

*Division 3 Roaring Thirties
District 11 Northern Region*



TRAINING GUIDE

COXSWAIN – BOAT CREW - MENTOR

Part II

**DIVISION 3
COXSWIN-BOATCREW-MENTOR
TRAINING PROGRAM**

Adopted from: District 9 Auxiliary Boat Crew Program Job/Training Aide

General:

This program is designed to assist Auxiliarists Coxswains, Boat crews and Mentors by illustrating step by step procedures with the standards to do boat crew tasks It will also provide the training and guidance for Coxswains and Boat crew members who will always be mentors for new members and trainees.

This document does not replace, change or modify any manual, guide, publication or policy statement issued by the United States Coast Guard or the United States Coast Guard Auxiliary, nor is it part of any submittal package suggesting completion or qualification of any program. It is intended solely as an aid to assist members in understanding the STANDARDS required in each of the several required task areas.

Purpose:

- Emphasize readiness and standardization as an ongoing process.
- Regular use of these standardized procedures should strengthen the Order Issuing Authority's confidence in the Auxiliary's ability to execute Surface Operations missions.
- Improve boat crew safety and proficiency by standardizing procedures.
- Provide a uniform method of measuring unit readiness and compliance with program and operational standards.

I thank our brothers and sister of District 9 United States Coast Guard Auxiliary, for this text, to which I have taken the liberty of a few modification to meet our needs.

Dean La Chapelle DCDR-3

District 11 Northern Region
USCG Auxiliary

References:

- a. Boat Crew Seamanship Manual COMDTINST M16114.59 (series)
- b. Auxiliary Boat Crew Training Manual COMDTINST M16794.51 (series)
- c. Auxiliary Boat Crew Qualifications Guide (Volume 1, Crewmember)
COMDTINST M16794.52 (series)
- d. Auxiliary Boat Crew Qualifications Guide (Volume 2, Coxswain) COMDTINST
M16794.53 (series)
- e. USCG Addendum (CGADD) to the National Search and Rescue Supplement (NSS)
COMDTINST M1613032 (series)
- f. Navigation Rules, International-Inland COMDTINST M16672.2 (series)

Note:

The following codes are used in this aide-

B-Boat Handling	P-Procedures
E-Electronics	S-Standards
N-Navigation	T-TCT
O-Operate	R-Risk Management

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Section Performance Criteria

- A. Conduct a pre-underway check of the facility and crew to confirm that all are within stated operational limitations to perform the assigned mission.

- B. Efficiently and safely handle the facility and communicate effectively with crew while getting underway.

- C. Respond to Man-Over-Board drill and safely recover a simulated PIW.

- D. Coxswain and crew demonstrate proficiency in operation, communications and safety while anchoring and weighing anchor.

- E. Day/Night Navigation and Piloting exercise.

- F. Plot and run at least three (3) legs (5 desirable) of a search pattern. Procedures are given for both a drifting and precision search patterns.

- G. Locking Procedures.

- H. Towing (end tow and Side tow) and docking of the disabled vessel while in side tow configuration.

- I. Demonstrate skill in Marline Spike and line handling.

- J. Complete all Required Forms.

Section: A

Performance Criteria: Conduct a pre-underway check of the facility and crew to confirm that all are within stated operational limitations to perform the assigned mission.

Conditions: Given an Auxiliary Operational Facility and Certified Auxiliary Crew.

Standards: In accordance with reference a. through f. prepare an Auxiliary Operational Facility and crew for a surface patrol mission. Verify that all required equipment is on and in good working order and that the crew is familiar with the equipment, its location, and how to operate all systems.

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Verify that orders have been issued and are on board (P)			
2.	Auxiliary Patrol Signs are displayed as are the Patrol and U.S. Ensign (P)			
3.	Crew is briefed and familiar with mission. (P/T)			
4.	Conduct a TCT review and did a risk management assessment (establish GAR score) Assessed all crew members physical capabilities to perform mission and discussed the following: a. Wearing jewelry b. Communications c. Job assignment and mission responsibility. (P/T)			
5.	Verify that area charts are on board (P)			
6.	Verify that required Navigation tools and publications are on board. (P)			
7.	Check the location and operating condition of all required. (P)			
8.	Brief crew on the operation of all equipment on board. (P)			
9.	Briefed crew on operation of facility (P/O)			
10.	All wearing PFE properly. (S/P)			
11.	All familiar with the operation of the PPE.. (O)			

Section: B

Performance Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.

