BOAT OPERATIONS AND TRAINING

BOAT

PROGRAM VOLUME 1

NASBLA
Boat Operations And Training

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Introduction

Welcome to the National Association of State Boating Law Administrators (NASBLA) Boat Operations and Training (BOAT) Program Manual. This publication, recognized by the United States Coast Guard, provides the basic guidelines for implementing a systematic approach to Maritime Boat Crew Qualifications and Standards. Adoption of this program can enhance our nation's maritime homeland security, public safety, and search and rescue capabilities.

By providing this recommended system of training, qualification and typing, agencies operating in the maritime environment can develop a true interoperable structure and force multiplier to the U.S. Department of Homeland Security, and capitalize on potential funding to support this national model initiative.

This manual will outline, in great detail, the components of a training system that a maritime law enforcement agency or division can implement in order to elevate the knowledge, skills and performance of its officers. Designed as a system of components, every agency will have the opportunity to pick the elements of the program that apply and facilitate its unique needs and applications. It will also provide critical required elements of training and qualification necessary to meet typing and credentialing needs of FEMA and the Coast Guard when resources are requested through MOU or EMAC deployment processes.

Purpose

This manual prescribes policy, doctrine, and training requirements for NASBLA member agencies and accredited public safety agency partners.

Every effort has been made to make this Manual useful and applicable to all aspects of boat operations and training. In situations where this manual does not address a specific organizational construct or relationship and the application of a particular provision is unclear, users should seek clarification from the NASBLA BOAT Program Director or respective BOAT Program Manager to clarify the provision in question.

The diverse nature of boat operations also means that this Manual 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.

Action

All NASBLA accredited public safety agencies shall comply with

the provisions of this Manual.

Directives Affected   BOAT Program Manual VOL 1 (100809) is canceled.

Disclaimer   This guidance is not a substitute for applicable legal requirements, nor is itself a rule. It is intended to provide operational guidance for NASBLA BOAT Program and Accredited Agency personnel and is not intended to nor does it impose legally binding requirements on any party outside of a NASBLA accredited public safety agency.

Requests for Changes   To recommend edits or changes to this Manual, email the BOAT Program Director.

Definitions   The following definitions apply to this manual:

Accreditation   A voluntary process through which a third-party, standards-setting organization grants recognition to a Government Organization after verifying that it has met minimum criteria, usually including, but not limited to, demonstration of compliance with established performance standards through documentation and an onsite review process.

BOAT Advisory Board   A panel of up to fifteen (15) members, appointed by the Chairman of NASBLA's Preparedness & Response Committee. The Board shall be governed by rules established and approved by the Committee to function as a consultative board relating directly to training courses within NASBLA's BOAT Program.

Certification   A voluntary process through which an organization grants recognition to an individual in a particular subject area after verifying that he or she has met minimum criteria, including, but not limited to, passing an assessment process to include subject matter testing.

Certificate Program   A voluntary program in which an organization grants recognition to an individual after verifying that he or she has met minimum criteria, including participation in a

training or education program and demonstrating comprehension of the program's learning outcomes by passing an assessment.

Assistant Instructor

An individual who has successfully completed the NICP process, and has been credentialed by NASBLA to act as an assistant instructor under a credentialed Lead Instructor.

Credentialing

An umbrella term to describe the various types of formal recognition programs, including certification, certificate programs, accreditation and licensure. For the purposes of this document and the NASBLA BOAT Program, credentialing is the process by which a candidate's instructor capabilities are assessed and evaluated in order to be granted the permission to deliver NASBLA BOAT Program courses.

Credentialing Renewal

The triennial review of a credentialed instructor's qualifications and performance that leads to an instructor credential being extended for another credentialing period.

Currency

The process that ensures minimum requirements are maintained.

Direct Delivery

A NASBLA course delivered by NASBLA directly to students by a credentialed and contractually paid instructor. The students in a "direct delivery" course register through a NASBLA registration site, course materials are provided by NASBLA, certificates of completion and student tracking will be a function of NASBLA and the course costs are tuition based.

