

BOAT OPERATIONS AND TRAINING (BOAT), VOLUME II



COMDTINST 16114.33F
July 2025

THIS PAGE INTENTIONALLY LEFT BLANK



COMDTINST 16114.33F
21 JUL 2025

COMMANDANT INSTRUCTION 16114.33F

Subj: BOAT OPERATIONS AND TRAINING (BOAT), VOLUME II

- Ref:
- (a) Coast Guard Definition of Readiness, COMDTINST 3501.80 (series)
 - (b) Boat Operations and Training (BOAT), Volume I, COMDTINST 16114.32 (series)
 - (c) Performance, Training, and Education Manual (PTM), COMDTINST 1500.10 (series)
 - (d) Rescue and Survival Systems Manual, COMDTINST 10470.10 (series)
 - (e) Boat Operations and Training (BOAT), Volume III, COMDTINST 16114.42 (series)
 - (f) Boat Assault Force, COMDTINST 16240.3 (series)
 - (g) Boat Crew Qualification Handbook Volume 6 – Watchstander, BQH 16115.6
 - (h) Boat Crew Qualification Handbook Volume 2 – Coxswain, BQH 16115.2
 - (i) Coast Guard Medical Manual, COMDTINST 6000.1 (series)
 - (j) Boat Crew Qualification Handbook Volume 7– Higher Level Boat Operations, BQH 16115.7
 - (k) Ordnance Manual, COMDTINST 8000.2 (series)
 - (l) Risk Management (RM), COMDTINST 3500.3 (series)
 - (m) Workforce Competency Management System (CMS), COMDTINST 5300.2 (series)
 - (n) Coatings and Color Manual, COMDTINST 10360.3 (series)
 - (o) Cutter Training and Qualification Manual, COMDTINST 3502.4 (series)
 - (p) Military Separations, COMDTINST 1000.4 (series)
 - (q) Military Assignments and Authorized Absences, COMDTINST 1000.8 (series)

1. PURPOSE. This Instruction provides policy and training requirements for Coast Guard Boat Forces operations and is intended for use by all personnel engaged in or supervising boat operations and training.
2. ACTION. All Coast Guard unit and training center commanders, commanding officers, officers-in-charge, deputy/assistant commandants, and chiefs of headquarter directorates must comply with the policies contained.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. The previous version Boat Operations and Training (BOAT), Volume II, COMDTINST 16114.33E is hereby cancelled.

5. DISCUSSION. This Instruction provides doctrinal guidance to all types of Coast Guard Boat Forces units, including cutters with cutter boats. Every effort has been made to make this Instruction useful and applicable to all aspects of boat operations and training. In situations where this Directive does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from their reporting senior and advise Office of Boat Forces (CG-731) through their chain of command to clarify the provision in question. The diverse nature of operations at Coast Guard Boat Forces units also means that this Directive cannot and is not intended to cover every contingency that may arise. Ultimately, operational success depends on good safety practices, sound judgment, and common sense.
6. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide administrative guidance for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
7. MAJOR CHANGES. The reissue of this Instruction updates the following pages:
 - 2-11 Updated SharePoint link in C.10. (10).
 - 4-3 Updated Table 4-1 Progression of Qualification.
 - 4-13 Added CO/OIC language to C.1. Updated Table 4-3 Physical Fitness Standards.
 - 4-15 Added Plank and Row paragraphs explaining new physical fitness test options.
 - 4-19 Added Deployable Specialized Forces language in B.2. (07).
 - 4-29 Added coxswain certification language to D.3.a. and D.3.b.
 - 4-31 Added paragraph D.6.a. Pregnancy.
 - 4-34 Added paragraph E.4. Reserve Unit Training Capacity.
 - 4-45 Updated language in table in paragraph B.7.
 - 4-46 – 51 Added reference to paragraph B.7. throughout. Updated table in paragraph B.13. to reflect new task number in top row and Pursuit Coxswain Risk Management in bottom row, as well as Use of Force Continuum Steps row in 5th row down.
 - 5-8 – 11 Added OARS assessment language to paragraphs B.12., C.1., C.2., and C.3.
 - 5-12 Added Ready for Operations (RFO) language to paragraph C.7.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. The Office of Environmental Management, Commandant (CG-47) reviewed this Commandant Instruction and the general policies contained within, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. This Commandant Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental requirements, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. Electronic distribution in the Directives System Library. Intranet/Pixel Dashboard: Directives Pubs, and Forms - PowerApps (appsplatform.us). If Internet released: Commandant Instructions (uscg.mil), Coast Guard Forms (uscg.mil).

10. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series) and the records retention schedule located on the Records Resource Center Microsoft SharePoint site (https://uscg.sharepoint-mil.us/sites/CG611_HUB).
11. FORMS. User-suggested changes and/or corrections for immediate action may be submitted to USCG.Forms@uscg.mil.
12. REPORTS. Operations Status reports are required by shore authority. All Coast Guard programs are subject to internal and external audit.
13. SECTION 508. This policy is created to adhere to accessibility guidelines and standards as promulgated by the U.S. Access Board with consideration of Information and Communications Technology (ICT) requirements. The customer experience (CX), plain language, and service delivery improvements were considered. If modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at Section.508@uscg.mil. Concerns or complaints for non-compliance of policy and/or artifacts may be directed to the Section 508 PMO, the Civil Rights Directorate (<https://www.uscg.mil/Resources/Civil-Rights/>) for the Coast Guard, or to the U.S. Department of Homeland Security at accessibility@hq.dhs.gov.
14. REQUEST FOR CHANGES. To recommend edits and changes to this Instruction, please submit a formal request at the following link:
<https://surveys.uscg.mil/Community/se.ashx?s=6F20F7743EF5A8C9>.

/AMY B. GRABLE/
Rear Admiral, U. S. Coast Guard
Assistant Commandant for Capability

Table of Contents

PART 1 INTRODUCTION.....	1-1
CHAPTER 1 INSTRUCTION OVERVIEW.....	1-2
Section A. <i>Vision and Mission Statements</i>	1-3
A.1. <i>Vision Statement</i>	1-3
A.2. <i>Mission Statement</i>	1-3
Section B. <i>Instruction Layout Information</i>	1-4
B.1. <i>Part Layout</i>	1-4
B.2. <i>Warnings, Cautions, and Notes</i>	1-4
B.3. <i>Generalization</i>	1-4
B.4. <i>Should vs. Shall</i>	1-4
PART 2 BOAT FORCES READINESS SYSTEM.....	2-1
CHAPTER 1 PROGRAM ARCHITECTURE	2-2
Section A. <i>Overview</i>	2-3
A.1. <i>Boat Forces Readiness System</i>	2-3
A.2. <i>Boat Forces Readiness System Objectives</i>	2-4
Section B. <i>Key Terms and Definitions</i>	2-5
B.1. <i>Publications</i>	2-5
B.2. <i>Policy</i>	2-5
B.3. <i>Doctrine</i>	2-5
B.4. <i>Tactics, Techniques, and Procedures</i>	2-5
B.5. <i>Performance Qualification Standards</i>	2-5
B.6. <i>Stakeholders</i>	2-6
Section C. <i>Roles and Responsibilities</i>	2-7
C.1. <i>The Office of Boat Forces (CG-731) Responsibilities</i>	2-7
C.2. <i>Office of Naval Engineering, Commandant (CG-45)</i>	2-8
C.3. <i>Force Readiness Command</i>	2-8
C.4. <i>Surface Forces Logistic Center (SFLC)</i>	2-8
C.5. <i>Small Boat Product Line (SBPL)</i>	2-9
C.6. <i>Area Commander</i>	2-9
C.7. <i>District Commander</i>	2-9
C.8. <i>Sector Commander</i>	2-9
C.9. <i>Additional Responsibilities of Operational Commanders</i>	2-10
C.10. <i>Commanding Officers/Officers in Charge</i>	2-11
C.11. <i>Boat Forces OARS Team</i>	2-12
C.12. <i>Afloat Training Organization</i>	2-12
C.13. <i>Boat Forces and Cutter Operations Advisor RFO Coordinator</i>	2-12
C.14. <i>Ready for Operations</i>	2-13
C.15. <i>BFCO Doctrine Section Staff</i>	2-13
C.16. <i>Unit Training Board</i>	2-14
C.17. <i>Unit Training Petty Officer (TPO)</i>	2-14
C.18. <i>Designated Trainers</i>	2-15
C.19. <i>PQS Signer</i>	2-15
C.20. <i>Mentors</i>	2-16
C.21. <i>Trainees</i>	2-16
C.22. <i>Trainee/Mentor Relationship</i>	2-16
PART 3 TRAINING	3-1
CHAPTER 1 INTRODUCTION	3-2
Section A. <i>Resident Training</i>	3-3

A.1. Resident Training Quota Management	3-3
A.2. Resident Training Quota Procedures	3-3
A.3. Prerequisites	3-3
A.4. Boat Forces Training Centers	3-4
A.5. Resident Training Course	3-4
A.6. Master Training Lists.....	3-5
Section B. Non-Resident Training.....	3-6
B.1. Structured on the Job Training.....	3-6
B.2. Advanced Distributed Learning.....	3-6
Section C. Unit Training.....	3-7
C.1. Unit Training Program Requirements	3-7
C.2. Unit Training Program	3-7
C.3. Boat Crew Qualification System.....	3-8
C.4. Training Documentation	3-8
C.5. Training Limitations	3-9
Section D. Performance Support Tools.....	3-12
D.1. Collateral Duty Support.....	3-12
D.2. Learning Events.....	3-12
D.3. Limited Training Teams.....	3-12
PART 4 CERTIFICATION SYSTEM.....	4-1
CHAPTER 1 QUALIFICATION	4-2
Section A. Progression of Qualification	4-3
A.1. Progression of Qualification.....	4-3
Section B. Qualification Process.....	4-4
B.1. Assigning Competencies.....	4-4
B.2. Boat Crew Qualification Handbooks	4-4
B.3. Qualification Timelines.....	4-4
B.4. Inability to Qualify for Boat Crew Duties.....	4-5
B.5. Training Requirements for Designated Trainers	4-5
B.6. Job Qualification Requirements	4-5
B.7. Qualification Examining Board	4-5
B.8. Checklists.....	4-6
B.9. Designated Evaluators	4-7
B.10. AOR Familiarization Exercise.....	4-7
B.11. Oral Board.....	4-7
B.12. Practical Evaluation	4-7
B.13. Unit Watchstander.....	4-12
B.14. Recommending Certification.....	4-12
Section C. Physical Fitness Standards.....	4-13
C.1. Physical Fitness	4-13
C.2. Physical Fitness Procedures.....	4-14
C.3. Arm and Shoulder Strength.....	4-14
C.4. Forearm Plank	4-15
C.5. Endurance	4-15
CHAPTER 2 CERTIFICATION	4-17
Section A. Certification.....	4-18
A.1. Final Certification	4-18
Section B. Authority	4-19
B.1. Authority	4-19
B.2. Certification Approval	4-19
Section C. Types of Certifications	4-20

C.1. Types of Certifications	4-20
C.2. Initial Certification	4-20
C.3. Multi-Unit Certification	4-21
C.4. Recertification	4-22
C.5. Interim Certification	4-24
C.6. Temporary Duty Certification	4-26
C.7. Deferred Tasks	4-26
Section D. Command Cadre Certification	4-28
D.1. Unit CO/OICs Certification Process	4-28
D.2. Certification Timelines	4-28
D.3. STA/ANT CO/OIC	4-29
D.4. XO/XPO/ EPO/Cutter's Senior BM Certification Timelines	4-30
D.5. Waivers	4-31
D.6. Medical Situations	4-31
D.7. Relief for Cause	4-31
Section E. Decertification	4-32
E.1. Decertification	4-32
E.2. Decertification Override	4-33
E.3. Competency Downgrade	4-33
E.4. Reserve Unit Training Capacity	4-33
CHAPTER 3 CURRENCY	4-35
Section A. General Guidance	4-36
A.1. CO/OIC Responsibilities	4-36
A.2. Minimum Requirements	4-36
A.3. Currency Cycle	4-36
A.4. Currency Documentation	4-37
Section B. Currency Requirements	4-39
B.1. All Boat Crew Positions	4-39
B.2. Aids to Navigation (ATON) Boat Crew Positions	4-41
B.3. Ice Rescuer	4-41
B.4. SPC-IRT Boat Crew Member	4-42
B.5. Flood Response	4-43
B.6. Engineer	4-44
B.7. Coxswain	4-44
B.8. ATON Coxswain	4-45
B.9. SPC-IRT Coxswain	4-45
B.10. Flood Response Operator	4-45
B.11. Heavy Weather Coxswain and Surfman	4-46
B.12. Tactical Competencies	4-47
B.13. Pursuit Competencies	4-48
B.14. Advanced Interdiction Boat Crew Member	4-49
B.15. Advanced Interdiction Coxswain	4-50
B.16. Boat Team Leader	4-50
B.17. Flood Response Team Leader	4-51
Section C. Exceptions/Specific Requirements	4-52
C.1. Boarding Officer /Boarding Team Member	4-52
C.2. Weapons Qualification Standards	4-52
C.3. Area of Responsibility	4-52
C.4. Waivers for Night Operations	4-53
C.5. Deck Watch Officer Examination Program	4-53
C.6. Team Coordination Training	4-53
C.7. Documentation Requirements	4-53

CHAPTER 4 DOCUMENTATION	4-54
Section A. <i>Record of Trainee Progress</i>	4-55
A.1. <i>Trainee Progress</i>	4-55
A.2. <i>Task Accomplishment Record</i>	4-55
A.3. <i>Record Maintenance</i>	4-55
A.4. <i>Unit Training Officer/Training Petty Officer</i>	4-55
A.5. <i>Member/Trainee Documentation</i>	4-55
Section B. <i>Boat Crew Certificates</i>	4-57
B.1. <i>Certification</i>	4-57
B.2. <i>Boat Crew Certificates</i>	4-57
B.3. <i>Authorization</i>	4-57
CHAPTER 5 COMPETENCIES	4-58
Section A. <i>Competency Codes Management</i>	4-59
A.1. <i>Competency Codes Management</i>	4-59
A.2. <i>Competency Codes</i>	4-60
Section B. <i>Available Competencies</i>	4-61
B.1. <i>Competencies</i>	4-61
B.2. <i>Reserve Competencies</i>	4-61
B.3. <i>Coast Guard Auxiliary</i>	4-61
PART 5 OPERATIONAL ASSESSMENTS AND TRAINING	5-1
CHAPTER 1 ASSESSMENT OF UNIT READINESS	5-2
Section A. <i>Readiness and Quality Assurance Specialist</i>	5-3
A.1. <i>Overview</i>	5-3
A.2. <i>Competency</i>	5-3
A.3. <i>Qualification Process</i>	5-3
A.4. <i>Documentation</i>	5-3
A.5. <i>Competency Assignment</i>	5-4
Section B. <i>Boat Forces OARS Team</i>	5-5
B.1. <i>Overview and Goals</i>	5-5
B.2. <i>Assessments</i>	5-5
B.3. <i>Exportable Training</i>	5-5
B.4. <i>Assessment Schedule and Notifications</i>	5-5
B.5. <i>Assessment Agenda</i>	5-6
B.6. <i>Evaluated Programs</i>	5-6
B.7. <i>General Administration and Training Program</i>	5-7
B.8. <i>Naval Engineering</i>	5-7
B.9. <i>Materiel Assessment</i>	5-7
B.10. <i>Materiel Assessment References</i>	5-7
B.11. <i>Rescue and Survival Systems Program Assessment</i>	5-7
B.12. <i>Drill Evaluation</i>	5-8
B.13. <i>Out Brief</i>	5-8
B.14. <i>Assessment Report</i>	5-8
B.15. <i>Annual Report</i>	5-8
B.16. <i>Findings</i>	5-9
B.17. <i>Disputes</i>	5-9
Section C. <i>Ready for Operations</i>	5-10
C.1. <i>Ready for Operations (RFO) Assessments</i>	5-10
C.2. <i>Ready for Operations Assessment Requirements</i>	5-10
C.3. <i>Assessment Schedule and Notifications</i>	5-11
C.4. <i>Assessment Agenda</i>	5-11
C.5. <i>Evaluated Programs</i>	5-11

<i>C.6. General Administration and Training Program.....</i>	<i>5-12</i>
<i>C.7. Drill Evaluation.....</i>	<i>5-12</i>
<i>C.8. Out Brief.....</i>	<i>5-12</i>
<i>C.9. Assessment Report.....</i>	<i>5-12</i>
<i>C.10. Disputes.....</i>	<i>5-12</i>
APPENDIX A GLOSSARY	A-1
APPENDIX B ACRONYMS	B-1

List of Tables

Table 3-1 Heavy Weather Training Limits	3-10
Table 3-2 Surf Training Matrix	3-10
Table 4-1 Progression of Qualification	4-3
Table 4-2 Qualification Timelines	4-4
Table 4-3 Physical Fitness Standards.....	4-13
Table 4-4 Push-Ups.....	4-14
Table 4-5 Forearm Plank.....	4-15
Table 4-6 2000-meter Row	4-15
Table 4-7 1.5 Mile Run/Walk	4-16
Table 4-8 12 Minute Swim	4-16
Table 4-9 PCS Certification Procedures	4-24
Table 4-10 Certification/Recertification Process	4-28
Table 4-11 Currency Tasks	4-40
Table 4-12 Ice Rescuer Tasks	4-42
Table 4-13 Boat Crew Certificates.....	4-57

PART 1

INTRODUCTION

Introduction: This Part prescribes Vision and Mission statements from the Office of Boat Forces (CG-731) and Instructions Part layout design.

In this Part: This Part contains the following chapters:

1. Instruction Overview

CHAPTER 1

Instruction Overview

Introduction: This Chapter describes the established Office of Boat Forces (CG-731) Vision and Mission statements and how the Instructions information is formatted.

In this Chapter: This Chapter contains the following sections:

- A. Vision and Mission Statements
- B. Instruction Layout Information

Section A. Vision and Mission Statements

A.1. Vision Statement

To set the standard for safe and effective boat operations.

A.2. Mission Statement

To provide integrated policies, resources, and training programs to CG Boat Forces for the safe and effective execution of CG missions.

Section B. Instruction Layout Information

B.1. Part Layout.

- (01) The first page of each Part includes an Introduction and an In this Part (which lists each Chapter title).
- (02) The first page of each Chapter includes an Introduction, an In this Chapter, and a References for this Chapter, as applicable.

B.2. Warnings, Cautions, and Notes.

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

- (01) **WARNING** Operating procedure or technique that must be carefully followed to avoid personal injury or loss of life.
- (02) **CAUTION!** Operating procedure or technique that must be carefully followed to avoid equipment damage.
- (03) **NOTE** Operating procedure or technique that is essential to emphasize.

B.3. Generalization.

Because of the need to generalize, wording such as “normally,” “etc.,” “usually,” and “such as” is employed throughout this Instruction. Words or clauses of this nature shall not be used as loopholes, nor shall they be expanded to include a maneuver, situation, or circumstances that should not be performed or encountered.

B.4. Should vs. Shall.

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

PART 2

BOAT FORCES READINESS SYSTEM

Introduction: This Part describes the Boat Forces Readiness System used by the Office of Boat Forces (CG-731).

In this Part: This Part contains the following chapters:

1. Program Architecture

CHAPTER 1

Program Architecture

Introduction: This Chapter describes the assessment and readiness system, describes key terms and definitions, and defines stakeholder roles and responsibilities.

In this Chapter: This Chapter contains the following sections:

- A. Overview
- B. Key Terms and Definitions
- C. Roles and Responsibilities

Section A. Overview

A.1. Boat Forces Readiness System

The Boat Forces Readiness System (BFRS) is a continuous improvement process where each phase (Policy/doctrine/TTP, Assessment, Performance Support, and Evaluation) helps improve, and reinforce the next stage. This is followed up with performance measurements through operational assessments.

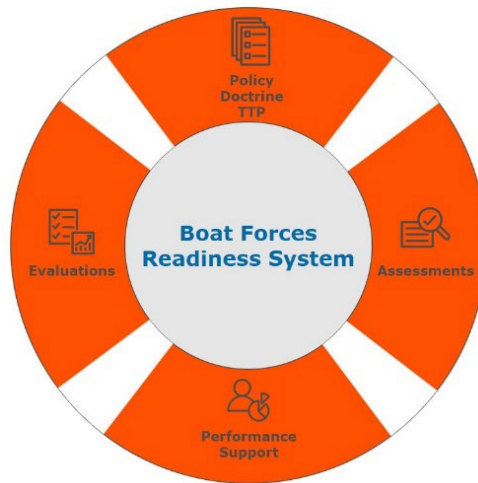


Figure 2-1
Boat Forces Readiness System

A.1.a. Policy/Doctrine/Tactics, Techniques, and Procedures

Policy, doctrine, and TTP have been established to meet mission demands and ensure successful mission execution. They are used in the continual development of essential skills that prepare the Boat Forces community to conduct safe, and effective boat operations.

A.1.b. Assessment

Assessment is the evaluation of a unit by the Boat Forces Operational Assessment and Readiness Support (OARS) Team or the Ready for Operations (RFO) Team to determine the unit's current state of readiness and adherence to Commandant Policy. Assessments are conducted in accordance with PART 5 CHAPTER 1, of this Instruction.

A.1.c. Performance Support

Performance support is the design and development of Human Performance Technology (HPT) tools that are tailored to maximize training effectiveness. These tools consist of "exportable" training, Limited Training Teams (LTT), on-command materials (e.g., Boat Crew Qualification Handbooks), and Modernized Ready Learning resources.

