NEW YORK NAVAL MILITIA

BOAT COXSWAIN QUALIFICATION

NYNMINST 3501.3

NAME (Rate/Rank) _____

(01/17)

STATE OF NEW YORK
DIVISION OF MILITARY AND NAVAL AFFAIRS
NEW YORK NAVAL MILITIA
330 OLD NISKAYUNA ROAD, LATHAM, NEW YORK 12110

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NEW YORK NAVAL MILITIA INSTRUCTION 3501.3

Subj: BOAT COXSWAIN QUALIFICATION

Ref: (a) NYNMINST 1550.1 (series) MEBS TRAMAN
(b) NYNMINST 3501.2 (series) MEBS CRAFTMASTER

Encl: (1) Personal Qualification Standard (PQS) for BOAT COXSWAIN
(2) Radiotelephone Reference Guide

1. Purpose. This instruction promulgates the qualifications to become designated as a BOAT COXSWAIN, and includes the Personnel Qualification Standard (PQS) for members to attain this designation.

2. Discussion. A Boat Coxswain is an individual who has demonstrated the minimum standards and ability to operate a vessel underway, while keeping passengers, the vessel and others safe while doing so.

3. Cancellation. This is a new instruction. It replaces enclosures (1) and (2) of NYNMINST 1550.1A, of 17FEB12.

4. Action. MEBS members seeking to become designated as a Boat Coxswain must complete the requirements found in enclosure (1), including passing a final oral board established at the direction of the Commander, MEBS.

a. Performance Qualifications Standards. Enclosure (1) includes those crewmember and coxswain items that must be completed prior to qualification as a MEBS Coxswain. Qualification Signatories are those personnel whose experience and qualification make them eligible to approve the performance of a candidate.

b. Boat class check ride. The requirement for the check ride ensures that the individual Coxswain is fully capable of safely operating an individual class of patrol boat. A MEBS designated qualifier must observe the performance of the Coxswain on a particular class of boat to become certified as an independent Coxswain for that boat class. The requirement for the check ride ensures that the individual Coxswain is fully capable of safely operating an individual class of patrol boat. A MEBS designated instructor must observe the performance of the Coxswain on a particular class of boat to become certified as an independent Coxswain for that boat class. Use of NYNM Form 1501 documents the successful completion of the check ride.

TEN EYCK B. POWELL, III

Personal Qualification Standard (PQS) for BOAT COXSWAIN

1. Qualification Approvers

Personnel signing as approving the performance of the candidate must be qualified to do so. Either the person is already a MEBS certified coxswain or otherwise approved by Commander, MEBS to sign as a qualification approver.

Persons signing off on performance standards are to record their rank, name, and start date for qualification of the particular candidate. This is a means of clarifying the individual line item signatures.

Approvers only sign this section once.

Name/Rank	Signature	Initial	Start Date

2. **General Crewmember Requirements**

A. Deck Seamanship and Line Handling

(1) Vessel Nomenclature

Performance Criteria	Completed (Initials)	Date
1. Identify bow of the boat.		
2. Identify starboard side of boat.		
3. Identify port side of boat.		
4. Identify athwart-ships.		
5. Identify outboard and inboard areas.		
6. Identify stern of the boat.		
7. Identify port quarter.		
8. Identify starboard bow.		
9. Identify windward and leeward side of the boat.		

(2) Line

Performance Criteria	Completed (Initials)	Date
1. Define line material: a. Polypropylene b. Nylon, including double braid c. Natural fiber		
2. Identify bitter end of line.		
3. Identify standing part of line.		
4. Make bight in the line.		
5. Make overhand loop in the line.		
6. Make underhand loop in the line.		
7. Make turn around an object.		
8. Make round turn around an object.		

(3) Knots, anchor line, fenders, and tow line

Performance Criteria	Completed (Initials)	Date
1. Identify, explain and tie the following knots and hitches routinely used. a. Bowline b. Clove Hitch		

c. Sheet (Becket) Bend d. Timber Hitch e. Square (reef) knot		
2. Identify the different parts of a boat's anchor. Explain the following: a. Scope of Line b. Anchor Chain Use c. Anchor at Short Stay		
3. Rig fenders to the side of the boat		
4. Make fast a boat, to a dock		
5. Secure a towline to a towing bit		

(4) Mooring configurations

Performance Criteria	Completed (Initials)	Date
1. Place forward spring line on pier cleat tended and secure to boat.		
2. Place stern line on pier cleat and secure to the boat.		
3. Place bow line on pier cleat and secure to the boat.		
4. Place aft spring line on pier cleat and secure to the boat.		

