

U.S. Department of  
Homeland Security

United States  
Coast Guard



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Seventeenth Coast Guard District Auxiliary Policy Directive 01-07

Subj: D17 ADDENDUM TO COAST GUARD AUXILIARY BOAT CREW  
QUALIFICATION GUIDE, VOL. II: COXSWAIN

Ref: (a) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
(b) Boat Crew Seamanship Manual, COMDINST M16114.5 (series)  
(c) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST  
M16794.52 (series)

1. **PURPOSE.** This guide is an additional requirement for those members who have chosen to volunteer as coxswains upon the inland waters of District 17. Members must also finish all requirements in ref. (c) as well as this addendum prior to qualifying as an inland water coxswain.
2. **DIRECTIVES AFFECTED.** This Policy Directive establishes the inland water coxswain program.
3. **DISCUSSION.** This addendum to the Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain is an important part of the certification process. This volume contains the tasks which must be learned, practiced and performed by each trainee. These tasks represent the minimum required to qualify. Inland Water Coxswains should also improve their operational proficiency by increasing their knowledge for safe and effective performance within the scope of their qualification. This guide is to be used in conjunction with ref (c).
4. **ACTION.** FSO-OPs shall ensure all members in this program have access to this Directive.
5. **RESPONSIBILITY.** The Director will make changes to this addendum as required.

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S. J. ALBRIGHT  
Lieutenant Commander, United States Coast Guard  
Director of Auxiliary  
Seventeenth Coast Guard District.

Enclosure: (1) Record of Completed Tasks, Coxswain

Dist: DCO, VCO, RCO, DSO-OP, DSO-MT, ADSO-OP, DCPs, FSO-OPs  
Inland Water Qualification Examiners

## RECORD OF COMPLETED TASKS COXSWAIN

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**Trainee's Name:** \_\_\_\_\_ **Member Number:** \_\_\_\_\_

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-D17-RIVER-01	State the Operational Limitations and Characteristics of a River Facility		
COX-D17-RIVER-02	Define Shallow Water Operations		
COX-D17-RIVER-03	Launch/Recover Boat from a Trailer		
COX-D17-RIVER-04	Maneuver a Boat in a River or Narrow Channel		
COX-D17-RIVER-05	Moor the Boat to a Shoreline		
COX-D17-RIVER-06	Anchor the Boat in a River Current		
COX-D17-RIVER-07	Weigh the Boat's Anchor in a River Current		
COX-D17-RIVER-08	Determine the Approach and Station Keep in a River Current		
COX-D17-RIVER-09	Recover a PIW Using the Direct Pick Up Method in a River Current		
COX-D17-RIVER-10	State the Principle Forces and Hazards that Effect Towing in a River		
COX-D17-RIVER-11	Discuss Procedures/Options for Re-Floating a Grounded Boat in a River		
COX-D17-RIVER-12	Underway AOR Familiarization Ride		