A.1.d. Evaluation

Evaluation focuses on unit operations and whether they are prepared to complete their assigned missions successfully. Sector Ready for Operations (RFO) staff will be responsible for completing this evaluation through periodic readiness screenings at each Boat Forces unit.

A.1.e. Readiness

As per Reference (a), the Coast Guard has defined readiness as “the organizational ability to meet mission demands.” The BFRS is a readiness support system developed by the Office of Boat Forces (CG-731) to support the Boat Forces Community and their Operational Commanders.

As a continuous improvement process, the BFRS uses a systems approach to:

- (01) Standardize procedures to safely and effectively conduct operations.
- (02) Assess whether operational units meet established standards.
- (03) Diagnose potential performance gaps.
- (04) Develop performance support tools.
- (05) Evaluate performance.
- (06) Provide a feedback loop to refine and adapt systems to increase mission readiness.

A.2. Boat Forces Readiness System Objectives

The objectives of the Boat Forces Readiness System include:

- (01) Provide the Boat Forces Community with clear policy, doctrine, and TTP to inform Operational Commanders and local commands on authority, operational requirements, and standardized qualification processes.
- (02) Ensure safe operations by promoting adherence to Personal Protective Equipment (PPE) standards, risk management principles, and applicable safety directives.
- (03) Improve efficiency and financial stewardship by matching the assessment criteria with life-cycle management standards. This will allow for the identification and prioritization of gaps, and effect change at the appropriate organizational level.
- (04) Effect programmatic and organizational improvements by compiling aggregate assessment results, conducting gap analysis, determining causal factors, and issuing change orders/requests.
- (05) Optimize materiel condition of boats by comparing operational requirements, assessment findings (materiel condition statistics, maintenance completion statistics, etc.), and allocated resources.
- (06) Reduce the assessment burden by shifting the programmatic assessment requirement to an 18-month cycle with RFO Assessments (operational commander driven) during years when the unit does not receive an OARS Team assessment.

Section B. Key Terms and Definitions

B.1. Publications

The Office of Boat Forces (CG-731) develops and maintains various instructions, Boat Crew Handbooks (BCH), and Boat Crew Qualification Handbooks (BQHs) that direct and support Boat Forces units. These directives tell Operational Commanders and unit COs/OICs “what to do,” and “how to do it.” The BFRS established directives are critical to safe, and effective boat operations.

B.2. Policy

Policy provides the requirements for successful mission performance and is the foundational structure used to develop directives. It is not process centric and allows the authorizing headquarters program element to establish tasks to meet performance requirements.

Simply put, policy is the “**WHAT to do**” in a publication.

B.3. Doctrine

Doctrine are directives owned by the Office of Boat Forces (CG-731) that are designed to create or clarify existing policy, establish, or change organizational structure and related roles and responsibilities, establish new delegation authority, or establish a new form or reporting requirement.

B.4. Tactics, Techniques, and Procedures

Tactics, Techniques, and Procedures (TTPs) are publications that provide processes and procedures focused on operations and mission support. TTPs are specific actions and methods that implement doctrine.

In accordance with guidance provided from the Office of Boat Forces (CG-731), TTPs will be incorporated into applicable BCHs that have been signed and promulgated by the Chief, Office of Boat Forces (CG-731).

TTP is the “**HOW to do**” in a publication.

NOTE

TTP is not used to replace or fix policy gaps.

B.5. Performance Qualification Standards

Performance Qualification Standards (PQS) is defined as the personal and professional attributes including the skill, experience, education, physical, and safety requirements which an individual must meet in order to be qualified to hold a position or competency.

In accordance with guidance provided from the Office of Boat Forces (CG-731), PQS will be incorporated into an applicable BQH that have been signed and promulgated by the Chief, Office of Boat Forces (CG-731).

B.6. Stakeholders

With the support of the Boat Forces and Cutter Operations (BFCO) Doctrine Section staff, Commandant (CG-7311) manages the development process for applicable policy, doctrine, TTP, and Boat Crew Qualification Handbooks. A systemic approach is used to include input from stakeholders such as the Boat Forces Advisory Council (BFAC), Doctrine Development Council (DDC), subject matter experts, and accomplished performers from field units.

Section C. Roles and Responsibilities

C.1. The Office of Boat Forces (CG-731) Responsibilities

Chief, Office of Boat Forces (CG-731), as program manager shall:

- (01) Promulgate and maintain this Instruction and Reference (b).
- (02) Collate resident training requirements based upon input from Course Managers.
- (03) Establish requirements and doctrine for implementation of the unit training program.
- (04) Establish an annual OARS TEAM/RFO conference funded by the Office of Boat Forces (CG-731) and hosted by Training Center (TRACEN) Yorktown.
- (05) Sponsor qualification codes for assigned boat force units, OARS TEAM, and RFO Teams.
- (06) Monitor Coast Guard boat operations to determine future training needs and adjust the system accordingly.
- (07) Maintain liaison with the Education and Training Quota Management Center (ETQC), other U.S. Government training commands, and other training sources as appropriate and authorized by FORCECOM (FC-T) to maintain an integrated quota management system. This system should allow for improved quota management including:
 - a. The acquisition of non-Coast Guard quotas necessary to meet programmatic needs.
 - b. An equitable allocation process given program priorities.
 - c. Out-year quota projections.
- (08) Provide system documentation for the boat crew training program by:
 - a. Establishing guidelines for implementing boat crew training.
 - b. Recommending documentation for maintaining a training tracking tool.
- (09) Monitor boat training programs offered by Force Readiness Command (FORCECOM) at TRACEN Yorktown, National Motor Lifeboat School, National Ice Rescue School, Special Missions Training Center, Maritime Law Enforcement Academy, Leadership Development Center, and the Aviation Technical Training Center.
- (10) Manage the Boat Forces Readiness System.
- (11) Consult with headquarters program managers to ensure standardization.
- (12) Develop, verify, and promulgate relevant policy, doctrine, and TTP.
- (13) Review the Annual OARS TEAM Assessment Report to identify trends and performance gaps through aggregated data.

C.2. Office of Naval Engineering, Commandant (CG-45)

Commandant (CG-45) shall:

- (01) Promulgate maintenance procedures for standard boats.
- (02) Review materiel standards, discrepancy classifications, and OARS TEAM assessment criteria for standard boats.
- (03) Monitor standard boat fleet materiel condition.

C.3. Force Readiness Command

FORCECOM responsibilities are listed at:

https://uscg.sharepoint-mil.us/sites/forcecom_spo/SitePages/Main.aspx

C.3.a. FORCECOM Training Division (FC-T)

FC-T is responsible for assigning a Boat Forces training manager.

C.3.b. Boat Forces Training Manager

The Boat Forces Training Manager, will:

- (01) Facilitate the analysis, design, development, implementation, and evaluation for training requirements.
- (02) Coordinate with the Office of Boat Forces (CG-731) to develop resource proposals in support of training requirements.
- (03) Consult with the Office of Boat Forces (CG-731) on the development of training policies and processes needed to manage unit training.
- (04) Establish and monitor measures of effectiveness and efficiency of training.
- (05) Manage training quota costs that support unit training.
- (06) Provide training consultation services for course managers when requested.
- (07) Coordinate and manage major acquisitions training requirements.

C.3.c. Education and Training Quota Management Command

Education and Training Quota Management Command (ETQC) responsibilities are listed at: https://uscg.sharepoint-mil.us/sites/forcecom_spo/ETQC/SitePages/Education-%26-Training-Quota-Management-Command.aspx

C.4. Surface Forces Logistic Center (SFLC)

Surface Forces Logistics Center (SFLC) responsibilities are listed at:

<https://www.dcms.uscg.mil/our-organization/assistant-commandant-for-engineering-logistics-cg-4-/logistic-centers/surface-forces-logistics-center/>

C.5. Small Boat Product Line (SBPL)

Small Boat Product Line (SBPL) responsibilities are listed at:

<https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Engineering-Logistics-CG-4-/Logistic-Centers/Surface-Forces-Logistics-Center/Inside-the-SFLC/SFLC-Product-Lines/>

C.6. Area Commander

Area Commanders shall:

- (01) Ensure units with assigned boats are provided resources, funding, and facilities.
- (02) Coordinate assessment visit schedules with the OARS TEAM and Afloat Training Organization (ATO).
- (03) Ensure Area Boat Managers monitor unit training and operations at subordinate commands. This will verify that boat crew readiness is maintained in accordance with applicable Commandant and Area directives.
- (04) Ensure units comply with standard boat configuration requirements.
- (05) Hold Area units accountable for reported discrepancies.

C.7. District Commander

District Commanders shall:

- (01) Ensure units are provided resources, funding, and facilities.
- (02) Ensure Operational Commanders execute the Boat Forces Readiness System in accordance with this Instruction.
- (03) Coordinate OARS TEAM assessment visit schedules with the OARS TEAM Supervisor.
- (04) Ensure discrepancies and recommendations noted in the OARS TEAM Assessment Report are addressed by the Sector and resolved in accordance with the requirements of this Instruction and other applicable directives.

C.8. Sector Commander

Sector Commanders shall:

- (01) Ensure RFO Assessments are completed at all subordinate units with assigned boats in accordance with this Instruction.
- (02) Ensure command representation at the OARS TEAM out brief. Representation may be delegated down to, but no lower than the department head level.
- (03) Ensure at least one member of the RFO Team is present for the duration of the OARS TEAM Assessment. This allows the Operational Commander to have a representative on site and provides professional development to members of the RFO Team.
- (04) Monitor unit training and operations at subordinate units to ensure boat crew readiness is maintained in accordance with applicable directives.
- (05) Ensure subordinate units complete required preventive boat maintenance.

- (06) Ensure subordinate units comply with standard boat configuration management requirements.
- (07) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (08) Verify deficiencies identified during RFO Assessments and OARS TEAM Assessments are resolved within 90 days of notification in accordance with the requirements of this Instruction and other applicable directives.
- (09) Designate the Boat Forces and Cutter Operations Advisor (BFCOA) RFO Coordinator in writing.

C.9. Additional Responsibilities of Operational Commanders

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

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

Operational Commanders shall:

- (01) Provide support to subordinate units primarily by monitoring and engaging in the training and operational performance of Boat Forces units. The procedures set forth in this Instruction shall be used to ensure personnel are well versed and engaged in the evaluation process of underway drills.
- (01) Ensure all command cadre personnel maintain certification in accordance with **PART 4CHAPTER 2 Certification**. All initial and recertifications within the training tracking tool (e.g., ALMIS) for CO/OICs ashore, or letters for cutter CO/OICs, shall be signed by the Operational Commander (this authority may be delegated in writing).
- (02) Execute the Boat Forces Readiness System in accordance with this Instruction.
- (03) Ensure unit COs/OICs complete required preventive maintenance.
- (04) Act on waiver requests as outlined in Reference (b) and maintain awareness of all restrictive waivers.
- (05) Ensure subordinate units comply with standard boat configuration management requirements.
- (06) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (07) Ensure at least one member of the RFO Team accompanies the OARS TEAM for the duration of the OARS TEAM assessments of subordinate units. This ensures OPCON has a representative on site and provides professional development to members of the RFO Team.

- (08) Verify corrective actions to resolve deficiencies identified during RFO Assessments and OARS TEAM Assessments in accordance with the requirements of this Instruction and other applicable directives.
- (09) Ensure RFO assessments are completed at all subordinate units as outlined in this Instruction.
- (10) Coordinate OARS TEAM Assessment visit schedules.

C.10. Commanding Officers/Officers in Charge

Unit Commanding Officers/Officers in Charge shall:

- (01) Emphasize readiness as a daily process by which individuals contribute to both unit performance and mishap prevention.
- (02) Ensure the Boat Crew training program is strictly adhered to, and all certified boat crew personnel possess required tools, skills, and knowledge. Unit COs/OICs may require demonstration of required skills at any time.
- (03) Ensure all boats and trailers are available for OARS TEAM assessments and RFO assessments, including the maintenance relief hull (if applicable). Boats in depot level maintenance availability do not need to be available.
- (04) Ensure compliance with functional and structural configuration management requirements in accordance with applicable Commandant directives (e.g., Operator's Handbooks, MPCs, etc.).
- (05) Take action on discrepancies in accordance with this Instruction.
- (06) Analyze BQHs and, if needed, promulgate additional requirements to address local needs for certification at the unit.
- (07) Complete certification and/or recertification timelines in accordance with this Instruction.
- (08) Maintain position-based currency requirements in accordance with this Instruction.
- (09) Ensure completion of PQS training for assigned crew.
- (10) Route discrepancy correction memo within 90 days of receiving an Official OARS Report to the Sector Commander or Operational Commander. Additional guidance and examples can be found at:
https://uscg.sharepoint-mil.us/sites/tracenyorktown_spo/TrainingDivision/SitePages/DandS_schoolhouse.aspx.
- (11) Advise the Office of Boat Forces (CG-731) and/or the appropriate program manager, via the chain of command, of recommendations for improvement of PQS tasks used to certify unit personnel.

C.11. Boat Forces OARS Team

Boat Forces OARS Team shall:

- (01) Use analysis to identify performance gaps and develop and maintain performance supports tools for the Boat Forces Community (e.g., Job Aids, Learning materials, assessment checklists, drill cards, etc.).
- (02) Provide field units with technical information, guidance, and tailored, exportable training to assist in complying with programmatic requirements.
- (03) Disseminate new information about common problems to field units.
- (04) Review proposed configuration changes and provide recommendations.
- (05) Inspect all Boat Force units on a routine schedule as directed by the Office of Boat Forces (CG-731).
- (06) Inspect all boats attached to a unit.
- (07) Inspect all records related to training, certification, and R&SS for all personnel assigned to a Boat Forces unit including Reservists.

C.12. Afloat Training Organization

Afloat Training Organization (ATO) shall:

- (01) Maintain Boat Forces Readiness System approved checklists and drills on SharePoint Site.
- (02) Provide field units with technical information and guidance that will assist in complying with program responsibilities.
- (03) Disseminate new information about common problems to field units.
- (04) Review proposed configuration changes and provide recommendations.
- (05) Inspect all afloat units on a routine schedule directed by the Office of Cutter Forces (CG-751).
- (06) Inspect all boats attached to cutters with exception of boats Not Mission Capable – Depot (NMCD), or Not Mission Capable - Lay-up (NMCL).
- (07) Inspect all records related to training, certification, and R&SS gear for all boat crew personnel assigned to cutter boat operations.

C.13. Boat Forces and Cutter Operations Advisor RFO Coordinator

Boat Forces and Cutter Operations Advisor (BFCOA) RFO Coordinator shall:

- (01) Oversee the certification/recertification/currency maintenance of sub-unit COs/OICs on behalf of Sector Commander.
- (02) Attend all OARS TEAM/RFO assessment out briefs alongside the Department Head, and/or Sector Commander to advise on unit trends.
- (03) Provide support in preparation of OARS TEAM/RFO assessments.
- (04) Assist sub-unit COs/OICs with discrepancy corrections and memo submission through chain of command.
- (05) Review OARS TEAM/RFO end of year reports and provide brief to unit COs/OICs,

Department Heads, and/or Sector Commander on trends and areas of enhanced focus.

- (06) Identify causal factors associated with any related MISHAPs for potential recommendations to prevent future safety issues.
- (07) Act as the signature authority regarding Boat Crew Qualification Handbooks and PQS for RFO members.
- (08) Oversee the Sector's R&SS program and conduct periodic spot checks.

C.14. Ready for Operations

Ready for Operations personnel shall:

- (01) Complement the OARS TEAM program.
- (02) Complete performance-based drill training provided by OARS TEAM.
- (03) Attend virtual training hosted by OARS TEAM.

Additionally, Sector RFO personnel shall:

- (01) Attend Advanced Mishap Analysis & Reporting Course (MTL 100121).
- (02) Obtain First Aid Trainer certification in support of sub-units.
- (03) Obtain TCT facilitator certification in support of sub-units.
- (04) Obtain the Readiness and Quality Assurance Specialist certification.

C.15. BFCO Doctrine Section Staff

BFCO Doctrine Section Staff shall:

- (01) Support the Office of Boat Forces (CG-731) by developing and revising policy documents, doctrine, and TTP in support of boat operations.
- (02) Work closely with OARS TEAM to use assessment results and field feedback tools to identify potential gaps in policy, doctrine, and TTP.

C.15.a. Doctrine Development Council

The BFCO Doctrine Section will establish the Doctrine Development Council (DDC) during the revision of all Boat Force publications to receive feedback from the field. The BFCO Doctrine Section will coordinate with the Area Boat Managers and BFAC to identify potential subject matter experts and accomplished performers as candidates for the DDC. Once selected, the member will remain with the DDC until the completion of the Boat Forces publication. Commands are encouraged to provide the member with adequate time to thoroughly read the publication and provide feedback to the staff of the Doctrine Section.

C.16. Unit Training Board

The Unit Training Board shall:

- (01) Establish and maintain the unit training plan to include unit specific training policies and priorities; define unit needs and specify training objectives to meet mission responsibilities.
- (02) Supervise the implementation of the training plan, review, and modify training to adapt to changing needs.
- (03) Publish the unit training plan (Quarterly if possible) by scheduling unit drills, exercises, departmental training periods, professional development training, and schedules for accomplishing mandated training.
- (04) Hold quarterly meetings to conduct a review of training plan progression to ensure unit is meeting expectations.

C.16.a. Unit Training Board Membership

The Unit Training Board membership shall, at a minimum, include the following:

- (01) XO/XPO.
- (02) All department heads.
- (03) Training Petty Officer.

CO/OICs shall identify additional training board members based on highest competencies assigned to the unit.

C.17. Unit Training Petty Officer (TPO)

Station and Aids to Navigation Team (ANT) TPOs shall work directly for the XO/XPO. TPOs manage the unit training program, which includes oversight of the unit's Reserve training program in coordination with the Reserve Training Petty Officer. The TPO shall maintain coxswain (COXN) certifications on all platforms assigned in accordance with PART 3 of this Instruction.

TPO shall:

- (01) Coordinate all unit training.
- (02) Maintain unit training program guidance and files.
- (03) Submit unit Electronic Training Requests (ETR).
- (04) Ensure underway drills and exercises are captured in a training tracking tool.
- (05) Maintain a central file of lesson plan outlines for all recurring training.
- (06) Manage competency assignments in accordance with Boat Forces Billet Title and Competency Business Rules
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Station%20Staffing.aspx>
 (These assignments should be reviewed annually).

NOTE

It is recommended that units designate a Petty Officer (E-4 or above), in writing, as Assistant Training Petty Officer, who can assist the TPO with their responsibilities.

C.18. Designated Trainers

A Designated Trainer (DT) is a certified member who has successfully completed the applicable resident training course for their competency (e.g., pursuit, tactical, surf, heavy weather, ice rescue, etc.), is designated in writing by the CO/OIC, and demonstrates the maturity and demeanor to instruct.

Higher level competencies require a DT for training and oversight of PQS completion. CO/OICs shall assign, in writing DTs as required based upon unit competencies.

C.18.a. Surfman Designated Trainer

The Surfman DTs' primary job is to train prospective coxswains, heavy weather coxswains, and Surfman. The Surfman DT fills a designated Surfman billet. The CO/OIC shall ensure collateral duties are commensurate to assigned Surfman DT duties and do not interfere with the primary job. Surfman DTs shall:

- (01) Attend the Coast Guard's Instructor Development Course (course code 230140) within six months of being placed in the surfman DT billet.
- (02) Work closely with the National Motor Lifeboat School (NMLBS) to ensure adherence to standardized training techniques to the maximum extent possible.
- (03) Be a graduate of the Surf Course at the NMLBS.

C.19. PQS Signer

PQS signers are the baseline integrity of the system, and therefore should possess the maturity, judgment, and expertise necessary to assess that a trainee meets the requirements to perform a task. The member who signs off PQS shall meet the following qualifications:

- (01) Currently certified in position being sought.
- (02) Designated in writing (Active Duty/Reserve members) by CO/OIC.
- (03) For tactical, pursuit, and ice rescue competencies, be a graduate of the designated resident course as per **C.18.** of this Section.

NOTE

Some tasks may be instructed by an otherwise qualified person who is not currently certified in the position being sought, PQS signers shall verify completion of those tasks prior to signing off. For example, an EMT may instruct first aid and Cardiopulmonary Resuscitation (CPR) tasks and provide a training roster for the PQS signer.

C.20. Mentors

Mentors are experienced, certified members normally within a trainee's duty section. They provide guidance and help develop the knowledge, and skills of the trainee throughout the qualification process.

It is imperative that a very high level of professionalism be maintained among all mentors. Mentors must ensure that their certification remains current, and they maintain their proficiency. A mentor shall be assigned to a trainee, and the mentor guides the trainee through the qualification process, providing hands-on training, and assists with the program of study.

C.21. Trainees

A trainee is any member that is not qualified in a specific competency and is seeking to obtain qualification in that competency. It is critical that the trainee maintains a training perspective as they learn and develop their skills.

Primary responsibility for qualification resides with the member. The individual trainee (Active Duty, Reserve, and Auxiliary) shall make every effort to learn and develop the knowledge, and skills required by the training program. Trainees shall make their command aware of any qualification challenges well in advance of their expected qualification completion date.

In addition, the trainee must maintain a level of physical fitness and mental alertness appropriate to the duties to be performed.

C.22. Trainee/Mentor Relationship

Mentors are assigned by the CO/OIC after consultation with the Training Petty Officer. Each trainee shall have an assigned mentor, preferably, in the same duty section.

PART 3 TRAINING

Introduction: This Part will introduce units to the Boat Forces training programs.

