

DIVISION 7

2008



BOAT CREW

TRAINING PROGRAM

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PREVIOUS EDITIONS ARE VOID**

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Overview

The Coast Guard and Auxiliary boat crew training programs are based on the concept that sailors must be trained at sea. The Boat Crew Seamanship Manual along with the Boat Crew Training Manual, the Boat Crew Qualification Guide, the classroom instruction and the on-the-water training will provide the training that you need to become a member of the crew.

What you will Learn

- Marlinspike seamanship and line handling
- Basic navigation and boat handling
- Survival, safety and damage control equipment
- Emergency and casualty control
- Watchstanding and communications
- First Aid
- Preventive maintenance procedures for the boat in port

What does a Crew Member do?

Crew members safely perform their duties under the supervision of a coxswain.

They stand:

- helm watches,
- lookout watches,
- towing watches, and
- anchor watches.

They also:

- rig towing and mooring lines,
- administer first aid
- operate damage control equipment.

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Are there any prerequisites for entering the boat crew program?

Yes, there are two:

1. You must be either IQ (Initially Qualified) or BQ (Basically Qualified) to participate fully in the training program. If you have prospective member status and have received a member number from the Director, you may also participate in the training.
2. *Auxiliary members must be able to perform each task personally with no physical assistance, with little hesitation, with confidence and in a safe manner.*

Are there any textbooks required?

Yes, there are three:

- | | |
|---|---------------------|
| • Boat Crew Seamanship Manual | COMDINST M16114.5C |
| • Auxiliary Boat Crew Training Manual | COMDINST M16794.51A |
| • Auxiliary Boat Crew Qualification Guide,
Volume 1: Crew Member | COMDINST M16794.52A |

How do I obtain the textbooks?

Just ask your Flotilla Commander or your Flotilla Member Training Officer. He/she will request the above manuals and see that you receive them. You may also download the manuals from <http://www.auxodept.org/surfaceoperations.htm> .

Do I need to complete any other course materials not included in the required textbooks?

Yes, there are three other requirements.

1. TCT (8 Hr. Team Coordination Training). See Task BCM-01-03-AUX.
2. Complete IS-100 and IS-700. See Task BCM-01-04-AUX.
3. Basic Knowledge of Boating Skills. See Task BCM-08-01-AUX.

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How much time does it take to become Crew qualified?

You have a maximum of 2 years from the time you begin your task sign-off sheets. These sheets are located in Chapter 2 of the 'Auxiliary Boat Crew Qualification Guide, Volume 1: Crew Member'. You may :

- a. study the course on your own (at your own pace), you are responsible for arranging times for the PFD swim, first aid and On the Water Training.
- b. you may participate in the "Division 7 Comprehensive Boat Crew Training Program" offered in the spring (and become ready to be crew qualified by the end of the course),
- c. or you may combine self study with the comprehensive course and finish when you feel you are ready.

What is the "Comprehensive Boat Crew Training Program"?

The *Boat Crew Training Program* is a comprehensive course that takes approximately 2 to 3 months to complete. Six weeks consist of self study at home. See the syllabus on the last page.

1. Read the entire Auxiliary Boat Crew Training Manual (COMDINST M16794.51A)
2. Read Chapter 1 of the Auxiliary Boat Crew Qualification Guide, Volume 1, Crew Member (COMDINST M16794.52A). The Qualification Tasks are in chapter 2. Each section begins with an introduction that states the Objectives for that Section and a reading assignment for each of the tasks in that section.
3. You will be expected to complete the reading assignments on a weekly basis.

To keep up with the program, you must attend the Training Activities listed on the Training Schedule.

What if I decide to follow the "Comprehensive Boat Crew Training Program" and I do not keep up with my reading assignments as required?

You must keep up with your assignments and practice your tasks so you will be able to perform the tasks to your mentor's satisfaction. Each trainee must print their name at the top of each task sheet (front and back if task sheet is two sided). Each Trainee must have every task completed and signed off by his/her mentor prior to requesting a QE (Qualification Examiner) session. See "How much time does it take to become crew qualified" above.

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Who may attend the comprehensive course sessions?

Anyone in Division 7 whose status is AP, IQ or BQ and has a desire to become an Auxiliary Boat Crew member. Your status must be BQ before you can be QE'd.

What is the final qualification step?

Regardless of which path of study you chose, the final step to becoming crew qualified is to take a Dockside Oral Exam and an Underway Check Ride. This exam and check ride will be given by a QE (an Auxiliary Qualification Examiner). These two final tasks are explained on pages 2-78 thru 2-81 in the 'Auxiliary Boat Crew Qualification Guide, Volume 1: Crew Member'. You must inform your either your FC, SO-MT or FSO-MT of your intentions.

