	_____
7. Review objectives, communications, lessons learned, safety issues observed, ideas for improvement, and reinforcement of good seamanship practices or teamwork.	_____
8. Provide lessons learned and recommendations to command related to improvement in unit response strategy for near shore operations.	_____
9. Determine if the lessons learned or the actions during the mission warrant further reporting via the boat mishap reporting system.	_____
10. Discuss crew's ability to react to changes in risk levels encountered during debrief.	_____

Instructor _____ **Date** _____

Comments _____



CHAPTER 3

Heavy Weather Coxswain Trainee Study Guide

Introduction

This Chapter should be removed and given to the trainee for keeping. Its purpose is to provide guidance for the trainee’s reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The instructor should then discuss the trainee’s answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

NOTE

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments – Heavy Weather and Surf Knowledge	3-55
B	Reading Assignments – Emergency Procedures or Response in Heavy Weather/Surf	3-58
C	Reading Assignments – Heavy Weather Operations	3-61
D	Reading Assignments – Surf Operations (up to 8 FT)	3-63



Section A. Reading Assignments – Heavy Weather and Surf Knowledge

Introduction The reading assignments in this Section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
HWX-01-01-ANY	Identify the Types of Breaking Seas, their Characteristics and Causes	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	3-56
HWX-01-02-ANY	Explain the Geographical Causes of Local Surf Conditions	None Assigned	
HWX-01-03-TYPE	Explain the Forces Affecting a Surf Capable Boat Operating in Heavy Weather and Surf	<i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	3-56
HWX-01-04-ANY	Explain the Relationship Between Navigation and Piloting as it Pertains to Operations in Heavy Weather or Surf	<i>Boat Crew Handbook – Navigation and Piloting</i> , BCH16114.3 (series) <i>Boat Crew Handbook – Seamanship Fundamentals</i> , BCH16114.4 (series)	3-56
HWX-01-05-ANY	Explain the Procedures and Safety Concerns Related to Recovery of Personnel from the Water in Heavy Weather or Surf	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	3-57
HWX-01-06-ANY	Explain the Heavy Weather Towing Approach and Key Elements Related to Towing in Heavy Weather	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	3-57
HWX-01-07-ANY	Explain the Procedure for Passing the Pump or Other Gear in Heavy Weather	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	3-57



TASK HWX-01-01-ANY: Identify the Types of Breaking Seas, their Characteristics and Causes

6. There are three basic types of breaking waves. They are _____, _____ and _____.
 7. By understanding how _____ form and behave, Coxswains know what to expect and how to minimize the danger to both boat and crew.
 8. _____ gives the curl of breakers its tremendous force.
 9. _____ is the unobstructed distance over which the wind blows across the surface of the water.
 10. _____ breakers are the most dangerous kind of wave for boat operations.
 11. _____ breakers result from waves of low steepness moving over a gentle sloping ocean floor.
 12. _____ waves result when there is a sudden lack of water ahead of the wave, such as in a steep rise of the ocean floor.
 13. A surging break occurs on very _____ beaches.
-

TASK HWX-01-03-TYPE: Explain the Forces Affecting a Surf Capable Boat Operating in Heavy Weather and Surf

1. An _____ or _____ current running across a bar builds up a more intense sea than the _____ or _____ current.
 2. _____ currents run parallel to the shore and inside the breakers.
 3. When crossing the current to compensate for the set, a boat may be put into a _____, i.e., the boat may be forced off course by the current or wind.
 4. Operation in very shallow water can be complicated by serious effect on a boat's _____.
 5. The primary external force for surf operations is the _____ itself.
 6. The shifting of _____ or _____ inside a boat can have a great effect on stability and handling.
-

TASK HWX-01-04-ANY: Explain the Relationship Between Navigation and Piloting as it Pertains to Operations in Heavy Weather or Surf

1. The primary tool to ensure success in any piloting evolution is _____.
 2. Have the right _____ for every mission.
 3. One of the most under used methods of piloting is _____.
 4. If you have predetermined _____ laid out, you will be able to see at a glance how far left or right of track you are, well before you reach the D.R. position.
 5. _____ and _____ ranges are also critical in computing speed over ground using the three-minute rule and its variations.
-



TASK HWX-01-05-ANY: Explain the Procedures and Safety Concerns Related to Recovery of Personnel from the Water in Heavy Weather or Surf

1. The Coxswain will _____ a safe distance from the man overboard and _____ until the opportunity to turn presents itself.
 2. If needed, the turn to run down swell and approach will be planned differently in _____.
 3. Do not allow any crew to go _____ at any time during this evolution.
 4. Ideally, the boat should be _____ with the man overboard at arm's length from the recovery area.
 5. On a CG standard boat, the crew must stay out of the _____ area until the turn is completed, the bow is back into the swell, and the Coxswain gives the command.
-

TASK HWX-01-06-ANY: Explain the Heavy Weather Towing Approach and Key Elements Related to Towing in Heavy Weather

1. A _____ is deployed from the stern of the towed vessel to help control the towed vessel's motions.
 2. For the drogue towline, use ___ FT of ___-inch double-braided nylon.
 3. When deploying a drogue, _____ of the tow is more important than _____.
 4. Though optimal to make your approach from down wind and down sea, the _____ and _____ of the distressed vessel may determine the approach.
 5. The most common towing technique is to tow the distressed vessel from _____ of the rescue vessel.
 6. The _____ is the location that allows the crew of the towing vessel to maximize use of the best deck work area on the vessel for passing and working the tow rig.
 7. _____ maintains the position and heading relative to the weather and seas, outside of the danger zone.
 8. To moor an alongside tow safely and skillfully, make the approach into _____ and _____ if possible.
-

TASK HWX-01-07-ANY: Explain the Procedure for Passing the Pump or Other Gear in Heavy Weather

14. _____ is necessary to hold position while waiting for a window or a lull, or holding position prior to and during recovery of a person in the water.
 15. There are several techniques to deal with breaking seas on the beam. _____ is still the preferred technique.
 16. In addition to present surf conditions, consider the _____ of the water before entering the surf.
 17. A _____ or _____ is never routine, but always possible in heavy weather.
-



Section B. Reading Assignments – Emergency Procedures or Response in Heavy Weather/Surf

