

# **BOAT OPERATIONS AND TRAINING (BOAT), VOLUME I**



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

- Ref:
- (a) Records & Information Management Program Roles and Responsibilities, COMDTINST 5212.12 (series)
  - (b) Performance, Training and Education Manual, COMDTINST 1500.10 (series)
  - (c) Boat Operations and Training (BOAT), Volume II, COMDTINST 16114.33 (series)
  - (d) United States Coast Guard Regulations 1992, COMDTINST M5000.3 (series)
  - (e) U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume III, COMDTINST 16114.42 (series)
  - (f) Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
  - (g) Communication Manual, COMDTINST 2000.3 (series)
  - (h) Shipboard Launch and Recovery Procedures Manual, COMDTINST M3120.6 (series)
  - (i) Naval Engineering Manual, COMDTINST M9000.6 (series)
  - (j) Safety and Environmental Health, COMDTINST 5100.47 (series)
  - (k) Coast Guard Navigation Standards Manual, COMDTINST M3530.2 (series)
  - (l) U.S. Coast Guard Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series)
  - (m) Aids to Navigation Manual Administration, COMDTINST M16500.7 (series)
  - (n) Risk Management (RM), COMDTINST 3500.3 (series)
  - (o) Reserve Policy Manual, COMDTINST M1001.28 (series)
  - (p) Reserve Force Readiness System (RFRS) Staff Element Responsibilities, COMDTINST 5320.4 (series)
  - (q) Auxiliary Operations Process Guide: Volume 1 – General/Surface – AOPG 16798.31 (series)
  - (r) U.S. Coast Guard Addendum to the National Search and Rescue Supplement (NSS) to the Aeronautical and Maritime Search and Rescue Manual (IAMSAR), COMDTINST M16130.2 (series)
  - (s) Coast Guard External Affairs Manual, COMDTINST M5700.13 (series)
  - (t) Maritime Security and Response Operations (MSRO) Manual, COMDTINST M16600.6 (series)
  - (u) Protected Living Marine Resources Program, COMDTINST 16475.7 (series)
  - (v) Vessel Environmental Manual, COMDTINST M16455.1 (series)

- (w) AN/PVS-31A User Manual, BMG-TM-ITI Revision 1
- (x) Boat Forces Operations Personnel Qualification Standard, COMDTINST M16114.30 (series)
- (y) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)

1. PURPOSE. This Instruction prescribes policy, doctrine, 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 headquarters staff elements shall comply with the provisions of this Instruction.
3. AUTHORIZED RELEASE. Internet release is authorized.
4. DIRECTIVES AFFECTED. U.S. Coast Guard Boat Operations and Training (BOAT) Manual, Volume I, COMDTINST M16114.32E is canceled.
5. DISCUSSION. 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 presents significant content changes, including:
  - a. Incorporated Policy Letter 02-21, Personal Protective Equipment (PPE) Waiver Delegation Authority.
  - b. Incorporated Policy Letter 04-21, Updated Boat Forces Insignia Criteria.
  - c. Incorporated Policy Letter 05-21, Trailering Fatigue Hours.
  - d. Incorporated Policy Letter 06-21, Asset Status for Restrictive Discrepancies.
  - e. Incorporated Policy Letter 04-22, Flood Response Restriction.
  - f. Incorporated Policy Letter 07-22, Restrictive Waiver Authorization.
  - g. Removed Prior Qualification of Boat Forces. Part 5, Ch.2, A.4.

- h. Updated Ice Rescue Minimum Crew Requirements. Part 3, Ch.1, F.5.
  - i. Changed Law Enforcement Instructor (LEI) requirement to E-4 and above. Part 3. Ch. 2, A.3.b.
  - j. Removed Heavy Weather Station 8 ft Surf Operational Guidelines. Part 3, Ch.1. C.4.
  - k. Updated Flood Response Section. Part 3. Ch. 1. H.
  - l. Added Trailing Repositioning. Part 4. Ch. 2. D.1.
  - m. Revised Defense Readiness Section. Part 4. Ch. 1. D.
  - n. Updated Table 4-1, Multi-mission Boats and Associated Missions. Part 4. Ch. 2. B.2.
  - o. Updated Table 4-4, Basic Crew Requirements. Part 4. Ch. 2. D.1.
  - p. Updated Fatigue Status. Part 4. Ch. 2. C.3.a.
  - q. Changed “Shall” to “Should”. Restrictive Discrepancies. Part 4. Ch. 3. B.2.
  - r. Removed Command Security Officer (CSO).
  - s. Updated Boat Force Operations Insignia Criteria. Part 5, Ch. 2.
  - t. Updated CDR Ray Evans Outstanding Coxswain Trophy Award. Part 5, Ch. 4.
  - u. Updated Fireman First Class Paul Clark Outstanding Engineering Award. Part 5, Ch.5.
  - v. Added Break-in Boat Crew Supporting Missions Part 4. Ch. 2. D.2.a.
  - w. Added Master Chief Jack Downey Award. Part 5. Ch. 6.
  - x. Added Boat Forces “Soul of the Service” Recognition Program. Part 5. Ch. 7.
  - y. Removed Boat Force Operations Insignia Criteria.
  - z. Added Coxswain Insignia Description. Part 5. Ch. 2. A.2.
  - aa. Added Surfman Insignia Description. Part 5. Ch. 2. A.3.
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 at: <https://uscg.sharepoint-mil.us/sites/cg61/SitePages/CG-611-RIM.aspx> .
11. FORMS. Suggested changes and/or corrections for immediate action may be submitted to [USCG.Forms@uscg.mil](mailto:USCG.Forms@uscg.mil)
12. 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. If accessibility modifications are needed for this artifact, please communicate with the Section 508 Program Management Office (PMO) at [Section.508@uscg.mil](mailto: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](mailto:accessibility@hq.dhs.gov).
13. REQUESTS 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>.

/TODD C. WIEMERS/  
Rear Admiral, U.S. Coast Guard  
Assistant Commandant for Capability

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# **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 Instruction's 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.**

The first page of each Part includes an Introduction and an in this Part (which lists each Chapter title).

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.

#### **WARNING**

Operating procedure or technique that must be carefully followed to avoid personal injury or loss of life.

#### **CAUTION!**

Operating procedure or technique that must be carefully followed to avoid equipment damage.

#### **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.**

In an attempt 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**

# **PROGRAM POLICY**

**Introduction:** This Part provides the roles and responsibilities, application of policy, and program management from the Office of Boat Forces (CG-731), and Boat Forces Stakeholders.

**In this Part:** This Part contains the following Chapters:

1. [Office of Boat Forces \(CG-731\)](#)
2. [Boat Forces Stakeholders](#)

## **CHAPTER 1**

### **Office of Boat Forces (CG-731)**

**Introduction.** This Chapter describes the roles and responsibilities of Office of Boat Forces (CG-731), Boat Forces Unit Program Management, and the Policy Letter Program.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Responsibilities](#)
- B. [Boat Forces Program Management](#)
- C. [Policy Letter Program](#)

## **Section A. Responsibilities**

### **A.1. Office of Boat Forces (CG-731) Functions**

Under the general direction and supervision of the Assistant Commandant for Capability (CG-7), Office of Boat Forces (CG-731) shall:

- a. Develop optimum Boat Force capability structure; coordinate associated force distribution, and boat decommissioning plans and schedules respectfully. Evaluate, analyze, and identify authorities, capabilities (boats and people), competencies (skills and knowledge), capacities, and partnerships necessary to meet Boat Force mission requirements.
- b. Provide budget coordination for Office of Boat Forces (CG-731). Act as Headquarters Planning Coordinator (HQPC) for all assigned multi-mission boat resources. Request and execute authorized funding and resource allocation decisions related to providing Boat Forces human capital and capabilities based on, and aligned with, the Strategic Plan for Boat Forces.
- c. Represent CG operations policy and capability requirements equities within the Administration, with the Congress, among federal, state, local, academic, individual citizen, international and private sector stakeholders.
- d. Conduct special studies and performance analyses, develop position papers, briefing, and meeting preparation materials for decision making at the strategic level and in support of decision making at the operational and tactical levels.
- e. Provide CG operations policy and capability requirements input at each stage of the CG resource management cycle from mission performance assessment, to gap analysis and capability requirements generation through budget build, budget defense and budget execution.
- f. Provide the CG operations policy and capability requirements “data feed” both internally and externally that will allow representation, analysis and requirements generation to be successfully completed in an efficient and effective manner.
- g. Establish operating guidelines, staffing requirements, and overarching organizational structure for all Stations and Aids to Navigation Teams (ANTs).
- h. Provide oversight to the Boatswain Mate (BM) rating in conjunction with the Office of Cutter Forces, the Office of Deployable Specialized Forces, and the BM Rating Force Master Chief.

#### A.1.a. Waiver Authority

Make a determination on all submitted waiver requests. Requests will be submitted to the attention of the Office of Boat Forces (CG-731) via official written correspondence or email (SMB-COMDT-BoatForcesWaivers) or [BoatForcesWaivers@uscg.mil](mailto:BoatForcesWaivers@uscg.mil) that has been routed/endorsed through the appropriate chain of command. All waiver requests shall have the following minimum information:

- (01) Submitting unit or individuals' name.
- (02) Appropriate subject line (e.g. Boat Forces Insignia).
- (03) Justification for waiver.
- (04) Reply point of contact.
- (05) Supporting documentation.

## Section B. Boat Forces Program Management

### B.1. Boat Forces Program Management

A Boat Forces unit is normally a Coast Guard facility with an OPFAC, Command Cadre, permanently assigned duty standers, boat allowance, and equipment. **Table 2-1** identifies all Coast Guard units classified as a Boat Forces unit by the Office of Boat Forces (CG-731). Each of these units shall comply with all Boat Forces policies. In addition, it also identifies who the program manager is for each unit type.

<b>Unit Types</b>	<b>Boat Operating Policy Applies</b>	<b>Program Management</b>
Station	X	CG-731
Station (small)	X	CG-731
Aid to Navigation Team (ANT)	X	CG-731
Cutter	X	CG-751
Maritime Safety and Security Team (MSST)	X	CG-721
Maritime Security Response Team (MSRT)	X	CG-721
Maritime Force Protection Unit (MFPU)	X	CG-MSR
Sector	X	CG-741
Port Security Unit (PSU)	X	CG-721
Strike Team	X	CG-721
Training Centers (to include HITRON)	X	FORCECOM

**Table 2-1**  
**Boat Forces Unit Policy and Program Management**

## **Section C. Policy Letter Program**

### **C.1. Background**

The Office of Boat Forces (CG-731) produces, promulgates, and maintains in excess of thirty Directives used by field personnel supporting boat operations. Policy letters are used to address singularly focused changes, modification, or clarification to Directives that can be resolved in a timely manner at the Office of Boat Forces (CG-731) level, with approval from Commandant (CG-7).

### **C.2. Guidance**

To the degree possible, each policy letter will address a single Boat Forces issue and the contents of the policy letter will include an explicit reference, (i.e., chapter, page number, and section), to the current publication. The action to be taken with respect to existing policy will be clearly articulated to clarify, augment, replace, or delete existing policy.

Boat Forces policy letters are posted on the Office of Boat Forces (CG-731) Microsoft SharePoint site, both on the Policy Letters page:

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

and co-located with their associated references on the Manual's page:

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

## CHAPTER 2

### Boat Forces Stakeholders

**Introduction.** This Chapter provides responsibilities for stakeholders that collaborate with the Office of Boat Forces (CG-731) and oversee Boat Forces Units.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Responsibilities](#)



## **Section A. Responsibilities**

### **A.1. Office of Naval Engineering, Commandant (CG-45)**

Commandant (CG-45) will:

- (01) Promulgate maintenance procedures for all boats.
- (02) Review material standards, discrepancy classifications, and Boat Forces Operational Assessment & Readiness Support Team (BF OARS) assessment criteria for standard boats.
- (03) Monitor material condition of boat fleet.

#### **A.1.a Surface Forces Logistics Center (SFLC)**

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

<https://uscg.sharepoint-mil.us/sites/sflc>

#### **A.1.b. Small Boat Product Line (SBPL)**

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

<https://uscg.sharepoint-mil.us/sites/SBPL213/SitePages/Home.aspx>

### **A.2. Force Readiness Command (FORCECOM)**

FORCECOM responsibilities are listed at: <https://uscg.sharepoint-mil.us/sites/FORCECOM>

#### **A.2.a. FC-T**

The following FORCECOM (FC-T) responsibilities are provided for a training manager and course manager.

#### **A.2.b. Training Manager**

FC-T as the Coast Guard's training manager, will:

- (01) Act as final approving authority for new resident training and general military training requirements and develop Resource Proposals in support of these requirements.
- (02) Provide training policies and processes needed to manage unit training.
- (03) Establish and monitor measures of effectiveness and efficiency of training.
- (04) Manage Program, Project or Activity budget and training quota control systems in support of unit training.
- (05) Provide training consultation services for course managers when requested.
- (06) Assist course managers in determining equivalencies between resident training courses and training received from other sources including exportable training and commercial and government schools.
- (07) Coordinate unit training needed as a result of major acquisitions (provide appropriate databases).

**A.2.c. c Education and Training Quota Management Command (ETQC)**

ETQC will:

- (01) Administer the Coast Guard's quota allocation process and serve as the class "C" school order-issuing authority for all Headquarters program managers in accordance with the Reference (b) and this Instruction.
- (02) Advise FC-T of any inconsistencies in unit or boat crew resident training with information copies to the Office of Boat Forces (CG-731).
- (03) Assign quotas based upon the training requirements identified in this Instruction in conjunction with the Operating Logistics Support Plan for assigned boats and program direction.
- (04) Schedule training for unit personnel in accordance with this Instruction, the Operating Logistics Support Plan for assigned boats and program direction.
- (05) Maintain liaison with other U.S. Government training commands and training sources, as appropriate and authorized by FORCECOM (FC-TOT), in order to maintain an integrated quota management system. This system should allow for improved quota management including historical utilization data.

**A.3. Area Commander**

Area Commanders shall:

- (01) Ensure units with assigned boats are provided adequate support by the chain of command.
- (02) Ensure Area Boat Managers monitor unit training and operations at subordinate commands and ensure boat crew readiness is maintained in accordance with applicable Commandant and Area directives. Coordinate assessment visit schedules with the BF OARS and Afloat Training Organization (ATO).

**A.4. District Commander**

District Commanders shall:

- (01) Issue directives as necessary to expand upon, but not contradict, the requirements in this Instruction.
- (02) Ensure the unit training program is implemented in accordance with this Instruction and Area directives during compliance assessments.
- (03) Ensure written notification to the Office of Boat Forces (CG-731) when Districts anticipate to modify the response posture of a Boat Forces unit in the District SAR plan (ie, add a second B-0 boat crew to a unit, or change a STA(sm) from full time to seasonal weekend only, etc.) This will allow the Office of Boat Forces (CG-731) to accurately validate the ABSM.

### A.5. Sector Commander

Sector Commanders Shall:

- (01) Provide direction, support and coordination for functions performed by subordinate units.
- (02) Provide training support for subordinate units primarily by monitoring the training and operational performance of each unit.
- (03) Oversee the training and qualification programs at subordinate units.
- (04) Issue directives as necessary to expand upon, but not contradict, the requirements in this Instruction, and all other applicable objectives.
- (05) Use BF OARS publications and check sheets as guides for conducting Ready for Operations (RFO) assessments and drill execution.

### A.6. Additional Responsibilities of the Operational Commanders

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

- (01) Provide support for subordinate units primarily by monitoring and active engagement in the training and operational performance of each unit. The procedures set forth in Reference (c) shall be used to ensure personnel are well versed and engaged in the evaluation process and the conduct of underway drills.
- (02) Ensure all Command Cadre personnel maintain certification in accordance with Reference (c) and, if applicable, their respective program manual (e.g. MSST Program Manual, MSRT Program Manual, etc.). All initial and recertification within the E-training application for CO/OICs ashore, or letters for Cutter CO/OICs, shall be signed by the Operational Commander (this authority may be delegated in writing).
- (03) Maintain compliance with the Boat Forces Readiness System.
- (04) Monitor unit training and operations at subordinate commands to ensure boat crew readiness is maintained in accordance with applicable directives.
- (05) Ensure unit COs/OICs complete required preventive maintenance.
- (06) Act on waiver requests as outlined in **Asset Condition** in Part 4, and maintain awareness of all restrictive waivers.
- (07) Ensure units comply with standard boat configuration management requirements.
- (08) Provide or arrange for training, logistics, maintenance, and technical support beyond the capabilities of subordinate units.
- (09) Ensure at least one member of the RFO Team accompanies the BF OARS for the duration of the BF OARS assessments of subordinate units. This ensures the Operational Commander has a representative on site and provides professional development to members of the RFO Team.
- (10) Ensure RFO Assessments are completed at all subordinate units aligned with Reference (c) as outlined in this Instruction.

- (11) Hold unit COs/OICs accountable for assessment results in the context of their overall performance.
- (12) Coordinate BF OARS assessment visit schedule.

A.6.a. Operational Commander Responsibilities at Training Centers

Office of Boat Forces (CG-731) has authorized specific staff at training centers (and other unique facilities) to serve the functional role of Operational Commander or Unit Commander for purposes outlined in Office of Boat Forces (CG-731) directives.

The following billet positions are authorized to fulfill the role of Operational Commander at Coast Guard Training Centers:

- (01) Training Center Yorktown Boat Forces & Cutter Operations (BFCO) Branch Chief.
- (02) Special Missions Training Center (SMTC) Boat Tactics Branch Chief.
- (03) Maritime Law Enforcement Academy (MLEA) Training Officer.

## PART 3

# UNIT GUIDANCE

**Introduction:** This part describes Unit Classification, Unit Organization, and Workforce Management for Boat Forces Units.

Primary functions for all Boat Forces units include the following:

- (01) TRAIN. Provide essential training for boat crews, boarding teams, and other operations support personnel (e.g. communications watch standards, OOD, etc.) for the safe and effective execution of assigned duties
- (02) MAINTAIN. Accomplish scheduled maintenance and limited repairs for assigned boats and equipment and perform general housekeeping for unit boats and facilities.
- (03) OPERATE. Successfully execute assigned Coast Guard missions in a safe and effective manner.

**In this Part:** This Part contains the following Chapters:

1. [Unit Classification](#)
2. [Unit Organization](#)
3. [Work Force Management](#)
4. [Reserve Work Force Management](#)
5. [Coast Guard Auxiliary](#)

## CHAPTER 1 Unit Classification

**Introduction.** This Chapter provides standard requirements of Coast Guard Boat Forces Units.

**In this Chapter.** This Chapter contains the following Sections:

- A. Stations and Aids to Navigation Teams (ANT)
- B. Station (small)
- C. Heavy Weather Station
- D. Surf Station
- E. PWCS and Pursuit Units
- F. Ice Rescue
- G. Marine Environmental Protection
- H. Living Marine Resources

## **Section A. Stations and Aids to Navigation Teams (ANT)**

### **A.1. Station and ANT Requirements**

In order to conduct Station and ANT operations, the following are required:

- (01) Capable boats assigned,
- (02) Assignment of applicable competencies,
- (03) Use of certified Boat Crews,
- (04) Shore Facility,
- (05) Duty Crew Berthing (Station),
- (06) Vessel moorings,
- (07) Operation of boats in support of assigned missions,
- (08) Administration and Maintenance

### **A.2. Station and ANT Classification List**

A current Unit Classification list that includes Boat Forces units is linked on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site:

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

### **A.3. Mission Requirements**

District Commanders establish Station and ANT mission requirements that are in line with Area and Headquarter policy guidance. These requirements are District-wide with regional variations, to meet the demands for Coast Guard services. CO/OICs shall refer to their respective District Standard of Operating Procedures (SOP) and Sector SOP or Organization Manual for specific variations.

### **A.4. Procedures for Modifying Station and Station (Small) Alert Postures**

District Commanders have the authority to open or close a seasonal station no more than 30 days earlier or later than prescribed based on operational requirements, (e.g. prevailing weather conditions or anticipated influx of boating activity). Districts should consult with their legal representatives and shall document why requirements cannot be met as prescribed. This written notification shall be sent to the Office of Boat Forces (CG-731) through their respective Area.

Recommendations to permanently change a Station or Station (small) alert posture—to include full closure of the unit, changes to seasonal operations (e.g. closing on 1 October vs. 15 October), reducing summer weeks to summer weekends, downgrade (e.g. Station to Station (small)), conversion to a different type of Coast Guard unit (e.g. station to ANT), and placing requirement beyond one B-0—shall be referred to the Office of Boat Forces (CG-731) for specific guidance.

## **Section B. Station (small)**

### **B.1. District Commanders' Responsibilities**

District Commanders shall:

- (01) Consult with their legal representatives and shall make written recommendations to the Office of Boat Forces (CG-731) through Area to modify a Station (small).
- (02) To allow the Office of Boat Forces (CG-731) to accurately validate the ABSM, Districts who anticipates to modify the response posture of a STA in the District SAR plan (ie, add a second B-0 boat crew to a unit, or change a STA(sm) from full time to seasonal weekend only, etc.) make written notification to the Office of Boat Forces (CG-731).

### **B.2. Sector Commanders' Responsibilities**

Sector Commanders shall:

- (01) Review policies and procedures at Stations (small) to determine what activities and requirements are self-imposed and not required.
- (02) Determine an appropriate mission employment for each Station (small) subject to the policies contained herein and without exceeding Commandant Standards.
- (03) Develop a comprehensive mission plan for their Station (small) Concept of Operations. Readiness postures for Stations (small) shall be based upon:
  - a. Operational requirements including, but not limited to, SAR demand, SAR system capabilities, other Coast Guard missions, and associated system capabilities.
  - b. Local requirements including, but not limited to, operating area demographics, proximity to the parent Station, and prevailing weather and marine conditions.
  - c. Workload factors including, but not limited to, the additional workload required to achieve and maintain certification on multiple boat types, and transit time that may impact fatigue and mission execution.

### **B.3. Parent Station CO/OIC Responsibilities**

The parent Station CO/OIC shall:

- (01) Ensure Coast Guard SAR standards are met utilizing assigned boat(s) and crews, or other components of the SAR system (auxiliary facilities, adjacent units, local government forces, etc.).
- (02) Schedule work and readiness in response to peak demand/maritime activity in the AOR.
- (03) Establish a duty section rotation in accordance with **Duty Section Rotation** in this Part.
- (04) Ensure communications guards in accordance with current directives.
- (05) Ensure unit compliance with Physical and Operations Security requirements.



- (06) Authorize Stations (small), consistent with system capabilities, to forward telephones to the parent Station after hours and at any other time assigned personnel are unavailable (e.g. underway in support of Coast Guard operations).
- (07) Augment, as appropriate, Station (small) duty crews with fully certified auxiliary /reserve members in accordance with applicable directives and regulations.
- (08) Manage and coordinate administrative responsibilities in the most efficient and effective manner possible.
- (09) Maintain the response standard as specified by the District SAR plan.
- (10) Implement corrective actions to resolve deficiencies identified during RFO Assessments and BF OARS assessments in accordance with the requirements of this Instruction and other applicable directives. Review and update management practices to mitigate future deficiencies from reoccurring.
- (11) Designate a senior (Coxswain) BM assigned for duty to the physical location of the Station (small) as watch section supervisor.
- (12) Maintain qualification, certification, and recertification requirements in accordance with existing policies.
- (13) Ensure operations information system entries are completed in accordance with current directives. i.e., Operational Reporting, COMDTINST M3123.13 (series).
- (14) Not impose self-generated requirements that conflict with the policy herein or in higher existing Commandant Directives.

### **NOTE**

Station (Small) information shall be captured specifically as Station (Small) data. The parent unit entering this data in CG information systems shall enter it not under the parent unit, but under the Station (Small) to ensure proper use of tracked data.

#### **B.4. Mission Limitations**

A Station (small) is a limited resource-constrained unit, designed to meet limited mission requirements.

Parent CO/OICs shall structure reasonable tasking in support of the Station (small) accordingly.

#### **B.5. List of Coast Guard Stations (small)**

A current Unit Classification list that includes Stations (small) is linked on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Home.aspx>  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Unit%20Classification.aspx>.

#### **B.6. Boat and Facility Maintenance**

Stations (small) shall limit their boat and facility maintenance to normal housekeeping and minor repairs. Parent stations shall manage the budgets and inventories for their Stations

(small), and minimize any financial procurement, administrative, and reporting responsibilities for these stations.

## Section C. Heavy Weather Station

### C.1. Heavy Weather Station Requirements

#### NOTE

“Heavy Weather” is a Boat Forces term whose specific meanings are dependent on context. “Heavy weather” may be used to define:

- (01) “Heavy Weather Station,” see **C.2. Heavy Weather Station Criteria**,
- (02) Boat-type-specific environmental parameters and capability (per applicable Boat Operator’s Handbook),
- (03) Coxswain operational guidelines, see,
- (04) Training limitations, see Reference (c).

In order to conduct heavy weather operations, the following are required:

- (01) Designation as a Heavy Weather Station,
- (02) A minimum of two (2) heavy weather capable boats assigned,
- (03) Assignment of heavy weather competencies,
- (04) Certified Heavy Weather Coxswains.

### C.2. Heavy Weather Station Criteria

Units which meet the following criteria should request to be designated as a Heavy Weather Station via their chain of command. The criteria for designating Heavy Weather Stations consists of two components:

- (01) Environment,
- (02) Frequency of heavy weather.

Heavy Weather Stations that do not meet the criteria for a Surf Station but are located in areas where:

Seas (height) are greater than 10 FT and/or sustained winds exceed 30 KTS (**Environment**) at least 10% of the calendar year (36 days), averaged over at least five-years (**Frequency**). A heavy weather day consists of a minimum of three hours of sustained heavy weather conditions.

### C.2.a. Heavy Weather Conditions Documentation

ALMIS will be used to track the environmental conditions and frequency of those conditions at individual Stations (**Figure 3-1**). Since designation as a Heavy Weather Station involves a significant investment by the Coast Guard, accurate data is essential. Units SHALL use UDC 98 to properly record U/W evolutions in HWX. The data is used to document local conditions that warrant designation of a unit as a Heavy Weather Station, and it is used to make policy and resource allocation decisions for designated Heavy Weather Stations and non-designated Heavy Weather Stations.

Stations not designated as Heavy Weather Stations may track local environmental conditions to justify Heavy Weather Station designation. Stations shall work in conjunction with their Sector Command using this accumulated data to seek designation as a Heavy Weather Station.

### C.3. List of Coast Guard Heavy Weather Stations

A current Unit Classification list that includes Heavy Weather Stations is linked on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site:

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

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

### C.4. HWX Station Operational Guidelines

<b>All Table Values are Maximum</b>			
<b>MLB Crew Position</b>	<b>Sea</b>	<b>Sustained Wind</b>	<b>Surf</b>
<b>Coxswain</b>	10 FT	30KTS	None
<b>HWX Coxswain</b>	20 FT	50KTS	None

**Table 3-1**  
**HWX Station Operational Guidelines**

## Section D. Surf Station

### D.1. Surf Station Requirements

In order to conduct surf operations, the following are required:

- (01) Designation as a Surf Station,
- (02) Assignment of at least two surf capable boats,
- (03) Assignment of surf competencies,
- (04) Certified Surfman.