Conditions: Given an Auxiliary Operational Facility and qualified Auxiliary crew. Safely and efficiently get underway from a mooring.

Standards: The Coxswain must operate the vessel while getting an Auxiliary Facility. The Coxswain is to direct the crew in preparing the vessel for sea in accordance with reference a. – f.

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	The coxswain instructs all crew members on their duties for getting underway. (P)			
2.	The coxswain must communicate effectively with the crew while getting underway. (P/S/T)			
3.	Engine(s) are given ample time to warm up. (P)			
4.	Proper signals are sounded leaving the dock. (N)			
5.	Coxswain has control of the vessel at all times while maneuvering away from the dock. There is excessive banging or rubbing on the dock. Spring lines are utilized where necessary. (O)			
6.	Coxswain posted lookouts. (P)			
7.	Coxswain directs crew to secure the vessel for sea and proceed to mission. (P/S)			
8.	Coxswain and Crew communicated clearly and effectively while getting underway. (T)			
9.	Commands were given clearly and correctly, responses are made correctly to commands. (P/T)			
10.	Coxswain was aware of each crew's location at all times. (T)			
11.	Coxswain provided appropriate and timely guidance through out the exercise. (T)			
12.	Coxswain or crew did not jeopardize the safety of the crew or vessel. (T)			
13.	Coxswain communicated the proper underway messages to the controlling unit. (P/T)			

Section: D

Performance Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.

Conditions: Given an Auxiliary Operational Facility and qualified Auxiliary crew, anchor the facility, verify that the anchor is holding. Weigh anchor.

Standards: In accordance with references a. – f. the coxswain must operate the vessel, select anchorage and direct the crew while anchoring the vessel, verify that the anchor is holding and direct the crew in weighing the anchor.

Tasks:

No.	Performance Criteria	Sat	Unsat	Remarks
1.	Coxswain selects proper anchorage. (N/P)			
2.	Coxswain briefs crew on evolution. (P/O/T)			
3.	Coxswain makes crew assignments. (P/T)			
4.	Coxswains the forces of wind and current acting on the vessel. (P/T)			
5.	Prepared anchor and rode for use. (Fake out line and chain) (P)			
6.	Verified anchor rode (Chain, Line, shackles, standing end are connected and safety wires and anchor are in good repair) is ready to deploy. (P)			
7.	If possible, position two crew members for anchoring. (P)			
8.	Coxswain brings facility in to the wind or current and "Station Keeps." Coxswain determines scope 7:1 or 5:1 and amount of rode required. (P)			
9.	Coxswain directs crew to lower the anchor (while they mind the rode as it goes overboard) hand-over-hand. (O/P)			
10.	Proper length of rode paid out and secured with cleat of brake pin. (P/O)			
11.	Coxswain sets anchor by backing down then monitors hold. (P)			
12.	Coxswain sets anchor watch. (P)			
13.	Coxswain briefs crew on anchor recovery evolution. (P/T)			
14.	Coxswain makes crew assignments to weigh anchor. (P/T)			

Section: D (cont'd.)

Tasks:

No.	Performance Criteria	Sat	Unsat	Remarks
15.	Coxswain slowly moves vessel fwd. as crew brings in line. Second crew signals coxswain the lay of line. (P/O/T)			
16.	Crew informs coxswain when anchor is free of the bottom. (A weigh) (P/O/T)			
17.	Crew informs Coxswain when anchor is at waterline. (P/O/T)			
18.	Crew cleans anchor before stoeing. (P/O)			
19.	Crew secures ground tackle (lines may have to be dried first.) (P)			
20.	Coxswain keeps minimum weigh on vessel until crew returns to cockpit. (P)			
21.	Coxswain de-briefs crew on evolution. (P)			
22.	Coxswain and crew communicated effectively and assertively during evolution. (T)			
23.	Coxswain and crew assisted each other as needed. (T)			
24.	Coxswain provided timely and appropriate guidance throughout evolution. (T)			
25.	Crew aware of each others locations at all times. (T)			
26.	Coxswain did not jeopardize safety of crew or vessel. (S/T)			
27.	Coxswain kept the unit informed during the evolution. (P/T/S)			
28.	If this was a night exercise the proper lighting configuration was displayed at anchor. (N)			