If I have a question before the scheduled classes, who do I ask?

Please call or email the Member Training Officer in your Flotilla.

Flotilla 72 FSO-MT	Mike Krivjanik, mike_athoneywell@yahoo.com
Flotilla 73 FSO-MT	Tom Van Horn
Flotilla 74 FSO-MT	Lou Nagy
Flotilla 78 FSO-MT	Stanley McCullough, stanjean@mymailstation.com

When can I start?

As soon as you receive your textbooks.

After I have read the assignments, should I write the answers on the task sign-off sheets in Chapter 2 of the Boat Crew Qualification Guide?

No, only your name is to be written on the task sign off sheets. I recommend that you use a separate notebook to write your answers so you will have notes to refer to throughout the course.

Who will be my mentor?

Your Flotilla FC or Member Training Officer will assign either a Crew Member or a Coxswain from your own Flotilla to be your mentor. Your mentor will assist you with your crew training at the Flotilla level and will be the person who will sign off your completed tasks.

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What happens if I start the "comprehensive crew training course" and I have a work or personal conflict with the classroom and on the water training dates?

There are always exceptions to every rule and there is no penalty for not attending. However, there are no scheduled make-up classes. You must complete all of the reading assignments in Section G of the Boat Crew Qualification Guide prior to the On-the-Water training date. If you are unable to complete the "comprehensive crew training course" within the scheduled times, you may make arrangements to be signed off at a later date.

This amount of material seems overwhelming?

At first glance, it appears to be quite a lot of information to digest. However, if you do the lessons as assigned, you will find that it is relatively easy and a lot of the items are based on good old common sense.

What uniform should I wear?

Wear a uniform to all training sessions, classroom and on the water. The uniform to wear is the Undress Blue – Summer (Bravo).

Trousers – CG work trousers
Belt – Black web belt with silver buckle and tip
Shirt – light blue Air Force style short sleeve shirt with a stand-up collar with stays and with or without epaulets.
Socks – black, made of knitted or rib knit, undecorated material
Shoes – Blue, white or brown boating shoes
Name tags are worn
Metal collar devices are worn
No shoulder boards
No ribbons
Hat – black baseball cap

DO I REALLY HAVE TO READ ALL OF THE MATERIAL?

YES!!!

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Boat Crew Qualification Guide, Volume I, COMDINST M16794.52A