<b>Name:</b>	
<b>COX-D17-RIVER-01</b>	
<b>Task</b>	<b>State the Operational Limitations and Characteristics of a River Facility</b>
<b>Reference</b>	Chapter 8, Boat Crew Seamanship Manual, COMDINST M16114.5 (series) Chapter 1, Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) Facility's Capacity Plate
<b>Conditions</b>	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting. Use of a reference is allowed.
<b>Standards</b>	In response to the mentor, the candidate must state/review the operational limitations and specific characteristics of river facility being trained on.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Stated the operational limitations for the facility established by the Director and/or operations commander including: minimum crew size for the facility, maximum size and weight of a vessel that can be towed, and maximum river conditions a vessel can be towed in.
	2. Stated the facility's specific limitations including: maximum engine size, maximum load capacity, maximum number of personnel (differentiated by crew and passengers) that can be carried, maximum speed, maximum range at cruising speed (in nautical miles), minimum operating depth (differentiated by on step, load capacity, and getting on step).
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-02</b>	
<b>Task</b>	<b>Shallow Water Operations</b>
<b>Reference</b>	N/A.
<b>Conditions</b>	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate shall demonstrate ability to clear the pump and cooling lines of debris.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Stated how/where debris and bottom material are picked up by the pump.
	2. Stated the consequences of ingesting debris and bottom material.
	3. Identified cavitations from debris.
	4. Demonstrated clearing pump and cooling lines.
	5. Demonstrated checking water by-pass.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-03</b>	
<b>Task</b>	<b>Launch/Recover Boat From a Trailer</b>
<b>Reference</b>	N/A.
<b>Conditions</b>	Performed at an appropriate launch/recovery location within the river AOR. Candidate must accomplish task without prompting and adjust for any currents.
<b>Standards</b>	In response to the mentor, the candidate must perform the steps listed below. Candidate must give verbal commands for all line handling procedures.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Completed pre-launch checklist and activities.
	2. Briefed the crew on the procedures to launch/recover the facility, and their assigned duties.
	3. Stated and compensated for the expected effects of the current.
	4. Gave commands for all line handling in a loud/clear voice, and acknowledged the responses of the crew member(s).
	5. All lines brought aboard except for a bow line (if needed).
	6. Cleared the trailer and entered the river.
	7. Pulled facility into/onto trailer from river.
	8. Secured facility to trailer and cleared immediate boat launch area.
	9. Completed post-recovery checklist and activities.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-04</b>	
<b>Task</b>	<b>Maneuver Boat in a Narrow Channel in a River</b>
<b>Reference</b>	Chapter 10, Boat Crew Seamanship Manual, COMDTINT M16114.5 (series)
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. This task will be accomplished while transiting parallel to the banks of a river or narrow channel where bank cushion and bank suction may be expected. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must use the boat's propulsion system and handling characteristics in combination with the existing current velocity and direction to obtain the best advantage in controlling and maneuvering the facility.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Defined bank cushion and stated its effect on boat handling/maneuvering.
	2. Defined bank suction and stated its effect on boat handling/maneuvering.
	3. Stated when 'bank cushion' and 'bank suction' would be the strongest and weakest when turning in a sharp bend in a narrow channel.
	4. Maneuvered the facility in a narrow channel under the following conditions: straight channel; passing another boat; turning in a bend, against the current (middle of channel); turning in a bend, going with the current; hugging the point; staying in the bend; and, staying on bend side, middle of channel.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-05</b>	
<b>Task</b>	<b>Moor the Boat to a Shoreline</b>
<b>Reference</b>	N/A.
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. Candidate must be at the helm as the Coxswain and must accomplish task without prompting or the use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must moor the facility to a shoreline in accordance with the steps below. Candidate must give verbal commands for all line handling procedures.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Briefed the crew on procedures to be used and their duties.
	2. Stated the expected effects of the wind and current on mooring the facility.
	3. Approached the shoreline slowly at an angle.
	4. Directed crew to use an existing mooring point or to deploy the anchor as a mooring point.
	5. Directed crew to secure appropriate lines.
	6. Ensured that all mooring lines were adjusted for expected currents and wave action.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-06</b>	
<b>Task</b>	<b>Anchor the Boat in a River Current</b>
<b>Reference</b>	Chapter 10, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. Candidate must be at the helm as the Coxswain and must accomplish task without prompting or the use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must anchor the facility in accordance with the steps below. Candidate must give verbal commands for all line handling procedures. Tasks must be accomplished without endangering personnel or the boat, or impeding progress of other boats using the river. Facility must be anchored with room to swing.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Selected and plotted position for placement of the anchor noting the depth of water, bottom contours, and characteristics.
	2. Briefed crew on anchoring procedure. Assigned duties and reviewed hand signals to be used (if needed).
	3. Piloted boat to selected position.
	4. Described expected effects of wind and current on anchoring the boat.
	5. Determined approximate length of the scope (rode) by checking depth of water, adding boat's freeboard at the bow, and room available for the boat to swing.
	6. Directed crew to rig anchor and prepare for anchoring.
	7. Approached anchorage keeping the boat headed into the wind and/or current.
	8. Checked boat's headway at the charted anchoring position.
	9. Directed crew to lower (not throw) the anchor to the bottom with a round turn on bits/cleat.
	10. Backed boat down away from the anchor with the crew slowly paying out the anchor line until proper scope reached.
	11. Directed crew to make anchor line fast to bits/cleat with a round turn and

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	figure eights.
	12. Fixed actual position using three visual bearings.
	13. Checked water depth using fathometer, lead line, or sounding pole.
	14. Ensured anchor was not dragging.
	15. Set anchor watch, briefed watch on responsibilities.
<b>Accomplished</b>	<b>Mentor Signature:</b> <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-07</b>	
<b>Task</b>	<b>Weigh the Boat's Anchor in a River Current</b>
<b>Reference</b>	Chapter 10, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. Candidate must be at the helm as the Coxswain and must accomplish task without prompting or the use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must weigh the anchor of the facility in accordance with the steps below. Candidate must give verbal commands for all line handling procedures. Tasks must be accomplished without endangering personnel or the boat, or impeding progress of other boats using the river.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Briefed the crew on anchoring procedures to be used. Defined their duties and what hand signals (if needed) will be used. Emphasized safety.
	2. Moved boat ahead slowly, using engine(s).
	3. Directed crew to take up slack in anchor line as boat moved forward. Faked the anchor line out of the way immediately.
	4. Attempted to retrieve anchor when anchor line was tending up and down (vertical).
	5. If anchor failed to break free: directed crew to make the anchor line fast to forward bitts/cleat, clear the crew from the bow area and maneuver boat to free anchor.
	6. Made up and secured all gear.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-08</b>	
<b>Task</b>	<b>Determine the Approach and Station Keep in a River Current</b>
<b>Reference</b>	N/A.
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. Candidate must be at the helm as the Coxswain and must accomplish task without prompting or the use of a reference.
<b>Standards</b>	In response to the mentor, the candidate while operating the boat must, determine the approach on a stationary object or floating object, while using the predominant forces in boat handling. The candidate must station keep on the object, at a safe maneuvering distance for conditions, for three minutes in accordance with the steps below.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Evaluated the water depth and surrounding area for safety of the approach.
	2. Positioned the facility at a safe distance and determined the rate of drift between object and facility.
	3. Evaluated predominant forces to determine the approach and station keeping.
	4. Briefed crew on coxswain's intentions and their responsibilities.
	5. Approached object at a safe speed.
	6. Kept station on the object for three minutes.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-09</b>	
<b>Task</b>	<b>Recover a Person From the Water Using the Direct Pick Up Method in a River Current</b>
<b>Reference</b>	Chapter 16, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
<b>Conditions</b>	Performed while underway on a facility in a section of the river AOR. PIW will be simulated with a life-like dummy, fender, or some other floating object. Under no circumstances shall a person be placed in the water. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, after the alarm is sounded, the candidate must recover the simulated PIW. The pick-up should be completed within five minutes. The pick-up must be conducted in a manner so as not to endanger the safety of the crew or PIW. Candidate should be able to do the task on the first attempt without extensive maneuvering.
<b>Completed</b>	<b>Performance Criteria</b>
	1. After alarm sounded, turned boat in a safe direction.
	2. Assigned crew duties as pointer or recovery pick-up man.
	3. Sounded the danger signal (five or more short blasts).
	4. Marked boat's position by depressing the memory button on the LORAN C, or activated the 'MOB' function on the GPS, (if available).
	5. Notified controlling authority of MOB and approximate position.
	6. Briefed crew on pick-up.
	7. Described the following techniques for returning to the PIW: stop immediately; quick turn; stop and pivot return; destroyer turn.
	8. Determined set and drift for approach based on predominant forces.
	9. Made approach based on the predominant forces. Facility slowed as final approach made.
	10. Maneuvered alongside PIW.
	11. Made all steering adjustment to maintain steerage in current and keep