In this Part: This Part contains the following chapters:

1. Introduction

CHAPTER 1

Introduction

Introduction: This Chapter describes the training system and the policies and procedures established to assure the continued development and availability of Boat Forces professionals.

In this Chapter: This Chapter contains the following sections:

- A. Resident Training
- B. Non-Resident Training
- C. Unit Training
- D. Performance Support Tools

Section A. Resident Training

Introduction Resident training is provided through FORCECOM approved curricula delivered by training center personnel and is commonly referred to as “C” School. Completion of a formal course is not a certification. The certification process shall be followed in accordance with **Certification** in Part 4.

A.1. Resident Training Quota Management

Resident training course quotas shall be used unless a significant degradation in mission performance would result due to the individual’s absence or there no longer is a need for the course. Notification procedures for these instances are outlined in Reference (c). If quotas go unused, these quotas will be evaluated by FORCECOM for potential reductions.

A.2. Resident Training Quota Procedures

Unit CO/OIC shall coordinate with the TPO to submit all ETRs for resident class “C” schools to ETQC.

Class convening schedule for Coast Guard class “C” resident and exportable training courses may be accessed via the ETQC SharePoint:

https://uscg.sharepoint-mil.us/sites/forcecom_spo/ETQC/SitePages/Education-%26-Training-Quota-Management-Command.aspx.

A.3. Prerequisites

Prerequisites for resident training exist to ensure the safety and effectiveness of the training. The prerequisites are listed on the ETQC SharePoint site, provided in section A.2. of this Section

Units shall review and familiarize themselves with the prerequisites prior to submitting ETRs, with the CO/OIC verifying that all prerequisites have been met.

A.3.a. Prerequisite Waiver

CO/OICs requesting attendance of unit personnel not meeting the prerequisites shall request specific quota approval by email to the Office of Boat Forces (CG-731) waiver inbox at BoatForcesWaivers@uscg.mil prior to submitting an ETR. CO/OICs should ensure they provide a copy of the member’s E-Tracking tool report and specific information to justify a waiver.

At a minimum, waiver requests shall include the following information:

(01) Specific prerequisite requesting waiver.

Who the waiver applies to (rate, rank, name, EMPLID).

Validity period for the waiver (specific date range).

Mitigating and extenuating circumstance.

Potential impact if the waiver is not approved.

Prerequisite waivers are reviewed by the Office of Boat Forces (CG-731), FORCECOM (FC-T), and the resident schoolhouse.

A.4. Boat Forces Training Centers

Boat Forces Training centers include:

- (01) Training Center Yorktown, Yorktown, VA,
- (02) Maritime Law Enforcement Academy, Charleston, SC,
- (03) Special Missions Training Center, Camp Lejeune, NC,
- (04) National Motor Lifeboat School, Ilwaco, WA,
- (05) National Ice Rescue School (NIRS), Essexville, MI,
- (06) Leadership Development Center, New London, CT,
- (07) Aviation Technical Training Center, Elizabeth City, NC.

A.5. Resident Training Course

All available resident courses can be found at the ETQC web link found at:

https://uscg.sharepoint-mil.us/sites/forcecom_spo/ETQC/SitePages/Education-%26-Training-Quota-Management-Command.aspx

A.5.a. Boat Forces Underwater Egress Trainer (UWET)

This is a one-time training requirement. All Active-Duty personnel shall successfully complete this course prior to obtaining their initial boat crew member (BCM) qualification for all shore-based units and enclosed cutter boats (e.g., Long Range Interceptor).

NOTE

Members assigned to units that only have Motor Lifeboats (MLB) are exempt from this requirement.

A.5.a.1. UWET Course Failure

Personnel who do not successfully complete the UWET course may attempt two additional convenings. After a third course failure, CO/OICs shall follow guidance in **Qualification** Process.

A.5.a.2. Reserve and Coast Guard Auxiliary Personnel

Reserve and Coast Guard Auxiliary personnel are highly encouraged, but are not required, to attend the UWET course prior to initial boat crew member qualification.

A.5.a.3. Grandfathering

All Active Duty and Reserve personnel who are certified in any boat crew position in any CG boat on or before 31 December 2017 are not required, but are strongly encouraged, to attend UWET. Successful completion of this course will not impact certification or re-certification of grandfathered personnel.

A.5.a.4. Boatswain's Mate "A" School

Boatswain's Mate (BM) "A" school students that successfully complete the 14-week, or 6-week BM Rating Apprenticeship Program resident courses will have met the UWET training requirement.

A.5.b. Boat Forces Command Cadre Course

The Boat Forces Command Cadre Course (course code 230277) is required training for all members in receipt of orders to assignment as CO, OIC, XO, XPO, or EPO of a Station, ANT, Maritime Force Protection Unit (MFPU), Maritime Safety and Security Team (MSST), or Port Security Unit (PSU).

Prospective command cadre members shall make every effort, when in receipt of orders, to attend this course prior to departing their current unit. If unable to attend prior to departing, members shall attend this course within 6 months of reporting to their new unit. Personnel with non-consecutive Boat Forces command cadre tours who have not attended the course within the last five years shall attend.

Members in a consecutive Boat Forces command cadre tour are not required to attend if they have attended the course within the past 5 years.

A.5.c. Boat Forces Command Cadre ATON Course

The ATON Command Cadre Course - ANC-CCAS (course code 500126) is required training for all members in receipt of orders to assignment as OIC/XPO of Aids to Navigation Teams (ANTs).

Prospective command cadre members shall make every effort, when in receipt of orders, to attend this course prior to departing their current unit. If unable to attend prior to departing, members shall attend this course within 6 months of reporting to their new unit. Personnel with non-consecutive Boat Forces command cadre assignments who have not attended the course within the last five years shall attend.

Members in a consecutive Boat Forces ATON command cadre assignment or extension/retour at their current unit are not required to attend unless they have exceeded 5 years at the time of transfer.

Waivers to this policy shall be requested through the Aids to Navigation and PNT Division (CG-NAV-1).

A.6. Master Training Lists

Master Training Lists (MTLs) are a table-formatted administrative tools used to establish resident training options available to Stations and ANTs, based on position. A MTL listing resident training requirements tied to specific ranks/rates and positions at most units, including course titles and course numbers, is posted on the Professionalism page of the Office of Boat Forces SharePoint:

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Boat%20Crew%20Training.aspx>

Other boat units may use the table as a recommended guide, if applicable.

Section B. Non-Resident Training

B.1. Structured on the Job Training

Units must rely on BQHs and/or Structured on the Job Training (SOJT) to qualify personnel for many jobs and watch positions.

SOJT is training that, as explained in Reference (c), is typically conducted as part of the member's actual work. In SOJT, trainees can develop skills while familiarizing themselves with their environment and coworkers.

B.2. Advanced Distributed Learning

Advanced Distributed Learning (ADL) is an online tool to assist in the qualification process. Benefits of ADL include detailed familiarity with the subject matter, such as a new boat platform or navigational equipment, without having to use the actual equipment. The Office of Boat Forces (CG-731) partnered with FORCECOM's Advanced Distributed Learning Branch (FC-TADL) to develop interactive training material in such a way that it provides the learner with all the basic boat information in an interactive environment and ultimately help with the qualification process.

The ADL courses are available in the Coast Guard Learning Management System (LMS) on the eLearning site: <https://elearning.uscg.mil/> and are listed under the Catalog: Boat/Cutter Operations.

Section C. Unit Training

C.1. Unit Training Program Requirements

Each unit shall maintain written guidance for training that, at a minimum, addresses the following:

- (01) Unit level procedures and guidelines for conduct of the training board including the required frequency of training board meetings.

Training board memberships by name and position/title.

Duty stander training program, including:

- a. Qualification Examining Board (QEB) membership by name and position/title listed within unit Organization Manual.
- b. A list of BQHs and Job Qualification Requirements (JQR) qualifiers by name and subject matter.
- c. Processes for:
 - i. Successful completion of BQHs/JQR tasks.
 - ii. Practical evaluation of trainees.
 - iii. Conduct of QEBs in accordance with prescribed procedures.
- (02) Internal routing procedures for BQHs/JQR qualification records (including practical evaluation and QEB recommendations), exercise evaluation sheets, departmental, and duty section training records.
- (03) Indoctrination Program responsibilities, policies, and procedures for trainees.
- (04) List of personnel with access and permissions in the E-Tracking tool application.
- (05) Duties and responsibilities of Designated Trainers.

C.2. Unit Training Program

The unit maintains a published training plan.

C.2.a. Training Schedule

The training schedule shall, at a minimum, identify time slots for all scheduled drills, exercises, all-hands training, and departmental/duty section training.

C.2.b. Training Exercise Indication

While conducting training exercises, crews should diligently communicate the nature of the activity with the words “This is a drill” during radio transmissions.

C.2.c. Trainee Status

Members in trainee status “break-in” should not be used as a substitute for a certified member of a boat crew, boarding team, or duty section position. However, if during mission execution, deployment of the certified boat crew is required, see Reference (b).

C.3. Boat Crew Qualification System

The Coast Guard's boat crew qualification system establishes minimum standards of knowledge, performance, and currency maintenance requirements for all personnel (Active Duty, Reserve, and Auxiliary) serving as boat crews on all shore-based, and cutter-based Coast Guard boats. It explicitly tasks the CO/OIC with the responsibility for the training of boat crews and provides them with guidelines for the establishment of a successful qualification program.

In this system:

- (01) A trainee is apprenticed to a mentor who guides the trainee through the qualification phase, providing hands-on training and assisting with a program of study.
- (02) Reading material is based on the references specified for each task.
- (03) Successful completion of BQHs
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx>. Practical evaluation of trainee (i.e. underway check-ride).
- (04) Comprehensive examination in accordance with prescribed standards (e.g., oral board).

C.4. Training Documentation

The following guidance has been established for training documentation.

C.4.a. Electronic Files

Required training information shall be entered into an approved E-Tracking tool application.

C.4.a.1. E-Tracking Tool Application Unavailability

In the event of a failure in a training tracking tool, discontinuation, inaccurate data, or lengthy scheduled shutdown, units should use the below guidance to track qualifications tasks and currencies. The Office of Boat Forces (CG-731) has established an alternative tracking tool SharePoint page and will provide updates as needed:

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Alternative%20TMT%20Information.aspx>.

C.4.b. Unit Files

Additional training requirements not yet captured by an E-Tracking tool application shall be maintained in unit training files.

C.4.c. Individual Records

Members should maintain an individual training record including copies of:

- (01) Boat crew currency (ALMIS report or other documentation affecting certification status).
- (02) Qualification Letters.
- (03) Individual Development Plans.

- (04) Personal fitness plans.
- (05) Resident training.
- (06) Mandated training.
- (07) Correspondence courses.
- (08) Weapons currency and qualification.
- (09) Miscellaneous training and achievements.

C.5. Training Limitations

The following guidance has been established to ensure the safety of unit personnel involved in heavy weather, surf, ice rescue, higher level boat operations, and boat assault training.

C.5.a. Heavy Weather

Heavy weather limits shall not be exceeded.

District Commanders may require additional restrictions/ requirements for stations under their control.

District imposed restrictions/requirements shall be published in writing and copies provided to the Office of Boat Forces (CG-731), and the NMLBS.

C.5.a.1. Minimum Requirements

The following minimum requirements shall be met prior to commencing heavy weather training:

- (01) Units shall conduct a pre-brief including elements of risk management prior to commencing training.
- (02) Crews shall be properly outfitted with personal protective equipment in accordance with Reference (d).

C.5.a.2. Two-Boat Training

The preferred method for conducting heavy weather training involves two heavy weather capable platforms operating in tandem, with each boat acting as a backup/safety boat for the other. Some units may experience difficulty conducting two-boat training due to lack of a second heavy weather capable boat, and/or certified heavy weather coxswains.

Possible solutions are:

- (01) Local cutter support.
- (02) Neighboring heavy weather Coast Guard Station.

C.5.a.3. Single-Boat Training

Single-boat heavy weather training is authorized when two heavy weather capable platforms are not available.

C.5.a.4. Maximum Conditions

When conducting heavy weather training, do not exceed the maximum conditions listed in the table below.

Sea	Sustained Wind	Surf/Breaking Seas
<15 FT	<50 KTS	None

Table 3-1
Heavy Weather Training Limits

NOTE

HWX training policy does not apply to Surfmen. Surfmen have the ability to train up to the boat's limitations in HWX environment (HWX does not include surf).

C.5.b. Surf

This paragraph describes the surf training doctrine, including requirements and environmental limits for training

C.5.b.1. Minimum Requirements for Training

In addition to the operational requirements listed in Reference (b), the following minimum training requirements shall be met:

- (01) For surf training, follow the requirements of **Table 3-2**.
- (02) Surf training shall not be conducted at night.

Training – Single Boat	Stations will follow these environmental limits when conducting single boat surf training:	(01) 10 FT surf. (02) 50 KTS sustained wind. (03) Visibility greater than 1 nautical mile.
Training - Dual Boat	Stations will follow these environmental limits when conducting dual boat surf training:	(01) 15 FT surf. (02) 50 KTS sustained wind. (03) Visibility greater than 1 nautical mile.

Table 3-2
Surf Training Matrix

NOTE

Surf and wind are highly variable environmental conditions. It is understood occasional surf and/or wind greater than established training limitations will likely be encountered.

C.5.c. Ice Rescue

Prospective ice rescuers shall complete the applicable PQS found at <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx>. Tasks should be learned through constant practice, and under the guidance of the ice rescue designated trainer.

Only the ice rescue designated trainer is authorized to sign-off ice rescuer PQS tasks.

Ice rescue requirements and environmental limits for training are found in the Ice Rescue Operations (IROPS) Tactics, Techniques, and Procedures (TTP), CGTTP 3-50.1 (series).

C.5.d. Higher Level Boat Operations

Tactical/pursuit training involves high-speed, highly maneuverable boats. The dangerous nature of training requires a robust training program to master and sustain skills the necessary to safely, and effectively maneuver the boat to engage threats.

Tactical/Pursuit training and qualification requirements are found in Reference (e).

C.5.e. Boat Assault Forces Training Program

Specific guidance for Advanced Interdiction and Boat Assault Force training and qualification can be found in Reference (f).

C.5.f. Live Person in the Water Training

Unit CO/OICs may utilize Coast Guard members to serve as a live Person in the Water (PIW) during training evolutions, (e.g., man overboard (MOB)), boat swimmer, or ice rescue drills.

Unit CO/OICs shall use sound judgment in selecting persons to serve as live PIWs in training evolutions. To minimize the risk while conducting this type of training, the CO/OIC shall include within their Standard Operating Procedure (SOP), safety procedures to include PPE requirements based on prevailing environmental conditions. A dedicated safety observer shall oversee the evolution.

Any individual assigned to enter the water shall be properly outfitted in accordance with Reference (d).

Section D. Performance Support Tools

D.1. Collateral Duty Support

In cooperation with the Office of Boat Forces, BFCO has developed several collateral duty support tools. These include references, job aids, videos, and communities of practice that can be found on the milSuite site <https://www.milsuite.mil/book/groups/boat-forces-standardization-stan-team/overview>.

D.2. Learning Events

Periodically the OARS Team collaborates with Command Cadre School, RFO Teams, and the Boat Forces community at large to inform stakeholders of OARS TEAM processes, and current issues.

D.3. Limited Training Teams

A Limited Training Team (LTT) is an optional visit that involves one or more OARS TEAM members focused on correcting program deficiencies identified by the RFO, BCEB, or designated trainers. LTT visits are at the discretion of the OARS Team supervisor, and the availability of OARS Team members. Units requesting training must provide full funding. The focus of LTTs include developing, writing, briefing, and conducting training scenarios. All requests shall be submitted electronically to the TRACEN Yorktown OARS TEAM Section Chief.

PART 4

CERTIFICATION SYSTEM

Introduction: This Part defines the certification system from beginning to end. It will explain the entire process from qualification to obtaining and maintaining certification which ultimately earns the member a competency code.

In this Part: This Part contains the following chapters:

1. Qualification
2. Certification
3. Currency
4. Documentation
5. Competencies

CHAPTER 1

Qualification

Introduction: This Chapter discusses the elements of the trainee process to obtain a competency. It provides an overview of the qualification tasks, qualification process, and the progression of qualifications. Qualification is the one-time attainment of performance tasks for a specific competency (completion of PQS). This is not to be confused with certification, which is outlined in CHAPTER 2 of this Part.

In this Chapter: This Chapter contains the following sections:

- A. Progression of Qualification
- B. Qualification Process
- C. Physical Fitness Standards

Section A. Progression of Qualification

A.1. Progression of Qualification

Boat crew competencies are obtained through a progression of qualification, certification, and currency maintenance shown in **Table 4-1**.

Mission	Role	Progression of Qualification <i>Starting on left, moving to right</i>								
Basic Operations	Coxswain	BCM	COXN							
	Engineer	BCM	ENG							
	Boat Crew Member	BCM								
Boat Assault Force	Boat Team Leader	BCM	TBCM (Note 1)	PBCM (Note 1)	AIBCM	COXN	TCOXN (Note 1)	PCOXN (Note 1)	AICOXN	BTL
	Advanced Interdiction Coxswain	BCM	TBCM	PBCM	AIBCM	COXN	TCOXN	PCOXN	AICOXN	
	Advanced Interdiction Boat Crew Member	BCM	TBCM	PBCM	AIBCM					
Pursuit	Pursuit Coxswain	BCM	PBCM	COXN	PCOXN					
	Pursuit Boat Crew Member	BCM	PBCM							
Tactical (Level 1 PWCS)	Tactical Coxswain	BCM	TBCM	COXN	TCOXN					
	Tactical Boat Crew Member	BCM	TBCM							
Surf	Surfman	BCM	COXN	HWX	SURF					
Heavy Weather	Heavy Weather Coxswain	BCM	COXN	HWX						
ATON	ATON Coxswain	BCM	ABCM	BCO (Note 2)	BDS	COXN	ACOXN			
	ATON Buoy Deck Supervisor	BCM	ABCM	BCO (Note 2)	BDS					
	ATON Boom Crane Operator	BCM	ABCM	BCO						
	ATON Boat Crew Member	BCM	ABCM							
Flood Response	Flood Response Team Leader	FRES or FRCOXN	ICS-339	FRTL (Note 3)						
	Flood Response Operator	FRES	FRCOXN							
	Flood Responder	FRES								
ICE Rescue	SKF-ICE Operator	IR	SKF-ICE							
	Ice Rescuer	IR								
Note 1: Tactical Competencies and Pursuit Competencies are equivalent with regards to progression. Tactical competencies may be accomplished prior to Pursuit, or vice versa if both competencies are needed for required progression. Note 2: If assigned on platform. Note 3: If the individual holds a DSF Deployable Team Leader, or Response Officer/Response Supervisor certification then that certification replaces Flood Response Leader.										

Table 4-1
Progression of Qualification

Section B. Qualification Process

B.1. Assigning Competencies

Unit Training Petty Officer shall ensure that all unit personnel have assigned competencies in accordance with the Office of Boat Forces Billet Title and Competency business rules, available at: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Station%20Staffing.aspx> Additional competencies may be assigned at CO/OIC discretion.

B.2. Boat Crew Qualification Handbooks

BQHs are PQS tasks required for an individual to perform the duties of the assigned competency. The goals of BQHs are to standardize and facilitate qualification. The BQHs are compilations of the minimum knowledge, and skills that an individual must demonstrate in order to complete the qualification process.

The trainee must satisfactorily complete the applicable qualification tasks for which the trainee is being certified.

B.3. Qualification Timelines

COs/OICs will prescribe in their unit Organizational Manual the “reasonable amount of time” near the limits prescribed in **Table 4-2**, for unit personnel completing initial certification for boat crew positions in accordance with their unit assigned billeted competencies.

Timeframes for members recertifying for boat crew qualifications will also be addressed in the unit Organizational Manual (except Command Cadre) PART 4CHAPTER 2Section D.

Phases	1	2		3	4
Formal Training/Qualification	Communication Watchstander (Note 2)	BCM BTM	ENG	COXN BO Higher Level Crew (Note 3)	COXN Higher Level Boat Operations (Note 4)
Time to Certify (Note 1)	30 days	6 Months		12 Months	18 Months

Table 4-2
Qualification Timelines

Note 1: Timeframes are calculated from when the member completes the indoctrination process.

Note 2: Communication Watchstander timeline applies only to units that have established the position.

Note 3: Pursuit Boat Crew Member (PBCM) and Tactical Boat Crew Member (TBCM) should be completed within 12 months.

Note 4: Higher Level Boat operations include competencies for heavy weather, surf, tactical, pursuit, and ATON. Advanced Interdiction boat crew qualification timeframes are addressed in Reference (f).

B.4. Inability to Qualify for Boat Crew Duties

Obtaining boat crew competencies through the progression of qualification sequence can be a demanding process. Trainees will not be allowed to remain in the unit training program for an extended period of time without satisfactory progression. Trainees will be evaluated against the CO's/OIC's prescribed limits and timeframes established in the unit Organizational Manual and **Table 4-2** of this Instruction.

Whenever personnel, after a reasonable amount of time, have not progressed satisfactorily in their boat crew competencies, administrative action shall be taken if the member is considered unsuitable for their assigned billet.

When a member has failed to satisfactorily progress through the training program, the CO/OIC will determine if that member is to be retained or separated from the Coast Guard. The CO/OIC will contact the Assignments Branch (EPM-2) for reassignment, or initiate unsatisfactory performers/probation procedures in accordance with References (p) and (q).