These are your Home Study Reading Assignments

- ⇒ **Week 1 (at home) Complete this prior to the the 1st Classroom Session)**
- | | | | |
|----|-----------|--------------------|--|
| 1. | Page 2-3 | Task BCM-01-01-AUX | Crew Fatigue |
| 2. | Page 2-4 | Task BCM-01-02-AUX | Personal Physical Requirements and Policy |
| 3. | Page 2-9 | Task BCM-02-01-AUX | Crew First Aid Responsibility |
| 4. | Page 2-10 | Task BCM-02-02-AUX | Sun and Heat Related Factors |
| 5. | Page 2-11 | Task BCM-02-03-AUX | State the Symptoms and Treatment for Shock |
| 6. | Page 2-12 | Task BCM-02-04-AUX | State the Symptoms and Treatment for Anaphylactic Shock |
| 7. | Page 2-13 | Task BCM-02-05-AUX | Demonstrate Direct Pressure Points and Tourniquet Method to Control Bleeding |
- ⇒ **Week 2 (at home) Complete this prior to the the 1st Classroom Session)**
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|-----|-----------|--------------------|--|
| 8. | Page 2-14 | Task BCM-02-06-AUX | State the Signs and Treatment for Burns |
| 9. | Page 2-15 | Task BCM-02-07-AUX | State the Symptoms of and the Treatment for Hypothermia |
| 10. | Page 2-18 | Task BCM-02-09-AUX | Identify Boat Crew Personnel Survival Equipment |
| 11. | Page 2-19 | Task BCM-02-10-AUX | Use the Emergency Signaling Mirror |
| 12. | Page 2-20 | Task BCM-02-11-AUX | Describe the Use of Hand Held Distress Flares |
| 13. | Page 2-21 | Task BCM-02-12-AUX | Describe the Use of Aerial Flares |
| 14. | Page 2-23 | Task BCM-02-14-AUX | State Survival Procedures in the Event the Boat Capsizes or Swamps |
- ⇒ **Week 3 (at home) Complete this prior to the the 1st Classroom Session)**
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|-----|-----------|--------------------|---|
| 15. | Page 2-25 | Task BCM-03-01-AUX | Identify the Different Parts of a Line and the Hitches Used in Line Handling |
| 16. | Page 2-27 | Task BCM-03-02-AUX | Tie Various Knots, Hitches and Bends (practice prior to class at SSD) |
| 17. | Page 2-28 | Task BCM-03-03-AUX | Secure Lines to Cleats, Bitts and Posts (will have hands-on class at SSD) |
| 18. | Page 2-35 | Task BCM-04-01-AUX | Assist in anchoring the boat (complete reading assignment for this task) |
| 19. | Page 2-36 | Task BCM-04-02-AUX | Assist in weighing the boats anchor (complete reading assignment for this task) |
- ⇒ **Week 4 (at home) Complete this prior to the the On the River Training)**
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|-----|-----------|--------------------|--|
| 20. | Page 2-37 | Task BCM-04-03-AUX | Identify Common Navigation Lights Displayed by Ships and Boats |
| 21. | Page 2-38 | Task BCM-04-04-AUX | Identify Common Sound Signals Used by Ships and Boats |
| 22. | Page 2-39 | Task BCM-04-05-AUX | Identify and Describe Accepted Maritime Distress Signals |
| 23. | Page 2-40 | Task BCM-04-06-AUX | Stand a Lookout Watch (complete reading assignment for this task) |
| 24. | Page 2-45 | Task BCM-05-01-AUX | Operate a VHF-FM Radiotelephone (read prior to class at SSD) |
| 25. | Page 2-46 | Task BCM-05-02-AUX | Use the VHF-FM Radiotelephone to Give a Position or Ops Normal Report (read prior to class at SSD) |
- ⇒ **Week 5 (at home) Complete this prior to the Chart Plotting Session)**
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|-----|-----------|--------------------|---|
| 26. | Page 2-48 | Task BCM-06-01-AUX | Identify the Basic Parts, Symbols and Abbreviations Found on a Nautical Chart |
| 27. | Page 2-50 | Task BCM-06-02-AUX | Identify the Common Aids to Navigation Used in Small Boat Piloting |
| 28. | Page 2-51 | Task BCM-06-03-AUX | Identify Local Landmarks Used in Piloting on a Nautical Chart |
| 29. | Page 2-52 | Task BCM-06-04-AUX | Plot a position using Latitude and Longitude |
| 30. | Page 2-53 | Task BCM-06-05-AUX | Plot a Magnetic Course on a Nautical Chart |
| 31. | Page 2-54 | Task BCM-06-06-AUX | Measure Distance on a Nautical Chart |
| 32. | Page 2-55 | Task BCM-06-07-AUX | Compute Time, Speed and Distance |
- ⇒ **Week 6 (at home) Read Chapters 16 and 17 (Boat Crew Seamanship Manual) for the following tasks, complete the reading assignment prior to the On the Water Training**
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|--|-----------|--------------------|---|
| 33. | Page 2-59 | Task BCM-07-01-AUX | Participate in a Man Overboard Evolution as a Pointer |
| 34. | Page 2-60 | Task BCM-07-02-AUX | Participate in a Man Overboard Evolution as a Recovery/Pickup Man |
| 35. | Page 2-61 | Task BCM-07-03-AUX | Bend a Heaving Line to a Bridle and Pass the Heaving Line to another Boat |
| 36. | Page 2-62 | Task BCM-07-05-AUX | Pass the Towline (bridle) to another Boat and Take in Stern Tow |
| 37. | Page 2-65 | Task BCM-07-06-AUX | Connect a Towline to a Trailer Eye Bolt Using a Shackle or Kicker Hook |
| 38. | Page 2-66 | Task BCM-07-07-AUX | Take a Boat in Alongside Tow |
| Read Chapter 18 (Boat Crew Seamanship Manual) for the following tasks | | | |
| 39. | Page 2-68 | Task BCM-07-09-AUX | Identify the Different Classes of Fires; State the Fuel and Primary Extinguishing Agents Associated with Each |
| 40. | Page 2-72 | Task BCM-07-11-AUX | Operate a CO ₂ Fire Extinguisher (Simulate) |
| 41. | Page 2-73 | Task BCM-07-12-AUX | Operate a Dry Chemical Fire Extinguisher (Simulate) |
- ⇒ **Weeks 1 thru 6 (at home) (Complete on-line at the FEMA website)**

Page 2-6 Task BCM-01-04-AUX

Complete the Incident command System (ICS) Courses, IS-100 & IS-700