(5) Getting underway

Performance Criteria	Completed (Initials)	Date
1. Brief crew on procedures to be used and their duties.		
2. Remove mooring lines from pier as directed.		
3. Clear stern of the boat from the pier.		
4. Clear boat of pier.		

B. Fitness and Survival

(1) Person in Water

Performance Criteria	Completed (Initials)	Date
1. Explain in detail or demonstrate the following: a. Properly donned protective clothing b. Water entry c. Best type of PDF or survival suit for the situation d. Huddle technique		

e. Use of available visual distress gear		
2. Participate in a Man Overboard Evolution. a. Pointer b. Keep person-in-water (P.I.W.) in sight c. Keep coxswain informed d. Assist with recovery		
3. Pick-up / Recovery Person. a. Pick best location on vessel b. Prepare heaving lines c. Throw heaving lines		

(2) Lifejackets

Performance Criteria	Completed (Initials)	Date
1. Demonstrate proper donning of the Type III PFD and adjust for proper fit.		
2. State when the Type III PFD is required to be worn.		

(3) Fatigue

Performance Criteria	Completed (Initials)	Date
1. Describe the situations that may cause fatigue.		
2. State the crew's responsibility.		
3. Describe the primary symptoms of fatigue.		
4. Describe the prevention measures for fatigue.		
5. State underway limits for unit's boats.		

C. Communications

(1) Radios

Performance Criteria	Completed (Initials)	Date
1. Identify Marine and Dual-band VHF transceivers and speakers.		
2. Identify power switch and turn radios on.		
3. Identify channel selection switch or buttons and select frequency.		
4. Identify and adjust volume control.		
5. Identify and adjust squelch control to just beyond the point where the static disappears.		

6. Identify microphone and operating button and demonstrate radio check on appropriate working		
7. Demonstrate an understanding and ability to use all available voice communications systems available on a MEBS boat, in accordance with enclosure (2): a. Properly operate the radios on board b. Properly pass positions and operational status		
8. Identify and state the purpose of common maritime urgency and emergency signals: a. "Securitie-Securitie" b. "Mayday-Mayday"		
9. Identify Automatic Identification System (AIS), also known as Blue Force Tracker (BFT)as it relates to Marine VHF radio.		

(2) Forms and Reports

Performance Criteria	Completed (Initials)	Date
1. Demonstrate purpose and use of Float Plan.		
2. Demonstrate purpose and use of Crew Manifest.		
3. Demonstrate purpose and use of Boat Inventory.		

D. Navigation and Rules of the Road

(1) Charts

Performance Criteria	Completed (Initials)	Date
1. Identify the longitude scale.		
2. Identify the latitude scale.		
3. Identify horizontal and vertical clearances of overhead bridges and cables.		
4. Identify 1 NM using the latitude scale.		
5. Identify sounding numbers (feet/fathoms).		
6. Identify depth curves (contours).		
7. Identify the general information block.		
8. Identify the scale of a chart.		
9. Identify the latitude and longitude in minutes or seconds.		
10. Identify different colors and stated meaning of each.		
11. Identify the miles and yards scale.		

12. Identify aids to navigation.		
13. Identify the symbol for prominent local landmarks.		
14. Identify the compass rose and indicate the purpose of each of its prominent parts.		
15. Identify the symbol for a wreck, rock, or other submerged object.		
16. Identify latest changes to the chart determined by Notice to Mariners and Local Notice to Mariners.		

(2) Navigation Lights

Performance Criteria	Completed (Initials)	Date
1. Identify port side light.		
2. Identify starboard side light.		
3. Identify stern light.		
4. Identify anchor light.		
5. Identify towing lights for barges.		
6. Identify masthead light for sailboat.		
7. Identify bow combination light for various boats.		

(3) Navigation Sounds

Performance Criteria	Completed (Initials)	Date
1. Identify short blast.		
2. Identify prolonged blast.		
3. Identify danger signal.		
4. Identify signal for intention, coming to port (inland).		
5. Identify whistle signal for sailing vessels during periods of reduced visibility.		