Introduction The reading assignments in this Section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
HWX-02-01-ANY	Identify PPE and Safety Equipment for Heavy Weather and Surf Operations	<i>47 FT Motor Life Boat Operator's Handbook</i> , COMDTINST M16114.25 (series) <i>Rescue and Survival Systems Manual</i> , COMDTINST M10470.10 (series) <i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	3-59
HWX-02-02-ANY	Explain Boat Preparations and Safety Precautions for Operating in Heavy Weather/Surf	<i>U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I</i> , COMDTINST M16114.32 (series) <i>Specific Boat Type Operator's Handbook</i> , COMDTINST M16114 (series)	3-59
HWX-02-03-TYPE	Explain the Procedures to be Taken for a Rollover or Knockdown	<i>Specific Boat Type Operator's Handbook</i> , COMDTINST M16114 (series)	3-60
HWX-02-04-ANY	Explain Procedures for Personal Survival if Lost Overboard in a Heavy Weather or Surf Environment	<i>Rescue and Survival Systems Manual</i> , COMDTINST M10470.10 (series)	3-60



TASK HWX-02-01-ANY: Identify PPE and Safety Equipment for Heavy Weather and Surf Operations

1. When can the uniform be worn under a PFD?
 2. When must a dry suit be worn?
 3. First layer hypothermia protective clothing must _____ moisture away from the body.
 4. The _____ is responsible for ensuring all required equipment is worn and worn correctly.
 5. When seated in a seat, the _____ for the seat must be worn in addition to the _____ safety belt.
-

TASK HWX-02-02-ANY: Explain Boat Preparations and Safety Precautions for Operating in Heavy Weather/Surf

1. Pre-surf checks should include: True or False
 - a. Stow all gear True False
 - b. Engine room True False
 - c. Steering True False
 - d. Tow line True False
 - e. Searchlights True False
 - f. Throttle and reduction gear True False
 2. _____ communications (handheld VHF-FM) should be aboard the boat in case the antennas are lost, or the main radio is damaged.
 3. While underway, boats will provide position reports and operations normal reports to the Station at _____ intervals not to exceed _____ minutes.
 4. Environmental limits for surf training are set at breaking seas less than _____ FT, winds less than _____ kts, visibility greater than _____ NM and _____ only.
 5. Maximum underway limits are set at _____ hours for seas less than 4 FT, _____ hours for seas greater than 4 FT and _____ hours for heavy weather.
 6. Some factors contributing to fatigue are _____ loss, exposure to _____ extremes, and motion sickness.
-



TASK HWX-02-03-TYPE: Explain the Procedures to be Taken for a Rollover or Knockdown

1. A 20 FT breaker can drop _____ tons of water on the boat, and exert a force of up to _____ PSI.
 2. Immediately upon re-righting, _____ the situation, as you are still in the surf and must take quick action to _____ the next wave correctly or you may roll again.
 3. _____ your crew to ensure that no one was lost overboard or seriously injured.
 4. Once in _____, the engineer should go below to check for damage.
 5. The shifting of fuel or _____ inside a boat can have a great effect on stability and handling.
 6. Any situation that places the center of gravity over the center of _____ can result in a roll.
 7. The following factors should be considered in determining whether to continue or return after a roll over. Condition of the crew members, overall material and operating condition of engines, condition of electronics, particularly _____, urgency of mission, and availability of backup _____.
-

TASK HWX-02-04-ANY: Explain Procedures for Personal Survival if Lost Overboard in a Heavy Weather or Surf Environment

1. Units may issue either the _____ suit or the _____ to unit personnel. One or the other is required to be issued.
 2. Dry suits alone provide inadequate insulation for _____ protection.
 3. The primary use for this suit would be for very cold water environments where immediate retrieval of a person overboard is necessary to prevent death:
 4. The _____ is used aboard cutters for electronic transmission of a data signal that will aid vessel/crew relocation in the event of capsizing, sinking, or abandoning ship.
-



Section C. Reading Assignments – Heavy Weather Operations

Introduction

The reading assignments in this Section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

In this Section

This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
HWX-03-01-ANY	Conduct Pre-Mission Sortie Planning for Heavy Weather Operations	None Assigned	
HWX-03-02-TYPE	Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Heavy Weather Operations	None Assigned	
HWX-03-03-TYPE	Operate a Boat in Heavy Weather	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series),	3-62
HWX-03-04-TYPE	Pilot a Boat in Heavy Weather	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series),	3-62
HWX-03-05-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in Heavy Weather	<i>Boat Crew Handbook - Boat Operations</i> , BCH 16114.1 (series)	3-62
HWX-03-06-TYPE	Maintain a Stationary Position (Station Keep) Relative to Another Vessel (or Drifting Object) in Heavy Weather	None Assigned	
HWX-03-07-TYPE	Conduct a Direct Pass of Equipment (Drogue, Pump, Radio, etc.) to Another Vessel in Heavy Weather	None Assigned	
HWX-03-08-TYPE	Take a Boat in Tow in Heavy Weather Using Heavy Weather Approach (Bow-to Seas)	None Assigned	
HWX-03-09-TYPE	Take a Boat in Tow in Heavy Weather Using “Stern-to Seas” Approach	None Assigned	
HWX-03-10-TYPE	Counteract Shockloading During tow of a Vessel in Heavy Weather and Demonstrate Use of a Drogue	None Assigned	
HWX-03-11-TYPE	Shorten Tow in Heavy Weather	None Assigned	
HWX-03-12-TYPE	Tow a Vessel Inbound Across an Inlet or Bar in Heavy Weather	None Assigned	
HWX-03-13-ANY	Illuminate a Bar, Inlet or Surf Zone at Night Using Pyrotechnics from a Boat and from Shore	None Assigned	
HWX-03-14-ANY	Conduct a Post-Mission Standdown and Crew Debrief	None Assigned	



TASK HWX-03-03-TYPE: Operate a Boat in Heavy Weather

1. The factors that determine the characteristics of wind waves are: _____, _____ and _____.
 2. The three basic motions that a boat experiences while operating are _____, _____, and _____.
 3. _____ is caused by a wave lifting up one side of the boat, rolling under the boat and dropping that side then lifting the other side and dropping it in turn.
 4. _____ is caused when the boat is operating in following seas.
 5. _____ occurs when the boat is running bow into the waves.
 6. Running stern-to in Heavy weather requires _____, as steering corrections must be made the instant you feel the stern of the boat being lifted by the oncoming swell.
 7. Wind affects the boat _____ the swell.
 8. If you keep your bow _____ to the swell of the most predominate force and use proper amounts of _____ for different situations, the boats can be handled without a lot of difficulty.
-

TASK HWX-03-04-TYPE: Pilot a Boat in Heavy Weather

1. Using _____ or _____ chartlets makes them easy to correct.
 2. If you have _____ ranges laid out, you will be able to see at a glance how far left or right of track you are, well before you reach the dead reckoning position.
 3. Take the time to develop your _____ piloting kit. Coast Guard standard boats are required to have all the necessary _____ in the chart box as per the type handbook, but think of this as _____ gear.
-

TASK HWX-03-05-TYPE: Conduct a Person-in-the-Water (PIW) Recovery in Heavy Weather