### D.2. Surf Station Criteria

Units which meet the following criteria should request to be designated as a Surf Station via chain of command. The criteria for designating Surf Stations consist of two components:

- (01) Environment,
- (02) Frequency of surf.

#### D.2.a. Environment

Surf Stations are designated in areas where surf is greater than eight (8) feet, on a Federally maintained navigable bar or entrance, of sufficient water depth to allow the operation of a surf capable boat. When designating a Surf Station, beach surf is not considered. For characteristics of Surf, reference *Boat Crew Handbook: Seamanship Fundamentals*, BCH 16114.4 (series).

#### D.2.b. Frequency of Surf

Surf Stations are located in areas where surf is greater than 8 FT and occurs at least 10% of the calendar year (36 days), averaged over at least five-years. A surf day consists of a minimum of one hour of sustained surf on a Federally maintained navigable bar or entrance that falls within the Station's area of responsibility.

If surf greater than 8 FT occurs less than 36 days a year, a Surf Station is not appropriate. In such locations, training and qualification for Coast Guard personnel to conduct safe operations cannot be maintained at even minimum levels. In those instances when surf occurs in these locations, additional efforts should be made to educate the public and prevent bar crossings by awaiting better weather. Surf boats at adjacent Stations and helicopters will be used for SAR responses if and when needed.

### D.3. List of Coast Guard Surf Stations

A current Unit Classification list that includes Surf Stations is linked on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site:

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

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

## D.4. Surf Conditions Documentation

Use ALMIS to track the environmental conditions and frequency of those conditions at individual Stations. Since designation as a Surf Station involves a significant investment by the Coast Guard, accurate data is essential. The data is used to document local conditions that warrant designation of a unit as a Surf Station, and it is used to make policy and resource allocation decisions for designated Surf Stations and non-designated Surf Stations. Surf Stations shall enter surf data into ALMIS (**Figure 3-1**). Stations not designated as Surf Stations may track local environmental conditions to justify Surf Station designation. District Commanders may use this accumulated data to seek unit designation as a Surf Station.

### D.4.a. Surf Conditions Reporting

When documenting rough bar/surf conditions in ALMIS, Stations shall choose one of three categories of surf height:

- (01) Surf < 8 FT
- (02) Surf 8 - 15 FT
- (03) Surf >15 FT

Surf Levels shall be tracked in the Electronic Asset Logbook of ALMIS, under the mission operations tab of the mission schedule screen (**Figure 3-1**).

Units shall track surf hours in ALMIS using the Unit Defined Code entry “99” with the title “Surf Operations.”

**Figure 3-1**  
ALMIS Surf Levels

## D.5. Surf Station Operational Guidelines

**All Table Values are Maximum**

<b>MLB Crew Position</b>	<b>Sea</b>	<b>Wind</b>	<b>Surf</b>
<b>Coxswain</b>	10 FT	30KTS	None
<b>HWX Coxswain (See Note 1)</b>	20 FT	50KTS	8 FT
<b>Surfman</b>	30 FT	50KTS	20 FT

Note 1: HWX Coxswain shall be assigned to a Surf designated unit, shall have the surf operations endorsement, and follow the surf training requirements found in Reference (c).

**Table 3-2  
Surf Station Operational Guidelines**

## D.6. Minimum Requirements for Surf Operations

Surf Stations shall meet the following requirements prior to commencing surf operations:

- (01) Surf Stations should maintain two B-0 surf-capable boats to ensure safety backup and/or self-rescue capability. When unable to provide two B-0 surf capable boats, the Sector shall be notified, and appropriate risk management initiated.
- (02) A certified Surfman shall be onboard each boat when surf exists.
- (03) When conducting surf operations with two surf capable boats, the use of a dedicated land-based observer or shore-side mounted cameras is at the discretion of the CO/OIC. When utilized, the observer shall always maintain radio contact with boats and the parent station. When conducting single boat surf operations, stations shall provide a land-based observer or utilize shore-side mounted cameras. When unable to comply with this requirement due to geographic limitations, Sector Command Center shall be notified.
- (04) Stations shall conduct a pre-brief (including risk management) prior to getting under way.
- (05) A handheld backup VHF-FM radio shall be carried onboard each boat.
- (06) Coastal stations with a breaking bar at or greater than 10 feet shall not normally cross the bar without one of the following prioritized standby assets:
  - a) Priority 1 Standby Asset: A second Coast Guard surf capable boat standing by inside or outside the bar. The boat may be from the responding unit or from a neighboring Surf Station.
  - b) Priority 2 Standby Asset: A Coast Guard helicopter in visual contact and capable of hoisting all persons on board the boat crossing the bar.
  - c) Priority 3 Standby Asset: Another government agency surf capable boat standing by inside or outside the bar.
- (07) In addition to providing a standby asset, units shall use other risk mitigating factors such as manning bar towers and illuminating breaking bars to further decrease risk.

## **Section E. PWCS and Pursuit Units**

### **E.1. PWCS (Tactical) / Pursuit Requirements**

In order to conduct Tactical and Pursuit maneuvers, the following are required:

- (01) Assignment of Tactical/Pursuit capable boats.
- (02) Assignment of Tactical or Pursuit competencies.
- (03) Certified Tactical/Pursuit Boat Crews.
- (04) Designation as a PWCS Level I or Pursuit Unit.

### **E.2. List of Coast Guard PWCS Level I and Pursuit Units**

A current list of PWCS Level I and Pursuit Units are located on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site:

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

### **E.3. PWCS (Tactical)/ Pursuit Activity Criteria**

Although every Coast Guard unit can conduct PWCS missions, the use of higher-level boat tactics, techniques, and procedures (TTP) are authorized only for PWCS Level I designated units. PWCS missions are normally viewed as defensive tactics enforcing a security zone or protecting a particular High Value Asset such as High Value Units, High-Capacity Passenger Vessels and commercial vessels carrying Especially Hazardous Cargo (EHC).

Although every Coast Guard unit can intercept or follow a target of interest, higher level pursuit TTP is only authorized for Pursuit designated units. Reference (e) explains the criteria, policy, and certifications for those units.

### **E.4. Training**

Tactical and Pursuit training shall be highly structured, thoroughly planned, and never spontaneous. Tactical and Pursuit tactics and training requirements are contained in Reference (e)

#### **E.4.a. Training Roles**

The role of the CO/OIC is to provide their personnel with training opportunities to develop skills, judgment, and decision-making capabilities. The CO/OIC must provide guidance, structured training, leadership, motivation, and the proper role model. See Reference (e) for details on the following mandated roles:

- (01) Designated Trainer,
- (02) OPFOR Operator,
- (03) Safety Observer.

#### **E.4.b. Training Asset Availability**

Tactical and Pursuit training and currency maintenance pose unique challenges for units with limited assets. Units should coordinate with neighboring units whenever possible to



accomplish the training. When experiencing difficulty in scheduling training, units should notify their Operational Commanders and request assistance.

## Section F. Ice Rescue

### F.1. Ice Rescue Requirements

To conduct Ice Rescue operations the following are required:

- (01) Designated as an Ice Rescue unit.
- (02) Assignment of Ice Rescue capable boats,
- (03) Assignment of Ice Rescue competencies,
- (04) Certified Ice Rescue teams,
- (05) Use of Ice Rescue equipment per Reference (f),
- (06) The VHF-FM radio shall be mounted in the government vehicle for all Ice Rescue operations. Units shall use Reference (g) when installing radios in government vehicles,
- (07) Handheld GPS receivers shall be used on all deployments to provide reliable positioning information,
- (08) Use procedures detailed in *Ice Rescue Operations (IROPS) Tactics, Techniques, and Procedures (TTP)*, CGTTP 3-50.1 (series).

In accordance with Reference (f), COs/OICs shall ensure that all of their personnel (Ice Rescue certified or break-ins) are properly trained and equipped with the appropriate PPE to be able to “self-rescue.”

### F.2. List of Coast Guard Ice Rescue Units

A current Unit Classification list that includes Ice Rescue units is linked on the Unit Classification page on the Office of Boat Forces (CG-731) Microsoft SharePoint site: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Home.aspx>  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Unit%20Classification.aspx>.

### F.3. Ice Rescue Criteria

The criteria for designating Ice Rescue units consists of the following components:

- (01) Units that frequently perform Ice Rescue activities related to the SAR mission.
- (02) Recreational ice activities have historically occurred on federal waterways within the AOR.

### F.4. Response Policy

Freezing air and water temperatures significantly decrease survivability time for subjects trapped in the water, or on the ice. Therefore, Search and Rescue Mission Coordinators (SMCs) must utilize the quickest on scene resources without unduly risking the safety of responding personnel. Coordinating with appropriate state/local Ice Rescue agencies is highly encouraged. Units must conduct a risk assessment prior to mission acceptance.

#### F.4.a. Case Categories

Ice Rescue cases are classified as short or long haul:

- (01) Short-Haul cases are **defined as one-half nautical mile or less from shore**. These cases will normally be a rapid recovery by an Ice Rescue team consisting of three certified team members on the ice. A fourth team member relaying communications may be used if direct communications is not available with Operational Commander (Sector Command Center).
- (02) Long-Haul cases are **defined as greater than one-half nautical mile and less than ten nautical miles from shore**. These cases anticipate extended exposure times for the Ice Rescue team. To limit the effects of exposure and expedite the rescue, these cases may require a boat or conveyance to transport gear and the Ice Rescue team which consists of three certified team members on the ice.

#### F.5. Minimum Crew Requirements

A Short Haul Ice Rescue team consists of a minimum of three (03) persons:

- (01) Team Leader (Designated by CO/OIC),
- (02) Two (02) Rescuers.

A Long Haul Ice Rescue team consists of a minimum of three (03) persons:

- (01) Team Leader – (Team Leader may also fill the role as SPC-AIR COXN),
- (02) Two (02) Rescuers – (Rescuers may also fill the role as SPC-AIR BCMs).

#### F.6. Operational Limits

Ice rescue teams shall use **Table 3-3** and **Table 3-4** to establish the maximum allowable mission time for ice rescue operations. Ice rescue teams shall not exceed the established limitations within a 24-hour period unless an operational waiver has been granted.

Determine maximum mission time as follows:

- (01) Using **Table 3-3**, draw a horizontal line across the table that is equal to the mission wind speed.
- (02) Draw a vertical line down the table that is equal to the mission air temperature.
- (03) Consult **Table 3-4**.

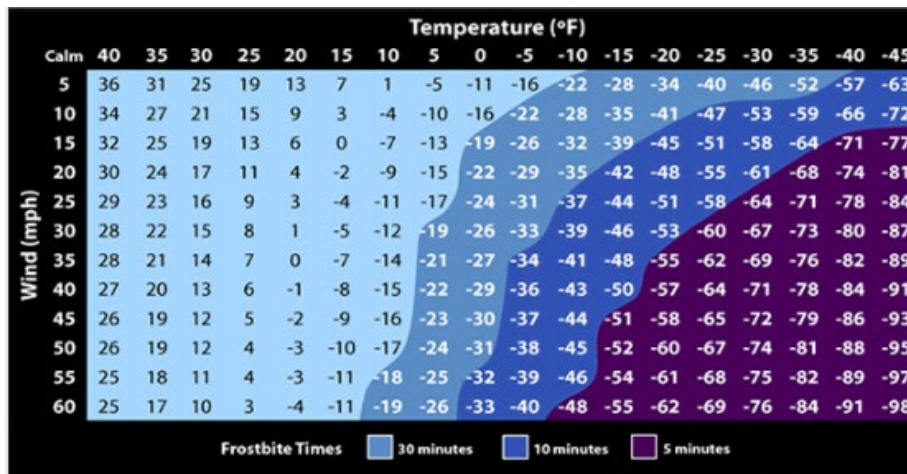


Table 3-3  
National Oceanic and Atmospheric Administration Wind Chill Chart

**Ice Rescue Operational Limits**

If Conditions Are	Maximum Mission Time
Combination Air Temperature and Wind Velocity is <b>-19</b> degrees or greater.	4 Hours (Note 1)
Combination Air Temperature and Wind Velocity is <b>-20</b> degrees to <b>-33</b> degrees.	2 Hours (Note 1)
Combination Air Temperature and Wind Velocity is below <b>-34</b> degrees.	Operational Waiver Required (Note 2)

Table 3-4  
Ice Rescue Operational Limits

**Note 1:** Ice rescue teams that can rest and rewarm prior to reaching their maximum mission time, may continue to operate in those conditions for no more than two additional hours.

**Note 2:** Ice rescue teams must have an approved operational waiver prior to mission execution.

F.6.a. Operational Parameter Waiver

Procedures for obtaining an operational parameter waiver are located in **Waivers** in Part 4.

**F.7. Government Vehicle Restriction**

Government vehicles will not be driven on the ice.

## **Section G. Cutter Boat**

### **G.1. Commanding Officer / Officer in Charge**

In addition to the duties of the CO/OIC that are specified in Reference (d), the CO/OIC shall:

- (01) Maintain material condition and operation of attached boats.
- (02) Ensure daily boat checks are completed.
- (03) Ensure personnel assigned to the cutter for boat operations meet all certification and currency training requirements.

### **G.2. Officer of the Deck**

The duties of the OOD are as follows:

- (01) Ensure a boat mission brief and risk management are conducted before and after each mission.
- (02) Ensure the safe launch and recovery of the cutter's boats per Reference (h).
- (03) Establish and maintain communications with boat crew if Sector Command Center is not able to maintain communications.

### **G.3. Engineer Officer/Engineer Petty Officer**

The Engineer Officer (EO)/Engineer Petty Officer (EPO) is the head of the Engineering Department and is responsible to the CO/OIC for all engineering matters within the unit. In addition to those duties prescribed in References (d) and (i), the EO/EPO, assisted by the appropriate subordinates, shall complete assigned duties as directed by the Small Boat Product Line Process Guides, which are housed in the SFLC Directives Library:

<https://uscg.sharepoint-mil.us/sites/sflc/SitePages/BOD-SFLCDirectives.aspx>.

### **G.4. First Lieutenant**

The duties of the First Lieutenant are as follows:

- (01) Be responsible, under the direction of the Executive Officer, for maintaining the cutter boat operations bill.
- (02) Ensure all personnel involved in cutter boat launch and recovery evolutions are certified in accordance with Reference (h).
- (03) Conduct a quarterly review of all certifications, current and future, to ensure unit personnel have attended required resident training schools and are completing currency requirements. Ensure Electronic Training Requests (ETR) are submitted for required resident training.
- (04) Ensure all members of the cutter boat crew are outfitted with the proper personal protective equipment in accordance with Reference (f).
- (05) Coordinate with EO/EPO to ensure the proper readiness and material condition of cutter's boat(s).
- (06) Ensure all cutter boats are operated in accordance with References (c) and (i).

- (07) Assign deck and engineering boat-keeper(s)

### **G.5. Duties of Most Senior Boatswain's Mate Assigned to Boat Operations**

The most senior Boatswain's Mate (BM) assigned to boat operations has the following duties:

- (01) Obtain and maintain the highest Coxswain certification level required per assigned cutter boat missions.
- (02) Ensure that all cutter boat crews are certified in accordance with References (c) and (e), and proper entries are made in E-Training application.
- (03) Supervise the Rescue and Survival Petty Officer with duties and responsibilities.
- (04) Supervise deck boat keeper with duties and responsibilities.

### **G.6. Duties of Senior Engineer Assigned to Boat Operations**

The senior Engineer assigned to boat operations has the following duties:

- (01) Obtain and maintain the highest Engineer certification level required per assigned cutter boat missions.
- (02) Maintain readiness and material condition of cutter boats.
- (03) Direct preventive and corrective maintenance of cutter boats.
- (04) Plan, coordinate, schedule, and control all phases of maintenance. Perform progress checks on all work assigned.
- (05) Maintain a boat maintenance status board and keep all appropriate personnel informed of boat status.
- (15) Supervise engineering boat keeper(s) with duties and responsibilities.

### **NOTE**

The senior Engineer is the highest-ranking enlisted Machinery Technician assigned outside of the command cadre.

### **G.7. Coxswain**

The duties and responsibilities of the Coxswain are located in [A.11. Coxswain](#) of this Chapter.

### **G.8. Rescue and Survival Petty Officer**

The CO/OIC shall designate a Rescue and Survival Petty Officer in writing in accordance with Reference (f).

### **G.9. Boat Keepers**

Boat-keepers are responsible for material condition, maintenance, and standardization of their assigned boat.

## Section H. Flood Response

### H.1. Flood Response Requirements

To conduct flood response operations the following are required:

- (01) Designated as a Flood Response unit.
- (02) Assignment of flood response capable boats,
- (03) Assignment of flood response competencies,
- (04) Certified flood response teams,
- (05) Use of flood response equipment as per Reference (f).

In accordance with Reference (f), COs/OICs shall ensure all personnel (flood response certified or break-ins) are properly trained in use of the appropriate PPE.

### H.2. Flood Response Designation

Every Boat Forces unit can conduct the flood response mission but are limited due to lack of Flood Response competencies and resources. If the unit routinely responds to flooding events, Operational Commanders may designate units via request through the Office of Boat Forces (CG-731). Reference (c) explains the certification process for those units who respond to this mission.

#### H.2.a. Flood Response Units

A current Unit Classification list that includes Flood Response Units is located using the following link: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Home.aspx>.

### H.3. Response Policy

The flood response mission falls under the Catastrophic Incident Search and Rescue (CISAR) Addendum to the National Search and Rescue Supplement to the International Aeronautical and Maritime Search and Rescue Manual Version 3.0. Please see **Catastrophic Incident SAR** in Part 4 for more information.

### H.4. Minimum Crew Requirements

A flood response crew consists of two (2) certified persons per boat:

- (01) One (1) Flood Response Coxswain,
- (02) One (1) Flood Responder.

#### H.4.a. Flood Response Team Leader

The Flood Response Team Leader serves as the on-scene coordinator for each team. Their role is to remain on shore with the trailer/vehicle to monitor operations while maintaining communications with the team and the chain of command. The Flood Response Team Leader shall be qualified as a Division/Group Supervisor under the Incident Command System (ICS), and Flood Responder. Certification as a DSF Deployable Team Leader (DTL), or Response Officer/Response Supervisor (RO/RS) replaces the Flood Response Team Leader

requirement. However, it is highly recommended that the DTL/RO/RS attain the Flood Responder qualification.

#### H.4.b. Risk Management

The flood response team shall conduct risk management and make appropriate recommendations to the Operational Commander.

#### H.5. Weather Restriction

Flood response boat operations shall NOT be conducted in:

- (01) Currents greater than 3 knots.
- (02) Collapsed structures.

#### H.6. Night Operations

Flood response operations **shall not** occur between sunset and sunrise. The Operational Commander may waive this requirement with proper risk management measures.

#### H.7. Waivers

Procedures for obtaining an operational parameter waiver are in [Waivers](#) in Part 4.



## CHAPTER 2

### Unit Organization

**Introduction.** This Chapter contains information covering the authority and responsibilities of Boat Forces command cadre, department heads, and collateral duties for units under the Boat Forces Program. The basic organization pattern of Coast Guard units reflects assignment of personnel and equipment to support both operational and administrative responsibilities among individual field units.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Authorization of Resources](#)
- B. [Boat Types and Authorized Missions](#)
- C. [Crew Rest and Utilization](#)
- D. [Crew Selection](#)

## **Section A. Command Cadre Responsibilities**

### **A.1. Command**

The authority vested either by rank, or by assignment in an individual for the direction, coordination, and control of Coast Guard assets. Command includes the authority and responsibility for effectively utilizing available resources, while organizing, directing, coordinating, controlling, and planning the employment of forces for the accomplishment of assigned missions. It also includes responsibility for the health, welfare, morale, and discipline of assigned personnel.

#### **A.1.a. Revocation Authority**

Office of Boat Forces (CG-731) does not object of the removal of Boat Forces' competencies, insignias, registries, and awards by the convening authority for judicial or nonjudicial punishment if there is a severe misconduct of the member and removal is warranted.

### **A.2. Command Cadre**

CO/OIC, XO/XPO, EO/EPO are considered command cadre billets and References (d) and (i) respectively contain their authority and responsibilities.

### **A.3. CO/OIC**

In addition to the responsibilities listed in Reference (d), the CO/OIC Shall:

- (01) Ensure unit boats, equipment, and personnel are prepared and available to respond to urgent and planned missions within the limits of the unit's authorities, capabilities (boats and people), competencies (skills and knowledge) and capacity. For detailed information of authorization of resources see **Authorization of Resources** in Part 4.
- (02) Set a goal of a 68-hour work week (including duty). See **Duty Section Rotation** in Part 3.
- (03) Maintain appropriate situational awareness of all underway unit boats, to include those temporarily under the direction of the SAR Mission Coordinator (SMC) as well as maintain communication with SMC during complex SAR cases.
- (04) Ensure compliance with functional and structural configuration management requirements in accordance with applicable Commandant Directives (i.e., Operator's Handbooks, MPCs, etc.).
- (05) Establish unit navigation standards, review Organizational Manual, and BF OARS Administrative Checklist within 90 days of relieving or assuming command.
- (06) Promulgate an Organizational Manual for Unit.
  - a) The first section shall cover any general principles desired, including the mission of the Station/ANT/DSF unit and any other general information appropriate to the scope of the chapter.
  - b) The second section shall cover department organization and detailed duties.
  - c) The third section shall cover:
    - i. Watch organization as developed for the Station/ANT/DSF,

- ii. It shall include standing orders, a briefing matrix discussing the reporting requirements between SMC, CO/OIC, OOD (if designated), and Coxswain,
  - iii. Criteria for **Emergency Deviation**.
  - d) The fourth section shall cover the system of unit orders and instructions.
  - e) Additional sections are authorized as necessary.
- (07) Implement Safety and Environmental Health programs with directives and policies consistent with Reference (j).
  - (08) Implement Physical and Operations Security programs and requirements.
  - (09) Emphasize standardization as a daily process by which individuals contribute to both unit performance and mishap prevention.
  - (10) Ensure compliance with paperless navigation requirements in accordance with Reference (k) (if applicable).
  - (11) Take action on discrepancies in accordance with this Instruction.
  - (12) Align with the Boat Forces Readiness System in accordance with Reference (c).
    - a) Ensure that all boats and trailers are available to the BF OARS, including the maintenance relief hull. Boats in depot maintenance and lay-up status do not need to be available.
  - (13) Maintain appropriate oversight of all designated collateral duty positions.

#### A.3.a. Training

The CO/OIC shall:

- (01) Ensure provisions of Reference (c) are strictly adhered to and all certified boat crew personnel possess required performance skills. Unit COs/OICs may require demonstration of required skills at any time. Time spent underway with each Coxswain during each currency cycle will help maintain standardization.
- (02) Ensure all unit positions align with assigned Boat Forces Billet Title and Competency Business Rules  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Competencies.aspx>.
- (03) Rescind certification of assigned members unable to meet currency requirements in accordance with Reference (c).
- (04) Provide an appropriate level of guidance to ensure unit personnel, including subordinate unit (i.e., Station (small)) personnel, receive the quantity and quality of training needed to carry out assigned missions.
- (05) Monitor and approve unit training plans.
- (06) Develop and implement an indoctrination program to include:
  - a) Basic unit administration.
  - b) Organization of unit.
  - c) SOP of unit.
  - d) Safety related issues and programs.
- (07) Verify awareness of applicable tools (e.g. milBook) before assigning collateral duties.

- (08) Maintain file of Crew Proficiency Reports (ALMIS/E-Training application is sufficient).
- (09) Analyze local needs and promulgate any additional requirements such as applicable navigational zones/areas which reflect the risk associated with locations within a unit's normal AOR (e.g. known hazards, shoal water, unique challenges).

#### A.3.b. Department Head / Collateral Duty Designation

CO/OICs shall designate, at a minimum, the following department head and collateral positions in writing. Designation shall include a statement documenting the members completion of applicable BFCO Performance support tools (if applicable):

- (01) Operations Petty Officer (BM1 or above).
- (02) Deck Department/First Lieutenant.
- (03) Assistant Engineering Petty Officer.
- (04) Rescue and Survival Systems Petty Officer (E-5 or above).
- (05) Weapons Petty Officer (E-5 or above).
- (06) Law Enforcement Instructor (E-4 or above).
- (07) Law Enforcement Petty Officer (LEPO).
- (08) Training Petty Officer (BM1 or above).
- (09) Designated Trainers (e.g. PWCS, Pursuit, Surf, Heavy Weather).
- (10) PWCS/Pursuit OPFOR.
- (11) Navigation Officer/Navigation Petty Officer.

#### **NOTE**

If department head and/or collateral duty position requirements are unachievable due to unit billet structure, the CO/OIC shall designate personnel accordingly.

#### **A.4. XO/XPO**

The unit XO/XPO shall:

- (01) Chair the unit's Training Board.
- (02) Supervise the Training Petty Officer.
- (03) Maintain liaison with Sector Educational Services Officer.
- (04) Administer the Indoctrination Program.
- (05) Publish scheduled training activities.
- (06) Establish Electronic Training Request (ETR) release authority personnel on the unit collateral duty list.
- (07) Administer all functions pertaining to unit personnel in coordination with Sector Administration and Servicing Personnel Office.
- (08) Maintain general directives and general message files.
- (09) Ensure postal administrative tasks and services are performed.

- (10) Coordinate with local Sector and Base to ensure medical services, including dental and sanitary services are available.
- (11) Coordinate with local Sector and Base to ensure special services are available, including housing, recreation, voting, charity drives, and legal assistance.
- (12) Coordinate with the Area or District Records Coordinator for assistance with records management standards, guidance, and compliance with the requirements of Reference (a).
- (13) Be designated as the unit Safety Officer as per Reference (j).
- (14) Oversee all galley functions.

#### **A.5. EPO**

The EPO is the head of the Engineering Department and is responsible to the CO/OIC for all engineering matters within the unit. In addition to those duties prescribed in References (d) and (i), the EPO shall promulgate Engineering Standing Orders. Furthermore, assisted by the appropriate subordinates, should complete assigned duties as directed by the Small Boat Product Line Process Guides, which are housed in the SFLC Directives Library:

<https://uscg.sharepoint-mil.us/sites/sflc>.

## **Section B. Department Heads and Support Personnel**

### **B.1. Assignment**

The Operations Petty Officer and First Lieutenant are designated positions assigned by the CO/OIC. The Food Service Officer and Support Petty Officer are billeted positions and shall not be placed in a duty section.