Indirect Delivery

A NASBLA course delivered by permission of the NASBLA BOAT Program Director by a NASBLA credentialed instructor by either an accredited Public Safety Agency or by a USCG Station under the direction of the Officer in Charge or Commanding Officer. All course materials are provided by the host agency and successful graduates will receive a NASBLA certificate by submitting an affidavit of student participation, test scores, and evaluations. A course taught by an instructor certified as a "Train the Trainer" in BUI or OWS must follow the procedures defined in this manual.

Lead Instructor

Lead Instructor: A NASBLA-credentialed instructor

responsible for on-site delivery and administration of a course; ensures that all course-learning objectives are met.

Accredited Agency Lead Instructor

An Accredited Agency Lead Instructor is limited in authority to perform the duties of a Lead Instructor solely within his/her accredited agency; responsible for the delivery and administration of a NASBLA course for training personnel by the accredited agency only. In performance of those duties he/she will ensure that all NASBLA course – learning objectives are met.

NASBLA Break-In Instructor

An individual who has successfully applied for and met the baseline instructor qualifications, as verified by the NASBLA Program Director. Break-in Instructors are not credentialed and/or compensated, other than travel and per diem, until such time that they have demonstrated instructor proficiency and successfully passed an instructor evaluation as verified by the NASBLA Program Director.

NASBLA BOAT Program Director

The Program Director is the person working for NASBLA and assigned to implement, supervise and coordinate the national standards of the BOAT program and ensures these standards are met at the agency and federal inter-operations levels. The Program Director will also assist in implementing an agency's BOAT program. In this capacity, the Program Director provides daily oversight of the system and subject matter expertise to NASBLA member and participating agencies, along with long-range planning for the program and its continued enhancement. The Program Director will be the direct representative to the USCG Office of Boat Forces to ensure continued process and program alignment.

NASBLA BOAT Program Manager

NASBLA BOAT Program Manager refers to the individual overseeing one of the BOAT Program disciplines; these are defined as Tactical, Response, OWS, GPS Forensics, BUI, BAI, and Ice Rescue.

Accredited Agency BOAT Program Manager

For this program and training system, "Accredited Agency Program Manager" is defined as that person designated by each participating agency leadership as the individual responsible for implementing this program and/or its components, and as a center point of contact by

field officers, partner agencies, and the Program Director. In many cases, the Program Manager functions are similar or equal to those assigned as training officers or staffs within an agency.

NASBLA Certified Course

A training course sponsored, conducted, funded, and/or certified by NASBLA.

NASBLA Instructor Credential

A designation that indicates an applicant has met the minimum standards of the NASBLA Instructor Credentialing Program (NICP).

Operational Course

A course within the NASBLA BOAT Program that contains an on-the-water component or requires vessel or vehicle operations.

Professional Development

An opportunity that enhances instructors' knowledge, skills, and abilities. Professional development may include, but is not limited to, seminars, workshops, recommended books, and websites.

Resident Course

A resident course is a NASBLA delivered or approved course where students travel to the training location.

Subject Matter Expert (SME)

An individual who, by virtue of position, education, training, or experience, is expected to have greater than normal expertise or insight relative to a particular technical or operational discipline, system, task, or process, and may be chosen by a Program Manager as a technical advisor to contribute to a BOAT Program course delivery.

TABLE OF CONTENTS

In this part   This part of the BOAT Program manual contains the following
chapters and sections:

CHAPTER 1: TRAINING AND QUALIFICATION

Introduction   This chapter provides a broad overview of a training program and how it relates to an agency training program within the maritime law enforcement environment. Follow-on BOAT Program volumes describe the agency training program for specific boat competencies.

It provides two components:

1. Recommended training standards to enhance and ensure the safety and security of boat crews throughout the nation.
2. Elements that MUST be followed and maintained in order to satisfy FEMA, U.S. Coast Guard, and National association of State Boating Law Administrators typing, qualification and certification standards.