1. If needed, the turn to run down swell and approach will be planned differently in _____.
 2. The Coxswain will push ahead a _____ distance from the man overboard and _____ until the opportunity to turn presents itself.
 3. Do not allow any of the crew to go _____ at any time during this evolution. It puts them in great danger and _____ the crew's ability to communicate.
 4. Once down swell, turn _____ and avoid getting caught broadside to the surf/swell.
 5. Ideally, the boat should be stopped with the man overboard at _____ from the recovery area.
-



Section D. Reading Assignments – Surf Operations (up to 8 FT)

Introduction The reading assignments in this Section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

In this Section This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
HWX-04-01-ANY	Conduct Pre-Mission Sortie Planning for Surf Operations	None Assigned	
HWX-04-02-TYPE	Conduct Safety Rounds, Vessel Systems Checks, and Crew Brief Related to Surf Operations	None Assigned	
HWX-04-03-TYPE	Determine the Position of a Boat in Surf up to 8 FT	None Assigned	
HWX-04-04-TYPE	Maintain Stationary Position (“Station Keep”) Using Both the Bow-To and Stern-To Methods in Surf up to 8 FT	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	3-64
HWX-04-05-TYPE	Transit Outbound on an Inlet or Bar Through Surf up to 8 FT	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	3-64
HWX-04-06-TYPE	Transit Inbound on an Inlet or Bar Through Surf up to 8 FT	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	3-64
HWX-04-07-TYPE	Lateral Across a Surf Zone Beam to Surf up to 8 FT	<i>Boat Crew Handbook - Seamanship Fundamentals</i> , BCH 16114.4 (series)	3-64
HWX-04-08-TYPE	Enter and Depart a Beach (Shoal Area) Surf Zone in Surf up to 8 FT	None Assigned	
HWX-04-09-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in Surf up to 8 FT	None Assigned	
HWX-04-10-ANY	Conduct a Post-Mission Standdown and Crew Debrief	None Assigned	



TASK HWX-04-04 TYPE: Maintain Stationary Position (“Station Keep”) Using Both the Bow-To and Stern-To Methods in Surf up to 8 FT

1. Never allow the boat to be caught _____ a breaking wave. Either allow it to break before it reaches you, or get to the top _____ it falls on you.
 2. Use only enough _____ to maintain position and counteract the force of the oncoming wave.
 3. Keep the bow as _____ to the seas as possible.
 4. Environmental factors such as surf, wind, or currents can make station-keeping _____, and good backing skill and proper application of _____ are essential.
-

TASK HWX-04-05-TYPE: Transit Outbound on an Inlet or Bar Through Surf up to 8 FT

1. The operator should practice wave avoidance by picking a course through the _____ and _____, if available, minimizing risk to the boat and crew.
 2. Any breakers that cannot be avoided should be taken _____. Slow down and allow your _____ to carry you through. Do not meet breakers at _____ speed or you may plow into the face, or launch off the back, risking injuries or boat damage.
-

TASK HWX-04-06-TYPE: Transit Inbound on an Inlet or Bar Through Surf up to 8 FT

1. It is preferable to transit the surf during any _____ period that may exist.
 2. The operator should attempt to work through the surf zone by driving through _____ and _____, thus avoiding the majority of the breakers.
 3. If operating in an area of limiting maneuverability, such as a narrow inlet or bar, the operator may have to rely strictly on _____ the waves and make the transit during _____ periods.
 4. Reducing speed after the wave has already picked up the boat will likely result in a loss of _____ and/or _____. _____ must be reduced before the wave arrives.
 5. _____ a breaker is an advanced emergency procedure which can easily result in personnel injuries or boat damage. It is a last resort maneuver for _____ operators.
-

TASK HWX-04-07-TYPE: Lateral Across a Surf Zone Beam to Surf up to 8 FT

1. In the absence of lulls, great care and patience must be exercised, because you will be dealing with nearly constant _____ surf, and the boat is very _____ in the position.
 2. Speed may be _____ to allow waves to pass ahead of the boat, or _____ to avoid a breaker.
 3. Good _____, and ability to read several waves back are critical.
 4. Any significant waves that cannot be avoided must be taken _____.
-



PART 4

Surfman Qualification

Introduction This Part 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 of a Coast Guard Surfman.

NOTE

This Volume is not meant to be ordered for purposes of obtaining individual qualification tasks. Qualification tasks should be reproduced locally and provided for trainees.

In this Part This Part contains the following chapters:

Chapter	Title	See Page
1	Task Accomplishment Record for Surfman	4-2
2	Surfman Qualification Tasks	4-3
3	Surf Operations (Greater than 8 Ft) Trainee Study Guide	4-21



CHAPTER 1

Task Accomplishment Record for Surfman

NOTE *sw*

Instructors shall use a copy of this form (for each trainee) to record accomplishment of tasks. Following task completion, task shall be recorded in AOPS/TMT.

TRAINEE NAME: _____ RATE: _____

INSTRUCTOR NAME: _____ RATE: _____

POSITION/QUALIFICATION CODE TO BE TRAINED FOR: _____

NOTE *sw*

Instructors should line through those tasks not applicable to this qualification.

Task	Date Started	Date Completed	Instructor's Initials
SRF-01-01-ANY			
SRF-01-02-TYPE			
SRF-01-03-TYPE			
SRF-01-04-TYPE			
SRF-01-05-TYPE			
SRF-01-06-TYPE			
SRF-01-07-TYPE			
SRF-01-08-TYPE			
SRF-01-09-TYPE			
SRF-01-10-TYPE			
SRF-01-11-TYPE			
SRF-01-12-ANY			



CHAPTER 2

Surfman Qualification Tasks

Introduction

The following are the instructions for this Chapter:

- (01) The purpose of this Chapter is to provide guidance on the trainee’s progress through the qualification tasks.
- (02) The instructor should present the tasks to the trainee in a logical order using the instructions provided in *Part I*.
- (03) Tasks should be signed, dated, and placed in the trainee’s training record/TMT when the instructor is satisfied that the trainee can consistently perform a task in accordance with all standards and conditions.

Prerequisites

A prospective Surfman must:

- (01) Be assigned to an operational unit with a surf capable boat attached;
- (02) Be at an operational unit that has been designated as a surf station by Commandant (CG-731);
- (03) Be a certified Heavy Weather Coxswain on the boat type for which they are seeking this higher level of qualification; and
- (04) Have completed the surf tasks in the Heavy Weather Coxswain guide (related to operations in surf up to 8 FT) or accomplish those skill-based tasks as a step toward completing similar tasks in the higher risk environment of larger surf as required for the Surfman standards.