B.5. Training Requirements for Designated Trainers

To maintain training continuity for the higher-level mission skill sets, designated trainers shall complete the respective resident course for that competency:

- (01) Surfman Designated Trainer - 47' MLB Surfman course.
- (02) Ice rescue Designated Trainer - Ice Rescue Trainer course.
- (03) Tactical Designated Trainer - Opposing Force Tactical Coxswain course.

B.5.a. Training Recommendations

Although not required, designated trainers are recommended to complete the following courses:

- (01) Heavy Weather Coxswain Designated Trainer – Heavy Weather Coxswain course.
- (02) Pursuit Designated Trainer – Non-Compliant Vessel Pursuit course.

B.6. Job Qualification Requirements

Job Qualification Requirements (JQR) are locally produced PQS-type documents that are different than formally promulgated BQHs. JQRs are used in conjunction with BQHs when certifying in any boat crew position. Managed by each unit CO/OIC, JQRs shall be produced when no BQH exists to cover a specific performance that is unique to the unit AOR. The JQR is not to be used to create additional tasks, performance criteria, or repetitions that have been previously established in the applicable BQH.

B.7. Qualification Examining Board

The purpose of the Qualification Examining Board (QEB) is to assess a trainee's knowledge, and capability to perform in a specific competency following the successful completion of the associated BQHs. Examining boards serve as the quality control source for the qualification being sought, and shall:

- (01) Ensure the qualification process has been successfully completed in the manner prescribed by BQHs, JQR, and this Instruction.

- (02) Prepare and administer practical evaluation (e.g., check-rides, mock boardings) to be administered in conjunction with the qualification process.

B.7.a. QEB Chairman

COs/OICs shall designate the QEB Chairman in writing (memo, CG- 3307, unit note, or unit instruction) and may designate more than one chairman for a QEB (for example, the XPO and Training Petty Officer may both be designated QEB Chairman). When designating a QEB Chairman, the CO/OIC shall:

- (01) Ensure that each designated QEB Chairman is current in the competency for the QEB on the convening date of board examination.
- (02) Ensure that each designated QEB Chairman has the appropriate qualifications, experience, and position at the unit.
- (03) Ensure that when more than one member is designated as a QEB Chairman, they are consistent in their manner of chairing a QEB.
- (04) Provide guidance to the QEB Chairman regarding the membership of a QEB.
- (05) Determine the size of the board membership based on unit size, and number of personnel requiring certification.

B.7.b. Boat Crew Examination Board (BCEB)

The BCEB should consist of at least:

- (01) One certified and experienced engineer.
- (02) One certified and experienced coxswain.
- (03) If applicable, one certified and experienced ATON, tactical, pursuit, heavy weather coxswain, or surfman.
- (04) If applicable, a senior Law Enforcement Instructor.
- (05) For cutter boat crew, the senior BM and engineer assigned to boat operations shall be a member of the BCEB.

B.7.c. Ice Rescue Examination Board

The Ice Rescue Examination Board should consist of at least:

- (01) One certified and experienced ice rescue team leader.
- (02) One certified and experienced ice rescuer.

B.8. Checklists

QEB checklists should be prepared and administered to assess the required knowledge and skills identified in qualification guides, BQHs, and all applicable directives.

- (01) Checklists should be used for all practical evaluations.
- (02) Boat type specific tasks should be specifically identified on boat crew evaluation checklists.

B.9. Designated Evaluators

CO/OIC designated evaluators shall complete QEB checklists. For practical evaluation, evaluators shall be:

- (01) The most qualified and experienced members available.
- (02) Thoroughly familiar with the references, and the QEB checklists for the desired designation.
- (03) Designated in writing by the unit CO/OIC.
- (04) Currently certified.

The trainee's mentor should be excluded from the evaluation process.

B.10. AOR Familiarization Exercise

Exercises include written tests as well as underway AOR trips as required by the CO/OIC.

NOTE

This requirement does not apply to Cutter and DSF boat crews.

B.11. Oral Board

Upon successful completion of the BQHs, unit generated JQR (if applicable), and with an endorsement from the mentor, the trainee shall submit a request for an oral board to the QEB.

QEB should include at a minimum the following topics:

- (01) Policies and procedures.
- (02) Local knowledge without reference to charts and publications (may not be applicable to Cutters).
- (03) Application of Risk Management standards and concepts.
- (04) Any particularly hazardous conditions that exist.
- (05) Leadership and judgment.

B.12. Practical Evaluation

Practical evaluation (e.g., check-rides), shall be prepared and administered in conjunction with subparagraphs listed below:

- (01) Boat crew (e.g., boat crew member, engineer, coxswain, surfman).
- (02) Boarding team (e.g., boarding team member, boarding officers).
- (03) Other duty standers (e.g., OOD, Communications Watch).

B.12.a Boat Crew Management

Boat crew management is the continued development of concepts learned from participating in risk management training. Reference (b) provides additional guidance on the application of boat crew management. Goals of boat crew management include:

- (01) Improve boat crew communication and professionalism.
- (02) Avoid mishaps caused by human factors (e.g., poor communications, loss of situational awareness, etc.).
- (03) Completion of mission or sortie.
- (04) Adhere to standardized procedures.
- (05) Manage crew endurance (e.g., fatigue).
- (06) Promote teamwork.

B.12.a. Underway Check-Rides

The BCEB shall plan and conduct check-rides in order to evaluate prospective boat crew positions underway. The trainee shall be able to perform all duties required for the boat crew position on the boat type for which certification is sought, up to the standards established in the qualification tasks. Check-rides shall be conducted by an experienced, certified coxswain from the BCEB.

B.12.a.1 Boat Crew Member

The practical evaluation shall include drills involving the use of various equipment and line handling. Skills to observe include:

- (01) Boat familiarization.
- (02) Watchstanding.
- (03) AOR familiarization.
- (04) Navigation.
- (05) Seamanship.
- (06) Boat handling.
- (07) Use of rescue and survival gear.
- (08) BECCes.

B.12.a.2 ATON Boat Crew Member

The practical evaluation shall include drills involving the use of various ATON equipment. Skills to observe include:

- (01) ATON procedures.
- (02) Safety and responsibilities.
- (03) Terminology.
- (04) Equipment/associated hardware use and application.
- (05) Mooring maintenance.
- (06) Mooring evolution.
- (07) Towing a buoy.

- (08) Rigging safety precaution fundamentals.

B.12.a.3. Boom/Crane Operator

The practical evaluation shall include drills involving the use of various ATON equipment. Skills to observe include:

- (01) Boom/crane operation.
- (02) Safety fundamentals.

B.12.a.4. Buoy Deck Supervisor (BDS)

The practical evaluation shall include drills involving the use of various buoy deck equipment and procedures. Skills to observe include:

- (01) Buoy deck safety.
- (02) Buoy deck procedures.
- (03) Equipment fundamentals.

B.12.a.5. Tactical Boat Crew Member

The practical evaluation shall include drills involving the use of various equipment and tactical procedures. Skills to observe include:

- (01) Knowledge of tactical boat maneuvers.
- (02) Use of Force against vessels posing imminent threat.
- (03) Use of Force against non-compliant vessels.
- (04) Weapons employment.
- (05) Communications.

B.12.a.6. Pursuit Boat Crew Member

The practical evaluation shall include drills involving the use of various equipment and pursuit procedures. Skills to observe include:

- (01) Knowledge of pursuit boat maneuvers.
- (02) Use of Force against non-compliant vessels.
- (03) Weapons employment.
- (04) Communications.

B.12.a.7. Engineer

The practical evaluation shall include drills involving the use of various equipment and engineering procedures. Skills to observe include:

- (01) Boat engineering systems familiarization.
- (02) Pre-start checks and adjustments.
- (03) Monitoring of all engineering systems.
- (04) Simulated engineering casualties and correction procedures.
- (05) Shutdown and securing procedures.
- (06) Knowledge of general engineering specifications of the boat type.
- (07) Use of rescue and survival gear.
- (08) BECCes.
- (09) Required preventive maintenance for the boat type.

B.12.a.8. Coxswain

The practical evaluation shall include drills involving the use of various equipment and boat handling procedures. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) AOR familiarization including probable trouble spots.
- (04) Navigation and piloting.
- (05) Plot and execute search patterns.
- (06) Boat handling.
- (07) Towing.
- (08) PIW recovery.
- (09) BECCes.
- (10) Judgment.
- (11) Leadership.
- (12) Use of rescue and survival gear.
- (13) Evolutions specific to unit mission.

B.12.a.9. ATON Coxswain

The practical evaluation shall include drills involving the use of various equipment and ATON procedures. Skills to observe include:

- (01) Drills involving ATON positioning.
- (02) Locating wreckage.
- (03) ATON administration.
- (04) Servicing floating/fixed aids.
- (05) Crew management.

B.12.a.10. Tactical Coxswain

The practical evaluation shall include drills involving the use of various equipment and tactical boat handling procedures. Skills to observe include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/ personal protective gear.
- (06) Ports, Waterways Coastal Security (PWCS) operations (Security Zones/Escorts).
- (07) Multi-boat operations.
- (08) Tactical boat maneuvering.
- (09) Weapons command and control.
- (10) Use of Force policy for stopping a non-compliant vessel and/or vessel posing an imminent threat.

B.12.a.11. Pursuit Coxswain

The practical evaluation shall include drills involving the use of various equipment and pursuit boat handling procedures. Skills to observe include:

- (01) Departure Planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival/ personal protective gear.
- (06) LE mission management.
- (07) Multi-boat operations.
- (08) Pursuit boat maneuvering.
- (09) Weapons command and control.
- (10) Use of Force policy for stopping non-compliant vessels.

B.12.a.12. Heavy Weather Coxswain

The practical evaluation will be conducted by an experienced, certified heavy weather coxswain, or surfman from the QEB. The evaluation should include drills involving boat operations in heavy weather. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival gear.
- (06) BECCs.
- (07) Boat handling in heavy weather and surf.
- (08) Piloting in heavy weather.

- (09) Heavy weather towing.
- (10) Wave avoidance techniques.
- (11) Surf Station keeping.
- (12) Transiting a breaking bar.
- (13) PIW recovery in heavy weather and surf.

B.12.a.13. Surfman

The practical evaluation will be conducted by an experienced, certified surfman from the QEB. The evaluation should include drills involving boat operations in surf. Skills to observe include:

- (01) Departure planning.
- (02) Crew brief/debrief.
- (03) Judgment.
- (04) Leadership.
- (05) Use of rescue and survival gear.
- (06) BECCEs.
- (07) Piloting procedures applicable to operating in a surf environment.
- (08) Boat handling in surf.
- (09) Wave avoidance techniques.
- (10) Surf station keeping.
- (11) Transiting a breaking bar or entrance.
- (12) PIW recovery in surf.

B.13. Unit Watchstander

If a unit designates a collateral duty position of Communications Watchstander or Officer of the Day (OOD), they will use Reference (g) for certification.

B.14. Recommending Certification

Once a candidate has completed the practical evaluation and oral board, the chairman of the QEB shall document the results in a training tracking tool. If the candidate is not recommended, the board must state why, and what areas of performance were not acceptable. The report shall include specific recommendations for increased training and/or practical experience.

Section C. Physical Fitness Standards

C.1. Physical Fitness

All Coast Guard boat crews are required to meet the standards of physical fitness shown in **Table 4-3** to qualify, recertify, and maintain currency. Physical fitness standards are designed to establish and preserve sufficient strength and endurance to perform boat crew duties. The CO/OIC may require members to meet the physical fitness standard whenever they deem necessary to ensure they can safely perform their boat crew duties. Personnel who cannot meet the standard will not perform boat crew duties. If found to be non-compliant, refer to **CHAPTER 4** of this Part for guidance.

The physical fitness standard is required during qualification, recertification, and for currency requirements. However, the CO/OIC, or Training Centers that have boat assets, may require members to meet the physical fitness standard whenever they deem necessary to ensure they can safely perform their boat crew duties.

Personnel who cannot meet the standard due to sickness, injury, recent pregnancy, etc. should not perform boat crew duties for the safety of the member, crew, and the public. Based on the totality of the situation, a CO/OIC may perform a local suspension of certification.

NOTE

All sections of the physical fitness test must be completed one after the other with a reasonable amount of time (no more than 30 minutes) between each section. If a section of the test is not completed successfully the entire test must be completed again.

Males	Push-ups	Planks	1.5 Mile Run	12-Minute Swim*	2000-Meter Row*
Under 30	29	1:18	12:29	500 YDS	9:20
30 to 39	24	1:15	12:53	450 YDS	9:30
40 to 49	18	1:12	13:50	400 YDS	9:40
50 to 59	13	1:09	15:14	350 YDS	9:50
60+	10	1:07	17:19	300 YDS	10:00
Females	Push-ups	Planks	1.5 Mile Run	12-Minute Swim*	2000-Meter Row*
Under 30	15	1:09	15:05	400 YDS	10:40
30 to 39	11	1:06	15:56	350 YDS	10:50
40 to 49	9	1:03	17:11	300 YDS	11:00
50 to 59	9	1:01	19:10	250 YDS	11:10
60+	9	:58	20:55	200 YDS	11:20

Table 4-3
Physical Fitness Standards

Note:

- (01) 12-minute swim test chart is based on Dr Kenneth Cooper's research.
- (02) 2000-meter row test chart is based on the Naval Health Research Center's research.
- (03) Either the 1.5-mile run, 12-minute swim or the 2000-meter row may be performed to meet the standard.

C.2. Physical Fitness Procedures

The following physical fitness standards are provided with specific procedures:

- (01) Arm and shoulder strength.
- (02) Abdominal and trunk strength.

C.3. Arm and Shoulder Strength

One Minute Push-Ups	Step	Procedure
Perform as many correct push-ups as possible in one minute.	1	On all fours, place hands approximately shoulder width apart and positioned directly beneath the shoulders.
	2	Extend the legs straight back, supported by the balls of the feet. Keep the torso in a straight line.
	3	Smoothly bend the elbows and lower the body as a unit, then push back up. Arms should be fully extended without locking the elbows.
	4	For a proper push-up to be completed, lower the body until the chest is within one fist distance (or 3" sponge) of the deck, and then return to the up position.

Table 4-4
Push-Ups

NOTE

The back must be kept straight the entire time. The standard is how many push-ups can be done in one minute, NOT whether member can complete the MINIMUM number of push-ups required.

C.4. Forearm Plank

Forearm Plank	Step	Procedure
Properly execute the forearm plank.	1	Begin face down on the deck with elbows bent, forearms flat on deck, with the body in a straight line through the head, shoulders, back, buttocks and legs.
	2	Aligned directly below the shoulders at a 90-degree angle between the forearm and upper arm. Hands will either be in fists with the pinky side of the hand touching the deck or lying flat with palms touching the deck.
	3	Place feet hip-width apart and lift body off deck. Body must remain lifted with only the forearms, hands, and toes on the deck.
	4	Knees are straight, pelvis in a neutral position, and back flat. The back, buttocks, and legs must be straight from head to heels and must remain so throughout the test.
	5	Involuntary muscle spasms (i.e., shaking, trembling, or quivering) resulting from maximum exertion during the exercise are anticipated and permitted as long as the proper forearm plank position is maintained.

Table 4-5
Forearm Plank

NOTE

Toes, forearms, and fists or palms must remain in contact with the deck at all times and clasping of hands is not permitted. No part of the body may contact a vertical support surface.

C.5. Endurance

2000-meter row	Step	Procedure
The 2000-meter row is an alternative method to fulfill the endurance qualification.	1	Warm up and stretch sufficiently.
	2	Sit on rower machine then adjust the footplate placements and secure feet using adjustable straps.
	3	Grasp the handle with both hands placed along the outer edge of the handle. Begin pulling on the handle and remain in constant and continuous motion (to prevent inadvertent monitor cut-off, which would result in a test graded as a failure) until the 2000-meter test is complete.

Table 4-6
2000-meter Row

NOTE

For the 2000-meter row endurance test, member must use an ergometer rowing machine with ability to capture time, distance, and effort.

1.5 Mile Run/Walk	Step	Procedure
For the endurance qualification, an individual will be required to run/walk 1.5 miles. The run/walk may be completed on a pre-mapped course or on a treadmill. Note 1: Tests conducted on a treadmill shall follow the procedures found in the Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series). The test must also be monitored by an authorized PQS signer.	1	Refrain from smoking or eating for 2 hours prior to this test.
	2	Warm up and stretch sufficiently.
	3	Run or walk 1.5 miles in the required amount of time IAW table 4-3.
	4	If possible, receive pacing assistance, either by having a trained pacer run alongside or by calling out lap times during the test.
	5	Be forewarned not to start out too fast and not to run to complete exhaustion during the test.
	6	At the end of the test, walk for an additional 5 minutes to aid in recovery.

Table 4-7
1.5 Mile Run/Walk

12 Minute Swim	Step	Procedure
The 12-minute swim is an alternative method to fulfill the endurance qualification.	1	Warm up and stretch sufficiently.
	2	Swim the required distance IAW table 2-6.
	3	Use whichever stroke desired and rest as necessary.

Table 4-8
12 Minute Swim

NOTE

Members shall not use snorkel, mask, or fins to complete the swim.

CHAPTER 2

Certification

Introduction: This Chapter explains the types of certifications, decertification, and the process for recertification. The CO/OIC shall only consider members for certification after they have successfully completed all applicable Tasks on the Task Accomplishment Record sheet, completed a thorough practical evaluation, and have been recommended by the appropriate Qualification Examination Board.

In this Chapter: This Chapter contains the following sections:

- A. Certification
- B. Authority
- C. Types of Certifications
- D. Command Cadre Certification
- E. Decertification

Section A. Certification

A.1. Final Certification

Final certification is the official statement of the CO/OIC that the member has demonstrated:

- (01) The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation, and the positive recommendation of the qualification examining board.
- (02) The judgment and maturity required to:
 - a. Act responsibly.
 - b. Perform assigned duties in the manner prescribed by Coast Guard directives and regulations.
 - c. Function as a team member.
 - d. Interact positively with the public in the execution of Coast Guard duties.

Section B. Authority

B.1. Authority

The CO/OIC of a unit has the authority and responsibility to certify unit personnel to operate unit assets. By certifying an individual, the CO/OIC is both verifying the individual's professional expertise and authorizing the individual to perform in the crew position the certification specifies. The CO/OIC has the authority to revoke certification of an individual attached to the unit, and the action shall be formally documented in a training tracking tool.

The CO/OIC has the authority to temporarily suspend a certification. This action should be formally documented in writing and is up to the CO/OIC how and when to reinstate certification.

B.2. Certification Approval

The only positions allowed to process CO approvals in a training tracking tool without a waiver from the Office of Boat Forces are:

- (01) Sector Commander.
- (02) Deputy Sector Commander.
- (03) Response Department Head.
- (04) Prevention Department Head.
- (05) CO/OIC.
- (06) Training Officer (i.e., Fast Response Cutters and above).
- (07) Area Deployable Specialized Forces (DSF) Force Manager.

When in the absence of the CO/OIC, the acting XO/XPO may process CO/OIC approvals.

Section C. Types of Certifications

C.1. Types of Certifications

There are five types of certifications:

- (01) Initial Certification.
- (02) Multi-Unit Certification.
- (03) Recertification.
- (04) Interim Certification.
- (05) Temporary Duty Certification.

C.2. Initial Certification

Initial certification represents the first-time certification of a specific competency. For initial certification, the following requirements must be met:

- (01) Complete the applicable PQS /JQR tasks.
- (02) Pass a physical fitness test.
- (03) Complete an oral board conducted by the appropriate unit QEB.
- (04) Demonstrate proficiency during an underway check-ride.

Certification shall be entered into a training tracking tool, and a paper copy should be kept in the individual's training folder. If a competency does not exist in the E-Tracking tool application, paper copies of the member's certification shall be kept locally. Paper certifications shall document any deferred tasks.

NOTE

Reservists released from Active Duty and remaining at the same station can be certified in a Reserve competency without having to pass the initial certification tasks listed above as long as the member was certified at the equivalent competency level or higher when on Active Duty. The initial date of certification for Reserve competencies shall be the first day in the Reserves.

C.2.a. Alternative Certification and Currency Tracking

The Alternative Certification and Currency Tracking tool will be used when the primary E-Tracking tool application has lost functionality. When this occurs, units will document the completed certification by memorandum. The CO/OIC or XO/XPO when acting shall document the following items on the certification memorandum:

- (01) Deferred Tasks: Any initial tasks that have been deferred to a later date due to situations existing that preclude a member from completing the qualification tasks.
- (02) Re-certification: the CO/OIC shall review previous certification memos to ensure member has completed applicable deferred tasks. If deferred tasks are still valid, the CO/OIC shall document on the member's re-certification memo.
- (03) Competency Code: Utilize the Competency Code Library located on the Office of Boat Forces (CG-731).
- (04) Member acknowledgement.

Once all signatures are complete, unit will move the member's status from non-certified to certified in ALMIS. All certifications will be entered into the E-Tracking Tool application once functionality has been restored.

NOTE

Completed memorandums shall be sent to their servicing Personnel & Administrative office for entry into Direct Access and scanned into IPERMS.

C.3. Multi-Unit Certification

Deployable Specialized Forces (DSF) units are often required to use platforms not assigned to their unit in order to effectively execute missions. The following guidance is provided to Areas, Districts, Sectors, DSF, and Stations impacted by multi-unit certification. Multi-unit certification only applies to DSF units seeking competencies on boat platforms not permanently assigned to that unit.

C.3.a. Initial Procedures

DSF units will submit a Memorandum of Understanding (MOU) to The Office of Boat Forces (CG-731) through their Chain of Command.

Sector, DSF, and Stations will enter into a MOU to identify newly assigned platforms in their inventory and assign competencies to DSF units within their AOR.

