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16794.1

Eleventh Coast Guard District, Auxiliary, Southern Region Directive 04-01

Subj: AUXILIARY BOAT CREW TRAINING PROCEDURES

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST 16794.51
(b) Auxiliary Boat Crew Qualification Guide, Vol. I: Crew Member, COMDTINST 16794.52
(c) Auxiliary Boat Crew Qualification Guide, Vol. II: Coxswain, COMDTINST M16794.53

1. **PURPOSE.** To establish a standardized procedure for Auxiliary boat crew qualification, certification, and currency for Auxiliary members operating Auxiliary facilities.
2. **DIRECTIVES AFFECTED.** None.
3. **BACKGROUND.** Members of the Auxiliary assigned to boat crew duties shall undergo a three-part training process that consists of: qualification, certification, and currency maintenance. A series of qualification tasks found in references (b) and (c) define the knowledge and skills required for each boat crew position. Each task describes a certain job skill and states performance criteria for that skill. After all tasks are signed off by a mentor, the trainee then completes a dockside oral examination and an underway check ride with a Qualification Examiner (QE). Upon completion of the oral exam and check ride, the QE submits a recommendation to the Director, who then certifies the member. The member maintains currency of certification by meeting annual minimum currency standards.
4. **ACTION.**
 - a. A basic level of boating knowledge is required to enter the boat crew program. This requirement may be satisfied by completing any one of the following courses:
 - (1) Boating Skills and Seamanship (or by challenging the course by the taking exam).
 - (2) Sailing Fundamentals.
 - (3) Sailing and Seamanship.
 - (4) Boating Safely.
 - (5) The U. S. Power Squadron's basic boating course.
 - b. Auxiliary members desiring to enter the boat crew program will receive an interview by someone in their flotilla familiar with Auxiliary operations. The interview should cover the following points:
 - (1) An overview of the qualification, certification, and currency process.
 - (2) The time commitment required to qualify and to maintain currency.
 - (3) Costs: uniforms, PFDs, survival equipment.

- (4) Physical demands: mobility, heat stress, fatigue.
 - (5) Expos-AUX, Perform night navigation and Piloting Exercise.
 - (6) The need to make decisions under stress.
 - (7) Physical requirements: There is no specific requirements for age, weight, strength, or endurance, however, each task must be completed without assistance, with little hesitation and performed with confidence
- c. Each trainee will be given a Boat Crew Qualification Guide and assigned a mentor by the Flotilla Commander. The mentor must be currently or previously certified (within the last two years) in the position for which the trainee is being qualified. Each mentor should work with the trainee to plan the training program – how many tasks will be worked on in one assignment, in what order, arranging for underway time on facilities, etc. The mentor helps the trainee identify references to study for each task.
 - d. When all performance criteria for a task have been completed, the mentor shall verify by signing off the task at the bottom of the task page and initial and date the Record of Completed Tasks (Appendix A of reference (b) or (c)).
 - e. The final step for qualification is an examination by a QE. After ensuring that all required tasks are complete, the Flotilla Commander (FC) or FSO-OP or FSO-MT shall request a QE and forward the trainee's record to the QE Coordinator. The following tasks are waived for Eleventh District Southern Region Boat Crew Program:
 - (1) BCM-2-08-AUX, Don an Anti-Exposure Coverall or Dry Suit and Enter the Water.
 - (2) COX-05-11-AUX, River Sailing, (Locks, Dams, and Flood Warnings), and Pass through a Lock.
 - f. A QE will be assigned to review the trainee's qualification record and then complete an oral exam and check ride. If successful, the QE completes the Certification Recommendation Letter (Appendix C of reference (a)), and forwards the letter to the Director for certification.
 - g. To maintain currency, a certified coxswain or crewmember must log 8 hours underway on orders each calendar year. Additionally, currency tasks required by reference (a) must be performed and verified by a certified coxswain. For fifth year currency, currency tasks must be witnessed by a QE and an Auxiliary Navigation Rules test must be taken with a minimum score of 90 percent needed for passing. A member who fails to meet currency requirements will have their certification revoked and the member will need to be re-certified following guidance contained in reference (a).



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