Section E:**Performance:** Day/Night Navigation and piloting exercise.**Conditions:** Given an Auxiliary Operational Facility and qualified crew operating within prescribed limitations. GPS/LORAN and RADAR may or may not be required on the facility. The facility will have corrected charts and navigation tools on board**Standards:** In accordance with references a. – f. departure within 15 minute of notification that the exercise commences. Courses accurately plotted to turn points and given position within 3 degrees. Arrive at position within 5 minutes of ETA, accurate to within 100 yards. and inn accordance with procedures as set forth in the above references. At least three turns should be included in the exercise.**Tasks:**

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Plot course and destination accurately using a corrected chart(appropriate scaled chart should be used). At least 3 turns should be included in this exercise. (N)			
2.	Factor Variations and Deviation in course. (N)			
3.	Calculate and label all DR time. (N)			
4.	State depth at destination. (N)			
5.	State distance to destination to shore and enter. (N)			
6.	State weather and tide conditions as applicable. (N)			
7.	State sea and bar conditions. (N)			
8.	State sea conditions and velocity of wind and current. (N)			
9.	Open or Close windows or ports as necessary. (P)			
10.	Energize Navigation lights and ensure night vision is not compromised if a night navigation mission. (N/P)			
11.	Make departure within 15 minutes of notification that exercise has commenced. (S)			
12.	Enter a minimum of 2 way points into GPS/LOAN if so equipped. (P)			
13.	Coxswain used proper sound signals as required. (P)			

Section E: (cont'd)

14.	Conduct Auxiliary facility in accordance with Rules of the Road. (P/B)			
15.	Identify and utilize navigational aides. (P/T)			
16.	Consider and compensate for effects of set and drift. (P/N)			
17.	Provide course and speed guidance to helm. (P)			
18.	State speed over the bottom. (N)			

Section: E (cont'd)

Tasks:

No.	Performance Criteria	SAT	UNSAT	Remarks
19.	Use RADAR is equipped to supplement DR			
	a. tune RADAR (P)			
	b. check accuracy of course (N)			
	c. adjust DR accordingly (N)			
	d. use rang and bearings (N)			
	e. display way points (N)			
	f. optimum use of RADAR Functions/capabilities (N)			
20.	Use Depth Finder to verify depth. (N)			
21.	Use GPD (if equipped)			
	a. Use course to steer/XTE to maintain track line within .1NM (N/P/E)			
	b. Utilize SOB/ETA function. (N/P/E)			
	c. Enter final destination way point. N/P/E)			
22.	DR navigation(coxswain demonstrates application of time/distance/speed relationship). (N)			
	a. Use course to steer/XTE to maintain track line within .1NM (N/P/E)			
	b. Utilize SOB/ETA function. (N/P/E)			
22.	DR navigation(coxswain demonstrates application of time/distance/speed relationship). (N)			
23.	DR navigation within 100 yards. (N/S)			
24.	Arrive on station within 5 min. of ETA. (N/S)			
25.	Coxswain briefed crew on specific job and mission responsibilities. (T)			
26.	Crew communicated effectively and assertively during evolution. (T)			
27.	Coxswain and crew assisted each other as needed. (T)			
28.	Coxswain and crew were always aware of the other's location. (T)			
29.	Coxswain provided appropriate and timely guidance throughout the evolution. (T)			
30.	Wear crew safety and survival equipment properly. (P/T)			
31.	Coxswain did not jeopardize safety of vessel or crew. (S/T)			
32.	Coxswain kept controlling unit informed during the evolution. (P/T)			

Section: F**Performance: Demonstrate ability to properly pass through a lock.****Conditions:** Given an Auxiliary Operational Facility and Qualified crew**Standards** In accordance with reference a.-c. the coxswain shall brief and supervise the crew while preparing for safe passage through a lock. If a lock is not available in the area the coxswain shall describe the procedure in detail including the brief.**Tasks:**