(4) Navigation Aids

Performance Criteria	Completed (Initials)	Date
1. Identify a nun buoy and a can buoy.		
2. Identify a preferred channel buoy and state its purpose.		
3. Identify a day beacon.		

4. Identify ranges and state their purpose.		
5. While underway, identify by type, number and characteristic the primary aids used for entering and exiting the vessel's berth.		

E. Electronics

(1) Radar

Performance Criteria	Completed (Initials)	Date
1. Turn radar power switch on and allow unit to warm up.		
2. If applicable, demonstrate toggling between transmit and standby modes.		
3. Turn radar for maximum target return as required.		
4. State the use of "gain," "sea clutter" and "rain clutter."		
5. Demonstrate adjusting Use of "gain," "sea clutter" and "rain clutter" as necessary.		
6. Recognize and visually verify three different prominent landmarks on radar.		

(2) Chart Plotter

Performance Criteria	Completed (Initials)	Date
1. Energize chart plotter.		
2. Adjust tone and brilliance.		
3. Select plotter and sounder displays.		
4. Remove/insert memory card.		
5. Select chart scale/range		
6. Demonstrate competence with entering and following waypoints.		
7. Demonstrate anchor watch alarm.		

(3) AIS

Performance Criteria	Completed (Initials)	Date
1. Identify and energize AIS.		
2. Describe the Automatic Information System.		
3. Describe MMSI and identify vessel's unique MMSI number.		

4. Describe the difference between encrypted and unencrypted AIS systems.		

(4) Fathometer

Performance Criteria	Completed (Initials)	Date
1. Identify location of fathometer transducer on hull.		
2. Energize fathometer/depth sounder and related equipment as required.		
3. Adjust illumination, backlighting and contrast as appropriate.		
4. State the depth in three different positions.		

F. Deck Operations

(1) Anchoring

Performance Criteria	Completed (Initials)	Date
1. State the main parts of the anchor.		
2. State the equipment associated with anchoring.		
3. Establish communications with Coxswain during the anchoring evolution.		
4. Ascertain amount of scope needed based on depth of water and type of bottom.		
5. Break out and attach anchor line to anchor.		
6. Deploy anchor by safest means.		
7. Inform Coxswain of direction line tending at all times as anchor line pays out (veers).		
8. Establish communications with Coxswain for raising anchor.		
9. Remove slack from anchor line as boat moves ahead.		
10. Signal to Coxswain when the anchor line is at short stay (up and down).		
11. Break anchor free from bottom (if anchor does not break free, trainee makes fast anchor line to bitt while Coxswain moves the boat ahead to break it free).		
12. Determine if anchor is clear and clean.		
13. Haul anchor aboard the boat.		
14. Make up and stow all equipment.		

(2) Mooring

Performance Criteria	Completed (Initials)	Date
1. Position all fenders appropriately for width and height of pilings and piers.		
2. Place fenders at contact points between boat and pier, dock or another boat.		

3. **Coxswain Requirements.**

A. Operations

Practical Demonstration Criteria	Completed (Initials)	Date
1. Pre-operational checks prior to getting underway.		
2. Procedures if boat will not start.		
3. Procedures to follow for loss of electrical power.		
4. Procedures for no/low oil pressure.		
5. Procedures for defective charging system.		
6. Procedures for shaft or prop vibration.		
7. Procedures to take for steering casualty.		
8. Location of firefighting equipment.		
9. The various classes of fires, their fuel and methods of extinguishing them.		
10. Generator light-off procedure.		
11. Main engine light-off procedure.		
12. Sound signal prior to casting off.		
13. Radio procedure prior to casting off.		
14. Casting off pier.		
15. Pilot the boat.		
16. Operation of boat in following seas.		
17. Operation of boat in head seas.		
18. Operation of boat in beam seas.		
19. Operation and maneuver of boat in narrow channel.		
20. Compensation for set and drift.		
21. Plotting a course and following it by use of compass.		
22. Required sound signals for maneuvering.		
23. Mooring the boat.		
24. Anchoring the boat.		
25. Weighing anchor.		
26. Securing the boat to a pier.		