This maritime training program establishes the components necessary for qualification, currency maintenance, and documentation requirements for all personnel serving in various crew member positions on all law enforcement and rescue vessels.

In this chapter   This chapter contains the following sections:

References for this Chapter

a. *Boat Crew Handbook(s),* 16114.1-5 (series)
b. *U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement (NSS) to the International Aeronautical and Maritime Search and Rescue Manual (IAMSAR),* COMDTINST M16130.2 (series).

A. Training Program Overview & Components

Introduction   The training and qualification requirements set forth in this manual are established to ensure the readiness of multiple agency boat crews to complete assigned missions or carry out responsibilities safely and effectively. The following paragraphs provide a general description of various training sources and programs used to assist the agency and its boat crews in the execution of its training program. The availability of individual training sources for each agency may be dependent on missions and geographic location. What should be noted is the availability of training sources internally, externally through other local, state or federal agencies (including the local Coast Guard Station, residential training, commercial training or exportable training from certified NASBLA instructors) can be coordinated by NASBLA through its BOAT Program Director.

In this section   This section contains the following subsections:

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A.1 Training Teams   Agencies may establish or utilize Training Teams to provide a variety of training solutions.

A.2 Readiness Assessment Teams   Agencies may establish Readiness Assessment Teams to travel to units and evaluate the condition of boats, boat crew proficiency, as well as the knowledge and skill of individual members. These teams can also evaluate agency rescue and survival systems, boat crew training, and qualification programs. A Readiness Assessment Team can provide classroom lectures and provide unit-specific recommendations to improve boat crew training and qualification programs. Agencies may choose to combine Training and Readiness Assessment Teams to perform both functions and provide both capabilities to the field.

A.3 Exportable Training

Agencies, their training components or Program Managers often "export" training, sending instructors to other geographic locations, divisions, or partner agencies. That training provider and the recipient agency/Program Manager may certify this training as equivalent to resident training completion. Instruction received may be applied toward Personnel Qualification Standards (PQS) completion, discussed in another chapter of this manual.

NOTE ↝

> Throughout this document and any BOAT Program literature, the symbol identified below will indicate REQUIRED steps necessary in order to receive NASBLA Accreditation, FEMA Certification, or USCG recognition in BOAT Operator or Crew Member proficiencies.
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A.4 Underway Boat Operations

The best boat crew training programs combine classroom instruction, practical exercises, and technology with an abundance of underway time. Most of the underway-training requirements in this program can be accomplished coincidental with mission or agency operations. When the tempo of operations does not provide sufficient underway opportunities, as in winter or in the off-season, frequent dedicated underway-training sorties should be scheduled. For agencies that maintain a readiness response posture, there should be very few days when one or more boats are not underway for operations or training.

A.5 Boat Crew Training Program

In this program:

- A trainee is apprenticed to an instructor who guides the trainee through the qualification phase, providing hands-on training and assisting with a program of study.
- Reading material is based on the references for each specific task.

A.6 Program Components

Each component of the training program has assigned responsibilities and tasks. Each responsibility is important to the success of the training and the final qualification process. This chapter discusses the components of the training program and outlines responsibilities and duties at each level within the program.

A.7 Additional Training Sources

Commercial and government (including DoD, FLETC, FEMA, etc.) schools may be used to obtain training that is not available through an agency's internal training program or the NASBLA BOAT Program. The

National Association of State Boating Law Administrators' BOAT Advisory Board may elect to provide the oversight and certification of this training as meeting those nationally established standards. Instruction received and approved by NASBLA's Program Director may also be applied toward PQS completion.

Prior to purchasing any commercial training course intended to be applied to PQS qualifications, the agency should ensure that the training is NASBLA- approved and meets the standards by consulting information posted on the NASBLA website and by contacting the BOAT Program Director.

B. Program Oversight, Management and Organization

Introduction

This section will outline the framework for the oversight, management and implementation of the BOAT Program, from the national level down to the local agency level.