The MOU shall at a minimum address the following:

- (01) Access to the platform for certification.
- (02) Proficiency requirements.
- (03) Maintenance issues and procedures.
- (04) Command Navigation Standards.
 - a. clear understanding of responsibilities.
 - b. day/night AOR familiarization.
- (05) Process of requesting station duty rooms process.
- (06) Allotment of armory and magazine areas to store weapons, ammunition, and pyrotechnics.
- (07) If applicable access to operational vehicle to tow platform.
- (08) Mishap Plan.

NOTE

No more than one additional platform type will be assigned to each DSF unit.

Upon entering the MOU, DSF units may train and certify their members under C.5. Once complete, the unit will document full certification in a training tracking tool and notify their Operational Commander. The DSF unit may then be selected to deploy to areas where the new platform is available.

C.3.b. Deployment Procedures

When a DSF unit is deployed in support of a mission requiring the use of boat platform(s) not permanently assigned to the unit, the following procedures shall be used:

- (01) DSF Commanding Officer will, in writing, provide the supported OPCON with a roster of boat crew personnel to include rank, full name, EMPLID, and the highest level of certification the member has achieved on the specific platform.
- (02) The supported Operational Commander will then identify unit(s) that will provide the platform(s).
- (03) The DSF deployment team, and parent unit of the platform(s) will meet to conduct a thorough assessment of the platform following the asset transfer Maintenance Procedure Cards (MPC).
- (04) The platform will be transferred in the Asset Logistics Management Information System (ALMIS) from the parent unit to the DSF unit in accordance with the Boat Management Manual, COMDTINST M16114.4 (series).
- (05) The DSF unit will then conduct operations with ownership of the platform under certification authority of the DSF Commanding Officer.

C.3.c. Post Deployment Procedures

Once operations have concluded, the following procedures shall be used:

- (01) A thorough assessment of the platform(s) will be conducted by the parent unit following the asset transfer MPC. Any discrepancies must be reconciled prior to transferring ownership of the platform from the DSF unit back to the parent unit.
- (02) Once all parties are in agreement, the platform ownership will be transferred in ALMIS from the DSF unit to the parent unit.

C.3.d. Logistics Considerations

DSF units shall deploy engineering staff to assist the parent unit, or Sector, with any repairs or maintenance that may arise while the unit has ownership of a platform. In cases where the platform is under a maintenance contract, the DSF unit will work with the parent unit to activate the contract and make the platform available for maintenance.

Supported Operational Commanders shall work with the parent unit CO/OIC to ensure a certified platform engineer is available for underway missions, if required. There is no requirement or expectation for the engineer to fill any other position.

C.4. Recertification

Recertification can only occur for a boat type on which the member has previously been certified. Possible reasons a member may need to recertify are listed below as well as the steps the member shall take to recertify:

- (01) Permanent Change of Station (PCS) to new unit with same boat type.
 - a. Pass underway AOR familiarization exercise.
 - b. Pass a physical fitness test (unless completed within the past six months).
 - c. Pass an oral board.
 - d. Pass underway check-ride.
- (02) Disciplinary action/loss of confidence.

- a. Pass underway AOR familiarization exercise.
 - b. Pass a physical fitness test (unless completed within the past six months).
 - c. Pass an oral board.
 - d. Pass underway check-ride.
- (03) Lapse in currency requirements.
- a. Pass a physical fitness test (unless completed within the past six months).
 - b. Pass underway check-ride. If lapse in currency requirements triggered decertification, then check-ride shall include completing deficient task(s).
- (04) No fault lapse in currency requirement (e.g., drydock, medical, range availability).
- a. Complete all deficient task(s).

C.4.a. Documentation

Initial and recertifications shall be documented via memorandum or electronically acknowledged by the unit CO/OIC. If unit is using an E-Tracking tool application, the CO/OIC may not delegate this verification process.

C.4.c. Permanent Change of Station

When a member is permanently transferred, see **Table 4-9**:

If at previous Boat Force unit member was:	And new Boat Force unit:	Then
Not certified	Requires initial certification	Complete certifications, starting with BCM, in the orders prescribed in
Certified	Has same boat types	Recertify as follows: (01) Complete highest-level recertification, according to Progression of Qualification. (02) Review E-Training or certification memorandum for deferred tasks. If member has deferred tasks from any previous or current certification, they shall be completed unless a reason exists to maintain the deferment. Follow procedures to document deferral in E-Training. (03) Complete recertification requirements prescribed in C.4. above. Note: For certifications higher than BCM, CO/OICs are authorized to certify members in E-Training as a certified BCM while pursuing their highest-level recertification.
	Has different boat types	(01) Complete all assigned type tasks for new boat types. (02) Complete certifications, starting with BCM, in the orders prescribed in
Example 1: A member, certified RB-S TCOXN at Station "A", is transferred to "Station B" with a TCOXN requirement for RB-S <u>and</u> MLB. The member is authorized to recertify as RB-S TCOXN but must certify as BCM on MLB. They must then complete certifications in the order prescribed in to certify as TCOXN on MLB.		

Table 4-9
PCS Certification Procedures

C.5. Interim Certification

Interim certifications are used to address situations where resources, platforms, or operations prevent a normal certification process from occurring. The E-Tracking tool application uses only "interim certification," however each interim certification type is named for clarity.

- (01) New Platform.
- (02) Provisional Interim.
- (03) Temporary Deferred Tasks.

Interim certifications should not exceed 60 days, but, CO/OICs may issue extensions until requirements are met.

C.5.a. New Platform Interim Certification

When a unit receives a new platform on which no one has been previously qualified or certified, the unit's CO/OIC (regardless of their own certification status) shall designate, via interim certification letters, a "core group" of the unit's most experienced certified coxswain(s), engineer(s), and boat crew member(s). The letter will clearly state that the vessel shall only be operated during transit to the unit, initial training, and familiarization, and for the engine break-in period.

Upon completion of all applicable tasks, the "core group" shall receive certification in a training tracking tool for the new boat type and can provide training to remaining unit personnel. The unit CO/OIC shall then notify the Operational Commander.

Interim certifications for coxswain and engineer may be combined with the boat crew member certification and shall be recorded in a training tracking tool.

The combined certifications may be entered into a training tracking tool system with the same calendar date.

Units should seek all available resources while transitioning to a new platform. Training teams, or other local units that operate the same type of platform are good resources.

C.5.a.1. New Platform Interim CO/OIC Certification

Certified CO/OICs must receive interim certification in writing from their Operational Commander (this cannot be delegated).

C.5.b. Provisional Interim Certification

Provisional interim certifications are provided when a unit has an inability to complete training towards a specific competency either due to a new competency designation at a unit, or a unit-wide decertification.

A unit-wide de-certification (e.g., from lapsed qualifications) may result in an inability to complete training BCEB functions unless a neighboring unit can provide currently certified personnel to sign-off on certification tasks and augment the BCEB.

If neighboring unit certified personnel are not available, the Operational Commander may issue a provisional interim certification to a CO/OIC to complete qualification, certification, and BCEB activities. A provisional interim certification is contingent toward certification activities and is tentative in nature.

The CO/OIC must first request provisional interim certification from the Operational Commander via memorandum. The request memorandum shall designate a core group of the unit's most experienced certified coxswain(s), engineer(s), and boat crew member(s).

Following approval, the CO/OIC issues provisional interim certification letters to the persons designated in the request memorandum; these certifications remain in effect until completion of qualification and certification.

The provisional interim certification letters will clearly state recertification tasks to be conducted. Once qualification and certification are met, the certified coxswain(s), engineer(s), and boat crew member(s) can provide training to remaining unit personnel.

Upon completion of all applicable qualification tasks, the unit will document full certification in a training tracking tool and notify the Operational Commander.

The authority for provisional interim certifications resides with the Operational Commander; this authority may be delegated in writing but remains higher than the unit CO/OIC.

C.6. Temporary Duty Certification

CO/OICs may authorize personnel certified at other commands to operate unit boats when those personnel are assigned under:

- (01) Temporary Duty (TDY).
- (02) Temporary Additional Duty (TAD).
- (03) Students at Boat Forces Training Centers as per Reference (b).
- (04) (Reservists) Active Duty for Training to satisfy Annual Training (ADT-AT).
- (05) (Reservists) Active Duty for Operational Support (ADOS).
- (06) (Reservists) Inactive Duty Training (IDT).

An AOR familiarization exercise and a check-ride are required prior to such authorization. Personnel TDY at Boat Forces Training Center are exempt from this requirement.

This authorization shall be documented via memorandum from the CO/OIC to the TDY member(s).

NOTE

DSF units under TDY orders shall ensure an AOR familiarization exercise is completed, *when possible*, prior to commencement of operations.

C.6.a. Temporary Certification for Catastrophic Incident SAR.

Certified boat crews (e.g., coxswain, boat crew member, and engineer) are authorized to operate a flood response asset (e.g., punt/skiff) in their certified positions when assigned TDY orders in support of disaster response operations.

Boat crews shall follow risk mitigation policies (e.g., RM, PPE, and kill switch).

ATON unit's operating under TDY orders shall ensure an AOR familiarization exercise and check ride is completed, when possible, prior to commencement of operations. However, at a minimum, a comprehensive post-catastrophic event briefing shall be conducted to include an AOR overview.

Boat crews operating assets other than combat rubber reconnaissance craft/punt/skiff shall be certified on that specific platform and follow appropriate policy and guidance set forth in appropriate directives **PART 4CHAPTER 2C.6.**

C.7. Deferred Tasks

When situations exist that preclude a member from completing qualification tasks, the CO/OICs may defer tasks. The decision to defer a task should not be taken lightly. There are times, however, when a task cannot be completed in a timely manner, or not at

all, due to factors outside the unit's ability to control (e.g., availability of RM, First Aid/CPR, and Helicopter Operations).

When situations exist that preclude a member from completing qualification tasks, issue deferred task(s) as follows:

C.7.a Temporary Task(s) Deferment

When situations exist that preclude a member from completing a task due to training resources, outside limitations (e.g., RM, helicopter operations), or availability (e.g., not economically feasible) within the qualification time frames, the task can be temporarily deferred by the CO/OIC.

C.7.b. Temporary Task(s) Deferment Review

The CO/OIC shall review all currently assigned temporary deferred tasks prior to the end of each currency cycle. The temporary deferred tasks shall be completed prior to the next currency cycle.

C.7.c. Permanent Task(s) Deferment

Permanent deferment applies to a unit's inability to complete a task due to AOR and/or equipment/platform constraints. The BQH provides notes where specific exemptions exist for specific tasks and serve as approved permanent deferment for the identified task. For all other tasks without notes listed in the applicable BQH's and Reference (e), that do not apply or are unable to be completed due to constraints mentioned above, may be permanently deferred by the unit's Operational Commander. When requesting a permanent task(s) deferment, unit CO/OICs shall submit a memorandum to the Operational Commander with proper justification for task(s) deferment. All approved permanent task(s) deferment waivers shall be kept on file within unit SOP and be forwarded to the Office of Boat Forces. Any change in unit operations and/or equipment will require the unit to revisit permanent deferment of this specific task.

Initial qualification tasks which have associated currency tasks may only be permanently deferred via a waiver request to the Office of Boat Forces (CG-731) through the unit's chain of command.

NOTE

Upon personnel transfer, previously deferred tasks shall be reconsidered for completion based on new unit capabilities.

NOTE

If the Operational Commander is a Sector, then the permanent deferment authority can be delegated to the Response Department Head.

C.7.d. Not Currently Assigned Task

Tasks marked "not currently assigned," serve as an approved permanent deferment for the specific task associated and does not require a separate memorandum. The CO/OIC shall permanently defer task within the E-Tracking tool application.

Section D. Command Cadre Certification

D.1. Unit CO/OICs Certification Process

CO/OICs shall complete the certification/recertification process as follows:

Is the member previously certified COXN on boat type?	Then
Yes	Operational Commander conduct records review to ensure member was certified on previous unit platforms.
	Conduct AOR familiarization exercise.
	If Unit CO/OIC has previously deferred tasks they shall be completed unless reason for deferment still exists. If so, deferment shall be documented in E-Training, or recertification memo, and follow the deferral process in C.7. of this Chapter.
No	Complete initial certification process for boat type.
	Complete underway check-ride
	Conduct AOR familiarization exercise.
	Pass physical fitness test.

Table 4-10
Certification/Recertification Process

D.2. Certification Timelines

Certification Timelines shall be met and documented in E-Tracking tool application for all applicable boat crew competencies for each platform in accordance with the Boat Forces Billet Title and Competency Business Rules.

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Station%20Staffing.aspx>

If COs/OICs of Boat Forces units (Stations/ANTs) do not achieve their certifications within the timeline prescribed in this Instruction or do not maintain their currency maintenance, the parent command shall submit a memo to the Office of Boat Forces (CG-731), via their chain of command, documenting extenuating circumstances and recommended actions.

D.3. STA/ANT CO/OIC

STA/ANT COs (CWOs only)/OICs, shall:

- (01) Recertify coxswain and mission-based coxswain competencies within six months of reporting aboard and maintain currency throughout tour.
- (02) Certify additional mission-based competencies (e.g., tactical, pursuit, heavy weather) within 18 months of reporting aboard, and maintain currency throughout tour.
- (03) Certify coxswain and ice rescuer (if applicable) within one year of reporting aboard and maintain currency throughout tour.

D.3.a. STA and MSST COs (above CWO)

STA COs (above CWO) shall:

- (01) Certify as boat crewmember within 6 months of reporting aboard.
- (02) Certify as coxswain within 18 months or recertify as coxswain within 6 months of reporting aboard and maintain currency throughout command tour. Certification shall be completed on at least one standard boat.
- (03) Upon certification of coxswain, the CO/XO Coxswain competency code will be assigned along with the specific platform coxswain competency code.

MSST COs shall:

- (01) Certify/recertify as boat crew member within one year of reporting aboard and maintain currency throughout command tour.
- (02) Recommended and highly encouraged to certify/recertify as a coxswain.

All other Boat Forces Unit command cadre personnel under the command of a commissioned officer (e.g., MFPU, Sector, MSRT, Strike Teams, and PSUs) shall not be expected to attain boat crew member certifications.

D.3.b. STA and MSST XOs (above CWO)

STA XOs (above CWO) shall:

- (01) Certify as boat crewmember within 6 months of reporting aboard.
- (02) Certify as coxswain within 18 months or recertify as coxswain within 6 months of reporting aboard and maintain currency throughout command tour. Certification shall be completed on at least one standard boat.

Upon certification of coxswain, the CO/XO Coxswain competency code will be assigned along with the specific platform coxswain competency code.

Station XO/XPOs that have at least one year of certified experience are not required to maintain a BO certification. Those with less than one year of experience shall certify BO and maintain currency throughout tour.

MSST XOs shall:

- (01) Certify/recertify as boat crew member within one year of reporting aboard and maintain currency throughout tour.
- (02) Recommended and highly encouraged to certify/recertify as a coxswain.

D.3.c. STA/ANT XPO

STA/ANT XPOs shall:

- (01) Recertify coxswain, boarding officer (not including ANTs), and mission-based coxswain competencies within six months of reporting aboard and maintain currency throughout tour.
- (02) Certify coxswain and boarding officer (not including ANTs) within one year of reporting aboard and maintain currency throughout tour.
- (03) Certify additional mission-based competencies (e.g., tactical, pursuit, heavy weather) within 18 months of reporting aboard, and maintain currency throughout tour.

D.3.d. STA/ANT EPOs shall:

- (01) Certify/recertify as engineer within one year of reporting aboard and maintain currency throughout tour.
- (02) EPOs at units with boat types that do not require engineer certification shall certify/recertify as a boat crew member within six months of reporting aboard and maintain currency throughout tour. No waivers are permitted for this requirement.
- (03) ANT EPOs shall certify as boom/crane operators and maintain currency throughout tour.

NOTE

MSST EPOs are not required to certify/recertify on unit boats.

D.3.e. Cutter Senior BM

Onboard cutters, the senior BM assigned to boat operations shall complete higher level certification (e.g., pursuit coxswain) within one year of being designated, and maintain currency throughout tour.

NOTE

Cutter Senior BM is the senior most enlisted Boatswain's Mate assigned to deck department. They shall be designated in writing by the unit Commanding Officer.

D.4. XO/XPO/ EPO/Cutter's Senior BM Certification Timelines

XO/XPO/EPO/Cutter's senior BM shall certify and maintain currency throughout tour in all applicable boat crew competencies for each platform in accordance with the Boat Forces Billet Title and Competency Business Rules

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Station%20Staffing.aspx>.

D.5. Waivers

Waivers to exceed established timelines may be granted by the Operational Commander/CO/OIC on a case-by-case basis and shall be documented in a memorandum to include:

- (01) Reason for granting waiver.
- (02) Timeframe of the waiver, not to exceed an additional six months.
- (03) Statement detailing if a member is unable or unwilling to attain certification, shall normally be relieved for cause.

D.6. Medical Situations

Medical situations of a temporary nature are defined as conditions that preclude a member from boat operations for a period of not more than one year.

D.6.a. Pregnancy

In accordance with Pregnancy in the Coast Guard, COMDTINST 1000.9 (series), No service member shall deploy or remain aboard a ship, including small boat duty, beyond her 20th week of pregnancy. Resumption of deployments, requirement to pass physical fitness standard tests, or assignment to boat crew duties will not be made for a period of 12 months post-partum unless cleared by a Coast Guard medical officer and with approval from the first O-6/GS-15 in the chain of command. This policy applies to all Boat Forces positions, (i.e., support personnel, boat crew duty standers, command cadre).

D.7. Relief for Cause

In all cases, except medical situations of a temporary nature, a member of the Command Cadre unable or unwilling to attain required certification or maintain currency shall normally be relieved for cause.

Section E. Decertification

E.1. Decertification

Decertification is the removal of certification for a specific individual. Once decertified, the member is no longer authorized to perform the boat crew duties at a specific level aboard a particular boat type.

Decertification will occur based on reasons listed below.

E.1.a. Certification Lapse

Certification will lapse upon either of the following:

- (01) PCS transfer (upon the members last day at the unit, CO/OIC shall shift the member to an uncertified status in ALMIS).
- (02) Failure to meet the minimum currency requirements in accordance with **PART 4CHAPTER 3Section B** of this Instruction.

If any member did not fulfill currency tasks, they will be moved from a certified (Crew, Coxswain, Surfman) to an uncertified status in ALMIS.

E-Tracking tool application will notify the CO/OIC (via e-mail) whenever the system decertifies a member for failure to meet currency. The CO/OIC shall take appropriate action when members do not maintain a current certification or fail to meet recurrent training minimums. When a member is decertified, they must complete the recertification process.

E.1.b. Disciplinary Action/Loss of Confidence

The CO/OIC of a unit has the authority to revoke the certification(s) of any individual attached to the unit. The CO/OIC shall rescind certification upon loss of trust or confidence in the member's ability to perform assigned duties. Additionally, the CO/OIC shall shift the member to an uncertified status in ALMIS.

E.1.c. Decertification Based on Medical Condition

When the CO/OIC revokes a member's certification based on a medical condition causing repetitive lapses of certification, or prolonged loss of currency, a medical recommendation for duty status should be pursued. If the command believes that the medical recommendation was made in error, they may direct a second opinion. See Reference (i) Chapter 5-B. It is recommended that the second opinion be directed to a military Medical Officer if the first one was issued by a civilian professional. Written responses should be requested. Typically, a clear, specific, and direct dialogue between the CO/OIC and the Medical Officer is enough to resolve any differences of opinion about duty status.

If any uncertainty still exists, the CO/OIC should initiate a Medical Examination Board (MEB). The clinic, or other Operational Commander Medical Representative, should agree to convene the MEB even if they disagree that it is justified. Once a MEB is initiated, the unit can contact the assignment officer to request a replacement. Operational

Commanders should support the unit CO/OIC by maintaining any necessary communications with Health, Safety, and Work Life Service Center.

NOTE

Commands should be mindful of HIPAA regulations and requirements when discussing member's medical conditions.

E.2. Decertification Override

The CO/OIC can override the E-Tracking tool application decertification of any member at their unit in the event of system errors.

E.3. Competency Downgrade

The competency downgrade process consists of the member being decertified and unassigned in the higher competency and being assigned and certified in the lower competency.

The competency downgrade section allows CO/OICs to downgrade boat competencies based on the hierarchy outlined by the Office of Boat Forces (CG-731) per **Table 4-1 Progression of Qualification**.

Only those E-Tracking tool application users (CO, OIC, etc.) who can complete the CO approval process for initial certifications and recertifications will be able to complete a competency downgrade.

Examples include:

- (01) Downgrading a tactical coxswain to a coxswain competency.
- (02) A Reservist is demobilized and wishes to have their currency requirements reduced to the Reserve level.

E.4. Reserve Unit Training Capacity

The Office of Boat Forces programmatically manages the largest contingent of drilling Reservists across the service. The current distribution of Reserve forces is based upon established and productive recruiting areas and proximity to military and economic strategic ports.

Codified in both policy and statute, the primary focus of the Coast Guard Reserve is to mobilize in support of national contingency operations (e.g., Homeland Security, National Defense, National Domestic Disaster Response). To meet mobilization requirements, Reservists assigned to Boat Forces units must have adequate Training Capacity to earn and maintain their designated certifications. Established Training Capacity prevents unnecessary administrative burdens on field commands and oversaturation of Reserve billets at a particular unit. It also ensures adequate training resources (i.e., boat hours, Active-duty support, etc.) are available. This Training Capacity model ensures appropriate resource allocation to maximize readiness. The goal is to provide the right mix of people, boats, locations, and training to meet Reserve mobilization requirements.