In this Chapter

This Chapter contains the following section:

Section	Title	See Page
A	Surf Operations (greater than 8 FT)	4-4



Section A. Surf Operations (greater than 8 FT)

Introduction

The following are objectives of Division One:

- (01) **Demonstrate** ability to properly plan for surf operations.
- (02) **Demonstrate** ability to operate boat(s) in surf conditions, during various missions.

NOTE

Instructors must ensure that trainees reassess risk at appropriate intervals during evolutions, communicate to the crew, and use the results in decision-making.

In this Section

This Section contains the following tasks:

Task Number	Task	See Page
SRF-01-01-ANY	Conduct Pre-Mission Sortie Planning for Surf Operations	4-5
SRF-01-02-TYPE	Conduct Safety Rounds, Boat Systems Checks, and a Crew Brief Related to Surf Operations	4-5
SRF-01-03-TYPE	Determine the Position of a Boat in 8 to 15 FT Surf	4-7
SRF-01-04-TYPE	Maintain Stationary Position (Station Keep) in 8 to 15 FT Surf Using the Bow-To Method	4-9
SRF-01-05-TYPE	Transit Outbound an Inlet or Bar Through 8 to 15 FT Surf	4-10
SRF-01-06-TYPE	Transit Inbound an Inlet or Bar Through 8 to 15 FT Surf	4-11
SRF-01-07-TYPE	Lateral Across a Surf Zone Beam to 8 to 15 FT Surf	4-13
SRF-01-08-TYPE	Depart a Surf Zone Using Only a Single Engine in Surf less than 12 FT.	4-14
SRF-01-09-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in 8 to 15 FT Surf	4-15
SRF-01-10-TYPE	Demonstrate Ability to Enter, Transit, and Depart a Beach Surf Zone in 8 to 15 FT Surf	4-17
SRF-01-11-TYPE	Maintain Stationary Position (Station Keep) in 8 to 12 FT Surf Using the Stern To Method	4-19
SRF-01-12-ANY	Conduct a Post-Mission Standdown and Crew Debrief	4-20



TASK SRF-01-01-ANY: Conduct Pre-Mission Sortie Planning for Surf Operations

References

- a. *Operational Risk Management, COMDTINST 3500.3 (series)*
- b. *Team Coordination Training, COMDTINST 1541.1 (series)*

Conditions

Task performed prior to getting underway. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must coordinate all mission planning and establish objectives for the sortie. Trainee must lead the shore-side pre-mission safety brief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Identify safe operating area and hazards.	_____
2. Evaluate surf conditions, tides, currents, winds, and anticipated changes that may occur during the sortie.	_____
3. Brief crew on sortie objectives and the area where operations will be conducted.	_____
4. Brief crew on communications plan encompassing boat-to-boat, boat-to-shore, shore-to-boat reporting necessary to safety. Include discussion of backup radio use and location.	_____
5. Brief crew on principle use of tower watch/beach party in providing critical information to the participating boats.	_____
6. Solicit and evaluate safety concerns including knockdown/rollover brief and proper use of PPE.	_____
7. Conduct risk assessment for sortie using appropriate risk assessment tools (SPE, GAR or other) from TCT/ORM and include discussion of risk as part of crew briefs.	_____

Instructor _____

Date _____

Comments

TASK SRF-01-02-TYPE: Conduct Safety Rounds, Boat Systems Checks, and a Crew Brief Related to Surf Operations

Reference

- a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions

Task performed on boat prior to entering and immediately after exiting a surf zone. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must complete a visual safety round prior to getting underway. Trainee must check operation of the boat key systems and brief crew prior to entering surf zone. Trainee must coordinate safety rounds of the boat after exiting the surf zone.

Performance Criteria	Completed (Initials)	Boat Type
1. Conduct visual inspection through all compartments prior to getting underway (i.e. stowage, missile hazards, watertight integrity, leaks or signs of system problems).	_____ _____ _____	_____ _____ _____



Part 4 – Surfman Qualification
Chapter 2 - Surfman Qualification Tasks

Performance Criteria	Completed (Initials)	Boat Type
2. Monitor conditions and hazards in operating area.	_____ _____ _____	_____ _____ _____
3. Check engines and controls for full power ahead and astern (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	_____ _____ _____
4. Check steering system for full, even rudder control port and starboard (both open bridge stations and enclosed bridge on 47 FT MLB).	_____ _____ _____	_____ _____ _____
5. Ensure engineer made round of engine room prior to entering the surf zone.	_____ _____ _____	_____ _____ _____
6. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	_____ _____ _____
7. Brief crew on methods to be used in moving about the deck if necessary and who will authorize movement.	_____ _____ _____	_____ _____ _____
8. Brief crew on natural ranges, point of reference and radar ranges to be used and depth of water.	_____ _____ _____	_____ _____ _____
9. Brief crew on knockdown/rollover procedures.	_____ _____ _____	_____ _____ _____
10. Brief crew on procedure in the event the Surfman becomes incapacitated.	_____ _____ _____	_____ _____ _____
11. Brief crew on procedure to remain together and use appropriate signaling device in the event that they have fallen overboard.	_____ _____ _____	_____ _____ _____
12. Check communications with backup safety boat and/or shore party.	_____ _____ _____	_____ _____ _____
13. Coordinate safety rounds of boat after safely exiting the surf zone.	_____ _____ _____	_____ _____ _____
14. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
15. Maintain situational awareness and total control of the boat.	_____ _____ _____	_____ _____ _____
16. Brief crew on risk assessment results.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments

TASK SRF-01-03-TYPE: Determine the Position of a Boat in 8 to 15 FT Surf

Reference a. *Boat Crew Handbook – Navigation and Piloting*, BCH16114.3 (series)

Conditions Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Using local knowledge, available electronics and seaman’s eye, trainee must determine boat’s position relative to the closest hazards with an accuracy of 100 yards. Trainee must maintain a safe distance from known hazards at all times. Task must be accomplished while station keeping in the surf zone.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Ensure safety rounds and checks are complete.	_____ _____ _____	_____ _____ _____
3. Assign crew positions and check PPE and all safety equipment.	_____ _____ _____	_____ _____ _____
4. Brief crew on natural ranges, point of reference and radar ranges to be used and depth of water.	_____ _____ _____	_____ _____ _____
5. Identify safe operating area and hazards and pilot boat with adjustments for surrounding dangers.	_____ _____ _____	_____ _____ _____
6. Observe sea and surf conditions and evaluate safest course through surf zone.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
7. Demonstrate awareness of the effects of current, swell, and wind on the boats heading and movements.	_____ _____ _____	_____ _____ _____
8. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	_____ _____ _____
9. Choose safe position in which to station keep with relation to depth of water, hazards, and useful ranges.	_____ _____ _____	_____ _____ _____
10. Determine boat's position in relation to known hazards using available electronics.	_____ _____ _____	_____ _____ _____
11. Demonstrate advantages and shortcomings of all available electronics.	_____ _____ _____	_____ _____ _____
12. Determine boat's position using fixed geographical references and seaman's eye.	_____ _____ _____	_____ _____ _____
13. Use other available resources to assist in determining position (i.e. tower, beach party, other boats, aircraft, watchstander).	_____ _____ _____	_____ _____ _____
14. Pass accurate position to operational command and verify by shore-side plotting.	_____ _____ _____	_____ _____ _____
15. Promote continuous communication and use of crew as integral part of piloting effort.	_____ _____ _____	_____ _____ _____
16. Maintain situational awareness and total control of the boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK SRF-01-04-TYPE: Maintain Stationary Position (Station Keep) in 8 to 15 FT Surf Using the Bow-To Method

