



# 9th Western Auxiliary Coastie Qualification Guide

March 2014 edition



# Chapter 1 Introduction

The Ninth Western Auxiliary Coastie Qualification Guide is an integral part of the Coastie certification process. Each section contains a collection of tasks which must be learned, practiced, and performed by the trainee. These tasks represent the minimum elements of skill and knowledge necessary for safe and effective performance as a Coast Guard Auxiliary Ninth Western Team Coastie member. This chapter contains three sections:

- Section A: Purpose
- Section B: Description of the Guide
- Section C: The Qualification Process

## Section A. Purpose

### A.1. The Qualification Guide

This Qualification Guide is used in conjunction with the Auxiliary 9th Western Coastie Manual. This Qualification Guide contains a series of tasks that are performed by Auxiliary member to demonstrate that they possess the knowledge and skills required to serve as an Auxiliary 9th Western Team Coastie member. A mentor will work with the trainee to complete the Qualification Guide excluding the oral exam and hands on qualification mission check. A mentor is someone who has been certified by the DIR AUX in accordance with this guide and the 9th Western Coastie Manual. Upon successful completion of all tasks in the Qualification Guide (except Section D) with a mentor, the trainee will request the oral exam and mission check be scheduled. The trainee will make this request through the 9th Western Coastie Coordinator. The trainee will be set up with 9th Western Coastie Qualification Examiner (QE) to take the oral exam and hands on mission check. The QE will submit the completed Qualification Guide (including Section D) to the Coastie Coordinator for certification. The request will be sent to DCO, who will forward to the DIR AUX for certification.

Note: The mentor must hold 9th Western Certification from the DIR AUX or be approved by 9th Western Coastie Coordinator prior to starting qualification process for a trainee.

### A.2. Training Goal

The goal of the training program is to enable people to learn and perform up to their full potential in Auxiliary Coastie operations. This qualification guide, together with the mentoring process, is designed to lead members through a training program at a learning pace suitable for each individual. The purpose of the Coastie training program is not to “weed out” or exclude people. Rather, it is to qualify and certify as many volunteers as possible, without compromising mission integrity and safety. Coastie is an asset belonging to the US Coast Guard and should always be handled in an appropriate manner while during operation, storage, transportation or during any period of time.

## Section B. Description of the Guide

### B.2. Qualification Tasks

Each qualification task represents a certain skill or piece of knowledge required in the performance of duty as an Auxiliary Coastie Operator/Director. Collectively, the complete set of tasks represents the minimum performance standard for the position. Each task has six parts:

- Designation
- Title
- References
- Standards
- Performance Criteria
- Verification

#### B.2.a. Designation

Each task is designated by a number in the following format:

COD-02-03

Task designation number

Division designation number (corresponds to Section headings)

Volume designation (COD-Coastie Operator/Director)

#### B.2.b. Title

The name and general nature of the task.

#### B.2.c. Reference

Lists sources of teaching material, background information, and policy. The primary reference is 9th Western Coastie Manual. Other references shown in this guide are Coast Guard policy or technical directives.

### **B.2.d. Standards**

Standards describe the expected outcome of the task. Successful task completion is a function of how well a student is able to complete the task without assistance. Generally the task performance standards are as follows.

- Knowledge Tasks: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.
- Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

### **B.2.e. Performance Criteria**

These steps delineate the procedure that is best followed for performing each task. They can be utilized two basic ways.

- To Aid in Learning the Task: Some steps for task accomplishment follow exact procedures which are required for performing a particular operation or using a specific piece of equipment, while others serve as general guidelines for task completion.
- To Provide a Performance Check: The steps provide a check list which can be used by the mentor to evaluate the trainee's performance.

### **B.2.f. Verification**

The designated mentor must print his/her name, sign and date this line attesting that the candidate successfully performed the task in accordance with the prescribed standards. The mentor does not need to initial or sign each performance criterion; however, all criteria must be completed prior to signature by mentor.

### **B.3. Additional Standards**

No additional qualification tasks or modification of task therein may be required to achieve certification at this time. Certification will be awarded by DIR AUX only.