B. Reduced Visibility Navigation

(1) General Preparations

Performance Criteria	Completed (Initials)	Date
1. Properly activate and energize all onboard navigation equipment as well as the propulsion system		
2. Rig the anchor, set lookout and send security calls		
3. Get underway safely and keep the vessel in		

safe water at all times; be able, at any given time, to be able to properly fix the vessel's position		
4. Observe proper safety precautions (navigation lights, lookouts, gear on deck, engine checks)		
5. Carry out the mission, safely return to the dock and properly secure vessel for next operation		

(2) Radar Navigation

Performance Criteria	Completed (Initials)	Date
1. Identify a moving target on the boat's radar.		
2. Use the range markers and electronic bearing line to establish the target range and relative bearing.		
3. Determine if the target is in a meeting situation or would be passing ahead or astern of the MEBS boat by monitoring the range and relative bearing.		
4. Recommend course alteration, if necessary, to avoid the other boat.		

C. Navigation Rules

(1) General

Performance Criteria	Completed (Initials)	Date
1. Explain the Hierarchy of Privileges.		
2. Explain (a) Rule of Good Seamanship (b) "General Prudential Rule"		
3. Given a scenario involving vessels and/or navigational aid lights, explain what the lights represent and what action must be taken by vessels involved.		
4. Operate the boat in accordance with inland navigation rules.		

(2) Practical Usage

Performance Criteria	Completed (Initials)	Date
1. List the different types of buoys and their characteristics in the local area and the purpose of each.		

2. Identify three different local fixed aids.		
3. Identify and report the range and relative bearing of four different type vessels, common to the local area.		
4. Identify and report range and relative bearing to deadhead and/or other floating hazard to navigation.		
5. Identify whistle, bell, gong, and/or other local audio aids to navigation.		
6. Recognize and report different boat crossing situations.		
7. Recognize and report meeting situations.		
8. Recognize and report overtaking situations.		

D. Helm Operations

(1) Conning

Performance Criteria	**Completed (Initials)**	**Date**
1. Determine the rudder limits.		
2. Check engine control action.		
3. Move boat forward in a straight line.		
4. Maintain safe speed for ability and weather conditions.		
5. Adjust speed to ensure wake causes no damage or injuries.		
6. Demonstrate NO WAKE SPEED.		
7. Turn the boat with the helm.		
8. Stop the boat in a safe manner.		
9. Hold a course while backing the boat.		
10. Maintain course to within 5° of ordered course over a 10-minute staged run.		
11. Alter course (at least 35°) to new course on Coxswain's command.		
12. Steady boat up on new course and hold to within 5° of ordered course.		
13. Monitor engine gauges.		
14. Keep careful watch of the surrounding area.		
15. Brief crew on procedure to be used and their duties.		
16. Demonstrate checking engine control (forward and reverse on each engine.)		

17. Approach dock slowly.		
18. Apply appropriate power and rudder, use spring line if desired.		
19. Bring boat alongside.		
20. Secure lines.		

E. Navigating

(1) Resources

Performance Criteria	Completed (Initials)	Date
1. Identify and state the use of various common navigational references listed below: a. USCG Navigational Rules b. Tide Tables/Current Tables c. Nautical Charts		

(2) Local Knowledge

Performance Criteria	Completed (Initials)	Date
1. Identify all major piers and docks in the area.		
2. Identify any prominent dangerous submerged or semi-submerged rocks, shoals and structures.		
3. Identify all prominent submerged or partially submerged wrecks in the area.		
4. Identify all prominent antennas and towers used as navigational landmarks in the area.		
5. Identify all prominent buildings and structures used as navigational landmarks in the area.		
6. Identify all prominent landmarks in the area.		
7. Identify all bridges and their types in the area.		

F. Boat Sense. Demonstrate a practical understanding of the following concepts:

Practical Demonstration Criteria	Completed (Initials)	Date
1. Constant Bearing, Decreasing Range (CBDR). This fundamental concept that when used properly will prevent collisions with stationary objects or other vessels.		
2. Seaman's Eye. A skilled mariner will develop a "Seaman's Eye," the ability to assess distances and angles without the aid of		

electronic navigation equipment.		
3. Situational Awareness (SA). Knowing what is going on around the vessel (360 degrees), both internal and external to the boat is a key safety issue. Coxswains who only focus on what is going on ahead of the bow are dangerous. Likewise, attention to the coxswain's duties rather than sky-larking, gabbing, and similar activities is part of SA.		
4. Smartness. A vessel's appearance and boat handling are a clear demonstration of the professionalism of the mariner. There should be no loose gear. Lines are to be properly rigged and stowed. Fenders will be inside the gunwales when cruising underway. Use smooth powering of the boat. Turns will be decisive and not meandering.		
5. Etiquette. Coxswains will demonstrate proper boat etiquette.		
6. No wake zones. Coxswains will demonstrate an understanding of how to operate in a "No Wake Zone."		
7. Common sense.		