Reference

a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions

Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards

Task must be accomplished without excessive risk to the boat or crew. Boat must maintain stationary position for at least five minutes with limited movement. Boat must maintain square bow-to attitude at all times except when lateral movement is necessary. Boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
3. Maintain square bow to aspect while station keeping in surf.	_____ _____ _____	_____ _____ _____
4. Use proper amount of power to meet breakers and hold position.	_____ _____ _____	_____ _____ _____
5. Use proper helm throttle commands to achieve a bow-to position to the seas.	_____ _____ _____	_____ _____ _____
6. Use swells and surf to maneuver and hold position.	_____ _____ _____	_____ _____ _____
7. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____
8. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____
9. Maintain position for 5 minutes.	_____ _____ _____	_____ _____ _____

Instructor

Date

Comments



TASK SRF-01-05-TYPE: Transit Outbound an Inlet or Bar Through 8 to 15 FT Surf

Reference	a. <i>Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)</i>
Conditions	Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.
Standards	Task must be accomplished without excessive risk to the boat or crew. If possible, transit through the surf zone should be accomplished without meeting a breaker. Boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
3. Provide accurate bar report to operational command concerning existing conditions.	_____ _____ _____	_____ _____ _____
4. Time series to transit through surf zone on the lull.	_____ _____ _____	_____ _____ _____
5. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	_____ _____ _____
6. Use appropriate, safe speed without launching the MLB.	_____ _____ _____	_____ _____ _____
7. Meet breakers with appropriate power.	_____ _____ _____	_____ _____ _____
8. Identify the high/low sides and maneuver toward the low side.	_____ _____ _____	_____ _____ _____
9. Use safety backup boat (if applicable) or shore side safety watch to provide additional information as appropriate.	_____ _____ _____	_____ _____ _____
10. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
11. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments _____

TASK SRF-01-06-TYPE: Transit Inbound an Inlet or Bar Through 8 to 15 FT Surf

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Maximum effort should be taken to keep the boat from being overtaken by a breaker. Boat must be maneuvered in adequate time to avoid a breaker on the stern, if possible.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
3. Provide accurate bar report to operational command concerning existing conditions.	_____ _____ _____	_____ _____ _____
4. Time series to transit through surf zone on the lull.	_____ _____ _____	_____ _____ _____
5. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	_____ _____ _____
6. Use appropriate, safe speed careful to avoid overtaking the crest of a swell or breaker.	_____ _____ _____	_____ _____ _____
7. Evaluate overtaking surf to avoid taking a breaker on the stern unless intended.	_____ _____ _____	_____ _____ _____



Part 4 – Surfman Qualification
Chapter 2 - Surfman Qualification Tasks

Performance Criteria	Completed (Initials)	Boat Type
8. Use proper technique and timing to turn and meet breakers squarely bow-to when needed.	_____ _____ _____	_____ _____ _____
9. Maintain control when taking a breaker on the stern if it is unavoidable.	_____ _____ _____	_____ _____ _____
10. Meet breakers with appropriate power.	_____ _____ _____	_____ _____ _____
11. Use proper techniques to avoid getting caught on the face of a swell and avoid being caught on a hard chine.	_____ _____ _____	_____ _____ _____
12. Follow proper recovery procedures if knocked down or rolled by a swell or breaker.	_____ _____ _____	_____ _____ _____
13. Identify the high/low sides and maneuver toward the low side.	_____ _____ _____	_____ _____ _____
14. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	_____ _____ _____
15. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____
16. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK SRF-01-07-TYPE: Lateral Across a Surf Zone Beam to 8 to 15 FT Surf

Reference a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards Task must be accomplished without excessive risk to the boat or crew. Boat must not be overtaken by a breaker on the beam. When necessary, boat must meet breakers squarely and with enough power to get the boat through/over the wave.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____	_____
2. Identify safe operating area and hazards.	_____	_____
3. Identify and use natural ranges, reference points or radar ranges.	_____	_____
4. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____	_____
5. Use appropriate, safe speed.	_____	_____
6. Evaluate approaching surf, avoid or meet squarely as appropriate.	_____	_____
7. Time series and transit on the lull.	_____	_____
8. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____	_____
9. Ensure clear communications and coordination among crew and other resources.	_____	_____
10. Maintain situational awareness and total control of the boat throughout evolution.	_____	_____

Instructor _____ **Date** _____

Comments _____



TASK SRF-01-08-TYPE: Depart a Surf Zone Using Only a Single Engine in Surf less than 12 FT

Reference	a. <i>None</i>
Conditions	Task performed while underway for training in daytime in surf less than 12 FT. Trainee must accomplish task without prompting or use of a reference. During single engine operations for the simulated engine casualty, the second engine will remain on line.
Standards	Task must be accomplished without excessive risk to the boat or crew. Trainee must safely maneuver out of the surf zone on the designated single engine without resorting to use of both engines for control.

CAUTION !

Coxswain will apply power to both engines in the event of a possible knockdown/rollover situation.

Performance Criteria	Completed (Initials)	Boat Type
1. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
2. Brief crew, Station, tower/beach party, and safety backup boat (if applicable) of situation.	_____ _____ _____	_____ _____ _____
3. Maintain square bow/stern aspect while station keeping in surf.	_____ _____ _____	_____ _____ _____
4. Time series and exit the surf zone during a lull.	_____ _____ _____	_____ _____ _____
5. Avoid breaking waves (when possible) using windows, saddles, and shoulders.	_____ _____ _____	_____ _____ _____
6. Safely exit the surf zone.	_____ _____ _____	_____ _____ _____
7. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	_____ _____ _____



Performance Criteria	Completed (Initials)	Boat Type
8. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____
9. Maintain situational awareness and total control of the boat.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____
Comments _____

TASK SRF-01-09-TYPE: Conduct a Person-in-the-Water (PIW) Recovery in 8 to 15 FT Surf

Reference a. *Boat Crew Handbook - Boat Operations, BCH 16114.1 (series)*

Conditions Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference. A life-like dummy (Oscar) will be used if performed during a training sortie.