Order-issuing authorities may require additional training, based on district operational considerations, prior to assigning a certified member to duty.

## **Section C. The Qualification Process**

### **C.1. Process Summary.**

A series of qualification tasks defines the knowledge and skills required for each Coastie position. Each task describes a certain job skill, and states performance criteria for that skill. For example, a qualification task for Coastie Operator: Coastie's Sayings. The trainee completes the task by reading the reference material listed, reviewing the skills with a mentor, then practicing the task. When the trainee demonstrates mastery of the task, the mentor signs off the task. When a mentor signs off all tasks, the trainee is then scheduled for an Oral Exam and Mission Check for certification with a 9th Western Approved QE. The QE is an experienced Auxiliary Coastie Operator/Director appointed by the 9th Western Coastie Coordinator to verify the proper completion of tasks. When the Coastie QE signs off the trainee's Oral Exam and Mission Check tasks and is satisfied with the trainee's ability, the QE submits completed Qualification Guide for certification. The member maintains currency of certification by meeting the standards outlined.

### **C.2. Sign-Off Process**

The process for learning and signing-off tasks is summarized below:

1. The mentor and trainee develop a work plan. This includes how many tasks will be assigned, whether tasks will be learned individually or in groups, scheduling on-hands sessions, etc.
2. For each task, the mentor and trainee gather necessary reference material for the trainee to study. The trainee should complete the applicable sections of Chapter Three (Study Guide) that apply to the assigned tasks. Through a combination of self-study of written material and hands-on practice, the trainee learns skills required for the task.
3. The mentor demonstrates the task using procedures outlined in the Qualification Guide.
4. The mentor walks the trainee through the task until satisfied that the basic principles are understood.
5. The trainee practices the task until the mentor is confident that the trainee is able to consistently meet the task standards on his/her own.
6. When satisfied that the trainee meets the standard, the mentor verifies completion by signing off the task at the bottom of the task page.

### **C.3. Qualification Examination**

The final step in the qualification process is examination by a 9th Western District Coastie Qualification Examiner. Under the Coastie QE's direction, the trainee will complete an oral examination and an event check. Upon successful completion of all task, the QE will submit completed forms to the Coastie Coordinator, to be forwarded to the DCO and then to DIRAUX who will issue the certification. The DIRAUX has final word on certification.

## Chapter 2 Task Accomplishment Forms

<b>Mentor Tracking Form</b>			
<b>Coastie Operator/Director</b>			
Trainee's Name: _____ Member Number: _____			
Mentor/Trainer Name (Printed)	Mentor/Trainer's Name (Signature)	Initials	Date

<b>Section A</b>			
<i>Ownership, Request Process, Limitations, Assignment to Duty, UOD, and Transportation</i>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COD-01-01	Coastie and Ownership		
COD-01-02	Coastie Request Process		
COD-01-03	Coastie Limitations		
COD-01-04	Assignment to Duty		
COD-01-05	Uniform of the Day		
COD-01-06	Transportation		

<b>Section B</b>			
<i>Mission Planning, Coastie Specifics, Director Specifics and Operator Specifics</i>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COD-02-01	Mission Planning		
COD-02-02	Coastie Specifics		
COD-02-03	Director Specific Tasks		
COD-02-04	Operator Specific Tasks		

<b>Section C</b> <i>Unloading/ Loading, Director Tasks, Operator Tasks</i>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COD-03-01	Coastie Unloading/Loading		
COD-03-02	Director Tasks		
COD-03-03	Operator Tasks		

<b>Section B</b> <i>Oral/Written Board and Mission Check</i>			
<b>Task</b>	<b>Description</b>	<b>QE Initials</b>	<b>Date</b>
COD-04-01	Oral Exam		
COD-04-02	Mission Check		