### **B.2. Operations Petty Officer**

The duties and responsibilities of the Operations Petty Officer shall include the following:

- (01) Perform the duties of the Operations Officer and department head as specified by Reference (d).
- (02) Be a senior BM and work directly for the XO/XPO.
- (03) Coordinate and control movements of boats (and vehicles, when operationally employed).
- (04) Coordinate with local, state and Federal agencies.
- (05) Prepare the daily operations schedule and duty section rotation.
- (06) Maintain unit emergency bills.
- (07) Ensure communications, weather, navigation, and public information services are provided.
- (08) Supervise or act as the following positions as appropriate:
  - a) Communications Petty Officer,
  - b) Navigation Petty Officer,
  - c) Law Enforcement Petty Officer,
  - d) ATON Officer,
  - e) Weapons Petty Officer.

### **B.3. Deck Department Head / First Lieutenant**

The duties and responsibilities of the First Lieutenant shall include the following:

- (01) Execute the procedures outlined in Reference (d).
- (02) Coordinate completion of preventative and corrective maintenance as assigned to Deck personnel.
- (03) Supervise or act as:
  - a) Rescue and Survival Petty Officer.
  - b) Boat-Keepers.

#### **NOTE**

If unachievable due to unit billet structure, the CO/OIC shall designate personnel accordingly.

**B.4. Food Services Officer**

Perform the duties and responsibilities of the Food Services Officer as specified in Reference (d) and *Coast Guard Food Service Manual*, COMDTINT M4061.5 (series).

**B.5. Support Petty Officer**

Support Petty Officer's will maintain technical roles associated with Unit finance, supply, and administrative workloads. Support Petty Officers shall aid with CO/OIC assigned collateral duties and are not intended to be station duty standers.

These positions bring additional unit level capacity to initiate, manage and collaborate with Regional Support Teams and Local Personnel and Admin Shops, while maintaining regional technical responsibilities.

## **Section C. Collateral Duties**

### **C.1. Assignment**

Collateral duties are designated positions assigned by the CO/OIC or XO/XPO. These are tasks that need to be performed but are not intended to justify full time dedicated billets. They benefit the organization by reducing expenditures and provide opportunities for members to gain valuable skills and experience.

### **C.2. Training Petty Officer**

The Training Petty Officer (TPO) shall execute the procedures as outlined in References (b), (c), and (d).

### **C.3. Rescue and Survival Systems Petty Officer**

The Rescue and Survival Systems Petty Officer shall execute the procedures as outlined in Reference (f).

### **C.4. Assistant Engineering Petty Officer**

The Assistant Engineering Petty Office (AEPO) assists the EPO in the management of the Engineering Department. The EPO shall develop the AEPO roles in their Engineering Standing Orders

### **C.5. Weapons Petty Officer**

The Weapons Petty Officer (WEPO) shall execute the procedures as outlined in the Ordnance Manual, COMDTINST M8000.2 (series) and Reference (d).

### **C.6. Law Enforcement Petty Officer**

The duties and responsibilities of the Law Enforcement Petty Officer (LEPO) shall include the following:

- (01) Execute the procedures outlined in Reference (d).
- (02) Set up and supervise the unit's law enforcement training program in accordance with Reference (l).
- (03) Be a certified Boarding Officer and maintain currency.
- (04) Serve on the unit's training board.
- (05) Assist the Operations Petty Officer with L/E operations when working with the Sector and Other Government Agencies (OGA's).
- (06) Maintain and procure unit's L/E Gear (e.g. gun belts and related equipment, radiation pagers, boarding kits).
- (07) Ensure all boarding reports and L/E case packages are properly prepared and submitted.
- (08) Maintain L/E Publications, logs, and any related law enforcement bulletins (e.g. Lookout list, Maritime Law Enforcement bulletins, and advisories).
- (09) Supervise Law Enforcement Instructors.



- (10) Coordinate with TPO to align with unit's training program.

### **C.7. Law Enforcement Instructor**

The duties and responsibilities of the Law Enforcement Instructor (LEI) shall include the following:

- (01) Execute the procedures outlined in U.S. Coast Guard Law Enforcement Competency Qualifications Instruction (LECQI), COMDTINST 16247.3 (series).
- (02) Be a certified Boarding Officer and maintain currency.
- (03) May serve on the unit's training boards.
- (04) Shall serve on Law Enforcement Qualification Board (LEQB).

### **C.8. Designated Trainers**

Designated Trainers (e.g. PWCS, Pursuit, Surf, Heavy Weather) are responsible for higher level training and shall execute the procedures as outlined in Reference (e).

### **C.9. Opposing Force**

Opposing Force (OPFOR) operators drive the non-compliant vessel (NCV)/target of interest (TOI) during pursuit or tactical boat training and shall execute the procedures as outlined in Reference (e).

### **C.10. Collateral Duty Intelligence Officer**

The Collateral Duty Intelligence Officer shall execute the procedures as outlined in Coast Guard Intelligence Manual (CGIM), COMDTINST 3800.6 (series)

### **C.11. Communications Petty Officer**

The duties and responsibilities of the Communications Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (d).
- (02) Administer communications procedures and training.

### **C.12. Navigation Officer / Petty Officer**

The duties and responsibilities of the Navigation Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (d).
- (02) Maintain paperless navigation requirements in accordance with Reference (k) (if applicable).
- (03) Maintain Ready Chart(s), in accordance with Reference (k).
- (04) Maintain a list with the names of local and charted geographic points in the unit's Area of Responsibility (AOR).
- (05) Maintain electronic chart data.
- (06) Maintain required publications as defined in Reference (k) and any other Command mandated publications.

**C.13. Boat-Keeper**

Department Heads should assign one deck and one engineering boat-keeper to each boat. Boat-keepers are responsible for material condition, maintenance, and standardization of their assigned boat. Although not required, this position is encouraged and can assist in maintaining standardization and overall material condition of the assets.

**C.14. ANT Officer/Petty Officer**

The duties and responsibilities of the ANT Officer/Petty Officer shall include the following:

- (01) Execute the procedures outlined in Reference (d).
- (02) Coordinate with the Operational Commander's ATON Officer in the execution of these duties.
- (03) Maintain a registry of lifting appliance or "rigging log" as outlined in Reference (i).

## CHAPTER 3

# Work Force Management

**Introduction.** This Chapter provides allocation, utilization and management of Active Duty, Reserve and Auxiliary personnel to maximize unit effectiveness.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Boat Inspections](#)
- B. [Discrepancy Classifications](#)

## **Section A. Watch Organization**

### **A.1. Mission Requirements**

Operational Commanders and higher authorities establish mission requirements to meet the demands for Coast Guard services. All Boat Forces units shall refer to their Operational Commander's SOP, OPLAN, and organizational manuals for mission requirements.

#### **A.1.a. Training**

Additional/self-imposed requirements beyond regularly assigned missions should be avoided. Staffing and assigned boat capability does not support additional or self-imposed requirements. If additional requirements are placed on the unit, the CO/OIC shall ensure communications to the Operational Commander of the potential degradation of response capability. For instance, a unit that is a one boat station that normally puts a crew in standby (while they are off duty) for back up during a historically busy SAR weekend will not have a second crew available if they support a Memorial Day Parade. Additional examples the Station CO/OIC or Operational Commander should avoid:

- (01) Staffing Auxiliary-operated Flotillas with active-duty boat crews in order to maintain a Bravo-Zero response capability.
- (02) Requiring routine harbor pollution patrols.
- (03) Conducting activities on inland lakes and rivers not under federal jurisdiction.
- (04) Supporting additional tasking not related to operations.

### **A.2. Factors of Organization**

A Boat Forces Unit watch organization should be based on:

- (01) Mandated response readiness requirement (e.g. Number B-O boats / crews),
- (02) Operational Tempo,
- (03) Assigned personnel,
- (04) Mission(s),
- (05) Training requirements,
- (06) A goal of no more than a 68-hour workweek.

### **A.3. Minimum Requirements**

The following duty personnel requirements shall be met to maintain minimum operations in a Port and Starboard rotation. These requirements do not account for support personnel and three command cadre members.

- (1) 1 – B-0 SAR: 13 duty standers.
- (2) 1 – B-0 SAR and PWCS: 20 duty standers (13 and seven additional for PWCS).
- (3) 1 – B-0 SAR and Pursuit: 16 duty standers.

- (4) 1 – B-0 SAR and HWX: 18 duty standers (13 and five additional for 2<sup>nd</sup> boat during HWX training).
- (5) 1 – B-0 SAR and Surf: 23 duty standers (13 and 10 additional for 2<sup>nd</sup> B-0 during surf conditions).
- (6) ANT: 5 duty standers.

#### **A.4. Duty Section Implementation**

CO/OICs shall assign personnel to watches and duty sections to balance mission requirements and liberty. The purpose of a duty section is to ensure the unit meets the readiness requirements of their operational commander.

Duty sections will vary depending on the type of unit, staffing, mission requirements, and local conditions of individual units. CO/OICs shall use discretion to determine the appropriate watch positions for effective operations but must meet the minimum requirements established below.

CO/OICs shall promulgate unit instructions outlining policies, procedures, and the specific duties and responsibilities of the duty section. To include the following:

- (01) Alcohol Consumption: The boat crew, duty section, and any other persons who might reasonably be expected to be recalled supporting unit operations are restricted from underway operations for 12 hours after last alcohol use and must have no residual effects. This includes the use of “low” and “no” alcohol beverages. Residual effects include light-headedness, headache, sleepiness, fatigue, nausea, and lack of alertness.
- (02) Drug and Medication Considerations: Responsibility for advising the Coxswain/command of prescribed medications, or any medications having possible adverse side effects, lies solely on the members who are taking the drugs/medications. First, members must tell their medical providers that they are assigned to boat duties. This ensures that the medical providers will make the best prescription based on the member’s needs and their operational status. It will also play a significant role in a correct assessment of their duty status recommendations. Secondly, the member must discuss all potential side effects of medications prescribed with their medical providers.

If members return to their unit with specific duty status as determined by their medical providers, the unit CO/OIC may further limit a member’s duty status but may not expand duty status beyond the limitations imposed by the medical professionals, nor disregard a limited duty status or limiting medical condition. While the specific medication or diagnosis may not be relevant to operational risk management, the lists of potential side effects are of concern. Even though it is rare that an individual will experience all the listed side effects, it is the potential that feeds the risk assessment once that member is back on the boats. This is true of both prescription and over-the-counter medications. Unit CO/OICs may impose unit standing orders concerning medical considerations if they do not violate their member’s Privacy Act rights.

- (03) Personnel engaged in boat operations shall not take any medication unless prescribed and/or approved by a medical doctor, or with due consideration given to its effect on their operational performance. Members taking prescribed or over-the-counter medications shall inform the unit CO/OIC and/or XO/XPO.

### **NOTE**

Ensure Sensitive Personally Identifiable Information (SPII) is protected in accordance with DHS Handbook for Safeguarding PII.

#### **A.5. Duty Section Requirements for Stations**

Stations are required to maintain duty sections to provide immediate boat response capabilities for search and rescue or other missions. All Stations should strive to have duty sections with the following:

- (01) Certified boat crew personnel for the number of boats required to remain in a Bravo-Zero (B-0) status IAW the Unit Designation, but at a minimum shall have certified boat crew personnel to meet SAR B-0 requirements [Table 4-4](#). Sectors with stations who are unable to meet the SAR B-0 requirement shall draft written recommendations and submit to their respective District/Area for approval.
- (02) An established Officer of the Day (OOD) can assist as the CO/OICs direct representative, manage unit operations, perform pyrotechnic inspections, and oversee the administration, safety, and security of the unit and boats. The OOD shall execute the duties and responsibilities in accordance with Reference (d) and section A.9 below. The OOD does not relieve the CO/OIC of their responsibility to be involved in the execution of operations.
- (03) Communications Watchstander (CW): Not required but may be used at the discretion of the CO/OIC. The CW can interact with the public and Coast Guard resources through the employment of a variety of systems (Telephone, Radios, Computer, etc.). The development and utilization of CG Auxiliary could support this position during high OPTEMPO periods. For more details on Communications requirements please refer to [A.9](#).

For larger Stations, the CO/OIC may add additional duty section personnel at their discretion to meet the needs of the unit.

#### **A.6. Duty Section Requirements for ANTs**

ANTs are required to maintain a Discrepancy Response Capability for Aids to Navigation verification, or other mission areas.

Aids to Navigation Teams require:

- (01) Boat crew personnel (e.g. Coxswain, Engineer, and crew) for the number of boats required to respond to ATON maintenance and discrepancies according to Discrepancy Response Factor Decision Guide (DRF) outlined within Reference (m).

- (02) Although not a required position, an established duty watchstander can assist as the CO/OICs direct representative to manage operations, check for ATON discrepancies, execute administration tasks, and ensure the safety and security of the unit and boats.

ANT OICs may add additional duty section personnel at their discretion to meet the needs of the unit. For example, an OIC may also assign an Engineer of the Watch (EOW) for afterhours engineering repairs and management.

#### **A.7. Duty Section Requirements for Station (small)**

All stations (small) shall have a duty section with the following:

- (01) Boat crew personnel for the number of boats required to remain in a Bravo-Zero (B-0) status IAW **Table 4-5**.

The CO/OIC may require additional positions such as an OOD if OPTEMPO requires, and sufficient personnel are available.

#### **A.8. Officer of the Day**

The Officer of the Day (OOD) is the direct representative of the CO/OIC.

The OOD is a critical component of a unit and designed to optimize functionality to support the commands objectives. Every station should have a qualified OOD designated in writing and assigned daily.

#### **NOTE**

The OOD should avoid being part of duty boat crew unless authorized by CO/OIC.

#### **A.9.a. OOD Duties / Responsibilities**

The OOD shall:

- (01) Manage the execution of operations and notify the CO/OIC directly with mission execution and case disposition.
- (02) Brief the Operational Commander as required and outlined within the Unit Organizational manual.
- (03) Execute Operational Risk Management principles and notify the CO/OIC directly when the risk changes, or when deemed prudent by the OOD.
- (04) Oversee the duty section's daily routine (as prescribed by unit instruction).
- (05) Be responsible for the daily administrative requirements (messages and reports).
- (06) Enforce physical security and emergency bills (e.g. fire, bomb threats).
- (07) Understand and initiate permanent mishap board procedures.
- (08) Notify CO/OIC or XPO/XO of any good order and discipline incidents.
- (09) Manage daily housekeeping.
- (10) Communicate with the media and local community IAW SOP/Organization Manual.
- (11) Any additional duties of the OOD shall be defined in unit instructions.

## A.9. Communications Watch Requirements

If a Communications Watch is established, it can significantly assist in the command-and-control system. This qualification develops personnel assigned to Boat Forces Units and is a foundational element in any boat crew position. These fundamentals support members in earning their Boat Forces Insignia. Requesting Auxiliary support in fulfilling this role may assist units that are not staffed to support this position.

The decision to not have a Communications Watch should take into consideration the following factors, (but not limited to): recreational boating seasons, operational tempo, times of increased radio traffic, number of RFF (radio towers) the Sector Command Center (SCC) monitors, personnel allowance list, and availability of Rescue 21 equipment. The Station CO/OIC should consider all the risk factors and discuss with the operational commander.

If a Communications Watch is established, units should:

- (01) Maintain a live communications watch when a boat is underway and not under the radio guard of SCC.
- (02) Execute specific procedures as defined in the Station SOP/Organization Manual. When a station is unable to maintain a live communications watch, the SCC will assume their radio guard.
- (03) Maintain a radio guard on maritime distress frequencies. The SCC has the primary responsibility to guard distress frequencies. In the event a distress call is not received by the Sector, the station communications watchstander shall be prepared to communicate and record the initial distress information, and report to SMC/Sector Command Center.
- (04) Coordinate with the SCC to train and maintain a catalog of relevant Quick Response Cards.

Units may be called upon to assist the Sector during increased operations or when there are communications failures (e.g. Rescue 21).

### A.10.a. Communications Watchstander Duties / Responsibilities

Communications watchstanders will complete qualification in accordance with Boat Crew Qualification Handbook, Volume 6 - Watchstander – BQH 16115.6 and if applicable, unit JQR.

The communications watchstander is responsible for monitoring required voice frequencies, maintaining communication guard requirements, and executing tactical communication for emergent operations as directed by the CO/OIC, or OOD.



## A.10. Coxswain

The authority and responsibilities of the Coxswain are contained in the Reference (d).

The Coxswain shall determine who operates the boat during all phases of a mission. All personnel operating Coast Guard boats are obligated to abide by USCG Navigation Rules and Regulations Handbook. Beyond compliance with these rules, crewmembers must remain alert for vessels or people in distress.

When underway on any asset, proper attention will be paid to the safety of all people on board. The use of crew restraint systems and helmets increases crew safety.

Ensure all Boat Crewmembers comply with **Cell Phone Policy**, **Kill Switch Policy**, and **Jewelry Policy** located in Part 4.

### A.11.a. Coxswain in Charge

When multiple certified Coxswains are underway on the same boat, the Coxswain designated in ALMIS as the Coxswain in Charge (CXC) holds the authority and responsibilities contained in Reference (d).

### A. 11.b. Mission Acceptance

Coxswains, after gathering mission details and determining operational risk, shall either accept or decline the mission.

### A.11.c. Disembarking the Boat

Generally, the Coxswain is not permitted to leave the boat during any operation. However, when a situation exists onboard another vessel, that only the Coxswain is capable of alleviating and the Coxswain can ensure the safety of their boat, it may be permissible. The Coxswain, in consultation with CO/OIC or their representative, should make this decision.

### A.11.d. Intentional Grounding

Boat crews may conduct operations that might require access to the shore in locations where traditional docking facilities are not available. While intentionally grounding a boat is not preferred, it is authorized and can be accomplished with minimal risk when necessitated by mission requirements.

### A.11. Boat Swimmer

Boat swimmers are crewmember positions deployed from boats. They are not required to be trained as rescue swimmers; boat swimmer training is accomplished through the Boat Crew Qualification Handbooks (BQH) located on the Office of Boat Forces (CG-731) Microsoft SharePoint site: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Manuals.aspx> .

The decision to deploy a boat swimmer is initiated by the Coxswain. Boat swimmers should enter the water only as a last resort.

Placing a crewmember in the water should be exercised only when:

- (01) No other method of assistance exists,
- (02) The critical human factors found in Reference (n) have been appropriately assessed,
- (03) The potential for success sufficiently justifies the risk,
- (04) The action can be taken without unduly placing the crewmember's safety at risk.
- (04) The boat swimmer feels comfortable and believes he/she can complete the requested mission.

#### **NOTE**

The boat swimmer has the authority to decline deployment if the situation is beyond their capabilities.

#### **WARNING**

The boat swimmer shall not enter capsized hulls, air frames, submerged vessels, or vehicles.

### A.12.a. Boat Swimmer Harness and Tending Line

If a boat is equipped with prescribed PPE IAW Reference (f), Boat Crewmembers shall be properly outfitted prior to entering the water.

When using a boat not equipped with boat swimmer harness and tending line, the lack of equipment does not restrict the Coxswain's authority to deploy a boat swimmer.

**Section B. Duty Section Rotation**

**B.1. Duty Rotation**

The COs/OICs choice of unit watch/duty rotation is a critical decision. The duty rotation chosen by the CO/OIC will be outlined in the Unit Organization Manual and should:

- (01) Define the minimum requirement for Coast Guard boat response in the Unit’s AOR.
- (02) Define the amount and nature of the time available for training/work/mission requirements.

**NOTE**

The sample duty sections depicted below assume a sufficient number of certified watch personnel for each of the duty sections.

**B.2. Modified One-in-Three (1-in-3)**

Week One							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	1	1	2	2	1	1	1
<b>Day work</b>	3	3	3	3	3		
<b>OFF</b>	2	2	1	1	2	2,3	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	3	3	1	1	3	3	3
<b>Day work</b>	2	2	2	2	2		
<b>OFF</b>	1	1	3	3	1	1,2	1,2
Week Three							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	2	2	3	3	2	2	2
<b>Day work</b>	1	1	1	1	1		
<b>OFF</b>	3	3	2	2	3	1,3	1,3

Figure 3-2  
Modified One-in-Three

**NOTE**

Normally restricted to Stations with a low response mission workload.

### B.2.a. Advantages

The Modified 1-in-3 duty rotation provides an average of 82 work hours (i.e., 72 duty hours and 10-day work hours) and 74 hours of liberty each week and provides the following advantages:

- (01) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, training, and maintenance tasks.
- (02) This rotation would be ideal for PWCS Level I units in managing the numerous scheduled mission requirements.
- (03) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.

### B.2.b. Disadvantages

The modified 1-in-3 duty rotation requires duty standers to maintain a port and starboard duty rotation and creates the potential for duty crews to exceed fatigue standards. The “day working” duty section may be required to work on the weekend to fulfill non-response/scheduled missions (i.e. potential for working two or three weekends a month). Duty crews are at significant risk of exceeding fatigue standards.

### B.3. One-in-Four (1-in-4)

Week One							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	1	2	3	4	1	2	3
<b>Day work</b>	2,4	1,3,4	1,2,4	1,2,3	2,4		
<b>OFF</b>	3				3	1,3,4	1,2,4
Week Two							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	4	1	2	3	4	1	2
<b>Day work</b>	1,3	2,3,4	1,3,4	1,2,4	1,3		
<b>OFF</b>	2				2	2,3,4	1,3,4
Week Three							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	3	4	1	2	3	4	1
<b>Day work</b>	2,4	1,2,3	2,3,4	1,3,4	2,4		
<b>OFF</b>	1				1	1,2,3	2,3,4
Week Four							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	2	3	4	1	2	3	4
<b>Day work</b>	1,3	1,2,4	1,2,3	2,3,4	1,3		
<b>OFF</b>	4				4	1,2,4	1,2,3

Figure 3-3  
One-in-Four Duty Rotation

B.3.a. Advantages

The 1-in-4 duty rotation provides an average of 68 work hours (i.e., 42 duty hours and 26 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) Minimizes potential that duty crews will exceed fatigue standards.
- (02) Minimizes unproductive work time (i.e., for messing and berthing).
- (03) Accommodates all-hands evolutions easily without recalling crew.
- (04) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (05) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.
- (06) The straight 1-in-4 duty rotation (i.e. no sliding weekends) does not allow for three-day weekends unless the member takes leave; duty standers can expect to have duty on at least two (of four) weekends every month.

B.3.b. Disadvantages

Sliding weekends can be used with a 1-in-4 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is, for most Stations, the busiest time of the duty week.

B.4. One-in-Three (1-in-3)

Week One							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	1	2	3	1	2	3	1
<b>Day work</b>	3	1,3	1,2	2,3	3		
<b>OFF</b>	2				1	1,2	2,3
Week Two							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	2	3	1	2	3	1	2
<b>Day work</b>	1	1,2	2,3	1,3	1		
<b>OFF</b>	3				2	2,3	1,3
Week Three							
	M	Tu	W	Th	F	Sa	Su
<b>Duty</b>	3	1	2	3	1	2	3
<b>Day work</b>	2	2,3	1,3	1,2	2		
<b>OFF</b>	1				3	1,3	1,2

Figure 3-4  
One-in-Three

**B.4.a. Advantages**

The 1-in-3 duty rotation provides for an average of 77 work hours (i.e. 56 duty hours and 21 day work hours) and 91 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized.
- (02) Unproductive work time (i.e. for messing and berthing) is minimized.
- (03) Station personnel can accomplish training and maintenance tasks while they are in a non-duty status.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be easily accommodated during normal working hours.

The straight 1-in-3 duty rotation (i.e. no sliding weekends) does not allow for 3 day weekends unless the member takes leave; duty standers can expect to have duty on at least 2 weekends every month.

**B.4.b. Disadvantages**

Sliding weekends can be used with a 1-in-3 duty rotation, but the potential for duty crews to exceed fatigue standards is significantly higher during what is, for most Stations, the busiest time of the duty week.

**B.5. Firefighter One-in-Three (1-in-3)**

<b>Week One</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	1	2	3	1	2	3	1
<b>OFF</b>	2,3	1,3		2,3	1,3	1,2	2,3
<b>Day Work</b>			1,2				
<b>Week Two</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	2	3	1	2	3	1	2
<b>OFF</b>	1,3	1,2		1,3	1,2	2,3	1,3
<b>Day Work</b>			2,3				
<b>Week Three</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	3	1	2	3	1	2	3
<b>OFF</b>	1,2	2,3		1,2	2,3	1,3	1,2
<b>Day Work</b>			1,3				

**Figure 3-5  
Firefighter One-in-Three Rotation**

**NOTE**

Wednesday should represent a weekly training day, with all three sections on.

**B.5.a. Advantages**

The firefighter 1-in-3 duty rotation provides for an average of 56 work hours (i.e., 56 duty hours) and 112 hours of liberty each week. This Section also provides the following advantages:

- (01) All duty standers are “professional” duty standers (i.e., duty is all they do).
- (02) Exceptional quality of life for all unit personnel – duty standers only work 7 out of 21 days).
- (03) The potential for duty crews exceeding fatigue standards is minimized.
- (04) Non-duty standing personnel (i.e., maintenance and support personnel) can work a normal workweek.

**B.5.b. Disadvantages**

The firefighter 1-in-3 duty rotation requires more non-duty standing positions than more traditional duty rotations. This rotation also includes the following disadvantages:

- (01) The duty section must accomplish all training.
- (02) Potential for operational tasking outside of scheduled work hours (unless non-response crews are available).
- (03) All-hands evolutions not easily accommodated.

**B.6. Modified One-in-Three (1-in-3) with Sliding Weekends**

<b>Week One</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	1	3	2	2	1	3	3
<b>Day work</b>		1	1,3	3			
<b>OFF</b>	2,3	2		1	2,3	1,2	1,2
<b>Week Two</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	2	1	3	3	2	1	1
<b>Day work</b>	-	2	1,2	1	-	-	-
<b>OFF</b>	1,3	3	-	2	1,3	2,3	2,3
<b>Week Three</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	3	2	1	1	3	2	2
<b>Day work</b>	-	3	2,3	2	-	-	-
<b>OFF</b>	1,2	1	-	3	1,2	1,3	1,3

**Figure 3-6**  
**One-in-Three Duty Rotation with Sliding Weekends**

**NOTE**

Recommended for Stations with a moderate to high response mission workload because of the increased rest periods.

**B.6.a. Advantages**

The modified 1-in-3 duty rotation with sliding weekends provides for an average of 68 work hours per week (i.e. 56 duty hours and 12 day work hours) and 100 hours of liberty each week, and provides the following advantages:

- (01) The potential for duty crews exceeding fatigue standards is minimized compared to port-and-starboard rotation (i.e. no 3-day duty periods).
- (02) Increased rest for high to moderate response mission workload Stations. Each weekend is a 3-day liberty weekend except for one 2-day duty weekend per rotation.
- (03) Wednesdays are ideal for “all hands” quarters, training and/or maintenance tasks since all 3 sections are onboard with no “off-going” section sacrificing liberty time.
- (04) Tuesdays/Thursdays are ideal for scheduled maintenance or multiple boat operations/training evolutions.
- (05) Unproductive work time (i.e. for messing and berthing) is minimized.
- (06) Station crew who are in a non-duty status can accomplish non-response/scheduled missions, and training and maintenance tasks.
- (07) The personal needs of the crew (e.g. to take care of family needs) can normally be accommodated during normal work hours.