Standards Task must be accomplished without excessive risk to the boat or crew. The direct pickup method must be used. Task must be accomplished without injury or excessive risk to the person (life-like dummy) in the water.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Station pointer on open steering station or nearby I to effectively communicate.	_____ _____ _____	_____ _____ _____
3. Throw life ring if appropriate to assist PIW.	_____ _____ _____	_____ _____ _____
4. Use lulls, shoulders, windows, and saddles for maneuvering and turns.	_____ _____ _____	_____ _____ _____
5. Maneuver boat down sea into position for final approach.	_____ _____ _____	_____ _____ _____
6. Make retrieval equipment ready as necessary (i.e. boat hook, throw bag).	_____ _____ _____	_____ _____ _____



Part 4 – Surfman Qualification
Chapter 2 - Surfman Qualification Tasks

Performance Criteria	Completed (Initials)	Boat Type
7. Position crew for recovery ensuring safe movement and clear communications.	_____ _____ _____	_____ _____ _____
8. Conduct recovery from recess port/well-deck only.	_____ _____ _____	_____ _____ _____
9. Maneuver boat into safe position for recovery with regard to crew and PIW.	_____ _____ _____	_____ _____ _____
10. Use lulls between series of breakers for making final approach.	_____ _____ _____	_____ _____ _____
11. Ensure MLB is stopped and kept square while PIW is being recovered.	_____ _____ _____	_____ _____ _____
12. Safely recover PIW/Oscar.	_____ _____ _____	_____ _____ _____
13. Use safety backup boat (if applicable) or shore-side safety watch to provide additional information as appropriate.	_____ _____ _____	_____ _____ _____
14. Ensure clear communications and coordination among crew.	_____ _____ _____	_____ _____ _____
15. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK SRF-01-10-TYPE: Demonstrate Ability to Enter, Transit, and Depart a Beach Surf Zone in 8 to 15 FT Surf

Reference

a. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions

Task performed while underway in 8 to 15 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards

Task must be accomplished without excessive risk to the boat or crew. Boat must enter surf zone from seaward, transit 150 yards and leave surf zone. Every effort must be taken to avoid taking breakers on the stern.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
3. Observe surf conditions and evaluate.	_____ _____ _____	_____ _____ _____
4. Evaluate effects of shore currents.	_____ _____ _____	_____ _____ _____
5. Identify natural ranges and use.	_____ _____ _____	_____ _____ _____
6. Time series and make approach during lull.	_____ _____ _____	_____ _____ _____
7. Use appropriate speed for conditions.	_____ _____ _____	_____ _____ _____
8. Evaluate approaching surf, avoid or meet as appropriate.	_____ _____ _____	_____ _____ _____
9. Use proper amount of power to meet breakers.	_____ _____ _____	_____ _____ _____
10. Avoid breaking waves if possible.	_____ _____ _____	_____ _____ _____



Part 4 – Surfman Qualification
 Chapter 2 - Surfman Qualification Tasks

Performance Criteria	Completed (Initials)	Boat Type
11. Maintain bow to aspect in surf at idle.	_____ _____ _____	_____ _____ _____
12. Constantly aware of depth throughout evolution.	_____ _____ _____	_____ _____ _____
13. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____
14. Use proper communications between Coxswain and crew.	_____ _____ _____	_____ _____ _____

Instructor _____ **Date** _____

Comments



TASK SRF-01-11-TYPE: Maintain Stationary Position (Station Keep) in 8 to 12 FT Surf Using the Stern To Method

References

- a. *Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series)*
- b. *Boat Crew Handbook - Seamanship Fundamentals, BCH 16114.4 (series)*

Conditions

Task performed while underway in 8 to 12 FT surf. Trainee must accomplish task without prompting or use of a reference.

Standards

Task must be accomplished without excessive risk to the boat or crew. Boat must maintain stationary position for at least five minutes with limited movement. Boat must maintain stern-to attitude at all times except when lateral movement is necessary. Boat must meet breakers with enough power to get the boat through/over the wave.

Performance Criteria	Completed (Initials)	Boat Type
1. Brief crew and assign duties.	_____ _____ _____	_____ _____ _____
2. Identify safe operating area and hazards.	_____ _____ _____	_____ _____ _____
3. Maintain stern to aspect while station keeping in surf.	_____ _____ _____	_____ _____ _____
4. Use proper amount of power to meet breakers and hold position.	_____ _____ _____	_____ _____ _____
5. Use proper helm throttle commands to achieve a stern-to position to the seas.	_____ _____ _____	_____ _____ _____
6. Use swells and surf to maneuver and hold position.	_____ _____ _____	_____ _____ _____
7. Ensure clear communications and coordination among crew and other resources.	_____ _____ _____	_____ _____ _____
8. Maintain situational awareness and total control of the boat throughout evolution.	_____ _____ _____	_____ _____ _____
9. Maintain position for 5 minutes.	_____ _____ _____	_____ _____ _____

Instructor _____

Date _____

Comments _____



TASK SRF-01-12-ANY: Conduct a Post-Mission Standdown and Crew Debrief

References

- a. *Operational Risk Management, COMDTINST 3500.3 (series)*
- b. *Team Coordination Training, COMDTINST 1541.1 (series)*

Conditions

Task performed after underway for surf operations. Trainee must accomplish task without prompting or use of a reference.

Standards

Trainee must lead the shore side post-mission safety debrief to include all involved crew (i.e. comms watchstander, boat crews, tower watch, beach party).

Performance Criteria	Completed (Initials)
1. Stand down all unit resources involved with surf operations and ensure safe return to unit.	_____
2. Ascertain condition of participating crews.	_____
3. Ascertain condition of unit boats and ensure they remain fully mission capable (report any disabling or restrictive discrepancies to command).	_____
4. Ascertain condition of any other resources Used (i.e. tower, vehicles, radios, safety gear) and ensure their continued readiness.	_____
5. Coordinate and lead unit post-mission debrief in appropriate setting.	_____
6. Debrief crew, encouraging input from juniors first (least experienced), seniors last (most experienced).	_____
7. Discuss crew's ability to react to changes in risk levels encountered during debriefs.	_____
8. Review objectives, communications, lessons learned, safety issues observed, ideas for improvement, and reinforcement of good seamanship practices or teamwork.	_____
9. Provide lessons learned and recommendations to command related to improvement in unit response strategy for near shore operations.	_____
10. Determine if the lessons learned or the actions during the mission warrant further reporting via the boat mishap reporting system.	_____

Instructor _____

Date _____

Comments



CHAPTER 3

Surf Operations (Greater than 8 Ft) Trainee Study Guide

Introduction

This Chapter should be removed and given to the trainee for keeping. Its purpose is to provide guidance for the trainee’s reading assignments and is not a part of the training record.