**Section A**

**Name/member #** \_\_\_\_\_

**Task COD-01-01 Task : Coastie and Ownership**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

**Performance Criteria** **Completed**

1. Described the ownership and responsibility of Coastie concerning the following:
  - Coastie as an asset belongs to whom. \_\_\_\_\_
  - Who may operate. \_\_\_\_\_
  - Operator responsibility to owner \_\_\_\_\_
2. Stated Coastie's Motto \_\_\_\_\_
3. Stated Missions where Coastie may be used \_\_\_\_\_

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Task COD-01-02 Task :Coastie Request Process**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

**Performance Criteria** **Completed**

1. Stated who decides a Coastie request should be made \_\_\_\_\_
2. Described considerations needed to be discussed before making a request \_\_\_\_\_
3. Stated where you find and submit a Coastie Request \_\_\_\_\_
4. Stated information needed to submit a request \_\_\_\_\_
5. Stated who is responsible to secure operators and transportation for Coastie \_\_\_\_\_
6. Stated when request should be submitted \_\_\_\_\_
7. Stated at least five of the seven reasons a request may be denied \_\_\_\_\_

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name/member # \_\_\_\_\_

**Task COD-01-03      Task : Coastie Limitations**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

**Performance Criteria** **Completed**

Stated Coastie's limitations concerning the following:

- |                    |       |       |
|--------------------|-------|-------|
| Surfaces           | _____ |       |
| Temperature        | _____ |       |
| Distance           | _____ |       |
| Radio interference | _____ |       |
| Low energy         | _____ |       |
| Moisture           | _____ |       |
| Available space    | _____ | _____ |

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Task COD-01-04      Task : Assignment to Duty**

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 5 Section J Auxiliary Manual, COMDTINST M16790.1(series)

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

**Performance Criteria** **Completed**

- |   |       |
|---|-------|
| 1. Stated who issues assignment to duty                                   | _____ |
| 2. Stated who needs to be assigned to duty                                | _____ |
| 3. Stated process for assignment to duty                                  | _____ |
| 4. Described process if assignment to duty is not received before mission | _____ |

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name/member # \_\_\_\_\_

**Task COD-01-05      Task : Uniform of the Day**

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 10 Auxiliary Manual, COMDTINST M16790.1(series)

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated uniforms authorized for Coastie missions	_____
2. Stated who decides the uniform of the day	_____
3. Stated additional item to be worn by Coastie director and reason for wear	_____

Accomplished Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Task COD-01-06      Task : Transportation of Coastie**

Reference: 9th Western Coastie Manual revision dated March 2014, Chapter 5 Section J Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate’s total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated who is authorized to transport Coastie	_____
2. Stated preferred means of transportation	_____
3. Stated equipment and their use for Coastie transportation	_____
4. Described considerations if transportation is in open truck/trailer	_____
5. Explained 7065 form and its use	_____
6. Explained DD1149 form and when it is used	_____
7. Explained 9WR Coastie Discrepancy Report and when it is used	_____

Accomplished Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Section B**                      **Name/member#** \_\_\_\_\_

**Task COD-02-01              Task : Mission Planning**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<b><u>Performance Criteria</u></b>	<b><u>Completed</u></b>
1. Stated battery type to be used in transmitter and receiver	_____
2. Stated which batteries need to be charged, how long and when	_____
3. Stated who may operate Coastie including	
Number of operators                      _____	
Trainees                                      _____	
Qualification                                _____	_____
4. Stated (maximum and minimum) run and break times	_____
5. Stated considerations for taking a break	_____

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Task COD-02-02              Task : Coastie Specifics**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<b><u>Performance Criteria</u></b>	<b><u>Completed</u></b>
1. Stated the significance of <b>today</b>	_____
2. Described the use of Coastie's song(do's and don'ts)	_____
3. Stated seven main sayings of Coastie	_____

**Accomplished Mentor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Name/member # \_\_\_\_\_

**Task COD-02-03 Task : Director Specific Tasks**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Described how the director should interact with Coastie	_____
2. Stated the importance of the director staying close to Coastie's bow	_____
3. Describe some ways the director may handle the following	
Operator loses control of Coastie	_____
Rude spectators	_____
Shy spectators	_____
Large crowds	_____
Low battery	_____

Accomplished Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Task COD-02-04 Task : Operator Specific Tasks**

Reference: 9th Western Coastie Manual revision dated March 2014

Knowledge Task: Candidate must be able to cite, from memory, the required information. Mentors may wish to ask questions concerning particular steps for accomplishment in order to measure the candidate's total comprehension of the subject matter.