**B.6.b. Disadvantages**

The modified 1-in-3 duty rotation with sliding weekends requires increased duty standers compared to the port-and-starboard rotation.

The day working or off duty section may be required to work on the weekend to fulfill emergent or surge operations, but flexibility exists for liberty compensation on subsequent day workdays.

**B.7. Port and Starboard (1-in-2)**

<b>Week One</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	1	1	2	2	1	1	1
<b>OFF</b>	2	2	1	1	2	2	2
<b>Week Two</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>	2	2	1	1	2	2	2
<b>OFF</b>	1	1	2	2	1	1	1

**Figure 3-7**  
**Port and Starboard (1-in-2)**

**NOTE**

Normally restricted to Stations with a low response mission.



**B.7.a. Advantages**

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following advantages:

- (01) Duty section personnel only work 7 out of every 14 days.
- (02) Fewer duty standers required than other rotations.
- (03) Fixed duty schedule (i.e. very difficult to require more than port and starboard).

**B.7.b. Disadvantages**

The port and starboard duty rotation requires an average 84-hour workweek (i.e., 84 duty hours) and 84 hours of liberty each week – which does not account for duty section relief/turnover or all-hands evolutions (e.g. training, inspections). This rotation also provides the following disadvantages.

- (01) Duty section personnel are required to perform all operational missions and training and maintenance tasks.
- (02) The personal needs of the crew (e.g. to take care of family needs) cannot normally be accommodated during normal work hours.
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.

**B.8. Reduced Readiness Port and Starboard**

<b>Week One</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>					1	1	1
<b>Day work</b>	1	1	1,2	2	2		
<b>OFF</b>	2	2		1		2	2
<b>Week Two</b>							
	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>	<b>Su</b>
<b>Duty</b>					2	2	2
<b>Day work</b>		2	1,2	1	1		
<b>OFF</b>	1	1		2		1	1

**Figure 3-8**  
**Reduced Readiness Port and Starboard Duty Rotation**

**NOTE**

Normally restricted to Stations with a low response mission workload.

#### B.8.a. Advantages

The reduced readiness port and starboard duty rotation requires an average 60-hour workweek (i.e., 36 duty hours and 24 day work hours) and 108 hours of liberty each week. The rotation provides the following advantages:

- (01) Training and maintenance tasks can be accomplished while duty standers are in a non-duty status.
- (02) Duty standers only required to work an average of 4 days/week.
- (03) Fewer duty standers required than other rotations.
- (04) The personal needs of the crew (e.g. to take care of family needs) can be accommodated during normal work hours.

#### B.8.b. Disadvantages

The reduced readiness 1-in-2 duty rotation only provides for B-0 boat response three days a week. This rotation also provides the following disadvantages:

- (01) Limited Bravo-Zero (B-0) response capability; requires SAR system support.
- (02) High potential for operational tasking outside of scheduled work hours (during the workweek).
- (03) Significant non-duty work/training requirements.
- (04) Duty crews are at significant risk of exceeding fatigue standards.

## **CHAPTER 4**

# **Reserve Work Force Management**

**Introduction.** This Chapter discusses the management of the Reserve workforce at Boat Forces units.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Reserve Work Force Management](#)

## **Section A. Reserve Work Force Management**

### **A.1. CO/OIC Responsibilities**

In accordance with Reference (o), the CO/OIC shall ensure Reservists under their authority receive appropriate training and administrative support to fulfill their primary role of mobilization readiness. Mobilization readiness can be maintained by training through augmentation of unit operations. “Mobilization” is the process of making people or resources ready to move or act, and “Augmentation” is defined as making something greater, as in size, quantity, or strength. Further, mobilization is the change from drilling Reservist to active duty status to augment Coast Guard missions. The CO/OIC must understand the unique role of the Coast Guard Reserve, and potential missions. This may include augmenting a Station’s active duty boat crews that are deployed elsewhere, or supplementing boat crews for homeland security / national defense operations. With the limited time available to train, the CO/OIC must align Reserve-specific training, support, and resources for the greatest impact during Reserve drills. The Reserve Force Readiness System (RFRS) was developed to assist the CO/OIC in managing Reservists at their units.

### **A.2. Reserve Crew Organization**

The CO/OIC shall establish specific crews that drill together for each designated Reserve drill weekend. A crew concept enables better planning and training. The number of Reservists assigned to a weekend drill section should be based in part on the available resources (boats/training capacity) available at your unit. For example, a unit with 14 Reserve members and only one platform available, scheduling all Reservists on the same weekend is not planning for success. In this case, the Reserve boat crews should be scheduled on two separate weekends.

### **A.3. Reserve Force Readiness System Staff**

The RFRS Staff are full time support members who carry out Reserve training and readiness responsibilities. For additional guidance on the RFRS see Reference (o) and (p).

### **A.4. Senior Enlisted Reserve Advisor**

The Senior Enlisted Reserve Advisor (SERA) is the link between the command cadre and the Reservists assigned to their unit. As such, the SERA must take personal responsibility to ensure all of their Reservists are mobilization ready. The SERA reports directly to the CO/OIC and is the subject matter expert on Reserve issues. For additional information, including SERA duties and responsibilities see References (o) and (p).

### **NOTE**

The SERA shall be available to meet with each Reservist as often as possible, but no less than semi-annually.

### A.5. Reserve Training Petty Officer

The Reserve Training Petty Officer (RTPO) reports to the SERA, unless otherwise directed by the CO/OIC. Each station with Reserves assigned shall have, at a minimum, one RTPO.

### A.6. Duties of the RTPO

The RTPO is responsible for operational training and readiness. The RTPO shall:

- (01) Ensure Reserve duty section(s) accomplish all scheduled training or activities.
- (02) Work with the unit TPO to ensure Reserve training is part of the unit training plan.
- (03) Ensure Reserve position and competencies for each rate and paygrade are correctly in line with Office of Boat Forces (CG-731) assigned Billet Title and Competency business rules.
- (04) Maintain position-based currency requirement.
- (05) See that all necessary resources (dayworkers, Auxiliarists, boats, and trainers) are coordinated for planned drill weekends.
- (06) Establish and communicate a Plan of the Day that describes the planned activities for weekend drill(s).
- (07) Document all completed training tasks, missions, sorties and hours. RTPO shall pass all pertinent information to required Command Cadre (SERA, XPO, or CO/OIC) at the completion of every drill weekend.

#### NOTE

The Boat Forces Billet Title and Competency business rules identify the position required competencies for each rate and paygrade. Utilize the following link to access the business rules:

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

### A.7. Expectations of Reservists

Reservists at Boat Forces units must meet their mobilization requirements. Their expectations are outlined in References (o) and (p).

Since there is a limited amount of time available for training and interaction, each Reservist assigned to a Boat Forces unit should know and understand what is expected. A memorandum, drafted by the SERA or CO/OIC, describing the unit's expectations shall be signed by each Reservist. The memorandum at a minimum should address the following:

- (01) Member's Acknowledgement of Billet Competency/ies.
- (02) Participation and Readiness Standards.
- (03) Qualification timeline.

Recommended timelines for qualification are as follows:

- a. Senior Enlisted Reserve Advisor competency – Within 12 months of reporting.
- b. Reserve Coxswain – Initial Qualification within 24 months of Reserve Crewmember certification. Recertification within 12 months of reporting.

- c. Reserve Boat Crewmember – Within 12 months of reporting. Recertification within 6 months of reporting.
  - d. Reserve Engineer – Within 6 months of Reserve Crewmember certification.
  - e. Boarding Team Member – Within 12 months of reporting. Recertification within 6 months of reporting.
  - f. Boarding Officer – Within 24 months of Boarding Team Member certification. Recertification within 12 months of reporting.
- (04) Consequences for non-performers include discharge and repayment of bonuses as outlined in Reference (o).
- (05) Members shall bring all necessary gear with them to their drill (BQH, PPE, etc.) weekend.

## CHAPTER 5

### Coast Guard Auxiliary

**Introduction.** In 1939, Congress established a U.S. Coast Guard Reserve administered by the Commandant and composed of unpaid, volunteer U.S. citizens who owned motorboats or yachts. In 1941, Congress created a military Reserve and renamed the original volunteer Reserve as the Coast Guard Auxiliary. Today the Coast Guard Auxiliary is a force composed of volunteers, who are not contractually obligated, but eagerly volunteer the use of their privately owned vessels, time and/or expertise toward the completion of Coast Guard missions.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Coast Guard Auxiliary](#)

## **Section A. Coast Guard Auxiliary**

### **A.1. Auxiliary Personnel**

Guidance for employment of Auxiliary members and/or their facilities is contained in Reference (q).

Coast Guard Auxiliary personnel may serve in unit duty section positions, except those requiring the exercise of law enforcement (L/E) or direct command authority (e.g. Officer of the Day, Coxswain) provided they meet the same qualification and certification requirements specified for Coast Guard Active Duty and Reserve personnel. Additional information is found in Reference (c).

### **A.2. Platform Operations**

Auxiliary members are prohibited from being Coxswains on Coast Guard owned boats unless the boat is designated as an Auxiliary facility.

Per Auxiliary Manual, COMDTINST M16790.1 (series), Auxiliary facilities are vessels (usually privately owned) from which the Auxiliary directly conducts authorized CG missions using either an all-Auxiliary crew or an Auxiliary crew augmented with CG personnel.

#### **A.2.a. Operational Limits**

The Director of the Auxiliary is responsible for establishing facility operating limitation standards in coordination with the Operational Commander.

Auxiliary facilities shall be considered non-standard boats when establishing operational limitations.

Order issuing authorities, including unit commanders, shall carefully consider the operational capability of each surface vessel and its assigned crew when planning missions and issuing orders.

The operator (or owner) of an Auxiliary facility shall abort a mission in the event they become apprehensive or aware of a situation (mission technicality, crew proficiency, weather, etc.) that could jeopardize the safety of the crew or vessel, regardless of the vessel's operational limitations.

Auxiliary facilities are prohibited from operating in surf.

### **A.3. Mission Support**

In addition to directly performing missions, Auxiliary members may be used in support of any authorized Coast Guard mission at the discretion of the CO/OIC, per References (k) and (q).

#### **A.3.a. Law Enforcement Authority**

Auxiliarists have no law enforcement authority and shall not participate, as a boarding team member. However, provided they are properly trained, Auxiliarists may assist Coast Guard



law enforcement in accordance with References (k) and (q). Specific guidance regarding the use of Auxiliary members in support of law enforcement missions is contained in Reference (l).

Example: an Auxiliary facility crew may be augmented with a CG Boarding Officer to support certain Coast Guard law enforcement missions and activities in limited circumstances, i.e. when there is a low chance of detecting and/or encountering criminal activities.

## **PART 4 OPERATIONS**

**Introduction:** This Part describes Mission Types, Operations Planning, and Policies.

**In this Part:** This Part contains the following Chapters:

1. [Mission Types](#)
2. [Mission Planning](#)
3. [Asset Condition](#)
4. [Mission Standards for Boat Operations](#)

# CHAPTER 1

## Mission Types

**Introduction.** This Chapter contains the mission types and employment categories that are those most frequently supported by Boat Forces units. Mission tasking shall be based on each unit's ability to support and fulfill required operational requirements. The number and complexity of Coast Guard missions makes it impossible for each unit to have personnel certified in every task in every mission area. This is the basis for designating units to support different missions and ensuring units can meet that mission.

### NOTE

Mission Types and employment categories can be located in the Asset Logistics Management Information System (ALMIS).

**In this Chapter.** This Chapter contains the following Sections:

- A. Search and Rescue
- B. Enforcement of Laws and Treaties
- C. Marine Safety
- D. Defense Readiness
- E. Ports, Waterways and Coastal Security
- F. Aids to Navigation
- G. Marine Environmental Protection
- H. Living Marine Resources

## Section A. Search and Rescue

### A.1. Responsibility

Boat Forces unit responsibilities for search and rescue missions include:

- (01) All Boat Forces units have a responsibility and the competencies to respond to SAR, even if it isn't their primary mission (e.g. an ANT that is diverted as they transit to work an aid).
- (02) Maintaining assigned boats and equipment in a readiness condition to respond to SAR missions,
- (03) Maintaining trained crews to respond to SAR missions,
- (04) Conducting SAR missions in accordance with established Coast Guard instructions,
- (05) Evaluating mission risk to ensure Coast Guard personnel and those being assisted are not unduly put in harm's way.

### A.2. Authority

The Coast Guard is authorized by Sections 102, 521, and 701 of Title 14 U.S.C. to:

- (01) Develop, establish, maintain, and operate search and rescue facilities.
- (02) Perform any and all acts necessary to rescue and aid persons.
- (03) To protect and save property at any time and at any place where its facilities and personnel are available and can be effectively used.

It is important to note that the law authorizes the Coast Guard to undertake SAR missions, but because of the critical importance of evaluating each mission and risk individually, the law does not compel the Coast Guard to undertake any particular mission. The SAR Mission Coordinator in conjunction with the potential responding SRU would make this decision.

### A.3. SAR

Reference (r) and *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume III 2013* promulgate policy, guidelines, procedures and general information for Coast Guard use in SAR operations.

### A.4. Unit Initial Action

Upon receipt of a distress or potential distress report, the unit shall take appropriate actions to prepare and launch for SAR response. The CO/OIC or representative shall notify their respective Sector Command Center (SCC) as early as possible. This will ensure effective response coordination as the SCC may have already been coordinating other resources or have information relevant to the distress report.

If unit is underway, upon receipt of a distress or potential distress report the asset shall notify the cognizant SCC and CO/OIC in accordance with Unit Organization Manual briefing matrix and divert unless otherwise tasked.

### **A.5. Planning Procedures**

SAR case planning shall be conducted by the SMC. SAR planning for Boat Forces units is normally restricted to mission execution planning for the initial response and should include these steps:

- (01) It is the responsibility of the CO/OIC to launch the most appropriate resource(s), equipment, and crew to perform the mission and notify SMC via the command center.
- (02) SMC does not negate the CO/OIC and Coxswain responsibilities outlined in Reference (d).
- (03) Develop an initial response and search plan, and communicate to SMC, if not given a search plan by command center.
- (04) Establish set and drift.
- (05) Consider need for or possible designation of On Scene Coordinator (OSC) and provide recommendation to SMC.
- (06) CO/OIC shall keep SMC constantly updated on conditions, findings, and when nearing completion of the initial response phase.

For more information on SAR planning see References (r), *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume II 2013*, and *International Aeronautical and Maritime Search and Rescue (IAMSAR) Manual Volume III 2013*.

### **A.6. Other Government Agency/Marine Assistance Salvage**

It is highly recommended that all Boat Forces units establish and maintain working relationships with all local responders in their AOR including Federal, State and local Other Government Agency (OGAs) and commercial Marine Assistance Salvage companies. These relationships are crucial when coordinating a response to SAR cases. Joint training is highly encouraged.

### **A.7. Public Relations Procedures**

SAR operations often create a great interest with the general public and the media. Boat Forces units should seek concurrence from SMC before responding to public relations inquiries.

Relatives of missing persons may also seek information. Proper concern must be shown for their stressful situation. Relatives should be referred to SMC for any information. Next of kin notification policy and procedures are contained in Reference (r) and are normally made by the unit's Operational Commander.

CO/OICs should establish local policy in accordance with District and/or Sector SOPs and Reference (s).

## **A.8. Catastrophic Incident SAR**

Catastrophic Incident SAR (CISAR) consists of SAR operations carried out as all or part of the response to an emergency or disaster declared by the President, under provisions of the National Response Framework and Emergency Support Function #9. When a disaster occurs and Federal SAR resources are requested, the USCG will be the overall Primary Agency if the disaster is maritime/coastal/waterborne (e.g. hurricane/flooding) event.

Boat Forces units will be called upon to deploy and support CISAR operations. For more details on CISAR operations please refer to **Flood Response** in Part 3.

## **Section B. Enforcement of Laws and Treaties**

### **B.1. Description**

The modern Enforcement of Laws and Treaties (ELT) program is directed primarily at combating illicit drug trafficking, interdicting illegal migrants at sea, enforcement of environmental protection statutes, and responding to vessel incidents involving violent acts or other criminal activity.

### **B.2. Maritime Law Enforcement**

Maritime Law Enforcement (MLE) under the ELT program is primarily accomplished by conducting vessel boardings to detect and suppress violations of all federal laws, as well as by engaging in surveillance or interdiction to enforce or assist in the enforcement of these laws.

For policy, guidance, and procedures on conducting ELT missions refer to Reference (1).

### **B.3. Working with other Law Enforcement Agencies**

To ensure safe and effective ELT operations, units should establish and maintain a close, working relationship with local law enforcement entities. Units should meet with local law enforcement entities on a regular basis to discuss enforcement issues of mutual concern and identify opportunities to improve coordination and cooperation. Units are highly encouraged to host joint meetings and joint training.

#### **NOTE**

DOD personnel are prohibited from direct participation in search, seizure, and arrest. All concerned must be sensitive to the extent of the statutory authority of non-USCG personnel for participation in at-sea boarding.

## **Section C. Marine Safety**

### **C.1. Description**

The Coast Guard's MS mission prevents and mitigates marine incidents, thereby protecting the public, the environment, and U.S. economic interests.

### **C.2. Marine Safety Mission Unit Requirements**

Unit requirements in support of the MS mission consist of the following:

- (01) Educating the public regarding closure of navigable waterways, marine events, limited access areas, or other port conditions.
- (02) Monitor port operations including certain types of marine events.
- (03) Locate and report the presence of dangerous or illegal conditions or situations, such as improperly moored vessels, vessel or waterfront fires, or oil spills.

The above activities will be coordinated between the cognizant Captain of the Port (COTP) and the unit's Operational Commander.

### **C.3. RBS Program**

The goal of the Recreational Boating Safety (RBS) program is to minimize the loss of life, personal injury, property damage, and environmental impact associated with the use of recreational boats, through preventive means, to maximize safe use and enjoyment of U.S. waterways.

Units support the RBS program through their interactions with the boating public, State and local boating authorities. For policy and guidance see Reference (l).

### **C.4. RBS Patrols**

RBS patrols should normally be conducted in high traffic areas during times when traffic density is expected to be the greatest. In most instances, RBS patrols should be conducted in a highly visible manner to maximize the potential deterrent effect on unsafe boating practices.

### **C.5. Auxiliary Patrols**

The use of Auxiliary boats to conduct RBS patrols with or without boarding teams can significantly enhance area coverage. For more information on the Coast Guard Auxiliary and their programs see References (l) and (q).



## Section D. Defense Readiness

### D.1. Description

Under Title 14 U.S.C. § 1, the Coast Guard is “at all times an armed force of the United States.” As part of the Joint Force, the Coast Guard maintains its readiness to carry out military operations in support of the policies and objectives of the U.S. government.

As a member of the Armed Forces (10 U.S. Code § 101), the U.S. Coast Guard is purposefully embedded into different national strategic level doctrines that are used to guide the employment of the Armed Forces. These doctrinal pieces are described here.

- (01) National Strategic Direction (NSD) – The National Strategic Direction is governed by the U.S. Constitution, federal laws, government policies, internationally recognized laws, and national interest (as represented by national security policies). This directional doctrine provides policy and planning to support the national strategic direction.
- (02) National Security Strategy (NSS) – Issued by the President, the National Security Strategy provides a broad strategic context for employing military capabilities in concert with other instruments of national power.
- (03) National Defense Strategy (NDS) – Issued by the Secretary of Defense, the National Defense Strategy outlines the Department of Defense’s approach to implementing the President’s NSS.
- (04) National Military Strategy (NMS) – Issued by the Chairman of the Joint Chiefs of Staff (CJCS) and supports the aims of the NSS and implements the NDS. It describes the Armed Forces’ plan to achieve military objectives in the near term and provides a vision for maintaining a force capable of meeting future challenges.

## D.2. Mission Types

The Defense Readiness mission supports the National Military Strategy and Department of Defense (DOD) operations by ensuring Coast Guard assets are capable and equipped to deploy and conduct joint operations that support the most critical needs of Combatant Commanders (CCDR) in the following major national-defense missions:

- (01) Maritime Interception/Interdiction Operations
- (02) Military Environmental Response
- (03) Port Operations, Security, and Defense
- (04) Theater Security Cooperation
- (05) Coastal Sea Control
- (06) Rotary Wing Air Intercept
- (07) Combating Terrorism
- (08) Maritime Operational Threat Response
- (09) Military Cyberspace

Units in Boat Forces will most likely support Maritime Interception/Interdiction Operations, Military Environment Response, and Port Operations, Security, and Defense.

## D.3. Operation Types

Operation types are defined by a unit's Required Operating Capabilities and Projected Operating Environments (ROC & POE). ROCs are discrete need(s) required to support successful execution of Coast Guard missions within a POE where Coast Guard assets/platforms operate. POE statements describe the environment that an asset/platform is expected to operate in while executing designated missions.

Operational Activities:

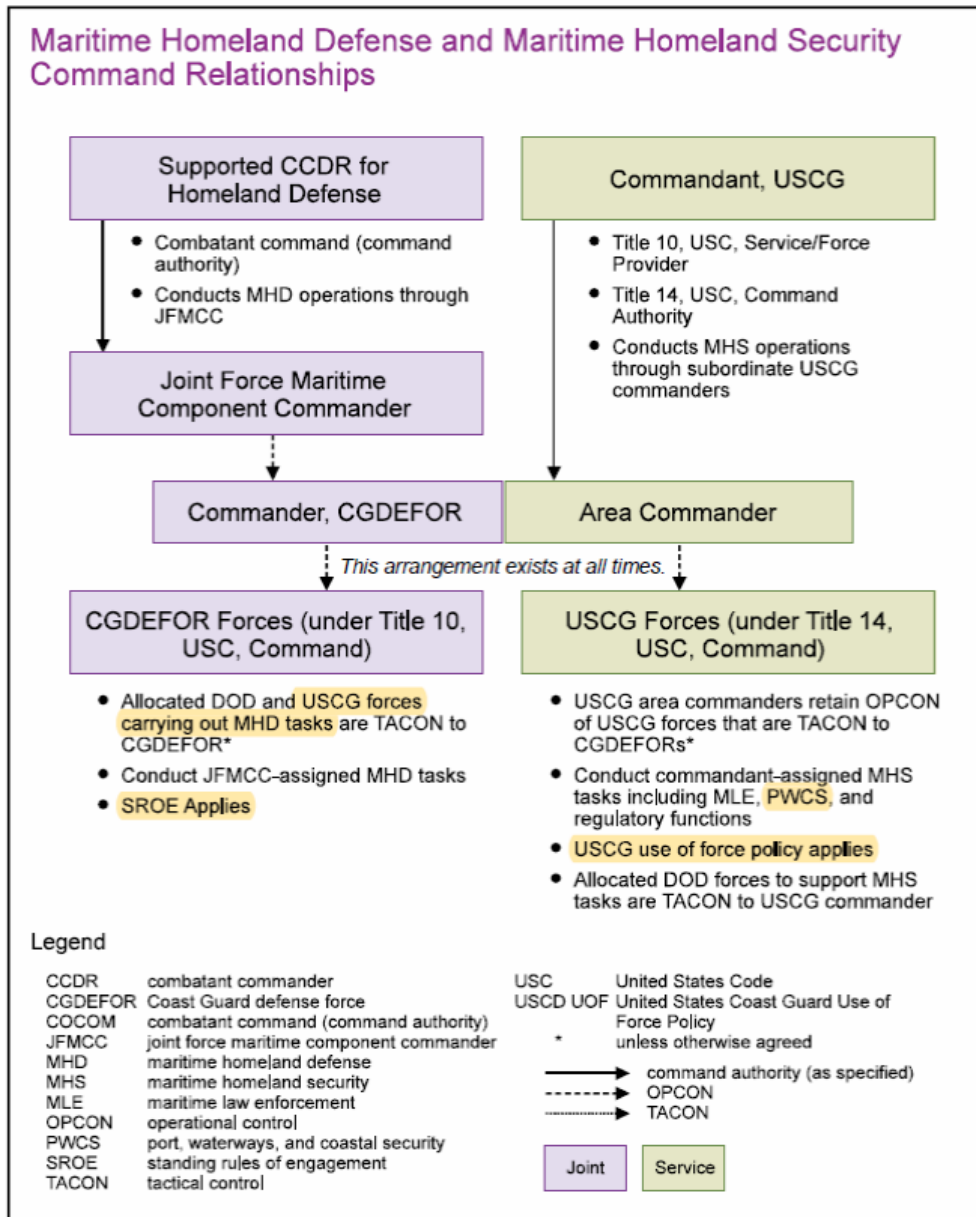
- (01) Maritime Interception/Interdiction – Stopping, boarding, searching, diverting, or redirecting vessel traffic to enforce certain sanctions.
- (02) Military Environmental Response – Responding to incidents of pollution in and around the battlespace.
- (03) Port Operations, Security, and Defense – Ensuring port and harbor areas are free of hostile threats, terrorist actions, and safety deficiencies that would be a threat to the deployment of military resources.
- (04) Theater Security Cooperation – Conducting humanitarian assistance, professional exchanges, combined operations, training, exercises, and other diplomatic activities to foster international cooperation.
- (05) Coastal Sea Control – Ensuring the unimpeded use of designated offshore areas at home and abroad by U.S. and friendly forces and deny the use of those areas by enemy forces.
- (06) Rotary Wing Air Intercept – Conducting national air defense activities.

- (07) Combatting Terrorism – Providing special capabilities, such as training host nation forces and building the capacity of foreign maritime security forces that serve as a force multiplier to DOD forces.
- (08) Maritime Operational Threat Response – Supporting DOD response to maritime security threats, including terrorism, piracy, and other criminal or unlawful acts.
- (09) Military Cyberspace Operations – Conducting offensive and defensive cyberspace operations to achieve military objectives and preserve system availability, integrity, and confidentiality.

#### **D.4. Authorities**

- (01) *10 U.S. Code § 101* – Armed Forces (the term “armed forces” means the Army, Navy, Air Force, Marine Corps, Space Force, and Coast Guard).
- (02) *14 U.S. Code § 2 (7)* – The Coast Guard shall maintain a state of readiness to function as a specialized service in the Navy in time of war, including the fulfillment of Maritime Defense Zone command responsibilities.
- (03) *22 U.S. Code* – Foreign Relations and Intercourse.
- (04) *50 U.S. Code* – War and National Defense.

Boat units performing a Defense Readiness mission will (under most circumstances) follow Standing Rules of Engagement (SROE), operational policies, tactics, techniques, and procedures specific to that type of operation as outlined in Reference (1). Commanding Officers shall refer to the appropriate policies and TTP manuals that support the Defense Readiness mission type. **Figure 4-1** illustrates the relationship between Maritime Homeland Defense and Maritime Homeland Security commands.