The trainee should read the appropriate reading assignment and answer the related questions prior to beginning training in each new task. The instructor should then discuss the trainee’s answers to ensure understanding of the subject matter prior to beginning instruction for each new task.

NOTE

If there is no reading assignment assigned for a specific task, then the task will not have a page number to reference.

In this Chapter

This Chapter contains the following sections:

Section	Title	See Page
A	Reading Assignments	4-22



Section A. Reading Assignments

Introduction

The reading assignments in this Section are designed to aid the trainee in developing the knowledge and skills to adequately fulfill the requirement.

In this Section

This Section contains the following reading assignments:

Task Number	Task Title	Reading Assignment	See Page
SRF-01-01-ANY	Conduct Pre-Mission Sortie Planning for Surf Operations	None Assigned	
SRF-01-02-TYPE	Conduct Safety Rounds, Boat Systems Checks, and a Crew Brief Related to Surf Operations	None Assigned	
SRF-01-03-TYPE	Determine the Position of a Boat in 8 to 15 FT Surf	None Assigned	
SRF-01-04-TYPE	Maintain Stationary Position (Station Keep) in 8 to 15 FT Surf Using the Bow-To Method	None Assigned	
SRF-01-05-TYPE	Transit Outbound an Inlet or Bar Through 8 to 15 FT Surf	None Assigned	
SRF-01-06-TYPE	Transit Inbound an Inlet or Bar Through 8 to 15 FT Surf	None Assigned	
SRF-01-07-TYPE	Lateral Across a Surf Zone Beam to 8 to 15 FT Surf	None Assigned	
SRF-01-08-TYPE	Depart a Surf Zone Using Only a Single Engine in Surf less than 12	None Assigned	
SRF-01-09-TYPE	Conduct a Person-in-the-Water (PIW) Recovery in 8 to 15 FT Surf	None Assigned	
SRF-01-10-TYPE	Demonstrate Ability to Enter, Transit, and Depart a Beach Surf Zone in 8 to 15 FT Surf	None Assigned	
SRF-01-11-TYPE	Maintain Stationary Position (Station Keep) in 8 to 12 FT Surf Using the Stern To Method	None Assigned	
SRF-01-12-ANY	Conduct a Post-Mission Standdown and Crew Debrief	None Assigned	



APPENDIX A

Glossary

Introduction This appendix contains a list of terms that may be useful when reading this Handbook.

In this appendix This appendix contains the following information:

Topic	See Page
Glossary	A-2



TERM	DEFINITION
Aids to Navigation Team	An Aids to Navigation Team is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned dutystanders, unit boat allowance, and equipment, which reports to a Group, Section or Activity command, or District Commander (in the case of D17).
Air Station	An Air Station is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned dutystanders, unit boat allowance, and equipment, which reports to a Group, Section or Activity command, or District Commander (in the case of D17).
Auxiliary-Operated Station (Small)	An Auxiliary-Operated Station (small) is a Station (small) that relies on auxiliary members for its primary duty section staffing for three or more months a year is considered to be an “auxiliary operated” unit. Auxiliary operated Units may or may not have an active duty command cadre (i.e., OIC).
Boat Crew	Includes the coxswain, boat engineer, crewmen, 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 crew members, as applicable, selected by the unit commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.
Boat Outfit/Stowage Plans	The configuration requirements for standard boat outfits and equipment stowage plans are set forth in the applicable specific boat type Operator’s Handbook, COMDTINST M16114 (series).
Certification	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.
Command Cadre	The CO or OIC, the Executive Officer or Executive Petty Officer, the Engineering Petty Officer and senior Boatswain’s Mate (at units with COs) are a unit’s command cadre.
Crew Rest	Time during which alert crews do not engage in any Station work or operations. Crews are allowed to recreate and sleep.
Crew Underway Time	Begins when the crewmember reports to the designated place to prepare for a specific boat mission. Computation of such time ends when the mission is complete. Crew underway time includes time spent accomplishing pre-mission and post-mission boat checks.



TERM	DEFINITION
Current	A current crewmember is certified and has all recurring training requirements completed and up to date. Currency is maintained by completing the regularly scheduled minimum proficiency requirements of their current crew position.
Cutter	A Cutter, to which a cutterboat is assigned, contains an OPFAC, command cadre, and permanently assigned dutystanders, unit boat allowance, and equipment, which reports to a Sector, Group/Air Station, District or Area Commander.
Electronic Training Systems (e-Training)	Coast Guard electronic systems that captures required training, qualification tasks and currencies.
Engineering Changes (ECs)	<p>These are the only authorized modifications to a standard boat. No one other than Commandant (G-SEN) is authorized to approve ECs to standard boats. The Specific Boat Type Operator’s Handbook, COMDTINST M16114 (series) provides amplifying details on the EC process.</p> <p>NOTE  Engineering Changes (ECs) were formerly known as BOATALTS.</p>
Fatigue	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 in this Section.
Fatigue Waiver	A waiver to crew rest or rest-recovery requirements granted by a Group Commander.
Heavy Weather	<p>Heavy weather is defined as sea, swell and wind conditions combining to exceed 8 FT and/or winds exceeding 30 KTS.</p> <p>NOTE  This definition of heavy weather is not intended to define a heavy weather situation for a specific boat type, as defined in <i>U.S. Coast Guard Boat Operations and Training (BOAT) Handbook, Volume I</i>.</p>
Night	Night is defined as ½ hour after nautical sunset and ½ hour before nautical sunrise.
Non-Pooled Station (Small)	A Non-Pooled Station (small) is a Station (small) with permanently assigned personnel. These units will be assigned an Operating Facility (OPFAC) number, unit boat allowance and OIC.



TERM	DEFINITION
Operational Commander	For the purpose of this Handbook, Operational Commanders are defined as commanders of Sectors, Group/Air Stations, and Sections, who exercise direct operational control of a subordinate unit with a standard boat or non-standard boat assigned. This definition specifically does not include Station COs/OICs exercising operational control of a Station (small).
Operations	Time spent on pre-mission planning, underway, and post mission reporting or follow-up.
Parent Station	A parent Station is a unit with one or more subordinate Stations (small/s). 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 Stations (small/s).
Pooled Station (Small)	The Pooled Station (small) is essentially a “remote operating location”. A Pooled Station (small) appears in the <i>Operating Facilities Change Order (OFCO)</i> , COMDTINST M5440.3 (series), but will not have an assigned OPFAC number, assigned unit boat allowance, personnel, or an OIC. The parent unit for this Pooled Station (small) has additional personnel to operate a boat from the physical location of the Station (small).
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 Team (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.
Recertification Process	The steps a crew member takes to regain command authorization to be assigned boat crew duties when prior certification has lapsed due to permanent change of station (PCS) transfer, failure to meet semi-annual/annual currency requirements, or revocation.
Reserve Augmented Unit	A Reserve Augmented Unit is a unit that relies on reserve personnel for at least one third of its primary duty section staffing for three or more months a year.
Rough Bar	A rough bar is a river entrance or inlet where Heavy weather or surf conditions exist. Also, in situations when the coxswain or the CO/OIC is unsure, a rough bar is assumed.