Although some exceptions exist, Training Capacity at Boat Forces units is modeled to the following standards:

- (01) 1 SERA billet + 1 RTPO billet.
- (02) Capped at a 2:1 Active/Reserve ratio for E4-E6 personnel (i.e. there should not be more than half as many Reserve personnel as Active personnel assigned).
- (03) Reservists will be assigned to different weekends, resulting ideally in one crew training per weekend.
- (04) Units must have, at a minimum, two boats, one of which must be: RB-M, RB-S, SPC-LE, SPC-SW, or MLB.

Changes to units Training Capacity (e.g., proposing new capacity or requesting reductions) can be made in writing to the Boat Forces Reserve Program Specialist through the units servicing Sector RFRS and District (dxr) staff.

CHAPTER 3

Currency

Introduction: This Chapter explains the types of certifications, decertification, and the process for recertification.

In this Chapter: This Chapter contains the following sections:

- A. General Guidance
- B. Currency Requirements
- C. Exceptions/Specific Requirements

Section A. General Guidance

A.1. CO/OIC Responsibilities

The CO/OIC shall ensure that all certified boat crews are afforded sufficient opportunity to comply with the prescribed minimum requirements listed in this Chapter.

A.2. Minimum Requirements

Listed in **PART 4CHAPTER 3Section B Currency Requirements** of this Directive are the minimum currency requirements for maintaining current boat crew position certifications.

- (01) Only those tasks required for the highest certification held need be completed.
- (02) All currency tasks are considered “ANY” tasks. Completion of the task on a single boat type satisfies the currency requirement for all boats for which the member is certified, even if the task says to complete in accordance with an initial qualification “TYPE” task.
- (03) Currency maintenance tasks will be accomplished on boats assigned to the unit, or identical standard boats. Members deployed on board Department of Defense (DoD) or Allied ships are authorized to utilize the DoD, or Allied boat to complete currency maintenance tasks for standard unit boats.
- (04) Requirements may be met through performance during normal operations, or dedicated training operations.
- (05) Additional requirements to complete some tasks on every boat type, or to get a certain number of hours on every boat type is left to the individual command to manage.
- (06) Students at Boat Forces Training Centers will accrue currency credit for the highest competency the member is currently certified while attending a course. The underway hours and currency tasks completed will be captured in ALMIS by the Boat Forces Training Center staff.

A.3. Currency Cycle

Currency maintenance begins from the date the CO/OIC signs, initials, or approves the member’s certification.

The semi-annual currency cycle will be tracked through the periods 01 January through 30 June and 01 July through 31 December regardless of when a member is certified. The annual cycle will be tracked through the period 01 January through 31 December.

Personnel need to only maintain currency in their highest-level competency.

A.3.a. Active Duty

An Active-Duty member that certifies or recertifies after 01 April or after 01 October would be within the last half of the currency cycle and would not have to complete the minimum currency for the respective cycle.

A.3.b. Reserve

Reserve currency cycle is annual beginning 1 January, with the exception of the physical fitness test, which remains semi-annual.

Reserve currency requirements are built to 83 percent of what the Active-Duty component must accomplish in a year. This is a specific readiness factor to account for the possibility of up to two months of mobilization without placing undue hardships on the member to maintain currency. Specifically, underway hours for Reserve currency are a total of 66 hours per annual cycle, with a minimum of 17 hours at night.

A Reserve member that certifies or recertifies after 01 July would be within the last half of the currency cycle and would not have to complete the minimum proficiency requirements for the respective period.

PSU Personnel maintaining tactical competencies shall meet semi-annual task requirements noted below but are permitted to meet the Reserve minimum underway requirements noted above to maintain currency.

A.3.c. Tactical Delivery

Tactical Delivery Team members returning from deployment have 90 days to complete currency maintenance requirements to maintain certification. MSRT COs shall provide decertification override comments for affected unit personnel.

NOTE

MSST Command Cadre will follow the same currency cycle and requirements as Reservists outlined above.

A.4. Currency Documentation

A.4.a. Boat crew currencies shall be documented in the primary E-Tracking tool application. In the event there is a loss in functionality, CO/OIC will use the Alternative Currency Tracker Verification Process. At the end of each currency cycle, the CO/OIC shall verify that each certified member has completed their currency maintenance items. That process shall include the following:

- (01) The currency tracker shall be converted into a PDF file.
- (02) CO/OIC shall verify by electronically signing the PDF Currency Tracker. The electronic signature will provide verification and date it was completed.
- (03) If any member did not fulfill currency tasks, they will be moved from a certified (Crew, Coxswain, Surfman) to an uncertified status in ALMIS.

All signed currency tracker documents shall be maintained electronically in the unit files until the end of the following currency cycle.

A.4.b. Cutter Boats

Due to underway internet connectivity challenges, cutters shall use the alternative training tracking tool while the cutter is underway.

Cutters are authorized a 30-day grace period upon returning from deployment to transfer entries tracked on paper into a training tracking tool.

Cutter Boat Currency Record shall be used to provide a uniform approach to tracking this data via hard copy.

Additionally, units should use Cutter Boat Currency Record to track currency requirements for assets that have not been added into a training tracking tool.

A Cutter Boat Currency Record can be found here:

<https://uscg.sharepoint-mil.us/sites/cg731/PolicyLetters/BFPL11-17Enclosure.xlsx>.

NOTE

Cutters should make a reasonable effort to keep a training tracking tool updated whenever connectivity at sea supports data entry.

A.4.c. Expeditionary Team Deployment Training

Because of connectivity issues when Expeditionary Teams (e.g. MSRTs and PSUs) are on deployment in support of Combatant Commanders they shall document all training and currency maintenance via paper records.

Upon returning from deployment, Expeditionary Teams have 30 days to formally update a training tracking tool.

Section B. Currency Requirements

B.1. All Boat Crew Positions

All boat crew positions shall complete the currency tasks listed below. This table includes ice rescuer unless note states otherwise. All PQS located within BQHs can be found at

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx>.

Task	Requirement	Frequency
Physical Fitness Test	Conduct in accordance with Part 4, Chapter 1, Section C.	Semi-annual
Water Survival Exercise	Conduct in accordance with TASK BCM-02-18- ANY.	Annual
First-Aid and CPR	Maintain certification in accordance with TASK BCM-02-02-ANY.	Biennial
First-Aid refresher	Burns, hypothermia, shock, bleeding, CPR treatment. (Training should be conducted by an EMT or paramedic)	Annual
Risk Management	Review RM with emphasis on mission analysis.	Annual
Basic Engineering Casualty Control Exercises (BECCE) *Not required for ice rescuer	Conduct in accordance with OARS BECCE drill checklists for each standard boat type. (For boat types not listed, drills should be adapted/modified as appropriate)	1 set of drills semi- annual.
Man Overboard *Not required for ice rescuer or SKF-ICE operator. *Engineers and boat crewmembers shall receive credit for either drill performed	Conduct in accordance with OARS MOB checklist. Conduct in accordance with TASK HWX-14-TYPE.	1 day/1 night semi-annual.
AOR *Not required for cutterboat, DSF, or SPC-IRT.	Equivalent of one day and one night trip through all designated areas of interest within the AOR. (see paragraph C.3 of this Chapter)	1 day/1 night semi-annual. 1 day/1 night annual for ice rescuer.

Table continues next page.

Underway hours *Not required for cutterboat, skiff, or punt boat crews.	Active Duty: minimum of 40 hours total, with a minimum of 10 nighttime hours (see NOTE below table.) ATON units: minimum of 40 hours total, with a minimum of 5 nighttime hours. Reserve: minimum of 66 hours total with a minimum of 17 nighttime hours (see NOTE below.) SPC-IRT crew: minimum of 5 hours total with a minimum of 2 nighttime hours Boat Operations in Support of DOD, Allied, and Foreign Partners each hour underway on the platform may count towards underway currency hours, not to exceed 50 percent of overall currency hours.	Active Duty: 1 time semi-annually Reserve: 1 time annually SPC-IRT crew: 1 time annually. Cycle will run 1 July to 30 June
Boat Launch and Recovery *Only required for cutterboat crews	Participate in the launch and recovery of the cutterboat in accordance with ATO Boat OARS checklists.	Cutterboats 3 day/1 night semi-annually
Towing *Not required for cutterboat, skiff or punt boat crews.	Conduct in accordance with OARS towing checklist. Towing should be applicable to unit primary mission (i.e., other boats, buoys, etc.)	1 day/1 night (stern/alongside) semi-annually ATON units shall conduct 2 day tows
Boat Handling *Not required for coxswains, ice rescuer, or SKF-ICE	Conduct in accordance with TASKs BCM-04-10- TYPE, BCM-04-11-TYPE, and BCM-04-12-TYPE. Air boat COXN shall also conduct emergency stop and "J" turn listed in air boat coxswain qualification tasks.	1 day/1 night semi-annually
Operate in an Ice Environment *Ice rescue only	Conduct in accordance with TASK AIRBCM-01-02.	Annual
NOTE Night trips are defined as sorties beginning no sooner than ½ hour after sunset and ending no later than ½ hour before sunrise.		

Table 4-11
Currency Tasks

B.2. Aids to Navigation (ATON) Boat Crew Positions

In addition to the tasks listed under paragraph **B.1. of this Chapter** for all boat crew positions, ATON boat crew positions shall complete the following:

Task	Requirement	Frequency
Mooring Evolution *Required for ATON BCM	Conduct in accordance with TASK ABCM-01-14-TYPE.	2 times semi-annually
Boom/Crane Operation *Required for Boom Crane Operator and ENG (on ATON platform)	Conduct loading/ offloading of sinker, chain, and buoy following hand signals from the BDS.	2 times semi-annually
Supervise Buoy Deck Evolution *Required for BDS	Perform buoy deck evolutions as the BDS.	2 times semi-annually

B.3. Ice Rescuer

In addition to tasks listed under paragraph **B.1. of this Chapter** for all boat crew positions, Ice Rescuers and Ice Rescue crew (where noted) shall complete the following:

Task	Requirement	Frequency
Demonstrate Technique for Transiting on Ice	Conduct in accordance with TASK IR-06-01-ICE.	1 day or night annually
Demonstrate Procedures for Rigging Ice Rescue Shuttle Board	Conduct in accordance with TASK IR-06-02-ICE.	1 day or night annually
Demonstrate Actions as a Line Tender	Conduct in accordance with TASK IR-06-03-ICE.	1 day or night annually
Explain and Demonstrate a Self-Rescue Technique	Conduct in accordance with TASK IR-06-04-ICE.	1 day or night annually
Explain and Demonstrate a Reach Technique using the Ice Rescue Shuttle Board Forearm Sling	Conduct in accordance with TASK IR-06-05-ICE.	1 day or night annually
Explain and Demonstrate a rescue using the Cold Water Rescue Sling	Conduct in accordance with TASK- IR-06-06-ICE.	1 day or night annually

Explain and Demonstrate Victim Transport Procedures	Conduct in accordance with TASK IR-06-08-ICE.	1 day or night annually
Prepare the SKF-ICE for Use	Conduct in accordance with TASK IR-06-09-ICE.	1 day or night annually
Perform a Rescue Using the SKF-ICE	Conduct in accordance with TASK IR-06-10-ICE.	1 day or night annually
Pre-Start Check and Starting the Boat *required for all ice rescue boat crew positions	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified	1 time annually
Secure the Boat *required for all ice rescue boat crew positions	Conduct securing procedures for each boat for which the member is certified.	1 time annually

Table 4-12
Ice Rescuer Tasks

B.4. SPC-IRT Boat Crew Member

In addition to tasks listed under paragraph **B.1. of this Chapter** for all boat crew positions, SPC-IRT boat crew members shall complete the following:

Task	Requirement	Frequency
Operate in an Ice Environment	Conduct in accordance with TASK AIRBCM-01-02-TYPE.	1 day/1 night annually

B.5. Flood Response

In addition to tasks listed under paragraph **B.1.** of this Chapter, for all boat crew positions, flood responders shall complete the following:

Task	Requirement	Frequency
Complete mandated online training requirements	Conduct in accordance with TASK FR-01-01-FLOOD.	1 day annually
Review and discuss CISAR Addendum	Conduct in accordance with TASK FR-02-01-FLOOD.	1 day annually
Demonstrate proficiency with all issued water rescue personal protective equipment	Conduct in accordance with TASK FR-02-02-FLOOD.	1 day annually
Pre-Start Check and Starting the Boat	Unpack, inflate, and deploy a mission ready Flood Response Boat.	1 day annually
Demonstrate operating a Flood Response Boat	Conduct in accordance with TASK FR-02-01-FLOOD.	1 day annually
Define and demonstrate search parameters for a water rescue incident, including use of GPS & mapping skills.	Conduct in accordance with TASK FR-02-02-FLOOD.	1 day annually
Demonstrate a floodwater rescue to a water bound victim	Conduct in accordance with TASK FR-02-02-FLOOD	1 day annually
Demonstrate the deployment of a rope system specific to a water rescue	Conduct in accordance with TASK FR-02-02-FLOOD.	1 day annually
Demonstrate water entry and survival techniques.	Conduct in accordance with TASK FR-02-03-FLOOD.	1 day annually
Perform non-entry rescue in the surface water, flood water environment.	Conduct in accordance with TASK FR-03-01-FLOOD.	1 day annually
Perform a water entry rescue in the flood water environment.	Conduct in accordance with TASK FR-03-02-FLOOD.	1 day annually
Recover a person in the water (PIW) using a direct pickup method	Conduct in accordance with TASK FR-02-03-FLOOD.	1 day annually
Secure the Boat	Secure outboard motors. Decontaminate, deflate, pack, and stow the Flood Response Boats and Engines	1 day annually

B.6. Engineer

In addition to tasks listed under paragraph **B.1.** of this Chapter, for all boat crew positions, engineers shall complete the following:

Task	Requirement	Frequency
Pre-Start Check and Starting the Boat	Conduct the check and start for each boat type in accordance with the applicable MPC.	2 times semi-annually
Secure the Boat	Conduct securing procedures for each boat in accordance with applicable MPC.	2 times semi-annually

B.7. Coxswain

In addition to the tasks listed under paragraph **B.1.** of this Chapter, for all boat crew positions, coxswains shall complete the following:

Task	Requirement	Frequency
Pre-Start Check /Starting the Boat	Conduct the check and start for each boat type in accordance with MPC.	2 -semi-annually
Secure the Boat	In accordance with applicable MPC for each boat.	2- semi-annually
Day/Night Navigation and Piloting *Does not apply to skiff or punt coxswains	Conduct in accordance with Automated Plotting drill. (For boat types not listed, drills should be adapted/modified as appropriate.)	1 day/1 night semi-annually
Search Patterns (Precision) *Required for Stations only	Conduct each precision search pattern (PS/CS/TSR) in accordance with OARS Precision SAR Pattern Checklist.	Night semi-annually 1-PS, 1-CS, 1-TSR
Search Patterns (Drifting) *Does not apply to the Western Rivers	Conduct each drifting search pattern (SS/VS) in accordance with the OARS search patterns (drifting patterns) checklist.	Night semi-annually 1-SS, 1-VS ATON Teams and cutter boats perform same drills, day only.
Deck Watch Officer Exam	Conduct in accordance with TASK COXN-01-ANY.	Every five years
All Coxswains – Maneuver the Boat Alongside Another Boat, with No Way-On, and Transfer Personnel *Does not apply to SPC-IRT	Conduct in accordance with TASK COXN-55-ANY.	1 day/1 night semi-annually ANTs shall conduct 1 day semi-annually.
All Coxswains – Maneuver the Boat Alongside Another Boat, with Way-On, and Transfer Personnel *Does not apply to SPC-IRT	Conduct in accordance with TASK COXN-56-ANY.	1 day/1 night semi-annually ANTs shall conduct 1 day semi-annually.
All Coxswains – Maneuver the Boat Alongside a Ship and Transfer Personnel *Cutter Boats Only.	Conduct in accordance with TASK COXN-57-ANY.	1 day/1 night semi-annually

B.8. ATON Coxswain

ATON coxswains shall complete the tasks listed under paragraphs **B.1.**, **B.2.** and **B.7.** of this Chapter, unless otherwise noted.

B.9. SPC-IRT Coxswain

In addition to tasks listed under paragraphs **B.1.** and **B.7.** of this Chapter, SPC-IRT Boat Coxswains shall complete the following:

Task	Requirement	Frequency
Trailer the Air Boat	Conduct in accordance with TASK AIRCOXN-01-03-TYPE.	1 day/1 night annually
Launch the Air Boat	Conduct in accordance with TASK AIRCOXN-01-04-TYPE.	1 day/1 night annually
Maneuver an Air Boat in Icy Rivers and Open Areas	Conduct in accordance with TASK AIRCOXN-01-05-TYPE.	1 day/1 night annually
Stop the Air Boat a Safe Distance from Object/Structure	Conduct in accordance with TASK AIRCOXN-01-06-TYPE.	1 day/1 night annually
Transit the Air Boat in Various Ice Conditions	Conduct in accordance with TASK AIRCOXN-01-07-TYPE.	1 day/1 night annually
Recover a Person from the Water Using the Indirect Pickup Method	Conduct in accordance with TASK AIRCOXN-01-08-TYPE.	1 day/1 night annually

B.10. Flood Response Operator

In addition to tasks listed under paragraph **B.1.** of this Chapter for all boat crew positions, Flood Response Boat coxswains shall complete the following:

Task	Requirement	Frequency
Maneuver the Boat in Tight Quarters	Conduct in accordance with TASK COXN-15-TYPE.	1 day annually
Maneuver the Boat Alongside Another Boat with No Way-On, and Transfer Personnel	Conduct in accordance with TASK COXN-55-ANY.	1 day annually
Discuss or Demonstrate the Appropriate Responses to the Applicable Basic Engineering Casualty Control Exercises (BECCE)	Conduct in accordance with TASK COXN-26-TYPE.	1 day annually
Perform rescue of a victim in a floodwater environment as the Coxswain	Conduct in accordance with TASK FR-02-02-FLOOD.	1 day annually
Recover a person in the water (PIW) using a direct pickup method as the Coxswain	Conduct in accordance with TASK COXN-53-TYPE.	1 day annually

B.11. Heavy Weather Coxswain and Surfman

In addition to the tasks listed under paragraphs B.1. and B.7. of this chapter, heavy weather coxswains and surfman shall complete the following:

Task	Requirement	Frequency
Heavy Weather Person in the Water (PIW) Recovery	Conduct in accordance with task HWX-14-TYPE.	2 days/2 nights annually
Transit a Surf Zone (applies only to HWX COXNs at Surf Stations)	Conduct in accordance with TASK HWX-20-TYPE and TASK HWX-21-TYPE.	6 transits annually
Heavy Weather Towing *HWX COXN and Surfman	Conduct in accordance with TASK HWX-17-TYPE.	2 days annually in addition to the towing requirement in table B.1. above for all crew positions.
Transit a Surf Zone *Surfman only	Conduct in accordance with TASK SRF-08-TYPE and TASK SRF-09-TYPE.	6 transits annually

NOTE

For policy/guidance on deferment of heavy weather currency tasks, see **PART 4CHAPTER 2C.5.** of this part.