**Figure 4-1  
Command Relationships**

**D.5. Unit Requirements**

Unit requirements are defined in the applicable Required Operating Capabilities and Projected Operating Environment manuals.

## **Section E. Ports, Waterways and Coastal Security**

### **E.1. Description**

The Coast Guard Ports, Waterways and Coastal Security mission is to prevent and disrupt terrorist attacks, sabotage, espionage, or subversive acts in the maritime domain and the U.S. Marine Transportation System (MTS). To conduct the PWCS mission the Coast Guard employs a maritime security governance approach that includes maritime security regime, maritime domain awareness, and Maritime Security and Response Operations (MSRO) components. For the purposes of this Instruction, the focus is on MSRO activities conducted in the inshore and near-shore regions. Leveraging Captain of the Port authorities and the Coast Guard's relationships with state and local authorities, as well as the maritime industry, MSRO activities contribute to the layered defense established to protect the Nation's interests. For more information, see Reference (t).

The Boat Forces mission activities most used in PWCS/MSRO activities include:

- (01) Patrols,
- (02) Awareness, Surveillance and Tracking,
- (03) Fixed Security Zone Enforcement and Protection,
- (04) Moving Security Zone Enforcement (Vessel Escorts),
- (05) Security Boardings.

### **E.2. Authorities and Policies**

Authorities and policies governing PWCS missions are outlined in References (e), (k), and Reference (t).

### **E.3. Level I PWCS Units**

Level I units shall remain prepared, equipped, and trained to conduct PWCS missions (fixed and moving security zone enforcement).

### **E.4. Non-Level I PWCS Units**

All units may conduct the PWCS mission, but non-level I PWCS units are limited in their capability and shall refer to Reference (e) for additional guidance.

## **Section F. Aids to Navigation**

### **F.1. Description**

The Coast Guard's ATON mission promotes the safety of marine transportation and commerce on United States navigable waters by establishing, maintaining, and operating visual and sound signals to mark safe water or warn of dangers. This program also develops and enforces private aids to navigation regulations.

### **F.2. Responsibilities**

All units have a responsibility to report ATON which appear to be missing, off-station, or operating/displaying improperly.

Units with assigned ATON responsibilities (i.e., primary or secondary responsibility) will have specially trained ATON personnel, as well as specialized boats and equipment to accomplish their assigned mission. For more information on the ATON mission see Aids to Navigation Manual – Seamanship, COMDTINST 16500.21 (series), Reference (m), and Aids to Navigation Manual – Positioning & Range Surveying, COMDTINST M16500.1 (series).

## **Section G. Marine Environmental Protection**

### **G.1. Description**

The Marine Environmental Protection (MEP) mission includes the planning, preparations, and operations to prevent, enforce, investigate, respond to, and mitigate the threat, frequency, and consequences of oil discharges and hazardous substance releases in U.S. waters. The MEP mission facilitates the safe, efficient, and sustainable use of the Marine Transportation System (MTS) by mitigating and reducing the risk of harm to the maritime environment. The Coast Guard must conduct the MEP mission to reduce the risk of harm to the maritime environment by developing and enforcing regulations to prevent and respond to oil discharges and hazardous substance releases.

### **G.2. Responsibilities**

All units witnessing an oil spill and chemical release are required to report pollution incidents to the USCG National Response Center ([National Response Center \(NRC\)](#)) at 800-424-8802. This will ensure that all parties, federal, state, and local resources are notified to ensure effective investigation and response.

The enforcement of pollution laws is primarily accomplished by Sector Pollution Responders (PR). Coast Guard personnel actively enforce maritime pollution laws by detecting, investigating, and reporting violations of law relating to oil discharges and hazardous substance releases.

## Section H. Living Marine Resources

### H.1. Description

The LMR mission protects our ocean environment and the marine life that inhabits it by enforcing domestic and international fisheries laws, as well as protecting the U.S. Exclusive Economic Zone (EEZ) from foreign encroachment.

For further details on enforcing the LMR laws see Reference (l).

### H.2. Marine Protected Species

Marine protected species includes those species covered under *Endangered Species Act*, 16 United States Code 1531 and *Marine Mammal Protection Act*, 16 United States Code 1361. The Coast Guard must ensure its operations are environmentally sound and comply with these references, as well as other Federal, State, and local regulations. Reference (u) and Reference (v) contain further information regarding protected marine species. Additional information regarding specific restrictions within the unit's AOR should be obtained by contacting the District (dre) office.

### H.3. Unit Avoidance Responsibilities

Operational procedures should be developed as needed to comply with and enforce the Marine Mammal Protection Act (MMPA) and Endangered Species Act (ESA) regulations, such as:

- (01) Speed restrictions for non-emergency operations,
- (02) Slower transit speeds in certain waterways, at certain times of the year, or
- (03) Staying the required distance from members of a species.

Boat crews should balance the urgency of a given mission with the potential damage to protected species or habitats.

Further information is available from National Marine Fisheries Service and U.S. Fish and Wildlife Service regional offices.

#### H.3.a. Striking a Protected Species

Should a unit's boat strike, injure, or kill a protected species while underway, procedures outlined in District directives shall be followed including notification of the Operational Commander, submission of any reports, and the conducting of any investigations.

#### H.3.b. Actions and Reporting

Units observing violations of the MMPA or ESA shall take appropriate action in accordance with Reference (u) and Reference (v).

Points of contact with local marine mammal stranding networks, aquariums, and sanctuaries should be maintained to ensure appropriate response to marine mammal and endangered species incidents (e.g. stranding, carcasses, entanglements, etc.).



## **CHAPTER 2**

### **Mission Planning**

**Introduction.** This Chapter contains information on the authorization of resources, CG boat types and authorized platforms, crew rest and utilization, and crew selection for the purpose of mission planning.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Authorization of Resources](#)
- B. [Boat Types and Authorized Missions](#)
- C. [Crew Rest and Utilization](#)
- D. [Crew Selection](#)

## **Section A. Authorization of Resources**

### **A.1. Authorization of Resources**

Coast Guard boats may be used to support any of the missions detailed in Reference (d). Use of Coast Guard personnel or property, including boats and equipment, for personal or recreational use is prohibited with the exception of MWR property.

### **A.2. Mission Authorization and Acceptance**

Authority over assigned or attached forces resides with the unit CO/OIC, or their representative (e.g. OOD).

CO/OIC exercises control over their assets by approving missions and dispatching unit resources.

### **A.3. Personnel Authorized to Operate Coast Guard Boats**

Personnel filling the minimum crew requirements needed to conduct boat operations must be certified to the competency level required for the specific mission/activity and boat type.

Authorized Coast Guard personnel, including Coast Guard Auxiliary members, may be permitted to operate the boat while underway, if authorized by the Coxswain of the boat.

### **A.4. Community Outreach**

Unit resources may be used in support of community and media relations in accordance with Reference (s). Unit operations and readiness standards shall not be compromised for such participation.

Approval for community outreach event participation (e.g. underway or static displays) rests with the CO/OIC. The Operational Commander shall be kept informed regarding all such events and changes in resource availability.

### **A.5. Authority to Approve, Direct, Initiate, and Cease Coast Guard Personnel Deployments Onboard other than Coast Guard Boats**

The unit CO/OIC may approve the participation of unit personnel on platforms belonging to other agencies. Although this authority is primarily used in support of law enforcement missions, it may be evoked in support of any Coast Guard mission. Guidance for Coast Guard personnel operating onboard other agency platforms in support of law enforcement missions is found in Reference (l).

Guidance for use of Coast Guard personnel in support of port safety and security missions is contained in the Marine Safety Manual, Volume VI, Ports and Waterways Activities, COMDTINST M16000.11 (series).

### **A.6. Boat Operations in Support of Department of Defense, Allied and Foreign Partners**

DSF COs have the authority to assign certified Coxswains and/or Boat Crewmembers to operate Department of Defense (DOD), allied, or foreign military and government vessels.

The cognizant USCG CO shall ensure these Coxswains and/or Boat Crewmembers possess the skills, knowledge, and professional competency necessary to proficiently operate one or more USCG standard boat, and are prepared to employ the host unit's boats, having been provided the host unit's platform familiarization and instruction. This should be facilitated through assignment of proficient personnel currently certified on boats of similar types (e.g. USCG CB-OTH to US Navy RIB).

Prior to departure it is incumbent upon the CO and deploying personnel to coordinate with ADCON, OPCON, TACON, and the host unit to ensure assigned Coxswain and/or Boat Crewmember certifications are not so dissimilar as to prohibit safe operations. If the CO determines that the platform is similar to the Coxswain's certification, currency hours may be counted in accordance with Reference (c). Personnel shall comply with use and maintenance of all required PPE, in accordance with Reference (f).

Upon arrival to temporary duty, Coxswains and/or Boat Crewmembers shall thoroughly familiarize themselves with the host unit's boat. A successful familiarization check ride with the host unit's designated certifying official is required prior to conducting operational missions. A letter of record from the host unit CO, or designee will be generated and referenced in message traffic provided back to ADCON/OPCON/TACON prior to conducting joint operations.

#### **A.7. Risk Management Concepts and Principles**

Risk is inherent in all activities regardless of how routine. Risk Management (RM) is a systems-oriented process to assess and mitigate risk with any activity. A full explanation of RM and application of the concepts Reference (n).

#### **A.8. Warranted Risk**

Coast Guard operations are inherently complex, dynamic, dangerous, and, by nature, involve the acceptance of some level of risk. However, the decision to accept risk must balance the potential gains of conducting the activity or mission with the inherent risks of the operation. Risk management is a continual process with any activity or mission, and Coxswains shall operate their boat in such a manner as to minimize the inherent risk involved to the greatest degree possible.

Damage to or sacrifice of the boat is an acceptable risk in the defense of the United States, its citizens, and/or installations.

The probability of saving human life warrants a maximum effort. When no suitable alternative exists and the mission has a reasonable chance of success, the risk of damage to or abuse of the boat is acceptable, even though such damage or abuse may render the boat unrecoverable.

The possibility of saving human life or the probability of preventing or relieving intense pain or suffering warrants the risk of damage to or abuse of the boat if recovering the boat can reasonably be expected.

The probability of saving property of the United States or its citizens warrants the risk of damage to the boat if the value of the property to be saved is unquestionably greater than the cost of boat damage and the boat is fully expected to be recoverable.

The possibility of recovering evidence and interdicting or apprehending alleged violators of Federal law does not warrant probable damage to or abuse of the boat, unless in defense of self or others.

#### **A.9. Boat Selection/Mission Planning**

Deciding which boat to utilize is one of the most critical decisions made in mission planning and shall be at the discretion of the unit CO/OIC. A full understanding of the mission and its likely duration are essential to determine the most appropriate boat type. The following factors shall be considered during mission planning, boat selection, and risk management decisions:

- (01) Boat limitations,
- (02) Boat readiness,
- (03) Boat capabilities,
- (04) Crew endurance,
- (05) Crew experience,
- (06) Number of potential passengers/survivors and their condition,
- (07) Equipment status.

Boat capabilities and limitations are found in each specific Boat Operator's Handbook.

## **Section B. Boat Types and Authorized Missions**

### **B.1. Coast Guard Boat Types**

A list of Coast Guard boat types can be found at <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Home.aspx>.

### **B.2. Multi-mission Boats and Associated Missions**

While all of our boats are multi-mission capable, higher-level capabilities apply only to specific boat types. **Table 4-1** is not all-inclusive but shows multi-mission boats and the higher-level missions assigned to them.

		Higher Level Capability								
		Pursuit	PWCS	HWX	Surf	Advanced Interdiction	ATON	Flood Response	Ice Rescue	Defense Readiness
<b>Platform</b>	SPC-LE	X	X			X				X
	SPC-BTD	X	X			X				X
	SPC-SV		X							X
	MLB		X	X	X					
	RB-S II	X	X							X
	RB-M	X	X							X
	LRI (MK-II)	X				X				X
	CB-OTH	X				X				X
	TPSB (MK-IV)		X							X
	TANB						X			
	AB-L						X			
	BUSL						X			
	CB-ATON-L						X			
	AB-S						X			
	ANB						X			
	Flood Punt							X		
	CRRC							X		
	SPC-IRT								X	
	SKF-ICE								X	

Table 4-1  
Multi-mission Platforms and Associated Higher Level Capability

### NOTE

All variants (i.e., SPC-LE, SPC-LE-II, SPC-SW, SPC-SW II, OTH-MK-III/IV) can perform like missions, unless otherwise stated.

## Section C. Crew Rest and Utilization

### C.1. Fatigued Personnel

Fatigued personnel may not realize when their physical or mental state is compromised. A fatigued boat crew is physically and mentally unprepared for the rigors of a mission or to safely manage an underway emergency. They exhibit decreased coordination, a narrowed attention span, and a lower standard of performance. This leads to judgment errors in boat handling, seamanship, and mission related decisions. In addition, they show a decreased concern for safety and a willingness to “cut corners.”

### C.2. Crew Endurance Management

Crew Endurance Management (CEM) can be used to control fatigue -related decrements in safety and performance. CEM is based on operational experience, analysis of boat crew missions, and a wealth of information derived from a variety of studies on the effects of shift work on human performance.

### C.3. Underway Hours

**Table 4-2** establishes maximum underway hours for boat crews. These totals may be an accumulation of several missions (SAR, ELT, MS, CD/AMIO, etc.) over a 24-hour period. However, there are occasions, especially during periods of severe weather, where operations will require a long amount of time to complete. In such cases, the prolonged hours and heavy weather will have an accelerating effect on the onset of fatigue as will the amount of time a crewmember has been on duty or working prior to the mission.

Underway hours limits are established to ensure that boat crews are not operating the boat in a fatigued status that might impair their judgment or subdue their motor skills during normal or emergency mission requirements.

#### **NOTE**

DSF hours will be discussed in the Patrol Orders and deliberate RM will take place before commencement of underway operations.

#### C.3.a. Underway Time Computation

Underway time begins when the boat crew gets underway or starts driving a government vehicle with a trailerable boat. Underway time ends when the sortie is complete, and the boat is trailered or moored. Pre- and post-mission activities are not considered underway hours. On a case-by-case basis, the CO/OIC should consider other crew endurance critical human factors and may apply more restrictive guidance as deemed appropriate. In evaluating boat crew utilization, the CO/OIC shall consider the cumulative effects of the crew endurance in accordance with Reference (n).

A fatigue waiver is required when any member of an assigned boat crew is expected to operate beyond crew endurance standards.

A fatigue waiver shall be requested when, in the judgement of the Coxswain and/or unit CO/OIC, the current mission or sortie is expected to exceed the crew endurance for that boat type.

When a waiver is granted, an appropriate interval shall be established between the unit and operational commander to reassess risk with special consideration given to impact on any follow-on missions (ex. post-SAR boarding).

#### C.4. Maximum Underway Hours

Unit Commanders shall comply with the policies set forth in this Chapter.

Boat Size	Maximum Underway Hours (within a 24-hour period)			Rest Hours Required
	Seas < 4 FT	Seas > 4 FT	Seas > 10 FT	
40 FT and above	10	8	6	8
Less Than 40 FT (Note 2)	8	6	N/A	8
Trailing	350 miles or 8 hours (Note 1)			8
<p><b>Note 1:</b> A trailing sortie hour shall be calculated as half of a boat underway hour. For Example, a one-hour trailing sortie counts as 30 minutes towards fatigue standards.</p> <p><b>Note 2:</b> SPC-IRT shall not exceed 6 hours within a 24-hour period.</p>				

Table 4-2  
Underway Limits

##### C.4.a. Sheltered Anchorage / Moored / Spud Down

Maximum underway hours may be extended during certain activities that do not contribute towards fatigue. The following are some examples:

- (01) Time spent at a sheltered anchorage can extend the maximum underway hours for crew by 50%. For example, if a boat crew takes shelter from a storm and finds a sheltered anchorage for 1 hour that crew gets 30 minutes back towards underway time.
- (02) Time spent moored away from own unit does not count towards crew fatigue and is equivalent to being moored at own unit.
- (03) Time spent spudded down (64 FT ANB) does not count towards crew fatigue and is equivalent to being moored at own unit.

##### C.4.b. Crew Hours for Multiple Platforms

Although the maximum underway hours vary from boat to boat, crews who perform missions on multiple boat types shall not exceed 10 hours underway in a 24-hr period unless



a waiver has been granted. Ultimately, the CO/OIC must make an informed decision based on boat type, environmental conditions, and crew fitness/ability.

### C.5. Ice Rescue Fatigue Standard Waivers

Ice rescue maximum mission time (fatigue) standards have been established in [Table 3-4](#). All waivers to operate beyond the maximum mission standards shall be approved by the Operational Commander.

For the SPC-IRT, refer to [Table 4-2](#) for maximum underway hours.

Procedures for obtaining an operational waiver are located in Chapter 3 Section C [Waivers](#).

### C.6. Boat Crew Utilization

Fatigue standards are not intended to limit the use of boats. The CO/OIC should not be reluctant to get boats underway on normal operations and training for fear of compromising the boat crew's availability.

#### C.6.a. Hours of Crew Rest

Alert crews are recommended to have a minimum of eight continuous hours of crew rest before assuming alert duty, and eight continuous hours of crew rest in every 24-hour duty period.

#### C.6.b. Sufficient Rest-Recovery Time

Sufficient rest-recovery time is defined as a period of at least eight hours of sleep. Fatigued crews will have achieved sufficient rest and no longer be considered fatigued once they have had sufficient rest-recovery time as outlined in paragraphs [C.4](#). and [C.7](#). If a fatigue waiver is required, the CO/OIC shall reference [Table 4-8](#) for waiver authority. When fatigue waivers are granted and fatigued crews undertake missions, the name of the person granting the waiver and the time it was granted shall be noted in the unit's log. All messages and other reports shall note that the crew is operating with a waiver.

### C.7. Assessing and Managing Rest

The following information should be considered for scheduling considerations and in risk analysis. For missions that begin or end between 2300 and 0500, if the boat crew has had:

- (01) Less than a six-hour sleep period – they need at least a six-hour sleep period to control fatigue on subsequent missions.
- (02) More than a six-hour sleep period but less than a seven-hour sleep period – they need at least a two-hour sleep period to control fatigue on subsequent missions.

If Initial Sleep Period	Additional Sleep Period Needed
0-6 hours	6+ hours
6-7 hours	2+ hours

Table 4-3  
Sleep Debt

## **C.8. Fatigue Status**

When a unit's boat crew has reached or exceeded their maximum underway hours, a Fatigue Status notification shall be sent and documented in the unit's log.

### **C.8.a. Notification Information**

CO/OIC, or their representative, shall inform the Operational Commander verbally followed in writing via approved official correspondence (email notification is acceptable) that will include at a minimum:

- (01) Subject: SAR Response,
- (02) Date and time (local),
- (03) "Unable to respond to any mission other than SAR in the Distress Phase due to fatigue."
- (04) Anticipate returning to normal operations (local date/time).

The Operational Commander shall notify all adjacent units affected by SAR coverage responsibilities in accordance with their District Standard Operating Procedures.

### **C.8.b. Fatigue Notification Cancellation**

When the fatigued boat crew has been relieved or has attained sufficient rest-recovery time, a fatigue status cancellation notification shall be sent.

The Operational Commander shall notify all adjacent units affected by SAR coverage responsibilities in accordance with their District Standard Operating Procedures.

## Section D. Crew Selection

### D.1. Basic Crewing Requirements

The CO/OIC shall comply with the basic minimum boat crew requirements for the type of boat being dispatched ([Table 4-4](#)) and ensure the required mission competencies are met in the boat crew selection.

Propulsion	Enclosed Cabin			Open Boat		
	COXN	ENG	BCM	COXN	ENG	BCM
<b>Inboard</b>	1	1	1	1	1	0
<b>Outboard</b>	1	0	2	1	0	1

Note 1: Open cutter boats, SPC-SW II, and TPSB may elect COXN and BCM in lieu of COXN and ENG to satisfy the minimum crew requirement.

Note 2: When repositioning (i.e., switching unit berthing locations) or conducting boat launch/recovery trailering operations, a COXN and BCM will satisfy the minimum crew requirement. This minimum requirement shall not be confused when trailering a boat in response to a sortie.

**Table 4-4**  
**Basic Crew Requirements**

#### D.1.a. Minimum Crew Requirements at Training Centers.

The following minimum crew requirements shall apply to Special Mission Training Center, Training Center Yorktown, and the Maritime Law Enforcement Academy:

Propulsion	Enclosed Cabin			Open Boat		
	COXN	ENG	BCM	COXN	ENG	BCM
<b>Inboard</b>	1	1 Note 1	1 Note 2	1	1 Note 1	1 Note 2
<b>Outboard</b>	1	0	1 Note 2	1	0	1 Note 2
<b>MLB/RBM</b>	Note 3					

**Note 1:** One boat u/w in the vicinity of the training area, shall have at a minimum one certified Engineer on board to assist with any mechanical casualties.

**Note 2:** Personal reporting TDY to training centers with a Boat Crewmember or higher certification at their current unit are authorized to fulfill a BCM position to meet the basic minimum boat crew requirements.

**Note 3:** Units shall refer to Table 4-5 for crew requirements.

**Table 4-5**  
**Minimum Crew for Training Centers**

## D.2. Mission Requirements

Mission Specific examples for most standard boat types and class-specific crewing. Exemptions are provided in [Table 4-7](#), which are to be used in conjunction with the requirements of [Table 4-4](#). To use the table, start with the mission across the top of the table; the crew requirements are shown down the left side of the table. Specific missions may require a boarding team to be onboard. Personnel may serve in dual roles (e.g. BCM as BO), provided they meet Basic Crew [Table 4-4](#) and Mission Competency Requirements.

### D.2.a. Break-in Boat Crewmember in Support of Mission Requirements

During mission execution, a break-in BCM may fulfill the role of the second qualified BCM if in the judgment of the CO/OIC they possess the skills expected of that position. CO/OIC shall verify the break-in BCM has completed the following tasks and any additional tasks they deem necessary prior to the break-in BCM operating as a second qualified BCM.

The CO/OIC shall document this break-in BCM on a CG-3307. The maximum allowable time the preliminary certification shall last is the date noted on the member's certification time-line memo as required by Reference (c).

During inspections (RFO, OARS) boat crews shall consist of fully certified BCMs.

### NOTE

The break-in BCM may serve as the second BCM on boats that require two BCMs. (e.g. 45-foot Response Boat Medium, Coxswain, Engineer/BCM, Break-in BCM).

Task Number	Description
BCM-02-04-ANY	Don the Type III PFD
BCM-02-07-ANY	Identify Boat Crew Survival Vest Equipment
BCM-02-08-ANY	Use the Emergency Signaling Mirror
BCM-02-11-ANY	Operate the Distress Signal Light
BCM-02-12-ANY	Operate the Personal Locator Beacon
BCM-02-14-ANY	Don the Automatic Inflatable PFD
BCM-02-16-ANY	Boat Egress Principles and Procedures
BCM-03-02-TYPE	Locate and Identify the Purpose of the Equipment Aboard the Boat
BCM-03-06-ANY	Identify the Different Parts of a Line and the Hitches Used in Line Handling
BCM-03-07-ANY	Tie Various Knots, Hitches, and Bends
BCM-03-08-ANY	Secure Lines to Cleats, Bitts, and Posts
BCM-04-01-ANY	Rig Fenders to Side of the Boat
BCM-04-08-ANY	Stand a Lookout Watch
BCM-06-15-TYPE	Operate Electronic Charting System
BCM-07-01-TYPE	Participate in a Man Overboard Evolution as a Pointer
BCM-07-02-TYPE	Participate in a Man Overboard Evolution as a Recovery/Pickup Person
BCM-07-10-TYPE	Pass a Towline to Another Boat
BCM-07-11-ANY	Connect a Towline to a Trailer Eyebolt Using a Skiff Hook
BCM-07-12-TYPE	Secure an Alongside Tow

BCM-07-24-TYPE	Demonstrate the Appropriate Response to the Basic Engineering Casualty Control Exercises (BECCE)
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**Table 4-6  
Break-in Boat Crewmember Requirements**

Ensure the following mission positions are represented in the boat crew selection:

Mission Position	SAR	HWX	SURF	Ice Rescuer	ATON (Note 7)	LE/PWCS Non-Level I (Note 9)	Pursuit	PWCS Level I	BAF	Flood Resp.	ICMLEO (Note 4)
COXN	1					1				1	1
BCM	Note 1	1 Note 8	1 Note 8			1				1	1
ENG	Note 1	1	1		Note 1	Note 1	Note 1	Note 1			Note 1
HWX		1									
Surfman			1								
Team Leader				1						1 Note 5	
Ice Rescuer				2							
Comms				1 Note 10							
ACXN					1						
ABCM					1						
BO						1	1	Note 6		Note 6	1
BTM						1	1	Note 6		Note 6	1
PCXN							1				
PBCM							1				
TCXN								1			
TBCM								2 Note 2			
PATCOM								Note 3			
AICXN									1		
AIBCM									2		
BTL									1		

**Table 4-7  
Mission Requirements**

**Note 1:** See [Table 4-4](#) for BCM and ENG requirements.

**Note 2:** (1) TCOXN, (1) TBCM as a Gunner, and (1) TBCM to handle Communications. For each additional mounted automatic weapon adds an additional TBCM as a Gunner.

**Note 3:** PATCOM requirements are in Reference (e).

**Note 4:** ICMLEO requirements are in the ICMLEO Bi-National SOP.

**Note 5:** Flood response team leader manages multiple boat crews and is not required to be with the boats.

**Note 6:** A boarding team is not required to be on board when a dedicated LE source is immediately available, as determined by the Operational Commander.

**Note 7:** Add certified ATON personnel as required (e.g. Buoy Deck Supervisor, Boom Crane Operator, and Structure Climbers).

**Note 8:** Add (1) BCM to minimum crew requirement in [Table 4-4](#).

**Note 9:** A COXN and 1 BCM/ENG or break-in shall remain onboard boat during boardings.

**Note 10:** Comms not required during Long Haul Ice Rescue.

## **CHAPTER 3**

### **Asset Condition**

**Introduction.** This Chapter discusses boat readiness and the handling of discrepancies.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Boat Inspections](#)
- B. [Disabling Casualties](#)
- C. [Waivers](#)

## **Section A. Boat Inspections**

### **A.1. Daily Boat Inspection**

Asset-specific Maintenance Procedure Cards (MPCs) for modernized assets, and Boat Operator Handbook (BOH) for others, shall be used for daily boat inspections. A certified Boat Crewmember will oversee daily boat inspections.

During boat inspections, particular attention will be paid to those items that constitute disabling casualties or restrictive discrepancies. In the event a casualty or discrepancy exists, personnel will immediately notify the CO/OIC as directed in this Chapter. Boats with restrictive discrepancies will not get underway until the necessary waiver has been granted.