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Coxswain shall brief crew on locking evolution. (P)			
2.	Coxswain shall make crew assignments including preparation of facility for locking.(P)			
3.	Facility was properly fendered. (P)			
4.	Lock was contacted on proper channel. (P)			
5.	Proper sound signal used. (N)			
6.	Don't approach closer than 400 ft. unless authorized by lockmaster. (P/N)			
7.	Rules of the Road observed. (P/N)			
8.	PFDs worn during locking. (P)			
9.	Proper lines was used to hold the facility against lock walls. (P)			
10.	No lines were made fast to the facility while locking. (P)			
11.	engine were shut down while in chamber. (P)			
12.	Lookout maintained watch for debris while entering and leaving lock chamber. (P)			
13.	Proper and safe speeds were used while entering and leaving lock chamber. (N)			
14.	Coxswain followed directions of Lockmaster. (P)			
15.	Departed lock in the same order as entering the lock with other boats. (P/T)			
16.	Coxswain debrief crew after locking evolution. (P/T)			
17.	Coxswain and crew communicated effectively during evolution. (T)			
18.	Coxswain and crew assisted each other as needed. (T)			
19.	Coxswain and crew were always aware of others location at all times. (T)			
20.	Coxswain provided timely and appropriate guidance throughout the evolution. (T)			

Section: F (cont'd)

No.	Performance Criteria	SAT	UNSAT	Remarks
21.	Coxswain did not jeopardize the safety of the crew or vessel. (S/T)			
22.	Coxswain kept the controlling unit informed. (P/S/T)			

Section: G

Performance: Plot and Execute a given Search Pattern

Conditions: Given a Auxiliary Operational Facility with corrected charts and a Qualified Crew operating within prescribed limitations. The Coxswain will be given a SAR scenario with search pattern summary sheet or equivalent listing CSP and turn points. (See page G-3 of COMDTINST M16130.2D)

Standards The Auxiliary Facility will get underway within 30 minutes of receiving a search pattern and CSP. Turn points must be accurately plotted within 3 degrees. Start at CSP within 100yds. of plotted position. Boat shall complete search within 5 minutes of ETA, and complete all turns within 50yds of plotted position, in accordance with procedures as set forth in reference a. – f.

Precision Search Patterns:

Creeping Line, Single Unit (CS):

Standard: The search pattern will run for a minimum of three (3) legs, (Five (5) recommended), all turns must be 90 degrees and within 50yds of turn points, and the search should be completed within 5 minute of ETA.

Parallel Line Search, Single Unit (PS)

Standard: The PS pattern will run for a minimum of three (3) legs, (Five (5) recommended), all turns must be 90 degrees and within 50yds of turn points, and the search should be completed within 5 minute of ETA.

Track line, Single Unit Non-Return (TSN)

Standard: The TSN will be run in its entirety. All turns must be 90 degrees and within 50yds of turn points, and the search should be completed within 5 minute of ETA.

Track line, Single Unit Return (TSR)

Standard: The TSN will be run in its entirety. All turns must be 90 degrees and within 50yds of turn points, and the search should be completed within 5 minute of ETA.

Expanding Square Single Unit (SS)

Standard: The SS pattern will be run for a minimum of 3 legs (5 legs recommended) with a track spacing of 5000yds. The first leg will be in the direction of the drift with all turns 90 degrees to the right and within 15 seconds of arriving at DR time.

Section G (cont'd)

Tasks:

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Coxswain chose appropriate chart for search area. (N/O)			
2.	Coxswain plotted course (Mag), VSP & turns accurate within 3 degrees. (N/P/O)			
3.	Coxswain calculated and stated DR times and total time of run. (N)			
4.	Coxswain briefed crew on initial SAR check off sheet items. (P)			
5.	Coxswain passed search plan to communications Guard unit. (T/P)			
6.	Auxiliary Facility go underway within 30 min. of notification. (T/P)			
7.	Coxswain advised station of O/S WX and start time of pattern. (P/O)			
8.	Start search pattern within 100 yards of CSP.			
9.	Utilized sound signals in accordance with Rules of the Road. (P)			
10.	Conduct own vessel in accordance with the Rules of the Road. (P)			
11.	Identify and utilize aides to navigation. (N)			
12.	Use illumination if a night search. Do not compromise night vision. (P/O)			
13.	Provide course guidance to helm (N)			

Section G (cont'd)

Tasks:

No.	Performance Criteria	SAT	UNSAT	Remarks
14.	State speed over ground (N)			
15.	Complete turns within 50 yards of their plotted positions. (S)			
16.	Use GPS (if equipped) as follows: (N)			
	a. Course to steer. (O)			
	b. Use SOG function. (O)			
	c. Use ETA function. (O)			
	d. Enter all turns into GPS as waypoints. (N)			
	e. Use XTE function to maintain track line within one (1) NM. (N)			
17.	Adjust course and speed as necessary to stay on pattern track line. (P)			
18.	Use depth finder to verify depth. (N)			
19.	Crew Teamwork and Coordination:			
	a. Coxswain briefed crew of specific job and mission responsibilities. (T)			
	b. Coxswain / crew communicates effectively and assertively during evolution. (T)			
	c. Coxswain and crew assist each other as necessary. (T)			
	d. Coxswain and crew always aware of other's location. (T)			
	e. Coxswain provided timely and appropriate guidance throughout evolution. (T)			
	f. Wore safety and survival equipment properly. (T)			
	g. Did not jeopardize safety of crew or vessel. (T)			
	h. Coxswain kept station/unit informed during evolution. (T)			

Section G (cont'd)

Drifting Search Pattern Tasks:

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Establish location accurately (electronically if equipped) and determine safe area. (N/P)			
2.	Calculate all courses (compass) and turns accurately within 3 degrees. (P/N/S)			
3.	Calculate and state DR times and total time to run. (N)			
4.	Brief crew on initial SAR check sheet items. . (P)			
5.	Coxswain pass search plans to communications watch. (T/P)			
6.	Advise station/unit of O/S WX and start time of pattern. (P/O)			
7.	Crew member drops datum marker overboard at CSP (VS only) (P)			
8.	Coxswain determines direction of drift accurate to within 45 degrees. (P/N/S)			
9.	Coxswain starts pattern within 100 yards of CSP. (P/N/S)			
10.	Start pattern within 5 minutes of arrival at CSP. (P/N/S)			
11.	First leg in direction of drift (000 degrees C if drift cannot be determine). (P/N/S)			
12.	Third, sixth, and ninth legs end at datum marker (VS only) (P/S)			
13.	Utilize sound signals in accordance with the Rules of the Road. (P)			
14.	Conduct own vessel in accordance with the Rules of the Road. (P)			
15.	Identify and utilize aides to navigation. (N)			
16.	Coxswain provides course guidance to helm . (N)			
17.	State speed over ground. (N)			
18.	Complete turns within 15 seconds of their stated DR times. (N/S)			
19.	Use GPS (if equipped) as follows: (N)			
	a. Use safe feature to record position of datum marker (Initial CSP) (VS only). (P/N/S)			
	b. Use SOG function to verify initial speed. . (O)			

Section G (cont'd)

20.	Base course and speed on engine RPM's and compass course, do not adjust to counter set and drift. (P)			
21.	Use depth finder to verify depth. (N)			
22.	Pass final position of datum marker to SMC (to determine set and drift of datum). (P)			
23.	Crew Teamwork and Coordination:			
	a. Coxswain briefed crew of specific job and mission responsibilities. (T)			
	b. Coxswain and crew communicate effectively and assertively during evolution. (T)			
	c. Coxswain and crew assisted each other as needed. (T)			
	d. Coxswain and crew were always aware of each other's location. (T)			
	e. Wear crew PPE properly. (P/T)			
	f. Do not jeopardize safety of crew or vessel. (S/T)			
	g. Coxswain kept unit informed during evolution. (P/T)			

Section: H

Performance Criteria: Towing – Take a vessel in a long tow, transfer to an alongside tow and moor the vessels.

Conditions: Given a CG Auxiliary Operational Facility with a certified Auxiliary crew operating within prescribed limitations. The crew will place a vessel in a long tow. When in protected and calm waters the vessel will be transferred to an alongside tow and both vessels will be moored.

Standards: In accordance with references a. – f.

Tasks: Towing

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Establish communications between the disabled vessel and the response unit. (O)			
2.	Determine condition of disabled vessel and it's crew. Perform an "On-Scene assessment. (P)			
3.	Brief crew n response unit on procedures. (T/P)			
	a. Equipment to be passed (as required). (T/P)			
	b. Assign tasks and positions. (T/P)			
	c. Make approach. (T/P)			
	d. Pass towline (consider bridle). T/P)			
	e. No turns on the tow bitt or cleat until towline is secured on the disabled vessel and all crew on the disabled vessel are clear. (P)			
	f. Discuss emergency break away procedures (including having a sharp knife or an ax readily available). (P)			
4.	Brief disabled on emergency procedures. (T/P)			
	a. Equipment to be passed and its use. (T/P)			
	b. Brief on towing procedures. (P)			
	c. Establish emergency communications. (T/P)			
5.	Pass towline and equipment:			
	a. Pass equipment as required (pump. drogue, bridle, radio, etc.) (P)			
	b. Make approach into predominant force (wind or current.) (B/P)			
	c. Keep coxswain station in optimal position (O/B/T)			
	d. Pass towline. (P)			
	e. Pay out line and tend away from screws. (B)			