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	boat's stern away from the PIW.
	12. Directed pick-up man to recover PIW at boat's lowest freeboard.
	13. Ensured crewmember(s) did not endanger themselves while retrieving PIW.
	14. Made an initial patient assessment and simulated administering first aid as needed.
	15. Notified the controlling authority of PIW's condition.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-10</b>	
<b>Task</b>	<b>State the Principle Forces and Hazards that Effect Small Boat Towing in a River</b>
<b>Reference</b>	Chapters 8 and 17, Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)
<b>Conditions</b>	Performed at any time ashore, at the dock, or afloat. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must state the principle forces and hazards effecting towing in a river.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Stated causes and effects of static forces and how to overcome the effect of static forces when starting a tow and when changing tow vessel's heading.
	2. Stated types, causes, and effects of dynamic forces.
	3. Stated hazards associated with towing on a river including shallow water, narrow channels, weight and balance considerations, and tow vessel's power.
	4. Stated the effect different hull types have on dynamic forces.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

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<b>Name:</b>	
<b>COX-D17-RIVER-11</b>	
<b>Task</b>	<b>Discuss Procedures/Options for Re-Floating a Soft Grounded Boat in a River</b>
<b>Reference</b>	N/A.
<b>Conditions</b>	Performed at any time ashore, at the dock, or underway. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	In response to the mentor, the candidate must state the procedures and options for re-floating a grounded boat in a river.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Stated conditions when an attempt should be made to re-float a grounded boat.
	2. Stated importance of briefing crew and delineating their duties.
	3. Stated importance of briefing the operator of the grounded boat on procedures to be used.
	4. Stated reason for taking soundings throughout area of grounded boat.
	5. Stated survey conducted to assess damage to grounded boat.
	6. Defined methods of re-floating and discussed when they should be used.
<b>Accomplished</b>	<b>Mentor Signature:</b>  <b>Date:</b>

<b>Name:</b>	
<b>COX-D17-RIVER-12</b>	
<b>Task</b>	<b>Oral Board and Underway Check Ride for Inland Waters (River) Coxswain Qualification</b>
<b>Reference</b>	
<b>Conditions</b>	Performed underway on an Auxiliary Facility operating under orders with the appropriate crew compliment. Candidate must accomplish tasks without prompting or use of a reference. Candidate must hold current coxswain qualification prior to conducting this underway check ride. Candidate may complete COX-D17-RIVER-01 through COX-D17-RIVER-12 during this underway check ride.
<b>Standards</b>	In response to the mentor and being overseen by the Coxswain, the candidate must (a) perform COX-D17-RIVER tasks or (b) answer questions on and perform the evolutions listed below for the coxswain position.
<b>Completed</b>	<b>Performance Criteria</b>
	1. Conducted pre-underway check off and confirmed the facility was within its stated operational limitations to perform assigned mission.
	2. Conducted pre-underway brief. Assessed crewmembers capabilities to perform assigned mission.
	3. Demonstrated proficiency in launching/recovering boat from a trailer.
	4. Demonstrated proficiency in handling facility on the river including maneuvering in a narrow channel, and station keeping.
	5. Demonstrated proficiency in reading/identifying hazards to navigation common to Alaskan rivers.
<b>Oral Board</b>	<b>QE Signature:</b>
	<b>Date:</b>
<b>Check Ride</b>	<b>QE Signature:</b>
	<b>Date:</b>