#### **NOTE**

Western River Stations are exempt from conducting daily boat inspections. However, a boat inspection must be completed prior to getting underway.

## Section B. Discrepancy Classifications

### B.1. Disabling Casualties

Disabling casualties are those that make the boat Not Mission Capable (NMC). Additional information can be found in the applicable BOH.

#### B.1.a. Actions (Underway)

In the event an asset sustains a disabling casualty while underway, the CO/OIC shall immediately be notified to determine whether to continue the mission, return to home port, or find safe mooring.

In many cases, a disabling casualty will require assistance from another vessel in order to limit potential damage of continued operation. However, there may arise situations requiring implementation of operational limitations (e.g. secure one engine), which would allow the asset to transit safely without incurring additional damage. If determined to continue a mission, the CO/OIC shall request a disabling casualty waiver from the Operational Commander. The CO/OIC shall brief the casualty, the mission, and mitigation strategy to minimize any further damage to the Operational Commander in order for an informed decision to be made. A waiver to continue operations using a boat with a disabling casualty should be a rarity and should only occur when the operational needs outweigh the risk of further damage as described in **Warranted Risk** in Part 4.

Most of the time, continuing the mission will not be an option and therefore the CO/OIC will have to decide if transiting back to homeport or securing the asset to wait for assistance is the best option. The CO/OIC shall notify the Operational Commander as soon as possible once a disabling casualty is identified and what actions are being taken to mitigate any further damage.

#### B.1.b. Actions (Dockside)

If a disabling casualty is identified while the boat is moored, the boat is not authorized to get underway for a mission until the discrepancy is fully repaired or a waiver is granted as authorized in Chapter 3 Section C **Waivers**. The boat shall immediately be placed into NMC status, and an entry will be made in Electronic Asset Logbook (EAL).

### NOTE

The boat may get underway in order to test repairs, with approval from the CO/OIC and notification to the Operational Commander.

#### B.1.c. Reporting Requirement

Units shall ensure disabling casualties are documented in EAL. Disabling casualties shall be reported to the Operational Commander through the CO/OIC as soon as practical but within four hours.



## **B.2. Restrictive Discrepancies**

Restrictive discrepancies are those which restrict the operation of the asset such that it can perform some, but not all, activities safely. Assets with restrictive discrepancies shall be placed in NMC (Maintenance or Supply, depending on the situation) status within EAL. The CO/OIC, after conducting risk management, may issue a written waiver to operate an asset as Partially Mission Capable (PMC) status. Upon completion of the sortie, the asset should be placed back into NMC status.

### **B.2.a. Actions (Underway)**

In the event an asset sustains a restrictive discrepancy while underway, the Coxswain will immediately notify the CO/OIC with all pertinent information. After the boat crew evaluates potential risks, the Coxswain provides a recommendation of whether or not to continue that mission. If a waiver is granted by the CO/OIC, it shall be documented in EAL, and the Operational Commander shall be informed as soon as practical.

### **B.2.b. Actions (Dockside)**

Assets will not get underway until the discrepancy is repaired, or a waiver has been granted.

### **B.2.c. Reporting Requirement**

Units will ensure restrictive discrepancies are documented in EAL.

Unit CO/OIC or OOD will notify the Operational Commander within four hours of asset status changes to ensure the Operational Commander is aware of asset capabilities regarding mission execution.

## **B.3. Major Discrepancies**

Major discrepancies are those defined in the applicable boat operator's handbook or those that degrade the effectiveness of the boat to perform one or more missions. Major discrepancies shall be documented in EAL, and a plan to repair these discrepancies shall be formulated and carried out by the unit.

## **B.4. Asset Status**

Asset Status indicates the readiness status of the asset. If the asset is not FMC, it provides clear understanding up and down the chain of command whether the boat has a maintenance or supply issue that prevents it from being able to fully complete a specific mission, or all missions. A boat may have an Asset Status classification of FMC, PMC, or NMC (Supply, Maintenance, Depot Maintenance, Repair, or Lay-up) in accordance with SFLC Electronic Asset Logbook (EAL) Business Rules Process Guide, CGTO PG-85-00-1290-S. This will ensure the support elements are provided the needed information in order to provide the needed assistance in order to bring the asset back to FMC status.

### B.5. Asset Status Definitions

- (01) Fully Mission Capable (FMC): FMC means that the asset is able to perform all missions.
- (02) Partially Mission Capable (PMC): PMC means that the asset is able to perform some, but not all missions.
- (03) Not Mission Capable (NMC): A vessel classified as NMC (in any category) shall not get underway to conduct any operations or training.
  - a. NMC Supply (S): NMCS indicates that progress on repairs to the asset are impossible pending delivery of parts or supplies.
  - b. NMC Maintenance (M): NMCM means that the asset is unable to meet mission requirements due to planned organizational level maintenance in progress.
  - c. NMC Depot Maintenance (D): NMCD means that planned depot level maintenance is in progress.
  - d. NMC Lay-up (L): NMCL indicates the asset is laid up in temporary storage or other special status.
  - e. NMC Repair (R): NMCR means that the asset is **unable to meet mission requirements** due to unplanned discrepancy repairs.

### B.6. Trailer Status

While a trailer is not tracked or visible in EAL, it affects the status of a trailerable boat.

- (01) If the trailer is in the parking lot and has no issues, and the boat is in the water with no discrepancies, the boat is FMC.
- (02) If the trailer is in the parking lot and has no issues with it and the boat is on the trailer with no issues, the boat can be FMC.
- (03) If the trailer is in the parking lot and cannot be used for any reason and the boat is in the water, the boat would be PMC. However, if a restrictive discrepancy exists follow guidance for asset status and waivers.
- (04) If the trailer is in the parking lot and cannot be used for any reason and the boat is on the trailer, the boat would be NMCM or NMCS (depending on the circumstance) due to not being able to be transported at all.

## Section C. Waivers

### C.1. Types of Waivers

Waivers fall into six separate categories:

- (01) Operational Parameters,
- (02) Disabling,
- (03) Restrictive,
- (04) Fatigue,
- (05) Engineering,
- (06) PPE.

The Operational Commander or the CO/OIC issues waivers on a case-by-case basis in order to complete the mission. In instances where a waiver of a boat's operational parameters has been granted, the final decision regarding the safety of continuing the mission rests with the Coxswain and CO/OIC.

#### NOTE

For policy and information concerning PPE waivers see Reference (f).

### C.2. Operational Parameters Waiver

Authority for operational parameter waivers resides with the Operational Commander. Operational parameter waivers authorize boats to operate outside of established parameters listed in applicable BOHs. Examples include weather, distance offshore, and towing capacity.

The operational environment or mission demands may require on-scene deviation from prescribed instructions or procedures when, in the judgment of the CO/OIC or Coxswain, such deviation is necessary for safety or the saving of life. In these cases, the CO/OIC may initially request these waivers verbally to their Operational Commander. Operational Commanders may issue an initial verbal decision but shall follow up in writing as directed per [C.7.](#) below.

#### NOTE

The distance offshore pertains to the boat's capability to communicate with the Operational Commander.

### C.3. Disabling Casualty Waiver

Authority for disabling casualty waivers resides with the Operational Commander. A disabling casualty waiver authorizes the movement of a boat under NMC status.

#### C.4. Restrictive Discrepancy Waiver

Authority for restrictive discrepancy waivers resides with the unit CO/OIC. The CO/OIC shall document the waiver in EAL and immediately brief the Operational Commander. The waiver will specifically state what operations and functions the boat is restricted from conducting and what mitigating actions are put in place to reduce risk.

A boat with restrictive discrepancies may be operated only if a waiver has been issued in accordance with [Table 4-8](#).

Restrictive discrepancy waivers may be granted to execute any specific mission(s) for up to 30 days. The CO/OIC or XO/XPO (when acting) will update the waiver in EAL if the restrictive discrepancy exceeds 30 days. Additionally, all restrictive discrepancies shall be taken into account and briefed before and during each sortie as part of the boat crew's risk management process.

#### C.5. Fatigue Waiver

Authority for fatigue waivers resides with the Operational Commander only after the CO/OIC or XO/XPO (when acting) requests a waiver. Fatigue waivers allow boat crews to operate beyond the established maximum underway hours.

Authority for Auxiliary fatigue waivers resides with the Operational Commander only after the CO/OIC or XO/XPO (when acting) or OIA requests a waiver.

#### C.6. Engineering Waiver

Engineering waivers allow the Small Boat Product Line (SBPL) to provide deviations from published maintenance procedures, Boat Class Maintenance Plans (BCMP), or Maintenance Requirement List (MRL). The authority to issue engineering waivers resides with the Product Line that is responsible and has the authority to provide all engineering and logistics support for an asset type/class. If SBPL provides an Engineering waiver, this transitions the issue to a restrictive discrepancy.

#### **NOTE**

Only the SBPL or their Chain of Command (COC) may issue class-wide engineering waivers.

<b>Waiver Type:</b>	<b>Waiver Granting Authority:</b>
Operational Parameters	OPCON (see Notes 1 - 3).
Disabling Casualties	OPCON or delegated authority (see Notes 1 - 3).
Restrictive Discrepancies	Commanding Officer/Officer in Charge
Fatigue	OPCON or delegated authority (see Notes 1 - 3).
Personal Protective Equipment	OPCON or delegated authority, CO/OIC on a single mission basis only (see Notes 1 - 4).
Engineering	Small Boat Product Line
<p><b>Note 1-</b> For DSF units, the Operational Commander is the Area that they fall under. When DSF units shift TACON, waiver authority shifts to the Operational Commander to which the unit is temporarily assigned.</p> <p><b>Note 2-</b> For the purpose of this category, the Commanding Officers of Area cutters will fulfill the role of Operational Commander.</p> <p><b>Note 3-</b> For the purpose of this category, the Commanding Officers of Maritime Force Protection Units (MFPU) and Maritime Security and Response Teams (MSRT) will fulfill the role of Operational Commander.</p> <p><b>Note 4-</b> For the purpose of this category, the Sector Commander will fulfill the role of the Operational Commander and apply this waiver authority to Sector personnel on board all non-Coast Guard/Station/ANT platforms. CO/OICs of Sector sub-units (STA, ANT, MSU, etc.) retain all PPE waiver authority for their personnel, platforms and platform passengers as per the Reference (f).</p>	

**Table 4-8  
Granting Authorities by Waiver Type**

### C.7. Requesting a Waiver

Waivers requiring Operational Commander or delegated authority approval shall include:

- (01) Asset identification (e.g. hull number, trailer serial number),
- (02) Type of waiver (e.g. operational parameter, disabling casualty),
- (03) Specific condition to be waived (e.g. inoperable navigation system, exceeding maximum seas),
- (04) Conditions and risk management measures under which the boat may be operated (e.g. stay within sight of cutter, additional Coxswain).

#### C.7.a. Requesting an Engineering Waiver

Operational Commanders should consult with the SBPL when an engineering waiver has been requested.

Examples include but are not limited to items/parameters not captured in applicable boat operator's handbook, discrepancies that may have fleet wide implications, or extenuating circumstances (such as hurricane response). Specific guidance for requesting engineering waivers is contained in Sector Maintenance Process Guide, CGTO PG-85-00-390-S.

### C.7.b. Delegated Authority

The delegated authority to authorize a waiver must be named in writing (e.g. SOP, ORGMAN, memorandum), verses using position or title, but shall remain higher than the unit CO/OIC. When designating individuals, the below qualities should be considered:

- (01) Leadership (previous command cadre assignment),
- (02) Desired Knowledge and Operational Experience (previously boat position certification),
- (03) Maturity, sound judgement.

### C.8. Waiver Approval Documentation

Waiver approvals may be a letter, memorandum, e-mail, Cutter log entry, C2OIX, or ALMIS (EAL) entry and shall include:

- (01) Date and time waiver was granted,
- (02) Name and rank of who granted the waiver,
- (03) Detail capturing what operations are restricted and mitigating actions taken to reduce risk.

A verbal waiver is authorized but shall be followed with a written waiver within four hours of request.

Upon approval, the requesting unit shall ensure waiver approval information is documented in unit logs or EAL.

When documented in ALMIS, paper copies are not required.

For all cutters, waivers granted must be entered in the ship's log as well as anytime a cutter boat crew is in fatigue status.

## CHAPTER 4

# Mission Standards for Boat Operations

**Introduction.** This Chapter describes policies that govern all Boat Forces units.

**In this Chapter.** This Chapter contains the following Sections:

- A. Pre-Mission Record
- B. Radio Communications
- C. Minimum Equipment for Operation
- D. Trailering
- E. Passengers and Guests
- F. Night Vision Devices
- G. LASER Guidance
- H. Emergency Management

## **Section A. Pre-Mission Record**

### **A.1. Purpose**

Pre-mission records document the intended movement of an asset and shall be completed by the Coxswain prior to getting underway.

### **A.2. Documentation**

All units with Boat Forces assets shall utilize the pre-mission record located within ALMIS. When ALMIS is unavailable, paper copies of the pre-mission record shall be utilized, until proper entries can be logged.

### **A.3. Mission Deviation**

Any deviation from the original pre-mission record shall be relayed to CO/OIC and documented in unit logs.

### **A.4. Emergency Deviation**

In some emergencies (e.g. distress SAR, terrorist attack), a pre-mission record may not be required. The boat crew will take the fastest/safe course and shall advise the CO/OIC of any operating conditions that may hinder a rapid response (low tide, weather, dredging, etc).

Unit CO/OIC shall define in their Organizational Manual circumstances that qualify for emergency deviation.



## **Section B. Radio Communications**

### **B.1. Operations Status Report**

Position and operational status reports are required for all boats as per Reference (g). Underway boats shall provide an operations status report every 30 minutes, unless otherwise established by the CO/OIC in unit SOP. Increasing or reducing required status reporting intervals should be based on operations, conditions and/or equipment (i.e. AIS). However, status reports shall not exceed 60 minutes.

### **B.2. Operations Status Report Exemptions**

Exemptions to normal operations status reports are found in Reference (g).

### **B.3. Primary Radio Communications**

UHF or VHF encrypted communications are the primary method for communications and should be used for official business.

### **B.4. Lost Communications**

A shore unit/Cutter losing contact with a Coast Guard boat is responsible for reestablishing communications with the boat directly or through another unit. If a boat fails to check in on the primary or secondary frequency within ten minutes of the communication schedule, CO/OIC shall take appropriate action in accordance with Telecommunication Tactics, Techniques, and Procedures, CGTTP 6-01.2 (series) and simultaneously discuss initiating a SAR case with the Operational Commander.

### **B.5. Communications Log**

If the unit maintains a written communications log, the contents of operations status reports will be logged. If the unit maintains a recorded communications log, no written report of position or status reports is necessary.

### **B.6. Cell Phone Policy**

The use of cell phones/texting devices and phone applications aboard Boat Forces assets is prohibited without permission of the Coxswain. Permission may be granted only on a case-by-case basis.

The Coxswain should take into consideration a variety of factors – including evaluating risk management – before allowing the use of cell phones/texting devices. When a crewmember is allowed to use a cell phone/texting device the Coxswain will ensure that there is a proper lookout posted and the rest of the crew are attentive to their duties.

The helmsman is prohibited from using a cell phone/texting device.

The Coxswain should be cautious of transferring to cell phone communications during a SAR response due to other agencies or good Samaritans monitoring communications that may be able to assist, but also to know that the situation is resolved. When a case is closed,

efforts should be made to ensure those communications are done over the radio as to stand down OGAs.

**NOTE**

Cell phones are NOT a substitute for secure communications. Communications on cellular phones are easily intercepted by anyone with a scanner; however, there may be times when it is appropriate: poor radio communications, Sector Command Center has information that they do not want passed over the radio, etc.

## **Section C. Minimum Equipment for Operation**

### **C.1. Boat Operator Handbooks**

Specific boat type operator's handbooks (BOH) contain a wealth of information including details of the minimum equipment necessary for boat operations, routine, and emergency procedures. The boat specific BOH should be carried onboard each platform while underway unless otherwise stated inside the BOH.

BOHs are posted on the Office of Boat Forces Microsoft SharePoint site:

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

### **C.2. Other Factors to Consider**

Coxswains should consider the mission being performed to determine if additional equipment not normally onboard the boat is necessary (additional blankets, PFDs, P-6 pump, etc.). Equipment that is not expressly authorized by the specific boat type operator's handbooks or the District Commander may not be permanently stored onboard unit boats.

### **C.3. Kill Switch Policy**

Boat Forces Units with assets equipped with a kill switch shall follow the guidance listed below:

- (01) The use of a kill switch clip is required whenever the boat has way on.
- (02) Kill switch clips shall be attached to the individual physically operating the helm/tiller and throttles via lanyard. Inspection of kill switches and clip/lanyards shall be completed in accordance with applicable maintenance procedure card.

### **C.4. Jewelry Policy**

Coxswains shall ensure jewelry including rings, wristwatches, necklaces, or other items not consisting of organizational clothing, is removed prior to beginning all evolutions including helicopter operations, towing, any line handling, and when working around machinery.

Personnel embarked in boats should be discouraged from wearing jewelry, as it is not a safe practice.

## **Section D. Trailering**

### **D.1. Boat Trailers and Vehicles**

Units, including Cutters, with boats that have been assigned a trailer, shall keep the trailer/boat combination as a set. If the boat is transferred to another unit, the assigned trailer shall accompany it.

Units that respond to missions by trailering boat shall maintain a minimum of one ready vehicle with the capacity to tow the assigned boat and trailer combination within all Federal and State vehicle regulations. Cutters with standard boats shall ensure they have access to a capable towing vehicle.

#### **D.1.a. Trailering Boats**

Units shall develop boat trailering guidance per Motor Vehicle Manual, COMDTINST M11240.9 (series) and Motor Vehicle Safety Tactics, Techniques, and Procedures, CGTTP 4-01.4 (series).

Proper launch and recovery guidance can be found in applicable MPCs.

## **Section E. Passengers and Guests**

### **E.1. Guidelines**

At the discretion of the CO/OIC, passengers (i.e. Coast Guard Active Duty, Reserve, or civilian) and guests (i.e. civilians) may be taken onboard unit boats provided the numbers do not exceed the maximum safe number of passengers for the boat type, and all passengers are wearing Personal Flotation Devices (PFD) in accordance with References (f). However, the Coxswain is responsible for ensuring all passengers and guests are aware of necessary safety precautions, including the use of PFDs and emergency procedures.

Law enforcement, PWCS, and defense readiness missions are highly dynamic and involve a greater risk for injury. Coast Guard personnel not assigned to the unit and OGAs may accompany the boat crew but must wear proper PPE. Civilian passengers are prohibited from these mission types.

### **E.2. Emergent Mission Requirements**

If a unit boat is required for mission response while passengers or guests are onboard, the passengers and guests should be disembarked prior to proceeding with the mission if possible.

### **E.3. Coast Guard Members on Non-CG Boats**

Coast Guard members executing missions onboard boats not owned/operated by the Coast Guard shall be in compliance with Coast Guard PPE requirements in accordance with Reference (f).

## Section F. Night Vision Devices

### F.1. Requirements

Any member of the boat crew using a night vision device shall first become familiar with its functions and characteristics. It is recommended that crewmembers train with the device while underway. Members are not required to utilize the device.

A Coxswain shall include the use of NVDs within the risk management discussion when appropriate.

#### F.1.a. Coxswain Requirements (PCOXN/AI Only)

Any Pursuit or Advanced Interdiction Coxswain who use a NVD shall first have completed the training requirements outlined within Reference (c). Devices authorized for use by Coxswains are limited; specific devices have been evaluated and approved for use by PCOXNs operating the CB-OTH and AI-COXNs operating boats assigned to MSRT.

Authorized devices for use by PCOXN/AI-COXN can be found on Office of Boat Forces (CG-731) Microsoft SharePoint site: <https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Home.aspx>.

The Coxswain, while operating a CG boat, shall use the authorized NVDs only when helmet mounted. The versatile functionality of these devices allows for multiple positional settings to include both tubes up, both tubes down, and the left or right tube up. The decision to operate a CG boat with NVDs lies solely with the command and Coxswain.

Coxswains are NOT AUTHORIZED to utilize the NVDs in conjunction with the AN/PAS-29 Clip-on Thermal Imager.

#### F.1.b. Crew Requirements

Anytime a Coxswain uses NVDs while operating a CG boat, at least one certified Boat Crewmember SHALL NOT use NVDs. The crewmember not using NVDs will keep the Coxswain aware of the navigational situation (e.g., radar, chart plotter) and alert them to changes. COs/OICs shall update their Navigation Standards to explicitly define this requirement.

### F.2. Limitations

Limitations of night vision include:

- (01) Decrease in peripheral vision,
- (02) Skewed depth perception,
- (03) Tunnel vision,
- (04) Contrast reversal,
- (05) Delay in return to normal vision,
- (06) Neck fatigue due to the extra weight.

#### F.2.a Peripheral Vision

Night vision devices will limit a person's peripheral vision. A normal field of view is 190°; with night vision, this may go as low as 40°.

#### F.2.b. Depth Perception

Depth perception is skewed with the use of night vision. Objects will be closer than they appear.

#### F.2.c. Tunnel Vision

Tunnel vision has a strong tendency to occur with the use of night vision devices; it is essential that a person operating night vision goggles continuously scan to prevent it.

### **F.3. Training**

As newer capability is introduced, Operational Commanders, Commanding officers and Officers in Charge must understand the risks associated with using NVDs and ensure the qualification process is held to the highest standard.

Training and certification shall be completed IAW References (c) and (w).

#### F.3.a. Qualification

A Coxswain must be a certified pursuit Coxswain prior to certification to use NVDs while serving in the Coxswain position.

#### F.3.b. Currency

Pursuit and AI Coxswains shall operate a CG boat using Binocular Night Vision Devices (BNVD) a minimum of 2 hours of underway training over 3 different sorties semi-annually to maintain currency (operations count towards this requirement). There is no currency requirement for Pursuit and AI crewmember. CO/OICs must ensure Coxswains and crewmembers are trained, and proficient at conducting operations using BNVDs. The unit training officer will track currency requirements. BNVD sorties should be logged within ALMIS using the mission code "BNVDMSN" (BNVD Mission).

## **Section G. LASER Guidance**

### **G.1. Background**

LASER (Light Amplification by Stimulated Emission of Radiation) events continue to increase in high population areas. Although these incidents are on the rise, the chances of receiving a direct eye-strike from a laser is extremely small. Even with a direct eye-strike, an individual normally will need to be within 500ft from point of origin, with the level of a military strength 5W laser, for damage to occur to an individual's cornea.

### **G.2. LASER Exposure**

If a laser event occurs, each crewmember should look away. Normally the body's own blinking reflex will assist in minimizing the potential damage to the cornea. The crew shall ensure the safety of the vessel, minimize further exposure to LASERs, and report the incident.

Crewmembers shall not look for the source of the LASER using binoculars or other magnifying optics since this could lead to significant eye injury.

### **G.3. Post-Mission Responsibilities**

Boat crews receiving a direct eye strike from a LASER shall be assessed by medical personnel in accordance with Reference (j).

Any crewmember experiencing persistent effects to vision or other symptoms of laser exposure shall report to the clinic for evaluation as soon as possible after the lasing incident.

### **G.4. Reporting Requirements**

All lasing incidents shall be reported, at a minimum, as a Class D MISHAP, in accordance with Reference (j). All lasing incidents shall be reported initially in the e-MisReps system within 24 hours of the event. The complete report must be submitted within 45 days unless a MAB was convened. See Reference (j) for more detailed information. Boat Forces Units shall report laser incidents to the local Sector Command Center or TACON.



## **Section H. Emergency Management**

### **H.1. Description**

Planning for a crisis response (e.g. hurricane, oil spill) is a critical function spanning across all Coast Guard missions.

Most of the CG incidents and events the CG responds to are handled with organic resources. Crisis response is a complex activity requiring additional awareness, resources, and attention to outside influences not used for normal smaller incidents.

Boat Forces units play a critical role in their emergency management plans and their ability to successfully meet national, regional, and local needs during complex incidents. This requires Boat Forces units to understand specific Coast Guard preparedness and response management activities to ensure effective coordination between the Coast Guard and other involved agencies.

### **H.2. Authority**

The primary responsibility for disaster response rests at the local and State levels. Federal assistance may be provided when State, Local, Territorial, and Tribal governments are overwhelmed with the effects of the disaster. Authorities frequently request Coast Guard assistance in such cases as severe port and waterfront damage caused by coastal storms.

### **H.3. Planning and Preparation**

Boat Forces unit CO/OIC's shall consult with their local Sector Emergency Management staff and District Contingency Planning staff. Additionally, the need to be familiar with the contents of their local Area Contingency Plan (ACP), Area Maritime Security Plan (AMSP), and OPLAN. Items to take into consideration for emergency preparedness are:

- (01) Compose, disseminate, and exercise preparedness and response plans,
- (02) Periodically review the contents of Operational Commander's plans,
- (03) Train personnel in disaster response,
- (04) Maintain a current list of reserve personnel with disaster-recovery competencies,
- (05) Maintain a list of Other Government Agencies (OGA) and their respective capabilities,
- (06) Maintain emergency food, water, medical, and emergency response supplies.  
Commands should assume a 72-hour supply requirement,
- (07) Assist in Federal response as directed by the Coast Guard chain of command,
- (08) Utilize public volunteers as legally capable and as required for immediate response operations,
- (09) Restore normal operations as conditions allow.

### **H.4. Exercises**

All units shall prepare for crisis events in accordance with their local emergency management procedures by performing exercises with their Operational Commander as well

as OGAs. An example of an emergency preparedness exercise would be to hold a mass rescue exercise.

#### H.4.a. Continuity of Operations

As established in Continuity of Operations, COMDTINST 3010.15 (series), it is the policy of the USCG to maintain a comprehensive and effective continuity capability through continuity of operations (COOP). All units are required to have a COOP plan. These plans may be stand-alone, for larger units, or included within the unit SOP. The overall purpose of COOP planning is to ensure mission essential function and maintain maritime security and life-saving services to the American people.

Unit CO/OICs should consider other federal, state, local, and tribal continuity planning in the development of local COOP plans. Continuity sites can include dedicated COOP facilities, other USCG facilities, and DOD facilities that are adequately resourced to support needs. CO/OICs should identify those essential personnel required to deploy to alternate sites in advance.

Unit CO/OICs should consider implementation of other/non-traditional COOP options such as peer-to-peer mutual agreements with nearby units performing the same mission(s) or units equipped to perform the same mission(s).

CO/OICs should identify and outline a plan to return to normal operations once the Operational Commander determines reconstitution operations for resuming normal operations can be initiated.

Continuity plans shall be reviewed annually and updated accordingly. COOP plans shall be structured to address essential functions, delegation of authority, orders of succession, devolution, alternate operating sites, communications, essential records, human capital, reconstitution and test training and exercises. For further and detailed guidance on COOP, see COMDTINST 3010.15 (series) and specifically your Operational Commander's OPLAN and COOP.