TERM	DEFINITION
Senior Boatswain's Mate	The senior Boatswain's Mate permanently assigned, other than the OIC or XPO. For purposes of Boat Crew Training, this individual is considered a member of the command cadre whose primary function is to lend experience to the unit training program, and assist in the training and mentoring of subordinate personnel.
Sleep Period	A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.
Standardization Team (Stan Team)	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 Handbook) are achieved. These teams act as a deployable asset to the centers of excellence (UTBSC/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.
Station	A Station is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned dutystanders, unit boat allowance, and equipment, which reports to a Group, Section or Activity command, or District Commander (in the case of D17).
Station (Small)	A Station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.
Station Aids to Navigation Team (STANT)	A STANT is a Coast Guard shore facility with an OPFAC, command cadre, and permanently assigned dutystanders, unit boat allowance, and equipment, which reports to a Group, Section or Activity command, or District Commander (in the case of D17).
Station Work	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. Ex: boat maintenance, Station cleanup, non-mission administrative tasks.
Structural Configuration Characteristics	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.
Surf	Surf is defined as the waves or swell of the sea breaking on the shore or a reef.
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 this Handbook.



TERM	DEFINITION
Training Mentor	Certified individual who meets all prerequisites to sign training PQS.
Training Petty Officer	The petty officer assigned by the unit commander to supervise all aspects of unit training.
Type	A particular class of boat, such as 41' UTB, 49' BUSL, or 47' MLB.
Unit Commander	A CO or OIC of a unit with a standard or non-standard boat assigned.
Unit Training Petty Officer	The person designated by unit and billet assignment to supervise all aspects of unit training.
Urgent Operations	A mission of sufficient importance that the District Commander elects to execute it with a fatigued boat crew.
Urgent SAR	A mission which involves the probable loss of life unless the Coast Guard intervenes.



APPENDIX B

List of Acronyms

Introduction This appendix contains a list of acronyms used throughout the Handbook.

In this appendix This appendix contains the following information:

Topic	See Page
List of Acronyms	B-2



ACRONYM	DEFINITION
ABCM	ATON Boat Crew Member
AC	Alternating Current
ACOXN	ATON Coxswain
AIRBCM	Air Boat Boat Crew Member
AIRCOXN	Air Boat Coxswain
AOR	Area of Responsibility
BCEB	Boat Crew Examination Boards
BCM	Boat Crew Member
BCO	Boom/Crane Operator
BDS	Buoy Deck Supervisor
BECCE	Basic Engineering Casualty Control Exercises
BFCO	Boat Forces and Cutter Operations
BM	Boatswain's Mate
BUSL	Buoy Utility Stern Loading
CASREP	Casualty Report
CDV	Course Deviation Variance
CFR	Code of Federal Regulations
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COMDTINST	Commandant Instruction
COXN	Coxswain
CS	Creeping Line Search
CSP	Commence Search Point
DC	Direct Current
DGPS	Differential Global Positioning System
DR	Dead Reckoning
E-SAR	Electronic Search and Rescue Fundamentals Course
EBL	Electronic Bearing Line
EC	Engineering Change
ECM	Electronic Control Module
EMT	Emergency Medical Technician



EPIRB	Emergency Position Indicating Radio Beacon
ENG	Engineer
ETA	Estimated Time of Arrival
FLIR	Forward Looking Infra Red
GAR	Green-Amber-Red
GPS	Global Positioning System
GSA	General Services Administration
HCU	Hand Control Unit
HDOP	Horizontal Dilution of Precision
HELP	Heat Escape Lessening Position
HVAC	Heating, Ventilation, and Air Conditioning
HWX	Heavy Weather Coxswain
ICW	Intracoastal Waterways
IMF	International Medium Frequency
IR	Infra Red
KTS	Knots
LOP	Line of Position
MARB	Marine Assistance Request Broadcast
MLB	Motor Lifeboat
MLC	Maintenance and Logistics Command
MOB	Man Overboard
NAVRULS	Navigation Rules
NCV	Noncompliant Vessel
NM	Nautical Miles
NMEA	National Marine Electronics Association
NMLBS	National Motor Lifeboat School
NSB	Non-Standard Boat
OIC	Officer-in-Charge
OPAREA	Operational Area
OPFAC	Operating Facility
ORM	Operational Risk Management
PCS	Permanent Change of Station
PFD	Personal Flotation Device
PIW	Person-in-the-Water
PLB	Personal Locator Beacon
PMS	Preventive/Planned Maintenance System
POB	Person Onboard
PPE	Personal Protective Equipment
PPS	Precise Positioning Service



PQS	Personnel Qualification Standard
PS	Parallel Search
PTO	Power Take-Off
PTT	Press to Talk
PWCS	Ports Waterways and Coastal Security
RB-S	Response Boat Small
RB-HS	Response Boat Homeland Security
RB-M	Response Boat Medium
RFO	Ready for Operations
RPM	Revolutions per Minute
SAR	Search and Rescue
SGA	Stabilized Gimball Assembly
SINS	Scalable Integrated Navigation System
SMC	SAR Mission Coordinator
SOG	Speed Over Ground
SOP	Standard Operating Procedures
SPC (HWX)	Special Purpose Craft Heavy Weather
SPC-LE	Special Purpose Craft Law Enforcement
SPE	Severity-Probability-Exposure
SPE/GAR	Severity-Probability-Exposure/Green-Amber-Red
SPS	Standard Positioning Service
SRF	Surfman
SS	Square Search
SSB-HF	Single Side Band-High Frequency
STANT	Station Aids to Navigation Team
TAP	TruLink Access Point
TCT	Team Coordination Training
TD	Time Difference
TPT	TruLink Portable Transceiver
TSN	TrackLine Single-Unit Non-Return
TSR	TrackLine Single-Unit Return
U/W	Underway
UHF	Ultra High Frequency
UPH	Unaccompanied Personnel Housing
UTB	Utility Boat
UTM	Utility Boat Medium
VAC	Volts Alternating Current
VDC	Volts Direct Current
VHF	Very High Frequency

Appendix B - List of Acronyms



VOX	Voice Operated Transmitter
VRM	Variable Range Marker
VRO	Variable Ratio Oiler
VS	Sector Search
WLL	Working Load Limit
XPO	Executive Petty Officer
XTE	Cross Track Error