4. Final Certification Recommendation.

_____ completed a practical demonstration and oral board, and is recommended as an independent coxswain onboard the following vessel: _____.

Certified by: _____

Date: _____

NEW YORK NAVAL MILITIA

RADIOTELEPHONE REFERENCE GUIDE

Marine VHF Channels: Normally Monitor Channel: 16

06	Inter ship Safety	Ship to Ship Safety & Search and Rescue
09	Hailing Frequency	Calling Channel.
13	Bridge to Bridge Navigation	Traffic must be about vessel navigation.
16	International Distress, Urgency, Safety, & Hailing	
22A	Coast Guard Liaison and Safety Information Broadcasts.	Use this channel to talk to the Coast Guard.
24 - 28 84 - 86	Public Correspondence	Marine Operator.
68	Non-Commercial.	Routine Traffic.
69	Non-Commercial.	Routine Traffic.
70	Digital Selective Calling Only, No Voice Communications Authorized.	
71	Non-Commercial.	Routine Traffic.
72	Non-Commercial.	Routine Traffic.
78A	Non-Commercial.	Routine Traffic.
79A	Non-Commercial (Great Lakes Only)	Routine Traffic.
80A	Non-Commercial (Great Lakes Only)	Routine Traffic.

Phonetic Alphabet:

A		Alfa
B		Bravo
C		Charlie
D		Delta
E		Echo
F		Foxtrot
G		Golf
H		Hotel
I		India
J		Juliet
K		Kilo
L		Lima
M		Mike
N		November
O		Oscar
P		Papa
Q		Quebec
R		Romeo
S		Sierra
T		Tango
U		Uniform
V		Victor
W		Whiskey
X		Xray
Y		Yankee
Z		Zulu

NEW YORK NAVAL MILITIA

RADIOTELEPHONE REFERENCE GUIDE

Calling Procedures: The standard procedure for a non-emergency call such as calling another vessel, is as follows.

1. You should call the vessel, or station on channel 9 or 16 in the following manner.
2. Name of station being called, spoken three times.
3. The words "THIS IS", spoken once.
4. Name of your vessel / call sign, spoken once.
5. The word "OVER".
6. Then you wait for the station being called to answer. Their answer should be in the same manner as your call.
7. Once answered you should suggest going to a working channel to carry on your conversation.
8. The word "OVER".
9. Wait for reply or confirmation from the station being called, switch to the working channel and repeat the process.
10. Upon completion of a conversation, the word "OUT" is used rather than "OVER." Using the word "OVER" means that a response is expected, whereas using the word "OUT" means that NO response is expected. **Never use the phrase "OVER AND OUT."**

An example might be:

Calling Station: "Patrol Boat Two-Two-Zero, Patrol Boat Two-Two-Zero, Patrol Boat Two-Two-Zero, THIS IS Det ONE, OVER"

Responding Station: "Det ONE, THIS IS Patrol Boat Two-Two-Zero, ROGER, OVER

Calling Station: "Switch and listen channel 68, OVER."

Responding Station: "Switching channel 68, OUT."

You would then switch to channel 68 and call Patrol Boat Two-Two-Zero using the same procedure and conduct your business. All conversations whether on a hailing channel or a working channel should be kept short and to the point.

PROWORDS

Send: "I have received your initial call; send me your message."

Out: "This is the end of my transmission to you and no answer is required or expected."

Over: "This is the end of my transmission to you and a response is necessary. Go Ahead: transmit."

Roger: "I have received your last transmission satisfactorily, radio check is loud and clear." "Roger" is used occasionally to mean "yes", but this is incorrect. The proper proword for "yes" is "Affirm".

Wilco: "I understand and will comply (WILL COMPLY = WILCO)." To be used only by the addressee.

Affirm, Affirmative: "Confirm" or "Yes.

Negative: "No" or "NEG". circuit), United States Navy instruction omits the use of either as prowords.

Radio Check: What is my signal strength and readability; how do you hear me?