#### H.5. Incident Command System

The Incident Command System (ICS) is a fundamental element of incident management. The use of the ICS provides standardization which contributes to the strength and efficiency of the overall system. It is a core set of concepts, principles, and terminology to provide for interoperability and compatibility among State, Local, Territorial, and Tribal.

Boat Forces units shall adhere to the mandated training requirements set forth in Emergency Management Manual, Volume IV: Incident Management and Crisis Response, COMDTINST M3010.24 (series).

Boat Forces personnel are also encouraged and may be directed to participate in multi-agency responses or be deployed to a command post to represent the CG. It is imperative personnel are familiar with the ICS fundamentals to ensure a successful response.

#### H.5.a. Surge Operations

*“Coast Guard leaders must be ready to surge resources to augment the response organization’s size, scope, technical and logistical expertise to address the requirements of complex and expanding incidents.”*—Incident Management and Crisis Response, COMDTPUB 3-28

Any Coast Guard unit can be expected to assign personnel (active duty and/or reserve) and assets to support surge responses. Such action may necessitate a temporary degradation in traditional Coast Guard functions/performance within a unit’s AOR.

It is essential for Boat Forces units to have an understanding of the joint and interagency environment in which the Coast Guard routinely operates during emergencies and disasters.

#### H.6. Crisis Response

Boat Forces units shall review and be prepared to execute their unit emergency management plans, promulgated by their operational commander. Specifically, ANNEX C of the OPLAN provides mission tasking and guidance for actions to take during a response to a crisis.

Examples of incidents or events requiring a crisis response within unit plans are severe weather or natural disaster (i.e. hurricane, flood, or blizzard), flooding, mass rescue operations, mass migrant interdiction, communicable disease, major oil spill, security operations for major marine event (e.g. Superbowl, Fleetweek, etc.), and hazardous material/ WMD response operations.

## **PART 5**

# **MISCELLANEOUS INFORMATION AND RECOGNITION**

**Introduction:** This Part provides guidance on Boat Forces awards, Insignias, registries, and councils in the Boat Force community.

**In this Part:** This Part contains the following Chapters:

1. [Boat Forces Advisory Council](#)
2. [Boat Force's Insignias](#)
3. [Joshua James Ancient Keeper Award](#)
4. [CDR Ray Evans Outstanding Coxswain Trophy Award](#)
5. [Fireman First Class Paul Clark Outstanding Engineering Award](#)
6. [Master Chief Jack Downey Award](#)
7. [Boat Forces "Soul of the Service" Recognition Program](#)
8. [Surfman Programs](#)

## CHAPTER 1

# Boat Forces Advisory Council

**Introduction.** The purpose of the Boat Forces Advisory Council (BFAC) is to ensure that the unique requirements of Boat Forces units are recognized. The BFAC reviews training, operating doctrine, mishaps, and policies, while providing a sounding board for all Boat Forces issues. Council members serve as a communications conduit between the field and the program to ensure program leadership is continually linked to the needs of the Boat Forces community.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Boat Forces Advisory Council](#)

## Section A. Boat Forces Advisory Council

### A.1. Background

Office of Boat Forces (CG-731) is responsible for Coast Guard boats dispersed across the nation and its operators who perform every Coast Guard mission and execute more than 50% of all Coast Guard resource hours. Office of Boat Forces (CG-731) must remain well connected with this workforce in order to support safe and effective boat operations.

### A.2. Membership

The BFAC is chaired by the Joshua James Ancient Keeper. BFAC Members are selected by the Joshua James Ancient Keeper with input from Office of Boat Forces (CG-731). The Joshua James Ancient Keeper and Office of Boat Forces (CG-731) will consider a member's rating, qualifications, certifications, and other factors when selecting Standing or Nominated Members. Members must reflect the highest level of Boat Forces knowledge, professionalism, and personal conduct. Members of the BFAC will typically serve for a minimum of two years. New members will be solicited by ALCOAST upon selection of a new Joshua James Ancient Keeper to allow for selection and appointment of a new BFAC. Nominated members who PCS to a new unit outside the community they are representing may be allowed to continue to serve on the BFAC up to one year, at the discretion of the Joshua James Ancient Keeper. The Standing Membership includes the locations identified in [Table 5-1](#). Nominated Members will represent a cross section of the Boat Forces community as outlined in [Table 5-2](#).

<b>Chair</b>
Joshua James Ancient Keeper
<b>Standing Members</b>
Boat Forces and Cutter Operations Branch, Training Center Yorktown (TCY) (Instructor)
National Motor Life Boat School (NMLBS)
Special Missions Training Center (SMTC)
Boat Forces Command Cadre School (BFCC)
Maritime Law Enforcement Academy (MLEA)
Ice Rescue Trainer (Lead Instructor)
CDR Ray Evans Outstanding Coxswain of the Year Recipient (one year term)
FN First Class Paul Clark Boat Forces Engineer Award Recipient (one year term)

Table 5-1  
BFAC Standing Members

<b>Nominated Members</b>
Coxswain with ANB or BUSL experience of ANT unit
Cutter Boat Pursuit Coxswain - Major Cutter
Cutter Boat Coxswain - ATON
Cutter Boat Coxswain - other (non major/ATON)
EPO of any Station or DSF
Tactical Coxswain or Gunner of Level I Station
DSF Coxswain
Pursuit Coxswain of Pursuit designated unit
Surfman attached to a Surf unit
Station Commanding Officer or Executive Officer (O-3 or O-2)
<b>Standing Observer</b>
The Office of Boat Forces (CG-731)
The Office of Boat Forces (CG-7311)
OARS Team Supervisor
<b>Adhoc Members</b>
As determined by the Ancient Keeper

**Table 5-2**  
**BFAC Nominated Members**

### **A.3. Nomination Process**

Members desiring to serve in a nominated position shall submit a memo not to exceed two pages to the Office of Boat Forces (CG-731) via their immediate chain of command and copy their respective District or Area Boat Manager. Members should be E7 or above but will consider highly recommended E6s. The memo shall include:

- (01) Type of unit member will be representing.
- (02) Anticipated rotation date.
- (03) Brief summary of member's career and duties performed.
- (04) Brief narrative on how the BFAC and Coast Guard will benefit from the applicant's membership.
- (05) Statement indicating the applicant's ability to attend annual meeting and fulfill the responsibilities listed above and in the BFAC Charter.

## CHAPTER 2

# Boat Force's Insignias

**Introduction.** The Boat Force Insignias are intended to identify Coast Guard personnel with Boat Force operations, management, knowledge, and expertise. In addition to development as subject matter experts, these insignia recognize members with a career path in Boat Forces.

More Boat Forces Insignia information, including award templates and supporting forms are posted on Office of Boat Forces (CG-731) Microsoft SharePoint site:  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Boat%20Forces%20Insignia.aspx>.

Requirements and Eligibility for Boat Force Insignias can be found in Military Qualifications and Insignia, COMDTINST M1200.1(series).

**In this Chapter.** This Chapter contains the following Sections:

- A. [Insignia Overview](#)



## Section A. Insignia Overview

### A.1. Boat Force Operations Insignia

Two color schemes are used to designate levels of professional development and expertise.

#### A.1.a. The Basic Insignia

The Basic Insignia consists of Pewter-tone waves (representative of operations), crossed boathook and oar (representative of boats), and a superimposed compass rose (representing leadership and direction).



#### A.1.b. The Advanced Insignia

The Advanced Insignia consists of Pewter-tone highlighted with a gold compass rose further distinguishes those members of the Boat Force operations community who have achieved a higher level of qualification, knowledge, and experience. This includes both practical and operational components, with a broader understanding and appreciation for Boat Force command, management, support, and leadership issues.



### NOTE

The Basic and Advanced Insignia are independent of one another. There is no requirement to obtain the Basic Insignia before earning the Advanced.

### A.1.c. Boat Forces Units

The following qualify as Boat Forces units:

- (01) Sectors (members shall maintain an active boat crew competency while assigned),
- (02) Aids to Navigation Teams (ANTS),
- (03) Centers of Excellence (NMLBS, BFCO, SMTC- Boat Tactics Branch, MLEA-Pursuit School), (if maintaining an active boat crew competency)
- (04) NSF (Deck Department),
- (05) MFPU,
- (06) MSST,
- (07) MSRT members assigned to Tactical Delivery Teams (TDT),
- (08) MSU Huntington Boathouse,
- (09) PSU members assigned to Waterside Division,
- (10) Stations,
- (11) Boat Forces Units (BFUs),

Units not listed above may submit a written request for determination of eligibility to Office of Boat Forces (CG-731) via their chain of command. Additional documentation such as E-Training application reports, boardings, and any other documentation that would support the request shall accompany the written request.

### A.1.d. PQS Instructors

The authority to be an instructor and the key responsibilities associated are outlined in Reference (x). Authority to be an instructor does not grandfather personnel to wear the insignia. Instructors still need to complete the requirements and procedures to earn the insignia.

## A.2. Coxswain Insignia

The Coxswain Insignia consist of two pewter-tone oars. This symbolizes the “Ready Oars” position, paying homage to the early days of our service. The star in the center of the compass rose symbolizes the navigational skills of a Coxswain, and their ability to safely navigate the boat assigned to them. The background is made up of breaking waves, which symbolize the hazards of operating a boat at sea.



### A.3. Surfman Insignia

The Surfman Insignia, represented as a life ring adorned with crossed boat oars, takes on a distinctive symbolism. The life ring, a universal symbol of rescue and safety at sea, signifies the Surfman's pivotal role in maritime search and rescue operations. The crossed boat oars within the life ring represent proficiency in navigating through challenging surf conditions, emphasizing the unique skills required for these demanding missions. This design underscores the Surfman's commitment to lifesaving endeavors and their readiness to face the complexities of coastal environments, reinforcing the badge's significance within the Coast Guard.



## **CHAPTER 3**

### **Joshua James Ancient Keeper Award**

**Introduction.** The purpose of the Joshua James Ancient Keeper Award is to recognize those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Joshua James Ancient Keeper Award](#)

## Section A. Joshua James Ancient Keeper Award

### A.1. Origin

The Joshua James Ancient Keeper Award was established to honor longevity and outstanding performance in Coast Guard boat operations. The award's namesake, Captain Joshua James, is the most celebrated lifesaver in Coast Guard history with 626 lives saved. Only those who have exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Ancient Keeper Award recipient will hold the distinction until retirement, release from active duty, or upon display of unsatisfactory performance or conduct. Only one officer or enlisted member will hold the title at any given time.

#### A.1.a. Description

The award is a large bronze and wooden display plaque, which depicts Joshua James, and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be displayed at the Boat Forces Command Cadre school, Boatswain's Mate "A" school, Boat Forces Center in Yorktown, Virginia, and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

- (01) The award recipient will receive custody of the United States Life Saving Service Keeper's hat and other regalia that will be transferred during the award ceremony.
- (02) The award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be 1/4 inch for the individual's last name and 3/16 inch for the legend "Joshua James Ancient Keeper." Office of Boat Forces (CG-731) will fund and procure two nonstandard nametags per recipient.
- (03) The recipient is authorized to wear these items during subsequent retirement ceremonies, commissioning, decommissioning, and other appropriate gatherings in holder capacity as holder of the Joshua James Ancient Keeper Award.
- (04) Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in-an appropriate display case when not in use.

#### A.1.b. Eligibility

To be eligible, a candidate shall:

- (01) Be a Coast Guard Chief Warrant Officer or enlisted member who has served on continuous active duty with ten or more years of accumulated service at Boat Forces units, of which five years shall have been as CO or OIC of Stations, or ANTs.
- (02) Be qualified as a Coxswain in accordance with directives and guidelines in effect at the time of certification. Certification must have been completed on any Coast Guard boat (excluding skiffs and punts) attached to a shore unit.

- (03) Have no non-judicial punishment, no civil convictions, have a mark of “Satisfactory” in Conduct and no mark less than “4” on his or her enlisted performance evaluation and must have maintained Good Conduct eligibility for the last four years prior to submission of request.
- (04) Have not received a derogatory report for any Officer Evaluation Report (OER) and have not received a mark less than “4” on his or her OER for the last four years prior to submission of request.
- (05) Be eligible to hold the distinction for at least two years – candidate may have no more than 28 years of service when designated as awardee.
- (06) Have a distinguished record of seamanship and leadership in the Boat Forces community.

#### A.1.c. Selection Criteria

The Joshua James Ancient Keeper will be selected from the group of candidates meeting the above criteria and, among them, will have the most cumulative service at Boat Forces units.

In the case where candidates have the same amount of cumulative service at Boat Forces units, the member who possesses the most service as commanding officer or officer in charge will be selected.

#### A.2. Recipients Duties and Responsibilities

Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service’s tradition of professionalism remains intact. Ancient Keeper shall serve as chair of the BFAC for the same span that the award is held. Award winners should be invited by Area, District, Sector, and CO/OICs to attend and take part in any official ceremony which involves our Boat Forces community. In addition to station commissioning, decommissioning, dining in/out, and changes of command, recipients should participate in public affairs events and public ceremonies that highlight our rich heritage. Recipients should also speak at one Coxswain, Surfman, or Boat Forces Command Cadre resident course annually. Travel will be funded by Office of Boat Forces (CG-731).

#### A.3. Nominations and Selection Process

Office of Boat Forces (CG-731) will initiate screening for the next candidate upon notification of the incumbent award holder’s retirement, release from active duty, or unsatisfactory conduct.

The steps in the selection process are as follows:

- (01) The incumbent Ancient Keeper and Commander, Coast Guard Personnel Service Center (PSC) will notify Office of Boat Forces (CG-731) as soon as it is determined that the incumbent Ancient Keeper is retiring or being released from active duty in order to facilitate timely selection and change of watch.
- (02) Office of Boat Forces (CG-731) shall promulgate a notification message with notification pending Ancient Keeper vacancy and solicitation for nominations of qualified candidates to be submitted via district commanders. District commanders

shall not submit more than one nomination package. Each district should nominate the most deserving of the award per the outlined criteria. Headquarters units shall submit nominations directly to Office of Boat Forces (CG-731).

- (03) Office of Boat Forces (CG-731) shall review the finalists and select the finalist who best meets the outlined criteria and shall submit selection to Assistant Commandant for Capability (CG-7) for approval.

#### **A.4. Award Ceremony**

Office of Boat Forces (CG-731) will arrange for formal announcement of the award and official ceremony. The ceremony should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. The incumbent's command shall assign a project officer and Office of Boat Forces (CG-731) will also assign a project officer to liaise and assist with the planning as necessary.

Office of Boat Forces (CG-731) will provide funding for travel and per diem for the principals to participate in appropriate ceremonies. Funding for the spouse of the Ancient Keeper select will be funded in accordance with Coast Guard Organization Manual, COMDTINST M5400.7 (series). Office of Boat Forces (CG-731) will serve as the travel approving official for the purposes of the Joshua James Ancient Keeper Award Ceremony.

## CHAPTER 4

### CDR Ray Evans Outstanding Coxswain Trophy Award

**Introduction.** The intent of the CDR Ray Evans Outstanding Coxswain Trophy Award is to recognize exemplary active duty and reserve coxswains. Only those coxswains who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the CDR Ray Evans Outstanding Coxswain Trophy Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

The award nominee's activities shall have occurred during the designated calendar year. The CDR Ray Evans Outstanding Coxswain Trophy Award winners will hold the distinction for one year.

**In this Chapter.** This Chapter contains the following Sections:

- A. [CDR Ray Evans Outstanding Coxswain Trophy Award](#)



## **Section A. CDR Ray Evans Outstanding Coxswain Trophy Award**

### **A.1. Origin**

The award's namesake, CDR Ray Evans, is one of the most celebrated heroes in Coast Guard history. CDR Evans received the Navy Cross, as a Signalman First Class, for his gallant efforts while fighting alongside fellow coxswain Douglas Munro on 27 September 1942 at Point Cruz on Guadalcanal. CDR Evans provided covering fire for and evacuated elements of the 1st Battalion, 7th Marines, who were under the command of Lieutenant Colonel Lewis B. "Chesty" Puller. CDR Evans remained at his post for the entire operation and, with every other member of his crew killed or wounded, he maintained control of the boat with one hand on the wheel and continued to fire his automatic machine gun with the other, until the last boat cleared the beach. Only those who displayed extreme acts of combat heroism and other distinguished service were awarded the Navy Cross. CDR Evans demonstrated exemplary performance and superior technical, professional, leadership, and seamanship abilities while operating his Higgins boat.

### **A.2. Description**

The award recipient will receive:

- (01) A Boat Forces certificate, which depicts an original lifeboat, with a brief inscription and a Commandant's Letter of Commendation from Office of Boat Forces (CG-731).
- (02) The recipients' name inscribed on a large bronze and wooden plaque permanently displayed at Boat Forces Center in Yorktown, Virginia, and Coast Guard Headquarters' Office of Boat Forces.

#### **A.2.a. Eligibility**

To be eligible, active duty and reserve candidates shall:

- (01) Be E-3 (with designator) through E-6.
- (02) Be a certified coxswain.
- (03) Be assigned to a Boat Force unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (05) Have no non-judicial punishment, no civil convictions, have a mark of "Satisfactory" in Conduct and no mark less than "4" on his or her enlisted performance evaluation.

#### **A.2.b. Award Criteria**

The award recipients will be the candidates who possesses the strongest combination of:

- (01) Leadership,
- (02) Professionalism,
- (03) Performance of Duty.

### A.3. Nominations and Selection

The nominations and selection process will adhere to the following guidelines:

- (01) Office of Boat Forces (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's commanding officer/officer in charge to the Office of Boat Forces via the chain of command using the format provided on the Office of Boat Forces Microsoft SharePoint site at:  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Coxswain%20Trophy%20Award.aspx>.
- (02) Nominations shall not exceed three pages.
- (03) The Office of Boat Forces will convene a selection panel during March.
- (04) The selection panel will consist of representatives from Office of Boat Forces (CG-731), TRACEN Yorktown Boat Forces Center, Maritime Law Enforcement Academy (NCVP), Special Maritime Training Center (Boat Tactics Branch), and the Boatswain's Mate Rating Force Master Chief.
- (05) The panel will select one active duty and one reserve award recipient based on the criteria listed above.
- (06) Selections will be made, and recommendation forwarded to Office of Boat Forces (CG-731) by 30 March.

### A.4. Award Ceremony

Office of Boat Forces (CG-731) will announce the award recipients via notification message in April. The Office of Boat Forces (CG-731) will notify the Area boat manager where the recipients' unit is located and provide the award citations and certificates.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. The Office of Boat Forces (CG-731) shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to Office of Boat Forces (CG-731) for inclusion on the Office of Boat Forces Microsoft SharePoint site.

Travel expenses for the award recipients, as well as the recipients' spouse, if applicable, will be funded by Office of Boat Forces (CG-731).

## **CHAPTER 5**

### **Fireman First Class Paul Clark Outstanding Engineering Award**

**Introduction.** The purpose of the Fireman First Class Paul Clark Outstanding Engineer Award is to recognize exemplary active duty and reserve boat engineers. Only those engineers who demonstrate sustained superior performance, proficiencies and leadership should be nominated for the Fireman First Class Paul Clark Boat Forces Outstanding Engineer Award. Nominees must reflect our Core Values of Honor, Respect, and Devotion to Duty and be a role model whom his or her crew members strive to emulate.

The award nominees' activities shall have occurred during the designated calendar year. The Fireman First Class Paul Clark Trophy Award winners will hold the distinction for one year.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Fireman First Class Paul Clark Outstanding Engineer Award](#)

## **Section A. Fireman First Class Paul Clark Outstanding Engineer Award**

### **A.1. Origin**

The award's namesake, Fireman First Class Paul Clark, was honored with the Navy Cross for extraordinary heroism while serving as engineer of a landing boat during an assault on an occupation of French Morocco in 1942. When a hostile aircraft strafed his boat with machinegun fire, mortally wounding the bowman and severely injuring the coxswain, Fireman Clark quickly assumed control of the craft and immediately withdrew from the beach. He sped to an offshore ship, placed the wounded men aboard and, although his craft was riddled with enemy gunfire, courageously returned to his station at the beach and completed his boat's mission.

### **A.2. Discription**

The award recipients will receive:

- (01) A Boat Forces certificate, which depicts an original lifeboat, with a brief inscription and a Commandant's Letter of Commendation from Office of Boat Forces (CG-731).
- (02) The recipients' name inscribed on a large bronze and wooden plaque permanently displayed at Machinery Technician "A" school in Yorktown, Virginia, and Coast Guard Headquarters.

#### **A.2.a. Eligibility**

To be eligible, active duty and reserve candidates shall:

- (01) Be E-3 (with designator) through E-6.
- (02) Be a certified boat engineer.
- (03) Be assigned to a Boat Forces unit during the entire designated calendar year.
- (04) Be in compliance with Coast Guard weight standards.
- (05) Have no non-judicial punishment, no civil convictions, have a mark of "Satisfactory" in conduct and no mark less than "4" on his or her enlisted performance evaluation.

#### **A.2.b. Award Criteria**

The award recipients will be the candidates who possesses the strongest combination of:

- (01) Leadership,
- (02) Professionalism,
- (03) Performance of duty.

### **A.3. Nominations and Selection Process**

The nominations and selection process will adhere to the following guidelines:

- (01) Office of Boat Forces (CG-731) will solicit nominations during the month of February each year. All nominations shall be submitted by the nominee's commanding officer/officer in charge to the Office of Boat Forces (CG-731) via the chain of

command using the format using the format provided on the Office of Boat Forces Microsoft SharePoint site at:

<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Boat%20Forces%20Engineer%20Award.aspx>.

- (02) Nominations shall not exceed three pages.
- (03) The Office of Boat Forces will convene a selection panel during March.
- (04) The selection panel will consist of representatives from Office of Boat Forces (CG-731), TRACEN Yorktown Boat Forces Center, Maritime Law Enforcement Academy (NCVP), Special Maritime Training Center (Boat Tactics Branch), and the Machinery Technician's Rating Force Master Chief.
- (05) The panel will select one active duty and one reserve award recipient based on the criteria listed above.
- (06) Selections will be made, and recommendation forwarded to Office of Boat Forces (CG-731) by 30 March.

#### **A.4. Award Ceremony**

Office of Boat Forces (CG-731) will announce the Fireman First Class Paul Clark Boat Forces Engineering Award recipients via notification message in April. Office of Boat Forces (CG-731) will notify the Area boat manager where the recipients' unit is located and provide the award citations and plaques.

Area boat managers should coordinate the presentation date and all other presentation details directly with the recipients' unit. Office of Boat Forces (CG-731) shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to Office of Boat Forces (CG-731) for inclusion on the Office of Boat Forces Microsoft SharePoint site.

Travel expenses for the award recipients, as well as the recipients' spouse, if applicable, will be funded by Office of Boat Forces (CG-731).

## **CHAPTER 6**

### **Master Chief Jack Downey Award**

**Introduction.** The purpose of the Master Chief Jack Downey Award is to recognize units in four categories (Station, Advanced Competency Station, Aids to Navigation Team, Non-Station/ANT) who have exemplified the finest traits of a Boat Forces unit.

The award nominee's activities shall have occurred during the designated calendar year and winners will hold the distinction for one year.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Master Chief Jack Downey Award](#)

## **Section A. Master Chief Jack Downey Award**

### **A.1. Origin**

Master Chief John E. “Jack” Downey led an exemplary career, having served in the United States Coast Guard for over 40 years. He brought a wealth of leadership, professionalism, and performance to a wide variety of operational, command, and staff assignments over the years, including five Officer-In-Charge multi-mission ashore assignments and two Officer-In-Charge afloat assignments. Having held Officer-In-Charge positions at Boat Forces units for more than 17 years of the more than 20 years he served in the Boat Forces Community; he was the first recipient of the Joshua James Keeper Award, which is given to Coast Guard members in recognition of their longevity of service and their outstanding performance in Boat Forces operations. As Officer in Charge at Station Chatham, he received a much-needed new surf capable rescue boat, the 28 ft LeCompte. In October 1991, Cape Cod and New England were slammed by the “No Name” or “Halloween” Storm, later known as the “Perfect Storm”. Under Master Chief’s leadership, the station crew prepared for one of the most ferocious storms in history. Master Chief Downey received many prestigious awards throughout his career, but his greatest legacy may not be his personal heroics, but the wisdom, guidance and experience he shared with innumerable Coast Guard women and men, from Cadets to Commanders.

### **A.2. Description**

The award is a display plaque, which depicts Master Chief Jack Downey and will display the unit’s name, year of recognition, and category.

#### **A.2.a. Categories**

- (01) Multi-Mission Station,
- (02) Multi-Mission Station - Advanced Competency (Heavy Weather, Surf, Pursuit, PWCS),
- (03) Aids to Navigation Team,
- (04) Non Station/ANT (cutters, TRACEN’s, MSST, MSRT, MFPU, PSU, Strike Team).

#### **A.2.b. Award Criteria**

The award recipients will be the units who possess the strongest combination of:

- (01) Mission Performance,
- (02) Leadership and Partnerships,
- (03) Community Outreach,
- (04) Crew Professional Development,
- (05) Safety.

### A.3. Nominations and Selection Process

The nominations and selection process will adhere to the following guidelines:

- (01) The Office of Boat Forces will solicit nominations during the month of February each year. All nominations shall be submitted by the nominees' commanding officer/officer in charge to the Office of Boat Forces via their first level chain of command using the format provided on the Office of Boat Forces Microsoft SharePoint site at:  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Jack%20Downey%20Award.aspx>.
- (02) Nominations shall not exceed three pages.
- (03) The Office of Boat Forces will convene a selection panel during March.
- (04) The Selection panel will consist of representatives from Office of Boat Forces (CG-731), (CG-NAV), (CG-MSR), (CG-MLE), (CG-SAR), and additional representatives as necessary.
- (05) The panel will select award recipients based on, but not limited to, the criteria listed above.
- (06) Selections will be made, and recommendations forwarded to Office of Boat Forces (CG-731) by 30 March.

### A.4. Award Ceremony

Office of Boat Forces (CG-731) will announce the award recipients in April. The Office of Boat Forces will notify the District's boat manager where the recipient's unit is located and provide the award plaque.

District boat managers should coordinate the presentation date and all other presentation details directly with the recipient's unit. The Office of Boat Forces shall be copied for visibility. An award ceremony should be held at an appropriate time and location, as soon after the announcement as practical, and be presented by someone at the highest level possible. Photos should be sent to Office of Boat Forces (CG-731) for inclusion on the Office of Boat Forces Microsoft SharePoint site.



## **CHAPTER 7**

### **Boat Forces “Soul of the Service” Recognition Program**

**Introduction.** The purpose of the Boat Forces “Soul of the Service” Recognition Program is to recognize active/reserve, auxiliary, and civilian members who have done something significant in support of or in advancement of the Boat Forces community.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Boat Forces “Soul of the Service” Recognition Program](#)

## **Section A. Boat Forces “Soul of the Service” Recognition Program**

### **A.1. Description**

The informal recognition certificate depicts the Boat Forces “Soul of the Service” logo and will display the recipient’s name, brief description of contribution, year it was awarded and signed by Chief, Office of Boat Forces.