B.12. Tactical Competencies

In addition to the tasks listed under paragraphs B.1. and B.7. of this Chapter, TCOXNs shall complete the following where noted. TBCMs shall complete tasks under paragraph B.1. of this Chapter and the following where noted:

Task	Requirement	Frequency
Perform Duties of Screen Boat for Moving and Stationary HVA *TCOXN only	Conduct TASKs TCOXN-01-03-TYPE and TCOXN-01-04-TYPE of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 day/1 night Semi-annually- Moving HVA and Stationary HVA.
Perform Duties of Tactical Reaction Boat *TCOXN only	Conduct TASK TCOXN-01-05-TYPE of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 day/1 night semi-annually
Vessel on Vessel Use of Force *TCOXN only	Conduct TASK TCOXN-JUFE-VSL of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Weapons Employment *TCOXN only	Conduct TASK TCOXN-01-07-TYPE of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist. *Note: For Reserve weapons currency Reference (j)	1 semi-annually
Law Enforcement Homeland Security and Defense Operations *TCOXN only	Conduct TASK COXN-09-01-ANY located on the Office of Boat Forces SharePoint site: https://uscg.sharepoint-mil.us/sites/cq731/SitePages/Manuals.aspx in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
CG Judgmental Use of Force Evaluation *TBCM only	Conduct TASK TBCM-JUFE of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Escorting a Moving High Value Asset (HVA) *TBCM only	Conduct TASK TBCM-01-11-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Protection of Stationary/Anchored HVA *TBCM only	Conduct TASK TBCM-01-12-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Escorting a Target of Interest *TBCM only	Conduct TASK TBCM-01-14-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Weapons Employment *TBCM only	Conduct TASK TBCM-01-16-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Weapons Command and Control *TBCM only	Conduct TASK TBCM-01-17-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually

Demonstrate Weapons Usage and Control *TBCM only	Conduct TASK TBCM-01-18-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Use of Mounted Automatic Weapons *TBCM only	Conduct TASK TBCM-01-19-ANY of Reference (j) in accordance with STAN PWCS Security Zone Enforcement Checklist.	1 semi-annually
Machine Gun Boat Course	Conduct in accordance with Machine Gun Boat Course.	Annually

B.13. Pursuit Competencies

In addition to the tasks listed under paragraphs **B.1.** and **B.7.** of this Chapter, PCOXNs shall complete the following where noted. PBCMs shall complete tasks under paragraph B.1. of this Chapter and the following where noted:

Task	Requirement	Frequency
Law Enforcement Homeland Security and Defense Operations *PCOXN only	Conduct TASK COXN-42-ANY located on the Office of Boat Forces SharePoint site: https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx in accordance with OARS TEAM Pursuit Checklist.	1 semi-annually
Pursuit Formations *PCOXN only	Conduct TASK PCOXN-01-02-TYPE of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Pursuit Maneuvers *PCOXN only	Conduct TASK PCOXN-01-03-TYPE of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Mandatory Checklist for Stopping Non-Compliant Vessels *PCOXN only	Conduct TASK PCOXN-01-04-TYPE of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Use of Force Continuum Steps and SNO procedures *PCOXN only	Conduct TASK PCOXN-01-05-TYPE of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Pursuit Formations *PBCM only	Conduct TASK PBCM-01-03-ANY of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Pursuit Maneuvers *PBCM only	Conduct TASK PBCM-01-04-ANY of Reference (j) in accordance with OARS TEAM Checklist.	2 day semi-annually
Mandatory Checklist for Stopping Non-Compliant Vessels *PBCM only	Conduct TASK PBCM-01-06-ANY of Reference (j) in accordance with OARS TEAM Checklist.	2 day semi-annually

Task	Requirement	Frequency
Weapons Command and Control *PBCM only	Conduct TASK PBCM-01-07-ANY of Reference (j) and (d) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Demonstrate Weapons Usage, Command & Control *PBCM only	Conduct TASK PBCM-01-08-ANY of Reference (j) in accordance with OARS TEAM Pursuit Checklist.	2 day semi-annually
Binocular Night Vision Device (OH) *PCOXN only	Operate a CG boat using BNVDs to maintain currency. BNVD sorties should be logged within ALMIS using the mission code "BNVDMSN" (BNVD Mission).	Minimum of 2 hours underway over 3 different sorties semi-annually
Risk Management *PCOXN only	Conduct TASK PCOXN-01-10-ANY of Reference (j) and discuss associated risks with employing NVCP Use of Force.	1 semi-annually

B.14. Advanced Interdiction Boat Crew Member

In addition to the tasks listed in **B.1.** above for all boat crew positions, Advanced Interdiction Boat Crew Member (AI-BCM) shall complete the following:

Task	Requirement	Frequency
DEFINE Boat Assault Force Formations	Conduct in accordance with TASK AI-BCM-01-08-ANY.	1 day or 1 night semi-annually
PARTICIPATE Hook & Climb	Conduct in accordance with TASK AI-BCM-01-10-ANY.	1 day or 1 night semi-annually

NOTE

In addition, the AI-BCM shall maintain currency for TBCM and PBCM.

B.15. Advanced Interdiction Coxswain

In addition to the tasks listed in paragraphs B.1. and B.7. of this Chapter, AI COXNs shall complete the following:

Task	Requirement	Frequency
DEMONSTRATE Boat Assault Force	Conduct in accordance with TASK AI-COXN-01-05-ANY.	1 day or 1 night semi-annually
DEMONSTRATE Hook and Climb Delivery Operations	Conduct in accordance with TASK AI-COXN-01-06-ANY.	1 day or 1 night semi-annually
DEMONSTRATE BNVD	Conduct in accordance with TASK AI-COXN-01-09-ANY	1 day or 1 night semi-annually
DEMONSTRATE Screening Vessel Duties Stationary	Conduct in accordance with TASK TCOXN-01-05-TYPE	1 day or 1 night semi-annually
DEMONSTRATE Reaction Vessel Duties	Conduct in accordance with TASK TCOXN-01-06- TYPE	1 day or 1 night semi-annually
DEMONSTRATE Use of Force Continuum Steps	Conduct in accordance with TASK TCOXN-01-07-TYPE	1 day or 1 night semi-annually
DEMONSTRATE Pursuit Maneuvers	Conduct in accordance with TASK PCOXN-01-04-TYPE	1 day or 1 night semi-annually

NOTE

By completing the currency maintenance listed in **B.12.** and **B.13.** of this Chapter, AI-COXNs can operate as a certified TCOXN and/or PCOXN.

B.16. Boat Team Leader

In addition to the tasks listed in **B.1.**, **B.7.**, **B.12.**, **B.13.**, and **B.14.** in this Chapter, Boat Team Leader (BTL) shall complete the following:

Task	Requirement	Frequency
COMPLETE Boat Assault Force Formations	Conduct in accordance with TASK BTL-01-04-ANY.	1 day or 1 night semi-annually
DIRECT Hook and Climb Delivery Operations	Conduct in accordance with TASK BTL-01-05-ANY.	1 day or 1 night semi-annually

NOTE

By completing the currency maintenance listed in **B.15.** of this Chapter, AI-COXNs can operate as a certified TCOXN and/or PCOXN.

B.17. Flood Response Team Leader

In addition to the tasks listed in paragraph **B.1.** of this Chapter Flood Response Team Leaders shall complete the following:

Task	Requirement	Frequency
Complete annual currency requirements for Flood Responder or Flood Response Coxswain certification	Conduct in accordance with TASK FRTL-01-02-TYPE.	1 time annually
Maintain relevant currency requirements (if any) for Division/Group Supervisor *or if substituted, DSF Deployable Team Leader (DTL) or Response Officer/Response Supervisor	Conduct in accordance with TASK FRTL-01-01-TYPE.	1 time annually

Section C. Exceptions/Specific Requirements

C.1. Boarding Officer /Boarding Team Member

Units shall assign Boarding Officer (BO) and Boarding Team Member (BTM) competencies in accordance with Boat Forces Billet Title and Competency Business Rules found at:

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Station%20Staffing.aspx> .

C.1.a Tactical/Pursuit BTM Currency Maintenance

In accordance with Reference (j), TCOXN, TBCM, PCOXN, and PBCM shall maintain, at a minimum, their BTM certification.

C.2. Weapons Qualification Standards

Weapon qualification standards specified in this Instruction must be continuously maintained in accordance with Reference (k). If a member lapses, or otherwise becomes unqualified on any of the required qualification standards (e.g., course of fire, JUFE, PQS, Phase IV), the CO/OIC shall locally suspend the member's mission certification in writing until the specific weapons qualification standards are met. Once the weapon qualification standard(s) are met in accordance with Reference (k), the CO/OIC may reinstate member's mission certification for the competency that was suspended without any additional requirement.

If the local suspension extends through the end of the boat crew competency currency cycle (e.g., 30 June or 31 December), then the CO/OIC shall document the local suspension and any impact to currency maintenance.

C.3. Area of Responsibility

Ashore CO/OICs shall review their AOR and establish, in writing, designated areas of interest for boat crew familiarity. Although not required for DSF units, the CO should designate areas of interest within their homeport.

NOTE

AOR sorties will be completed on unit assigned boats.

C.3.a. Station (small)

For Station (small), the CO/OIC shall establish, in writing, designated areas of interest. Members permanently or temporarily stationed at a Station (small) must meet the AOR familiarization currency requirements for the Station (small).

C.3.b. Local Knowledge of Designated Areas of Responsibilities

At a minimum, boat crews operating within their designated AOR shall be familiar with the following:

- (01) Harbor and channel conditions.
- (02) Depth of water.

- (03) Type of bottom.
- (04) Shoaling effect.
- (05) Water hazards and surf zones.
- (06) Currents and their affects in various areas.
- (07) Landmarks.
- (08) Established ranges.
- (09) Lights on buildings.
- (10) Names and locations of marinas and boat ramps.
- (11) Local terminology for landmarks in area.
- (12) Magnetic courses in and out of commonly used harbors/inlets.
- (13) Capabilities, limitations, and operating areas of Other Government Agencies in the AOR.

C.4. Waivers for Night Operations

Waivers for nighttime currency requirements must be requested through the appropriate chain of command and approved by the Office of Boat Forces (CG-731). Personnel receiving such waivers are only authorized to operate in daylight hours.

C.5. Deck Watch Officer Examination Program

Deck Watch Officer proficiency requires administration of an open book test every 5 years after initial successful completion of the exam. Failure to meet this currency requirement results in a local suspension of Coxswain certifications until the test is passed.

C.6. Team Coordination Training

CO/OIC shall comply with the requirements of Reference (1). All members exercising control over boat operations, including the CO/OIC, OOD, communications watch personnel and all boat crews assigned to the unit shall receive Team Coordination Training (TCT).

The initial "Introduction to Risk Management" (Course 100202) on the E-Learning website does not auto populate into the E-Tracking tool application. Units will need to manually enter the member's completion of the course into E-Tracking tool application or create a memorandum to show task completion.

Failure to maintain currency will result in the member being decertified and required to attend TCT/RM training prior to recertification.

C.7. Documentation Requirements

Any failure to maintain currency requirements, or loss of certification, should be documented in a training tracking tool. Failure to certify within the timeframe specified in this Instruction should be documented by other administrative means.

CHAPTER 4

Documentation

Introduction: This Chapter explains the types of certifications, decertification, and the process for recertification.

In this Chapter: This Chapter contains the following sections:

- A. Record of Trainee Progress
- B. Boat Crew Certificates

Section A. Record of Trainee Progress

A.1. Trainee Progress

A complete record of each trainee's progress shall be maintained. The following options exist:

- (01) E-Tracking tool application.
- (02) Alternative tracking tool.

This is accomplished in two sections:

- (01) Initial qualification: to record Task accomplishment.
- (02) ALMIS Mission Records: to record underway hours and drills.

A.2. Task Accomplishment Record

A task accomplishment record appears in the beginning of each Chapter of the applicable Boat Qualification Handbook. These handbooks can be found on the Office of Boat Forces SharePoint site: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx>. Copies of the task accomplishment record should be kept in the trainee boat crew training binder and updated as required.

A.3. Record Maintenance

The DT and unit TO/TPO share joint responsibility for maintaining the member's training record.

A.4. Unit Training Officer/Training Petty Officer

The unit TO/TPO is responsible for the establishment and monitoring of the trainee boat crew training. When a new member reports aboard, the TO/TPO shall enter the member in a training tracking tool and assign competencies as appropriate.

The TO/TPO is responsible for seeing that all required tasks, or additional locally generated tasks, are signed off and documented in a training tracking tool. The TO/TPO should also monitor currency drills and exercises to ensure it is current, and accurate.

A.5. Member/Trainee Documentation

All member/trainee's underway time and accomplished training shall be recorded in a training tracking tool.

A.5.a. Alternative Documentation Reports

The unit TO/TPO or assigned person shall use the following ALMIS reports to record information on the currency tracker:

- (01) Recurrent Training Report to track AOR Points assigned to the unit.
- (02) Full Crew Logbook to track Crew & Engineer underway tasks.
- (03) Full Coxswain Logbook to track Coxswain underway tasks.
- (04) Crew & Engineer Currency Hours to track Crew & Engineer underway hours.
- (05) Coxswain Currency Hours to track Coxswain underway hours.

All ALMIS reports, memorandums, and currency tracker can be found at Alternative TMT Information or by going to The Office of Boat Forces SharePoint site: Office of Boat Forces (CG-731) - Home (sharepoint-mil.us) >Training >Alternative TMT Information.

Section B. Boat Crew Certificates

B.1. Certification

Final certification for all boat crew positions and boat type designations shall be approved by the CO/OIC in a training tracking tool. The following sections must be completed for each individual position. This may not be delegated:

- (01) The boat crew position.
- (02) The boat type for which the certification is granted.
- (03) For heavy weather coxswains, annotate status of surf tasks (surf units only).

B.2. Boat Crew Certificates

Personnel of the Coast Guard, Coast Guard Reserve, and Coast Guard Auxiliary shall be provided with a certificate recognizing their certification in applicable boat crew positions. The certificate numbers are listed in **Table 4-13**.

B.3. Authorization

The CO/OIC is authorized to furnish the appropriate certificate providing the member has met the certification requirements. The Boat Crew Certificates may be obtained from <https://uscg.sharepoint-mil.us/sites/USCGReferences/forms/SitePages/Home.aspx>.

Certificate Number	Certificate
CG-5063	Boat Crew Member Certificate
CG-5063A	ATON Boat Crew Member Certificate
CG-5063B	Boom/Crane Operator Certificate
CG-5063C	Buoy Deck Supervisor Certificate
CG-5063D	Tactical Boat Crew Member Certificate
CG-5063E	Pursuit Boat Crew Member Certificate
CG-5063F	Engineer Certificate
CG-5063G	Coxswain Certificate
CG-5063H	ATON Coxswain Certificate
CG-5063I	Tactical Coxswain Certificate
CG-5063J	Pursuit Coxswain Certificate
CG-5063K	Heavy Weather Coxswain Certificate
CG-5063L	Surfman Certificate

Table 4-13
Boat Crew Certificates

CHAPTER 5

Competencies

Introduction: This Chapter discusses the purpose and importance of competencies as defined in Reference (m). It also discusses the relationship between billet competencies and personal competencies. A representative list of competencies appears in Section B of this Chapter, and a complete list of competencies can be found in Reference (m), which is available on the <https://uscg.sharepoint-mil.us/sites/ppc/SitePages/Home.aspx> SharePoint site and on <https://uscg.sharepoint-mil.us/sites/competency-mgmt-systems/SitePages/Home.aspx> site.

In this Chapter: This Chapter contains the following sections:

- A. Competency Codes Management
- B. Available Competencies

Section A. Competency Codes Management

A.1. Competency Codes Management

The appropriate competency code is assigned and entered in Direct Access (DA) when a member has met the requirements set forth in this Instruction and are certified by the CO/OIC.

A.1.a. Unit Competencies

Competencies are assigned to units based on mission and boat types. Unit CO/OICs shall ensure their unit competencies are in accordance with the Boat Forces Billet Title and Competency Business Rules, available on the Office of Boat Forces SharePoint: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Competencies.aspx>.

CO/OICs shall review their unit competencies annually to ensure competencies are accurate, when there is a change to platforms, or unit designation. Ensuring competencies are properly linked will assist in the development of quota development for resident training.

- (01) Compare platform competencies assigned to the unit Boat Forces Billet Title and Competency Business Rules.
- (02) Determine which competencies need to be removed and which ones need to be added for each billet number at the unit.
- (03) Complete a "Request to Assign Competencies, Education, or Officer Specialty to a Position," Form CG-5311.
- (04) Email the completed "Request to Assign Competencies, Education, or Officer Specialty to a Position," Form CG-5311 with a spreadsheet showing competencies, and billets that require attention to the Office of Boat Forces (CG-731) through the Operational Commander.
- (05) The Office of Boat Forces (CG-731) will validate the request and will have the unit's platform competencies updated.

A.1.b. Billet Competencies

Billets refer to a position at a unit and are represented on the Personnel Allowance List. The type of billets assigned to a unit are based on the unit's mission requirements and boat types. Competencies are assigned to these positions to ensure the unit is capable of meeting its mission requirements. Members are then assigned to fill these positions and are expected to meet the associated requirements.

A.1.c. Personal Competencies

When a member is assigned to a billet the unit should review what competencies are required of the billet in Direct Access and assign the competencies to that member in a training tracking tool.

A.2. Competency Codes

Competency codes reflect the type of boat and crew position for which a member is certified. When a certified boat crew member has met the requirements set forth in this Instruction, the appropriate competency code is assigned, and an entry made in the individual's personnel record. The Servicing Personnel Office (SPO) Yeoman will make a Coast Guard Human Resources Management System entry in the member's electronic Personnel Data Record (PDR) after receipt of supporting documentation provided by the unit command.

Submission of the necessary documentation into the personnel management system is critical to the member as well as all levels of the Coast Guard.

Section B. Available Competencies

B.1. Competencies

Every unit has unique operational requirements based on their AOR, tempo of operations, or demand for Coast Guard services. The Competency Dictionary can be found at: <https://uscg.sharepoint-mil.us/sites/ppc/PD/guides/default.aspx>.

B.2. Reserve Competencies

Reserve competencies are designed to meet mission needs, while accounting for the unique constraints of a Reservist's drill schedule. Reserve competencies exist for Coxswain, Boat Crew Member, and Engineer positions on nearly all platforms. They are on par with Active-Duty competencies but follow an annual currency cycle. Initial qualification tasks are identical to Active-Duty requirements.

B.3. Coast Guard Auxiliary

Coast Guard Auxiliary members may only be assigned the following boat crew competencies on Coast Guard boats upon completing the same qualification and certification requirements as Active-Duty members:

- (01) Boat crew member (including ATON).
- (02) Engineer (including ATON).

PART 5

OPERATIONAL ASSESSMENTS AND TRAINING

Introduction: This Part provides guidance for the OARS Team and Ready for Operations personnel conduction assessments on a unit's readiness.

In this Part: This Part contains the following chapters:

1. Assessment of Unit Readiness

CHAPTER 1

Assessment of Unit Readiness

Introduction: The Boat Forces OARS Team conducts formal standardization assessments on shore-based Boat Force units. The OARS Team reports the results of the Assessment to the unit CO/OIC, Operational Commander, and to applicable CG Headquarters elements. Cutter boats will be inspected by the FORCECOM Afloat Training Organization during the Command Assessment of Readiness Training/ Tailored Ship's Training Availability (TSTA) cycle. The cutter boat ATO reports the results of the assessment to the unit CO/OIC, Operational Commander, and to applicable CG Headquarters elements.

In this Chapter: This Chapter contains the following sections:

- A. Readiness and Quality Assurance Specialist
- B. Boat Forces OARS Team
- C. Ready for Operations

Section A. Readiness and Quality Assurance Specialist

A.1. Overview

A standardized qualification program ensures a thorough and practical training process for personnel assigned to OARS Team and RFO billets. Additionally, this will provide minimum standards of training for OARS Team and RFO billets across the Coast Guard to ensure Readiness and Quality Assurance Specialists accurately determine the readiness of our Boat Forces units.

A.2. Competency

Readiness and Quality Assurance Specialists are evaluators who uphold the Coast Guard's organizational readiness standards for cutters, airframes, or boats. They assess, train, and evaluate certified crews on their ability to meet mission demands. Readiness and Quality Assurance Specialists provide the Coast Guard and Operational Commanders with an accurate report of a unit's overall readiness.

A.3. Qualification Process

To achieve the competency for Readiness and Quality Assurance Specialist, OARS Team and RFO billeted personnel will complete the requirements listed below.

NOTE

Districts with Reserve RFOs and Reservists fulfilling a Sector RFO position will be required to certify through the qualification requirements detailed below.

A.3.a. Boat Forces OARS Team

Personnel assigned to Training Center Yorktown Boat Forces and Cutter Operations Doctrine/OARS Team shall complete the following requirements:

- (01) Certify as Instructor (PERJC) within six months of reporting aboard.
- (02) Complete BQH Volume VIII – Readiness and Quality Assurance Specialist, OARS TEAM Section.
- (03) Document certification.

A.3.b. Ready for Operations

Personnel assigned to Sector RFO billets shall complete the following requirements:

- (01) Complete BQH Volume VIII – Readiness and Quality Assurance Specialist, RFO Section.
- (02) Additional JQRs assigned by the Operational Commander, if applicable.
- (03) Document certification.

A.4. Documentation

Upon completion of all requirements:

- (01) Certification for personnel assigned to Training Center Yorktown rests with the OARS Team Section Chief.
- (02) Certification for personnel assigned to an RFO Team rest with the Operational Commander or their delegated authority.

A copy will be forward to unit administration for the appropriate competency code to be assigned in DA.

A.5. Competency Assignment

Operational Commanders and the TRACEN Yorktown OARS Team Section Chief are responsible for awarding this competency.

Section B. Boat Forces OARS Team

B.1. Overview and Goals

The Operational Assessment and Readiness Support (OARS) concept is in keeping with direction from the Commandant's Intent, Ready Workforce 2030, Assistant Commandant for Capability (CG-7), and the Office of Boat Forces (CG-731) using a holistic, data driven approach to boat crew training and readiness proficiency.

The OARS core functions are:

- (01) Assess Boat Standardization and Material Condition,
- (02) Assess Scenario Based, Low-Simulation Operational Drills,
- (03) Assess Rescue and Survival Systems Program,
- (04) Identify, Design, and Deliver Performance Support Tools (e.g. tailored training during unit visits) to meet the readiness demands of operational units,
- (05) Collect and Report Data on the health and performance of the Boat Forces Community.

B.2. Assessments

The OARS Team works closely with the Office of Boat Forces (CG-731) on the details of the assessment. The annual assessment schedule is developed in conjunction with the Areas and Districts. The details associated with the OARS Team Assessment will be maintained and posted on the OARS Team SharePoint site:

<https://uscg.sharepoint-mil.us/sites/bfco/SitePages/Welcome.aspx>.

OARS Team/RFO shall endeavor to utilize mobile devices to modernize unit assessments and data collection.

B.3. Exportable Training

OARS Team delivers tailored, exportable training to units as part of OARS Team Assessment. This training directly addresses the most common discrepancies identified in year-over-year analysis of OARS Team Assessment Reports.

NOTE

Districts/Areas that have an established Reserve RFO program shall follow the policies and procedures established for the Boat Readiness and Training Team as described in this part.

B.4. Assessment Schedule and Notifications

The OARS Team Assessment Schedule will be posted on the OARS Team SharePoint site <https://uscg.sharepoint-mil.us/sites/bfco/SitePages/Welcome.aspx>.

Approximately 45 days prior to a visit, the unit will receive notification of their upcoming assessment visit via e-mail from the OARS Team. The unit shall complete the unit roster sheet and return it to OARS Team no fewer than 30 days prior to the scheduled visit.

The OARS Team will conduct a pre-arrival review of ALMIS and the E-Tracking tool application (e.g., DA, CGBI).