Section: H (cont'd)

	f. Place working turn on tow bitt (cleat) after tow line is secured on disabled vessel and its crew is clear. (O)			
	g. Set initial course. (B)			
	h. Adjust and secure towline on response unit (make-up tow bitt or cleat). (B)			

Section: H (cont'd)

Tasks: Towing

No.	Performance Criteria	SAT	UNSAT	Remarks
5.	i. Set and Maintain Tow watch. (P)			
	j. Change sound signal if required. (N)			
	k. Install chaffing gear if needed. (P)			
	l. Maintain safe speed. (B/P)			
	m. Regularly checked status of disabled. (P)			
6.	Transfer disable to a side tow.			
	a. Only done in protected waters. (P)			
	b. Brief Crew on procedures. (T/P)			
	c. Brief disabled on procedures.			
	d. Prepare deck for alongside tow (all lines laid out for use & boat fendered properly). (O)			
	e. break end tow (Option) (O)			
	f. Consider set & drift of both vessels before making approach. (O)			
	g. Properly execute drop tow approach or back down approach. (B/P)			
	h. Pass side tow lines to disabled vessel. (O/P)			
	i. Adjust side tow line and establish control. (O)			
	j. Maneuver with disabled vessel (calm water). (B)			
	k. Brief mooring procedures- give instructions to disabled vessel. (P/T)			
	l. Assign crew tasks. (T/P)			
	m. Moor disable vessel while along side. (B/T)			
	7.	Crew teamwork and coordination		
a. Coxswain briefed crew specific tasks and mission responsibilities. (T)				
b. Coxswain and crew communicate effectively and assertively. (T)				
c. Coxswain and Crew assisted each other as needed. (T)				
d. Coxswain and crew were always aware of the others location. (T)				
e. Coxswain provided timely and appropriate guidance. (T)				
f. Crew were in the proper uniform and wore proper safety & survival equipment. (P/T)				
g. Did not jeopardize crew or vessels. (S/T)				
h. Kept controlling unit informed. (P/T)				
i. Gather pertinent information to complete reports. (P)				

Section: I

Performance Criteria: Marlinespike and line handling

Conditions: Coxswain and crew demonstrated the ability to quickly and efficiently tie five basic knots/hitches and the ability to handle lines.

Standards: In accordance with references a. – f. all knots and hitches are to be tied with little or no hesitation and without help. Lines are to be stowed efficiently and ready for easy use.

Task:

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Tie a Bowline. (P)			
2.	Tie a Clove Hitch. (P)			
3.	Tie Single & Double Sheet/Becket bend. (P)			
4.	Make a round turn with a half hitch-two half hitches. (P)			
5.	Make a Square Knot. (P)			
6.	Make three figure 8 turns on a standard cleat finish with a weather hitch. (P)			
7.	Make three wraps on a standard cleat and finish it up. (P)			
8.	Secure a mooring line to a cleat. (P)			
8.	Coil a laid line ready for use. (P)			
9.	Coil a Double Braided or Stranded Sheath line make it ready for use. (P)			
10.	Make up a tow bridle. (P)			

Section J

Performance Criteria: Properly complete all required forms.

Conditions: Given an Auxiliary Operational Facility and Qualified Crew.

Standards: Coxswain and crew demonstrated the ability to accurately complete all required forms for the mission just complete in accordance with District 11 NR and Coast Guard Policy.

Tasks:

No.	Performance Criteria	SAT	UNSAT	Remarks
1.	Demonstrate ability to complete Patrol Order form (CG-5132) for mission just completed. (P)			
2.	Demonstrate ability to complete CG Auxiliary SAR Summery (CG-4612) with all required information. (Use information that would be gathered from a search and rescue and tow exercise). (P)			
3.	Complete mission hour report. (P)			
4.	Complete GAR score worksheet for each evolution completed. (P)			