<u>Performance Criteria</u>	<u>Completed</u>
1. Stated the order of turning Coastie and his equipment on and off	_____
2. Described where the Operator should be located considering	
View of spectators	_____
Operator view	_____
Distance from Coastie	_____
3. Stated precautions Operator should follow while using control unit	
Storage	_____
Trim Lever	_____

Accomplished Mentor signature \_\_\_\_\_ Date \_\_\_\_\_

**Section C**                      **Name/member#**\_\_\_\_\_

**Task COD-03-01              Coastie unloading/loading**

Reference: 9th Western Coastie Manual revision dated March 2014, *Transportation of Coastie* document on the 9th Western District webpage, *9WR Coastie Discrepancy Report* on the 9th Western District webpage.

- . ● Performed with Coastie trailer, *9WR Coastie Discrepancy Report*, Coastie and all equipment. This may be performed in pairs. Each person must exhibit proper knowledge and skill of task.
- . ● Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

<b><u>Performance Criteria</u></b>	<b><u>Completed</u></b>
1. Secured trailer before opening back door	_____
2. Removed Coastie and Equipment from trailer	_____
3. Attached Coastie's equipment and props	_____
4. Completed filling out <i>9WR Coastie Discrepancy Report</i>	_____
5. Located four latches to secure Coastie top	_____
6. Properly secured Coastie and equipment in trailer	_____

**Accomplished Mentor signature**\_\_\_\_\_ **Date**\_\_\_\_\_

Name/member # \_\_\_\_\_

**Task COD-03-02 Director Tasks**

Reference: 9th Western Coastie Manual revision dated March 2014

- Performed with Coastie and all equipment acting as **Director**. Non-public location with Auxiliary acting as spectators. May use props such as: Coastie Membership Card, Type IV, life jacket, stuffed animals or others.
- Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

<u>Performance Criteria</u>	<u>Completed</u>
1. Installed Coastie battery	_____
2. Displayed correct sequence of activating Coastie (in conjunction with Operator)	_____
3. Remained by Coastie's bow through drill	_____
4. Interacted with spectators properly	_____
5. Treated Coastie as a live five year old	_____
6. Conversed with operator through Coastie	_____
7. Demonstrated Coastie shut down for loss of control	_____
8. Demonstrated following scenarios, asked open ended questions:	
"Always swim with a buddy in a supervised area."	_____
"Life jackets float, you don't."	_____
"Don't just pack it, wear your life jacket"	_____
At least one other of Coastie's sayings	_____
become a member of "Team Coastie"	_____

Accomplished Mentor signature \_\_\_\_\_

Date \_\_\_\_\_

Name/member # \_\_\_\_\_

**Task COD-03-03 Operator Tasks**

Reference: 9th Western Coastie Manual revision dated March 2014

- . ● Performed with Coastie and all equipment acting as **Operator**. Non-public location with Auxiliary acting as spectators. May use props such as: Coastie Membership Card, Type IV, life jacket, stuffed animals or others.
- . ● Skill Tasks: Candidate must be able to personally perform all performance tasks without prompting or assistance from the mentor. Each task demonstration must follow the correct sequence with little or no hesitation between the steps for accomplishment.