Fourteen days prior to the scheduled visit, OARS Team will contact the unit to confirm the visit dates, discuss exportable training options, results of the pre-arrival review, and address any concerns.

Units shall provide a copy of previous RFO Assessment reports completed since the last OARS Team Assessment at least two weeks prior to the assessment.

B.5. Assessment Agenda

The agenda for each assessment follows a routine schedule assuming all boats are available, regardless of status (FMC, PMC, etc.), except for boats in depot-level availability. The following schedule is notional and subject to modification by the OARS Team.

B.5.a. Day 1

The OARS Team provides an in-brief to the unit, reviews records, unit instructions (including navigation standards), and charts. The team will also conduct an R&SS assessment and boat materiel assessment. After completion of the materiel assessment and full power trial, underway drills may begin.

B.5.b. Day 2-5.

Any remaining administrative review is completed, and underway drills are conducted. Upon completion of the assessment and drills, the unit is provided a draft assessment report and out brief.

B.5.c Exportable Training

Following the assessment portion of the visit, the OARS Team will provide tailored training to the unit based on unit needs and command requests. This training will occur prior to the out brief.

B.6. Evaluated Programs

As part of the Assessment phase of the Boat Forces Readiness System, the OARS Team evaluates the following programs:

- (01) General Administration and Training Program.
- (02) Navigation (e.g., paper, and e-nav).
- (03) Naval Engineering.
- (04) Rescue and Survival System (R&SS).
- (05) Performance Based Drills.
- (06) ATON rigging.

OARS Team checklists are available on SharePoint:

<https://uscg.sharepoint-mil.us/sites/FC-A/SitePages/FC-Act.aspx>

B.7. General Administration and Training Program

The General Administration and Training programs will be inspected, to include unit Navigation Standards, E-Tracking tool application data, designation letters, and other records. OARS Team will review records for the training, qualification, and certification of all CG personnel (including Reservists) attached to the unit.

B.8. Naval Engineering

A thorough materiel assessment is conducted on each boat to ensure compliance with Commandant-directed configuration management.

The OARS Team will inspect all boats and trailers attached to the unit, except for those in depot-level availability. Operational Commanders shall ensure that the maintenance relief hull undergoes an OARS Team Assessment. The practice of transferring maintenance relief hulls away from a unit with an upcoming OARS Team Assessment is in direct opposition with the intent of operational assessments and training. The OARS Team will also inspect and report on boats in Not Mission Capable (NMC) status to the extent possible.

B.9. Materiel Assessment

A functional assessment of all installed machinery, weight-handling equipment, and boat outfit items will be conducted. During the underway portion, a full power trial will be performed in accordance with the appropriate MPC or Boat Operator's Handbook (BOH). For platforms that do not have full power trial guidance, the Boat Forces Team will conduct a full power trial using guidance from a similar platform (comparable size, engine, other specifications, etc.).

Platforms that have parts on order prior to an OARS Team Assessment shall have their discrepancy entered into ALMIS or other approved applications.

B.10. Materiel Assessment References

The following references inform Materiel Assessments:

- (01) Standard Boats use the applicable BOH.
- (02) Any boat for which a BOH has not been published, use Boat Information Book or the Non-Standard Boat BOH, References (d), (m), (n), applicable MPC, technical publications, and drawings.
- (03) Supporting Naval Engineering Materiel Condition Checklists.

B.11. Rescue and Survival Systems Program Assessment

An assessment of the R&SS program, including issuance, maintenance records, and material condition shall be conducted for all personnel, including Reservists. This assessment shall be conducted prior to any underway operations.

R&SS equipment will be inspected to ensure satisfactory materiel condition, compliance with MPC requirements, and the overall adequacy of the maintenance program.

B.12. Drill Evaluation

As part of the assessment phase of Boat Forces Readiness System, the OARS Team will evaluate boat crew readiness and effectiveness through low simulation underway drills. Drill evaluation should be conducted under circumstances as close to actual operational environments as practical. The OARS Assessment will consist of the following drills:

- (01) Core Drills.
- (02) Navigation Drills.
- (03) Mission Specific Drills including: (as applicable) e.g. ATON, PWCS, Pursuit, Surf, Heavy Weather, Ice Rescue, etc.

All certified boat crews will be evaluated through a minimum of three drills. Additionally, boat crews will be evaluated at night.

Whenever possible, the full power trial will be successfully completed prior to conducting drills. If the full power trial is not successfully completed, the boat may still be used to conduct drills provided there are no disabling and/or restrictive casualties. Drills may be conducted with waivers for restrictive casualties. The results of all drills will be included in the OARS Team Assessment Report.

B.13. Out Brief

Upon completion of the OARS Team Assessment, out-briefs are provided to the unit Command Cadre. The Operational Commander, or their direct representatives, shall attend. The OARS Team will review results and compare the assessment to previous RFO Assessments. Significant differences and discrepancy patterns will be noted on the report.

B.14. Assessment Report

No more than 30 days after an assessment, the OARS Team will provide a copy of the Standardization Assessment report to:

- (01) The unit.
- (02) Operational Commander.
- (03) Commandants (CG-731), (CG-721), (CG-751), (CG-45), and (CG-1K31).
- (04) CG FORCECOM (FC-A) and (FC-Afr).
- (05) CG SFLC (SBPL).

B.15. Annual Report

The OARS Team authors the Boat Forces OARS Team Annual Report. OARS Team will furnish this report to the Office of Boat Forces (CG-731) annually and it will be published on applicable Boat Forces SharePoint sites. The report shall provide recommendations to improve performance support tools, training programs, maintenance procedures, and configuration management requirements. The report shall include actions taken by the Office of Boat Forces (CG-731) based on previous year's assessment data, and current year statistics, analysis, and recommended interventions.

B.16. Findings

The standardization assessment process is under constant revision due to changes in mission, platform, policy, and/or procedures. Every attempt is made to keep the field informed of these changes. However, there are times during an assessment that the OARS Team must make a judgment call regarding a discrepancy.

With the full support of the Office of Boat Forces (CG-731), OARS Team has been directed to document any and all discrepancies on the unit assessment report, including problem areas not covered in current policy. Following the assessment, the OARS Team shall discuss findings during the out-brief and forward the findings to the Office of Boat Forces (CG-731) through OARS Team Section Chief for review and policy amendment if appropriate.

B.17. Disputes

Disputes between OARS Team and the unit, and/or the Operational Commander shall be referred to the OARS Team Supervisor at TRACEN Yorktown Boat Forces and Cutter Operations Training Branch.

Disputes between ATO and the cutter shall be referred to the ATO Supervisor, and the OARS Team Section Chief at TRACEN Yorktown Boat Forces and Cutter Operations Training Branch.

Section C. Ready for Operations

C.1. Ready for Operations (RFO) Assessments

Ready for Operations program is a critical part of the Boat Forces Readiness System continuous improvement process through Evaluation (Mission Execution) phase. RFO Assessments are used to ensure units are in compliance with applicable policies and procedures. These assessments provide vital readiness information that ensures units can successfully complete all their assigned missions. RFO Assessments are only as effective as the thoroughness and objectivity of the personnel conducting the assessment. Thoroughness is achieved by allocating sufficient time and expertise.

The RFO Assessment shall complement the OARS TEAM Assessment processes, and mission-specific drills are required (as applicable).

C.1.a Rescue and Survival Systems Program

The BFCOA will manage the Sector's Rescue and Survival Systems program for all personnel billeted to the Sector. This includes overseeing the assessment, maintenance, and issuance of PPE such as lifejackets, dry suits, helmets, etc. The Sector Commander shall establish an appropriate assessment interval in their SOP for personnel whose PPE is not checked by an assessment program (e.g., OARS TEAM, ATO, etc.). The assessment should be incorporated into the annual Sector RFO schedule. An assessment report will be provided no more than 30 days after the assessment.

C.2. Ready for Operations Assessment Requirements

RFO Assessments shall:

- (01) Be completed no more than 18 months from the completion of an OARS Team Assessment.
- (02) Use qualified personnel within the Sector AOR for mission specific assessments (i.e., ATON, PWCS, Pursuit, Surf, Heavy Weather, Ice Rescue etc.).
- (03) RFO Assessments for DSF units will be conducted by SMTC (MSRTs and MSSTs) or the National Strike Force Center of Excellence (NSF Strike Teams) in support of their operational commander.
- (04) Send all completed RFO reports to OARS TEAM shared mailbox "TCY-DG-BFC-STAN-COMMAND."
- (05) Perform a check of the unit administration (e.g., SORM, NAV standards) within 90 days after a new CO/OIC relieves or assumes command.

C.2.a Readiness Screenings

To maintain a high standard of readiness, Sector RFO Teams shall perform readiness screenings of each Boat Forces unit in their Area of Responsibility (AOR) each calendar year to include:

- (01) Three underway drills for each of the certified crews on duty.
- (02) R&SS gear bag assessments for same certified crews above.
- (03) Training and certification records review (may be conducted remotely).

Unannounced screenings are highly encouraged. The Sector Commander shall be briefed on the results of each screening.

NOTE

Readiness screenings at Sectors with three or fewer Boat Forces units are required to be completed only once annually. Sectors with four or more Boat Forces units shall schedule those units that do not have an OARS Team assessment that fiscal year.

Unit COs/OICs may request RFO Team support at any time. The Operational Commander may direct a RFO Assessment of a subordinate unit at any time.

C.3. Assessment Schedule and Notifications

Sector RFOs work closely with their District/Area Boat Managers to propose a date for their OARS TEAM assessment schedule not to exceed 18 months from the unit's last RFO assessment.

For units that fall under the supervision of the Sector Commander, Sector RFOs will work with their BFCOA RFO Coordinator to propose dates to their local COs/OICs for their 18-month assessment. The Sector RFO assessment schedule will be maintained on applicable information systems.

Additionally, Sectors with attached cutter(s) when required will schedule Ready for Sea and Shakedown Cruises in accordance with Reference (p).

C.4. Assessment Agenda

Sector RFOs will establish in the Sector SOP an agenda that complements the OARS TEAM. The agenda will be provided to the unit prior to the start of assessment.

C.5. Evaluated Programs

As part of the Evaluation Assessment phase of Boat Forces Readiness System, the RFO will evaluate the following programs:

- (01) General Administration and Training Program.
- (02) Navigation (e.g., paper, and e-nav).
- (03) Naval Engineering.
- (04) Rescue and Survival System (R&SS).
- (05) Performance Based Drills.
- (06) ATON rigging.

C.6. General Administration and Training Program

The General Administration, and Training programs will be inspected, to include unit Navigation Standards, E-Tracking tool application data, designation letters, and other records. RFO will review records for the training, qualification, and certification of all CG personnel (including Reservists) attached to the unit.

C.7. Drill Evaluation

A part of the assessment phase of Operational Assessment and Training, the RFO will evaluate boat crew readiness and effectiveness through low simulation underway drills. Drill evaluation should be conducted under circumstances as close to actual operational environments as practical

All certified boat crews will get evaluated through at least three drills.

RFO will evaluate Core, Navigation, and mission-specific drills (as applicable). RFO teams shall be augmented with certified DTs from neighboring units when conducting drills to ensure adherence to standards.

C.8. Out Brief

Upon completion of the RFO Assessment, out-briefs are provided to the unit Command Cadre. The RFO team will review assessment results with unit CO/OIC. RFO team will compare their assessment results to previous OARS TEAM, and RFO assessments. Significant differences, discrepancy patterns, and any outstanding corrective actions from previous assessments will be noted on the report.

C.9. Assessment Report

No more than 30 days after an assessment, the BFCOA RFO Coordinator will provide a copy of the Assessment report to:

- (01) The unit.
- (02) Operational Commander.
- (03) LANT or PAC Area Boat Forces (as applicable)
- (04) Commandants (CG-731), (CG-721), (CG-741), and (CG-751) (as applicable).
- (05) Boat Forces OARS Team.

C.10. Disputes

Disputes between the RFO team and the unit, shall be referred to their Sector BFCOA RFO Coordinator.

APPENDIX A Glossary

Introduction. This Appendix contains a list of terms that may be useful when reading this Instruction.

Boat Crew Includes the Coxswain, Engineer, Boat Crew Members, and all other personnel required onboard a boat acting in an official capacity.

Boat Crew Examination Board (BCEB) A group of certified boat crew members, consisting of experienced surfmen, heavy weather coxswains, boat coxswains, engineers, and boat crew members, as applicable, selected by the unit Commander and organized to examine and evaluate boat crew candidates. BCEB is designated in writing.

Boat Crew Qualification Handbooks (BQHs) Standards required for an individual to perform the duties of the assigned competency or duty section.

Professional Qualification Standards (PQS) Signer A responsible person who is certified in the competency they are providing signatures at completion of the task.

Boat Force Unit Any Coast Guard unit with an OPFAC number assigned and which conducts missions or training with boats.

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.

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/OIC, XO/XPO, and EO/EPO are considered the unit's Command Cadre.

Configuration Management A management discipline designed to preserve and control the functional and structural characteristics of a standard boat. Unlike Cutters, standard boats are resources that do not have permanent crews. These resources must be as uniform as possible to support operational safety, maximize crew familiarity, and simplify training, maintenance, and support.

Crew Endurance Management (CEM) A systematic process for balancing organizational (e.g., 24/7 operations, number of B-0 resources, etc.) and mission (e.g., environmental factors, time -of-day, etc.) requirements with the physical and mental capabilities and needs of the crew. CEM uses a systems approach to evaluate the effects of all factors, and interaction of these factors, to control adverse effects, like fatigue, of our operations.

Currency Requirements Tasks which are required to be repeated a certain number of times at regular intervals to maintain currency.

Cutter A Cutter is a Coast Guard ship with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.

Designated Trainer A Designated Trainer is a certified member who has successfully completed the resident training course for their competency, is designated in writing by the CO/OIC, and demonstrates the maturity and demeanor to teach.

E-Tracking Tool The current, approved, application for tracking certification, recertification, and currency maintenance. Examples include TMT and ALMIS.

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 fatigued at any time, at a minimum, they are considered to be fatigued when they exceed the underway or alert posture standards.

Maritime Security Response Team (MSRT) A unit that is trained to be a first responder to potential terrorist situations; deny terrorist acts; perform non-compliant security actions; perform tactical facility entry and enforcement; participate in port level Counter-Terrorism exercises and educate other forces on Coast Guard Counter-Terrorism procedures. MSRTs report to the Area Commander.

Maritime Force Protection Unit (MFPU) The Maritime Force Protection Unit's primary mission is force protection of U.S. Navy high value units. It has an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the District Commander.

Maritime Safety and Security Team (MSST) A Deployable Specialized Forces unit with a primary mission of Ports, Waterways, & Coastal Security. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and other specialized equipment. Reports to the Area

Most Senior Boatswain's Mate The most senior Boatswain Mate is normally the highest-ranking enlisted BM assigned outside of the command cadre.

Night The period from ½ hour after nautical sunset until ½ hour before nautical sunrise.

Non- Compliant Vessel (NCV) A vessel subject to examination that refuses to heave to after being legally ordered to do so.

Operational Assessment and Readiness Support (OARS) Team A three to five-member deployable assessment 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 eighteen-month assessment visits to ensure the goals of the Boat Forces Readiness System (outlined in this Instruction) are achieved. These teams act as a deployable asset to the centers of excellence (BFCO/NMLBS/NATON) for each standard boat platform, and in addition to providing field units with technical information, they support the centers by providing guidance and feedback to improve school training and program functions.

Operational Commander For the purpose of this Instruction, Operational Commanders are defined as those who exercise *direct* operational control of a Boat Force unit. This definition specifically does not include the Station CO/OIC 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 Station(s) (small). Its Command Cadre allowance may be different from that of a typical unit to account for the increased responsibility associated with the assignment of subordinate Station(s) (small).

Port Security Unit (PSU) A Deployable Specialized Forces unit with a primary mission of Defense Readiness. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and other specialized equipment. Reports to the Area.

Ports, Waterways & Coastal Security (PWCS) PWCS is one of the Coast Guard's eleven statutory missions. Its purpose is multi-faceted and designed to: protect the U.S. Maritime Domain and U.S. Marine Transportation System from internal and external threats, such as destruction, loss, or injury from terrorism, sabotage, or other subversive acts; deny their use and exploitation as a means for attacks on U.S. territory, population, and critical infrastructure; prepare for and, in the event of an attack or incident, conduct emergency response and recovery operations; and when directed, as the supporting commander, transition to and conduct Maritime Homeland Defense operations.

Proficiency Maintaining crew currency.

Pursuit Certification A highly technical crew certification for the pursuit of non-compliant vessels engaged in illegal drug trafficking or alien immigration activities.

Qualification The satisfactory completion of the appropriate qualification tasks.

Readiness The ability of a boat to perform the functions and missions for which it was designed.

Ready for Operations (RFO) Team A minimum of three members, the RFO team consists of members designated by the Operational Commander. Teams conduct annual assessment visits to ensure the goals of the Readiness and Standardization Program are achieved.

SAR A Search and Rescue (SAR) mission is one that involves the probable loss of life unless the Coast Guard intervenes.

Standard Boat Any Coast Guard boat managed by the Office of Boat Forces with an Operator's Handbook directing the standardization of that boat type and associated equipment.

Standards and Standardization The uniform application of processes, procedures, or techniques to ensure boat crew safety, proficiency, configuration, and vessel reliability. Standards are promulgated by the Office of Boat Forces and (CG-45) and are contained in various publications and directives.

Station A Station is a shore facility with a designated OPFAC, Command Cadre, permanently assigned duty-standards, unit boat allowance and equipment.

Station (small) A Station (small) is a minimally staffed and resource constrained unit that receives operational direction, command, and support from its parent unit.

Strike Team A Strike Team is a unit of the National Strike Force which provides highly trained, experienced personnel and specialized equipment to Coast Guard and other federal agencies to facilitate preparedness for and response to oil and hazardous substance pollution incidents.

Structural Configuration Management 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 reef.

Task A separate training step learned in order to perform a particular job skill.

Training Petty Officer (TPO) An E-6 or above billet specified as Training Petty Officer Billet.

Type A particular class of boat, such as 45 FT RBM, 49 FT BUSL, or 47 FT MLB.

Unit Commander A CO or OIC of a unit with a standard or non-standard boat assigned.

APPENDIX B Acronyms

Introduction. This Appendix contains a list of acronyms used throughout the Instruction.

ADL	Advanced Distance Learning
ADOS	Active-Duty for Operational Support
ADT-AT	Active-Duty Training for Annual Training
AIT	Advanced Interdiction Team
AI-CXN	Advanced Interdiction Coxswain
AI-BCM	Advanced Interdiction Boat Crew Member
ALMIS	Asset Logistics Management Information Systems
ATO	Afloat Training Organization
ATON	Aids to Navigation
ANT	Aids to Navigation Team
AOR	Area of Responsibility
BCEB	Boat Crew Examination Board
BCM	Boat Crew Member
BO	Boarding Officer
BDS	Buoy Deck Supervisor
BECCE	Basic Engineering Casualty Control Exercise
BFAC	Boat Forces Advisory Council
BFCO	Boat Forces and Cutter Operations Branch
BQH	Boat crew Qualification Handbook
BM	Boatswain's Mate
BNVD	Binocular Night Vision Device
BOH	Boat Operators Handbook
BTM	Boarding Team Member
CO	Commanding Officer
CO/OIC	Commanding Officer/Officer-in-Charge
COXN	Coxswain
CPR	Cardiopulmonary Respiration
CWO	Chief Warrant Officer
DA	Direct Access
DDC	Doctrine Development Council
DHS	Department of Homeland Security
DoD	Department of Defense
DSF	Deployable Specialized Forces
DT	Designated Trainer
EMT	Emergency Medical Technician
ENG	Engineer
ETQC	Education and Training Quota Management Command
ETR	Electronic Training Request
FMC	Full Mission Capable
FORCECOM	Force Readiness Command
HWX	Heavy Weather
IDT	Inactive Duty Training
JQR	Job Qualification Requirement
LE	Law Enforcement
LMS	Learning Management System

LTT	Limited Training Team
MEB	Medical Examination Board
MFPU	Maritime Force Protection Unit
MLB	Motor Lifeboat
MOB	Man Overboard
MPC	Maintenance Procedure Cards
MSRT	Maritime Security Response Team
MSST	Maritime Safety and Security Team
MTL	Master Training List
MTT	Mobile Training Team
NIRS	National Ice Rescue School
NMLBS	National Motor Lifeboat School
OARS	Operational Assessment and Readiness Support
OIC	Officer-in-Charge
OOD	Officer of the Day
PCS	Permanent Change of Station
PDR	Personnel Data Record
PMC	Partially Mission Capable or Patrol Mission Commander
PPE	Personal Protective Equipment
PQS	Personnel Qualifications Standards
PSU	Port Security Unit
PWCS	Ports, Waterways and Coastal Security
QEB	Qualification Examining Board
RFO	Ready for Operations
RM	Risk Management
R&SS	Rescue and Survival Systems
SAR	Search and Rescue
SBPL	Small Boat Product Line
SFLC	Surface Force Logistics Center
SKF	Skiff
SMTC	Special Missions Training Center
SOJT	Structured On-the-Job Training
SOP	Standard Operating Procedure
SPO	Servicing Personnel Office
SPC	Special Purpose Craft
STA	Station
TAD	Temporary Assigned Duty
TCT	Team Coordination Training
TDY	Temporary Duty
TMT	Training Management Tool
TPO	Training Petty Officer
TRACEN	Training Center
TSTA	Tailored Ship's Training Availability
XO	Executive Officer
XPO	Executive Petty Officer