#### **A.1.a. Award Criteria**

The recipients will be Coast Guard active duty, reservist, auxiliary, and civilians who have done something significant in support of or in advancement of the Boat Forces community, to include:

- (01) Mission Performance,
- (02) Leadership and Partnerships,
- (03) Community Outreach,
- (04) Readiness,
- (05) Safety.

### **A.2. Nominations and Selection Process**

The nominations and selection process will adhere to the following guidelines:

- (01) Units may nominate members throughout the calendar year,
- (02) All nominations shall be submitted by the commanding officer/officer in charge directly to Office of Boat Forces (CG-731) using the format provided on the Office of Boat Forces (CG-731) Microsoft SharePoint site at:  
<https://uscg.sharepoint-mil.us/sites/cg731/SitePages/Boat%20Forces%20Soul%20of%20the%20Service.aspx>.
- (03) Nominations shall not exceed one page.
- (04) Office of Boat Forces (CG-731) will review and forward certificate and associated memo to unit for presentation.

*“SOUL OF THE SERVICE”*

*Certificate*



*Presented to  
Member's Name*

*In appreciation of your unparalleled commitment, professionalism and leadership to supporting Coast Guard Boat Forces.*

*Insert Text.*

*DD MMM YYYY*



*CAPT First Last Name  
Chief, Office of Boat Forces*

## CHAPTER 8

### Surfman Programs

**Introduction.** This Chapter provides information on the Surfman Management Program (SMP), Prospective Surfman Program (PSP), and Register of Surfmen.

**In this Chapter.** This Chapter contains the following Sections:

- A. [Surfman Management Program](#)
- B. [Prospective Surfman Program](#)
- C. [Register of Surfmen](#)

## **Section A. Surfman Management Program**

### **A.1. Surfman Management Program (SMP) Purpose**

The SMP recognizes the unique requirements of the Surfman community and provides the necessary management attention to build, and maintain a community of Surfmen sufficient to meet the needs of the Coast Guard

### **A.2. SMP Procedure**

Office of Boat Forces (CG-731) is responsible for establishing and maintaining the SMP.

Office of Boat Forces (CG-731) will designate a specific staff member as the SMP Officer. Duties of the SMP Officer will include primary liaison with all field and staff offices on management of Surfman, surf stations, staffing, policy, and to develop and recommend improvements to the following:

- (01) Recruitment of Surfman prospects.
- (02) Identification and selection of potential Surfman.
- (03) Surfman training and qualification system.
- (04) Surfman professional and career development.
- (05) Surfman motivation and incentive system.
- (06) Primary liaison with the National Motor Lifeboat School (NMLBS).

## **Section B. Prospective Surfman Program**

### **B.1. Prospective Surfman Program (PSP) Purpose**

The Prospective Surfman Program (PSP) is a system used to identify, select, assign, train, and monitor Surfman trainees until they either certify as Surfman, or are released from the program.

#### **B.1.a. PSP Background**

Coast Guard Surfman are highly trained boat handlers. They are part of a long tradition of lifesavers, dating back almost 200 years, responsible for some of our Service's greatest rescues. Operating rescue boats in surf and heavy breaking seas remains one of the most challenging, and dangerous tasks Coast Guard boat crews perform. The Surfman qualification process is long (due in part to limited training opportunities) and extremely demanding.

Surfman qualification can be completed only at a surf station, or the NMLBS. While qualification can be accomplished at any designated surf station, the PSP is designed to put candidates at specifically designated training stations. These training stations have a combination of weather, surf conditions, and resources that have proven successful in certifying Surfmen.

### **B.2. PSP Eligibility**

All First, Second, and Third Class Boatswain's Mates (including those leaving BM "A" School) are eligible to submit a PSP package.

### **B.3. PSP Candidate Screening Procedures**

The primary tool used to screen candidates for the PSP will be via an annual selection panel. Each fall, the Surfman Program Manager, in conjunction with CG-PSC will identify the number of PSP billets open in the coming assignment year. CG-PSC will release a message soliciting for applications for qualified candidates.

CG-PSC, the SMP Officer, and the NMLBS will review the packages and select members to be screened.

### **B.4. Perspective Surfman Program Recruitment**

The Surfman Program Manager will coordinate with the NMLBS to provide recruitment material and information (e.g. power point) to the TRACEN Yorktown BM "A" School, to ensure all legacy BM "A" School and BM Rating Apprentice Program (RAP) students are provided accurate information regarding entering the PSP. Those that demonstrate an interest in entering the PSP will be provided the opportunity to interact with the command and/or instructor staff of the NMLBS to answer questions about the Surfman Program.

BM RAP students will receive the same recruitment brief about the Surfman Program. Interested candidates will be afforded the opportunity to be interviewed for the Surfman

Program prior to departing to TRACEN Yorktown. The interview results will be forwarded to PSC-EPM for consideration into a Perspective Surfman billet.

#### B.4.a. Non-Rate Follow-on Surf Reassignment

Non-rated personnel that desire to return to a surf station following successful completion of BM "A" School may request follow-on reassignment via submission of a memo to PSC-EPM through their chain of command upon receipt of orders to BM "A" School. PSC-EPM will make every effort to return the member to a surf station, provided a BM3 billet is available. If a billet is not available, the parent command may request program management, Office of Boat Forces (CG-731) intervention via memo to give reassignment to a surf station as a high priority. However, it should be noted that double-encumbering a BM3 billet will most likely leave another unit gapped until PSC-EPM can backfill the gapped billet. Therefore, Office of Boat Forces (CG-731) will consider the strategic needs of the Service before engaging on the parent command's behalf.

#### B.5. Application Package

To apply for the PSP, members must complete a Direct Access e-resume. On the e-resume, members must:

- (01) State why member wants to be a Surfman and what qualities and experiences makes the member an ideal candidate.
- (02) Obtain a command endorsement.
- (03) Request assignment to any designated surf training station. The member may list desires on the e-resume, however service needs will dictate which station the member is assigned.

#### B.5.a. Surf Interview

Recommendation from the NMLBS and Surfman Interview is the primary method to screen potential prospective Surfman. At a minimum, the NMLBS facilitated process should assess the following characteristics when evaluating candidates:

- (01) Surfman job description. A Surfman is a leader, an expert in boat handling, and Search and Rescue operations. They are expected to execute Search and Rescue under extreme pressure, and weather conditions. Only time, training, and exposure can give a member the experience and judgment needed to perform under these conditions, making the training and certification process long and rigorous. This process should be expected to take up to four years before initial certification. The certification of Surfman is much more than just obtaining a competency, it is better described as a career path. With the follow-on tour requirements after initial certification as outlined in Reference (y), a member seeking to become a Surfman should expect to dedicate the next 8-10 years or more to the surf community.
- (02) Eligibility. The member shall meet all requirements to enter the program.
- (03) Desire / motivation. The member shall possess the drive to persevere through a long and difficult qualification process.

- (04) Performance. Member shall have been proactive in performance of duties, pursuing qualifications, and advancement.
- (05) Judgment. The member shall have exercised good judgment, decision-making skills, and shall have shown sufficient maturity.
- (06) Stress. The member shall have demonstrated a propensity to remain focused and calm during stressful situations.
- (07) Teamwork. The member should display superior teamwork skills, as both a leader and a follower.
- (08) Unit Location. Member should be aware of all surf unit locations and the fact that some are semi-isolated.

#### B.5.b. Notice of Selection

Following the panel process, CG-PSC will notify members who are accepted into the program. Those accepted will receive assignment to a surf training station with guaranteed follow-on training at the NMLBS. A notation to that effect will be made in the member's orders.

NMLBS Commanding Officer is responsible for notifying those members not selected for assignment to a surf training station. Those not selected will receive written correspondence of the selection panel's decision and any information that would improve their chances for future selection.

#### B.6. Surfmen Mentor

Unit COs/OICs shall assign a Surfman mentor to each prospective surfman. Additionally, a representative of the NMLBS will be assigned as a mentor to each prospective surfman

#### B.7. Program Completion and Exits

**Program Completion.** Upon qualification as Surfman, members will be assigned to a vacant Surf Duty billet.

**Follow-on Assignments.** Follow-on assignments for Surfmen include command cadre positions at boat stations and the NMLBS as an instructor. Surfmen will also have opportunities for non-surf billets.

#### B.8. Reporting Requirements

Surf Station COs/OICs with designated PSP billets shall report quarterly the certification milestone progress per **Table 5-3** of those members to the Office of Boat Forces (CG-731) Surf Program Manager, Chief, Boat Forces & Cutter Operations Branch, Yorktown, Virginia, NMLBS Commanding Officer, and Districts 5, 11, and 13 Boat Managers. This report will be documented on the Prospective Surfman Tracking application. Withdrawal or Removal from PSP

Members will be evaluated against milestones listed in the table below. Members that withdraw or are dismissed from the PSP will be reassigned when replacements are



identified and will be restricted from future assignment to surf stations. The SMP Officer at Office of Boat Forces (CG-731) shall be notified of all withdrawals and removal requests for programmatic oversight.

- (01) Withdrawal. Members may withdraw from the PSP at any point after 12 months into the process by notifying their CO/OIC and completing a new Direct Access e-resume. Members may be subject to immediate transfer at the discretion of the command after a discussion with the respective Assignment Officer.
- (02) Removal. Members may be removed from the PSP by their CO/OIC. CO/OIC are encouraged to consult with the members mentor at the NMLBS. Reasons for removal include, but are not limited to the following:
  - a. Failure to progress towards qualification. PSP milestones should be completed within or reasonably near the times limits listed in [Table 5-3](#).
  - b. UCMJ violation or other misconduct.
  - c. Sustained poor shore-side performance including failure to display proper decision making, judgement and maturity.

	<b>Milestone 1</b>	<b>Milestone 2</b>	<b>Milestone 3</b>
<b>Formal Training</b>	MLB Intro Course	MLB Heavy Weather	Surfman
<b>Objective</b>	Complete Boat Crewmember BQH tasks Complete MLB Coxswain BQH tasks	Complete all non-surf MLB Heavy Weather Coxswain BQH tasks	Complete Surfman BQH tasks
<b>Goal</b>	Certify as a MLB Coxswain	Certify as a MLB Heavy Weather Coxswain	Certify as Surfman
<b>Time to complete after pre-arrival Training</b>	12 Months	36 months	48 months

**Table 5-3**  
**PSP Goals and Objectives**

#### B.9.a. Resignation of Surfman Qualification

Qualified Surfmen who wish to resign from the Surfman program must make a request in writing to Coast Guard Personnel Service Center (CG PSC) via their CO/OIC and copy Office of Boat Forces (CG-731). If approved, members lose credit for prior service as Surfman towards advancement and must complete all requirements for advancement.

**B.9.b. Reinstatement of Surfman Qualification**

Members who have resigned from the Surfman program may attempt to reenter the program no earlier than one year after the date that Surfman designation was removed. Members must requalify as Surfman, do not receive credit for prior service as Surfman towards advancement, and must complete all requirements for advancement.

**B.9. Rewards and Incentives**

- (01) Register of Surfmen. Members who certify as Surfman are added to the United States Coast Guard Register of Surfmen, maintained at the NMLBS.
- (02) Surfman Insignia. Members who have earned a Surfman qualification code are entitled to wear the Surfman Insignia in accordance with Uniform Regulations, COMDTINST M1020.6 (series).
- (03) Special Duty Pay (SDP). Certified Surfmen in a designated Surfman billet who routinely serves in the unit's rotational watch schedule or serves in a designated Surfman instructor billet at NMLBS, are normally entitled to receive SDP in accordance with 37 USC 307. SDP eligibility and payment level is determined annually by a review board and published in a notification message.
- (04) Assignment Priority. Certified Surfman receive assignment priority after successfully completing a tour at a Surf Station or the NMLBS. Reference (y) provides specific policies.
- (05) Heavy Weather Units. Certified Surfmen assigned to a Heavy Weather Station following assignment to a Surf Station will continue to accrue time toward Career Surfman in accordance with Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series).

## **Section C. Register of Surfmen**

### **C.1. Background**

Coast Guard Surfmen are part of a tradition of lifesavers that dates back almost 200 years. The title “Surfman” is derived from the United States Lifesaving Service (USLSS). The rescuers of the USLSS were known as Surfman; these brave and daring men rescued over 178,000 people in distress during the 44-year history of their service. Today, the Coast Guard has retained the title of Surfman for its most highly trained boat handlers. While technology has both reduced the risk of peril on the sea and improved our ability to render aid; operating rescue boats in surf and heavy breaking seas remains one of the most challenging and dangerous tasks Coast Guard boat crews perform. Very few people complete the extensive and difficult training to prove their ability to operate in these conditions and achieve qualification as Surfman.

### **C.2. Register of Surfmen**

The Register is an official list of members who achieve qualification as Surfman. Members will be entered in the Register in order of their original certification date and be assigned a unique register number. The Register recognizes the significant accomplishment of qualifying as Surfman, signifies the membership of individuals in this elite community, and honors the shore-based lifesavers from which Surfmen have received their legacy.

### **C.3. Register Maintenance**

Commanding Officer, NMLBS shall maintain the Register of Surfmen. The Register shall be maintained electronically and in hard copy in an appropriate bound volume.

### **C.4. Register Entries**

Register entries in the hard-copy volume shall be made by hand in pen-and-ink under the supervision of the Commanding Officer, NMLBS. Register entries shall consist of:

- (01) Number,
- (02) Full name,
- (03) Rank at time of qualification,
- (04) Date of qualification,
- (05) Unit of qualification, and
- (06) Platform type.

Additionally, notation shall be made in the register when any member retires or departs the service.

### **C.5. Registry Numbering**

All members entered in the register shall be assigned a number. Numbers shall be issued in consecutive order beginning with number 1.

### C.6. Reserved Numbers

Numbers 1 through 134 are reserved as follows:

Register Number(s)	Dedicated to:
1	<b>All men and women who, from the shores of our nation, have rendered aid to those in peril upon the sea.</b>
2-45	<b>Surfman of the United States Life Saving Service (1871-1915):</b> Each register number from 2 through 45 corresponds to a year of USLSS history from 1871 to 1915.
46-134	<b>Surfman of the United States Coast Guard (1915-2003):</b> Each register number from 46 through 134 corresponds to a year of Coast Guard history from 1915 to 2003.

Table 5-4  
Reserved Surfmen Numbers

### C.7. Members with Existing Qualification

All qualified Surfmen on active duty on 31 Dec 2003 shall be entered in the register in order of original certification as Surfman. Individual numbers shall be assigned in consecutive order to each member, beginning with number 135. Office of Boat Forces (CG-731) will issue a certificate to each member that indicates official entry into the Register.

### C.8. Newly Certified Surfman

Members that certify as Surfman shall be entered in the register upon initial certification as Surfman. Individual numbers shall be assigned in consecutive order to each member. Upon certification as Surfman, members shall forward a copy of their qualification letter to Commanding Officer, NMLBS. The NMLBS shall enter each member's name into the register and notify Office of Boat Forces (CG-731). Office of Boat Forces (CG-731) will then issue a certificate to the member that indicates official entry into the Register.

### C.9. Surfmen Retired/Released from Active Duty

Members who have retired or been released from active duty prior to 1 Jan 2004 will be entered in the Register under a reserved number. A register number has been reserved for each year of Coast Guard history prior to 2004 as described in [Table 5-4](#) above. Surfmen will be entered in the register based on the year they earned initial certification as Surfman. If that date cannot be verified, then they will be entered based on the year he or she retired or was released from active duty.

Years and their corresponding register numbers are listed in [Table 5-5](#) below.

Register Number	Year Group	Register Number	Year Group	Register Number	Year Group	Register Number	Year Group
46	1915	69	1938	92	1961	115	1984
47	1916	70	1939	93	1962	116	1985
48	1917	71	1940	94	1963	117	1986
49	1918	72	1941	95	1964	118	1987
50	1919	73	1942	96	1965	119	1988
51	1920	74	1943	97	1966	120	1989
52	1921	75	1944	98	1967	121	1990
53	1922	76	1945	99	1968	122	1991
54	1923	77	1946	100	1969	123	1992
55	1924	78	1947	101	1970	124	1993
56	1925	79	1948	102	1971	125	1994
57	1926	80	1949	103	1972	126	1995
58	1927	81	1950	104	1973	127	1996
59	1928	82	1951	105	1974	128	1997
60	1929	83	1952	106	1975	129	1998
61	1930	84	1953	107	1976	130	1999
62	1931	85	1954	108	1977	131	2000
63	1932	86	1955	109	1978	132	2001
64	1933	87	1956	110	1979	133	2001
65	1934	88	1957	111	1980	134	2003
66	1935	89	1958	112	1981		
67	1936	90	1959	113	1982		
68	1937	91	1960	114	1983		

**Table 5-5**  
**Registered Numbers with Corresponding Years**

### **C.10. Records**

NMLBS shall maintain copies of all Surfmen certification letters.

### **C.11. Removal**

If a Surfman fails to adhere to Coast Guard Core Values and/or the Surfmen's Creed, resulting in removal from the service, Office of Boat Forces (CG-731) will direct the member's name and associated number be stricken from the Surfmen Register.

## APPENDIX A. Glossary

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

**Aids to Navigation Team (ANT)** An Aids to Navigation Team (ANT) is a shore facility with a primary mission of Aids to Navigation, and may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.

**Alert Duty** A person is on alert duty when engaged in underway operations or is on SAR readiness standby, with a boat response time of 30 minutes or less.

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

**Boat Crew Qualification Handbook (BQH)** Office of Boat Forces (CG-731) handbook containing standards required for an individual to perform the duties of the assigned competency or duty section.

**Boat Forces 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.

**Bravo-Zero (B-0)** A SAR Response status where the unit must have an asset underway in 30 minutes or less.

**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 EPO are a unit's Command Cadre.

**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.

**Crew Rest** Time during which alert crews do not engage in any **Station** work or operations. Crews are allowed to rest and sleep.

**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.

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

**Fatigue Waiver** A waiver, granted by the Operational Commander, allowing boat crews to operate beyond the established maximum underway hours.

**Guests** Referring to persons aboard a boat, those who are civilians not associated with the Coast Guard.

**Marine Safety Detachment (MSD)** A geographical remote subordinate detachment under the Sector which performs the marine safety mission.

**Marine Safety Unit (MSU)** A MSU/MSD is a shore facility with a primary mission of Marine Safety, may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.

**Maritime Security Response Team (MSRT)** A DSF 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.

**Maritime Force Protection Unit (MFPU)** A Coast Guard shore facility with an OPFAC, Command Cadre, and permanently assigned duty-standers, unit boat allowance, and equipment, which reports to the District.

**Maritime Safety and Security Team (MSST)** A MSST is a DSF unit with a primary mission of Ports, Waterways, & Coastal Security. It may operate boats in support of its mission. It has an OPFAC, Command Cadre, permanently assigned duty-standers, unit boat allowance, and equipment.

**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.

**On Scene Coordinator (OSC)** The On Scene Coordinator (OSC) is the person designated to coordinate the search and rescue operations within a specific area. The OSC is in charge at the scene.

**Operational Commander** For the purpose of this instruction, Operational Commanders are defined as those who exercise *direct* operational control of a Boat Forces unit. This definition specifically does not include the **Station CO/OIC** exercising operational control of a **Station (small)**.

**Operational Control (OPCON)** Those functions involving the composition of subordinate forces, the assignment of tasks, the designation of objectives, & the authoritative direction necessary to accomplish the mission. It does not include such functions as administration, discipline, internal organization, and unit training, except when a subordinate commander requests assistance.

**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.

**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)**.

**Passengers** Referring to persons aboard a boat, Coast Guard Active Duty, Reserve, Civilian, or Auxiliary personnel who are not part of the unit assigned to the boat.

**Personal Qualification Standard (PQS) Qualifier** A responsible person who is certified and designated in writing by the CO/OIC.

**Port Security Unit (PSU)** A PSU is a Coast Guard DSF unit – with an OPFAC, Command Cadre, and permanently assigned duty standers, unit boat allowance, and equipment.

**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 Status** of a crew currency.

**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 Boat Forces Readiness System are achieved.

**Rest-Recovery Time** That period of time after operations and/or Station work which is allocated for rest and recovery and during which no other duties are assigned or performed. Any combination of off-duty time and standby duty may make up rest-recovery time. Rest-recovery time does not necessarily allow the individual to go home or otherwise leave the bounds of the unit.

**Response Supervisor** This is the highest level of enlisted qualification for Strike Team members. The RS is expected to be Hazmat Incident Commander qualified, supervise Response Teams, fill leadership roles in the response organization, supervise the daily routine and operational tasking.

**Rough Bar** A rough bar is a river entrance or inlet where heavy seas or surf conditions exist. In situations where the Coxswain or OIC is unsure, a rough bar is assumed.

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

**Sleep Period** A period of time available for an individual to devote to sleeping that is not interrupted by official responsibilities.

**Standard Boat** Any Coast Guard boat managed by the Office of Boat Forces (CG-731) 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 (CG-731) 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.

**Station Work** Activities that constitute normal unit work which are not directly associated with duty, boat operations, pre-mission planning, or post-mission reporting and follow-up.

Example: boat maintenance, **Station** cleanup, non-mission administrative tasks.

**Strike Team** A Strike Team is a member of the National Strike Force comprised of highly trained, and experienced personnel. They provide 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.

**Tactical Certification** A highly technical crew certification for the stopping of non-compliant vessels engaged in terrorism or criminal activities.

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

**Task Code** A four-element code used to identify the applicability of tasks listed in the Boat Crew Qualification Handbooks.

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

**Triennial** Taking place every three years.

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

**Underway Time Computation** Underway time begins when the boat crew gets underway or begins driving a government vehicle with trailerable boat. Underway time ends when boat or trailered boat is moored, and sortie is completed.

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

## **APPENDIX B. Acronyms**

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

<b>AEPO</b>	Assistant Engineering Petty Officer
<b>AI</b>	Advanced Interdiction
<b>ALMIS</b>	Asset Logistics Management Information Systems
<b>ATON</b>	Aids to Navigation
<b>ANT</b>	Aids to Navigation Team
<b>AOR</b>	Area of Responsibility
<b>BTL</b>	Boat Team Leader
<b>BQH</b>	Boat Crew Qualification Handbook
<b>BCM</b>	Boat Crewmember
<b>BFAC</b>	Boat Forces Advisory Council
<b>BFCO</b>	Boat Forces and Cutter Operations Branch
<b>BM</b>	Boatswain's Mate
<b>BNVD</b>	Binocular Night Vision Device
<b>BOH</b>	Boat Operators Handbook
<b>BTM</b>	Boarding Team Member
<b>BUSL</b>	Buoy Utility Stern Loading
<b>CEM</b>	Crew Endurance Management
<b>CIM</b>	Commandant Instruction Manual
<b>CO</b>	Commanding Officer
<b>CO/OIC</b>	Commanding Officer/Officer-in-Charge
<b>COMDTINST</b>	Commandant Instruction
<b>COXN</b>	Coxswain
<b>DoD</b>	Department of Defense
<b>DSF</b>	Deployable Specialized Forces
<b>EAL</b>	Electronic Asset Logbook
<b>ELT</b>	Enforcement of Laws and Treaties
<b>EM</b>	Emergency Management
<b>ENG</b>	Engineer
<b>EPO</b>	Engineering Petty Officer
<b>ESA</b>	Endangered Species Act
<b>FORCECOM</b>	Force Readiness Command
<b>HQPC</b>	Headquarters Planning Coordinator
<b>HWX</b>	Heavy Weather
<b>IAW</b>	In Accordance With
<b>ICMLEO</b>	Integrated Cross-Border Maritime Law Enforcement Officer
<b>LASER</b>	Light Amplification by Stimulated Emission of Radiation
<b>L/E</b>	Law Enforcement
<b>LMR</b>	Living Marine Resources
<b>MEP</b>	Marine Environmental Protection
<b>MFPU</b>	Maritime Force Protection Unit

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<b>MLB</b>	Motor Lifeboat
<b>MLE</b>	Maritime law Enforcement
<b>MLEM</b>	Maritime law Enforcement Manual
<b>MMPA</b>	Marine Mammal Protection Act
<b>MOB</b>	Man Overboard
<b>MPC</b>	Maintenance Procedure cards
<b>MS</b>	Marine Safety
<b>MSD</b>	Marine Safety Detachment
<b>MSRO</b>	Maritime Security and Response Operations
<b>MSRT</b>	Maritime Security Response Team
<b>MSST</b>	Maritime Safety and Security Team
<b>MSU</b>	Marine Safety Unit
<b>MT</b>	Mandated Training
<b>NLB</b>	Near-shore lifeboat
<b>NMCD</b>	Not Mission Capable Depot
<b>NMCM</b>	Not Mission Capable Maintenance
<b>NMLBS</b>	National Motor Lifeboat School
<b>NVD</b>	Night Vision Device
<b>OIC</b>	Officer-in-Charge
<b>OGA</b>	Other Government Agency
<b>OOD</b>	Officer of the Day
<b>OPCON</b>	Operational Control
<b>OPFAC</b>	Operating Facility
<b>ORGMAN</b>	Organization Manual
<b>OSC</b>	On-Scene Coordinator
<b>PATCOM</b>	Patrol Commander
<b>PFD</b>	Personal Flotation Device
<b>PIW</b>	Person in the Water
<b>PO</b>	Petty Officer
<b>PPE</b>	Personal Protective Equipment
<b>PSC</b>	Personnel Service Center
<b>PQS</b>	Personnel Qualifications Standards
<b>PSP</b>	Prospective Surfman Program
<b>PSU</b>	Port Security Unit
<b>PWCS</b>	Ports, Waterways and Coastal Security
<b>RB-M</b>	Response Boat-Medium
<b>RBS</b>	Recreational Boating Safety
<b>RB-S II</b>	Response Boat-Small II
<b>RFO</b>	Ready for Operations
<b>RFRS</b>	Reserve Force Readiness System
<b>RM</b>	Risk Management
<b>RTPO</b>	Reserve Training Petty Officer
<b>SAR</b>	Search and Rescue
<b>SBPL</b>	Small Boat Product Line
<b>SERA</b>	Senior Enlisted Reserve Advisor

<b>SFLC</b>	Surface Force Logistics Center
<b>SMC</b>	SAR Mission Coordinator
<b>SMP</b>	Surfman Management Program
<b>SMTC</b>	Special Missions Training Center
<b>STA</b>	Station
<b>TANB</b>	Trailerable ATON Boat
<b>TACON</b>	Tactical Control
<b>U/W</b>	Underway
<b>WEPO</b>	Weapons Petty Officer
<b>XO</b>	Executive Officer
<b>XPO</b>	Executive Petty Officer