<u>Performance Criteria</u>	<u>Completed</u>
1. Installed batteries, and readied all equipment for operation of Coastie	_____
2. Displayed correct sequence of activating Coastie (in conjunction with Director)	_____
3. Interacted with spectators properly	_____
4. Operated Coastie as a live five year old	_____
5. Talked in a slow articulate way/ easy for spectators to understand	_____
6. Operated Coastie around objects, forward, backward, circles, turns	_____
7. Operated Coastie to wink, blink, move eyes back and forth	_____
8. Sounded fog horn, bell and siren	_____
9. Activated navigation lights, beacon and spot light	_____
10. Demonstrated following scenarios, asking open ended questions:	
"Always swim with a buddy in a supervised area."	_____
"Life jackets float, you don't."	_____
"Don't just pack it, wear your life jacket"	_____
At least one other of Coastie's sayings	_____
become a member of "Team Coastie"	_____

Accomplished Mentor signature \_\_\_\_\_ Date \_\_\_\_\_



**Section D**    **Name/member#**\_\_\_\_\_

**Task COD-04-01    Task : Oral Examination**

Reference: 9th Western Coastie Manual revision dated March 2014, Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Standards: The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each of the areas listed below as from the Qualification Guide. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

<b><u>Performance Criteria</u></b>	<b><u>Completed</u></b>
1. Section A. COD-01-01	_____
2. Section A. COD-01-02	_____
3. Section A. COD-01-03	_____
4. Section A. COD-01-04	_____
5. Section A. COD-01-05	_____
6. Section A. COD-01-06	_____
7. Section B. COD-02-01	_____
8. Section B. COD-02-02	_____
9. Section B. COD-02-03	_____
10. Section B. COD-02-04	_____
11. Section C. COD-03-01	_____
12. Section C. COD-03-02	_____
13. Section C. COD-03-03	_____

**Accomplished QE's Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

**Section D**

**Name/member#** \_\_\_\_\_

**Task COD-04-02 Task : Qualification Mission Examination Check**

Reference: 9th Western Coastie Manual revision dated March 2014, Auxiliary Manual, COMDTINST M16790.1(series), *Transportation of Coastie Procedures* on the 9th Western District webpage, *9WR Coastie Discrepancy Report* document on the 9th Western District webpage.

Conditions: Performed with use of Coastie Trailer, Coastie, Coastie accessories and props. Trainee must accomplish tasks without prompting or use of reference. COD-01-01 through COD-04-01 **must** be satisfactorily completed prior to conducting Qualification Mission Examination Check.

Standards: In response to the QE and being overseen by Operator/Director, the trainee must answer questions on, and perform the below listed tasks for the Operator/ Director position as stipulated.

<b>Completed</b>	<b>Performance Criteria</b>
	1. Conducted a check of Coastie Trailer, Coastie, and equipment using <i>9WR Discrepancy Report</i>
	2. Unloaded Coastie and equipment from trailer
	3. Watched battery levels while <u>operator</u> and <u>director</u>
	4. Readied Coastie and equipment for operation as <u>director</u>
	5. Displayed correct sequence of activating Coastie as <u>director</u>
	6. Remained by Coastie's bow through drill as <u>director</u>
	7. Treated Coastie as a live five year old as <u>director</u>
	8. Interacted with spectators properly as <u>director</u>
	9. Conversated with operator through Coastie as <u>director</u>
	10.Used Coastie's sayings while operating as <u>director</u>

	11. Protected Coastie and spectators properly as <u>director</u>
	12. Readied Coastie and equipment for operation as <u>operator</u>
	13. Displayed correct sequence of activating Coastie as <u>operator</u>
	14. Demonstrated use of Coastie as a tool, not a toy as <u>operator</u>
	15. Operated Coastie as a live five year old as <u>operator</u>
	16. Talked with spectators so could be understood as <u>operator</u>
	17. Moved Coastie in a safe manner for all as <u>operator</u>
	18. Used Coastie's sayings while acting as <u>operator</u>
	19. Activated Coastie's accessories in a proper manner as <u>operator</u>
	20. Conversated with director through Coastie as <u>operator</u>
	21. Asked open ended questions as <u>operator</u>
	22. Took breaks and stored equipment during breaks properly
	23. Showed proper respect for USCG assets
	24. Loaded Coastie and equipment into trailer properly

**Accomplished** QE's signature \_\_\_\_\_ **Date** \_\_\_\_\_

Comment should be made in detail. Another page may be attached if more room is needed.