In this section

This section contains the following subsections:

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B.1 NASBLA Council of Partners/BOAT Advisory Board

To create the National Standard of training, qualification and typing, NASBLA established a Council of Partners (COPs) made up of members the USCG Office of Boat Forces, FEMA, FLETC, State Boating Law Administrators, SRI International, subject matter experts in the field of tactical and rescue boat operations.

The Council's mission was to analyze the training issues and gaps around the country in the maritime law enforcement arena, make recommendations on how to bridge those gaps, and establish a National Standard for agencies to implement and follow.

The COPs took as its charge the creation of a comprehensive maritime law enforcement boat operator training program, of which this publication is the result. The BOAT Advisory Board was formed to fill the role originally made for the COP.

This policy does not limit agencies or program managers from specifying additional training requirements.

NOTE &

Agencies are encouraged to work through their State Boating Law Administrator and participate in NASBLA's BOAT Advisory Board.

B.2 NASBLA BOAT Program Director

The BOAT Program Director is the person working for NASBLA and assigned to implement, supervise and coordinate the national standards for the boat crew training program and ensure that these standards are met at the agency and federal inter-operations levels. The Program Director

will also assist in implementing any agency's boat crew training program. In this capacity, the Program Director provides daily oversight of the program and subject matter expertise to the BOAT Advisory Board and NASBLA member/participating agencies, along with long-range planning for the program and its continued enhancement. The Program Director will be the direct representative to the USCG Office of Boat Forces to ensure continued process and program alignment.

NASBLA and its BOAT Advisory Board may expand these categories as appropriate to the national level needs of the organization, participating agencies and partners. Program Director responsibilities will include, but are not limited to the following:

- Work with the Coast Guard Office of Boat Forces as a direct liaison to ensure alignment with Coast Guard policies, tactics, techniques, and procedures.
- Manage and assist agencies and their leadership in the implementation of this program and its components.
- Evaluate unique area of operations, mission areas, available resources, training opportunities and partner agency interoperable relationships for public safety agencies that participate in this program.
- Coordinate and supervise the NASBLA certification of courses and instructors.
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- Facilitate and coordinate local, state and federal Subject Matter Expert continued/ongoing input and evaluation of the Program and its components.
- Explore and pursue continued improvement though multiple and various modes of Program development, training, implementation, support and evaluation.
- Collect and compile qualification data of BOAT Program course graduates.
-
- Supervise NASBLA credentialed instructors.
- Provide updates to the NASBLA and Executive Board, BOAT Advisory Board, or other NASBLA committees.
- Monitor instructor trainee program.
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B.3 NASBLA Program Managers

For this training program, "NASBLA Program Manager" refers to the individual charged with overseeing the courses under a respective course discipline. These are broken down into the following NASBLA Program Manager Disciplines:

- Response Course Program Manager (BCM, BOSAR, EVOC, FBS)
- Tactical Course Program Manager (TOC, PAS, SVRND, PWS-LE)
- Special Operations Program (AOC, WATER)
- Ice Rescue Course Program Manager (IRC)
- GPS Forensics Course Program Manager
- Boating Under the Influence Course Program Manager
- Accident Investigation Course Program Manager
- Officer Water Survival Course Program Manager

"Agency Program Manager" is defined as that person designated by each participating accredited agency leadership as the individual assigned to implement, supervise and coordinate an agency's BOAT training program, and as a point of contact by field officers, partner agencies, and the NASBLA Program Director. Agency Program Managers are also discussed in 6.B.1 of this manual.

When beginning this training program and restricted by organizational experience, structure, size or number of personnel, agencies are encouraged to partner with other maritime entities that have implemented this program in order to receive cooperative solutions for oversight, administration, training and qualification elements.

B.3.an Accredited Agency Program Manager Responsibilities

Items Underlined indicate required responsibilities

Accredited Agency Program Manager's responsibilities shall include:

- Monitoring Boat Operations.
- Determining future personnel and training needs.
- Adjusting and equipping the program accordingly.
- Providing system documentation for the program, including:
  - Guidelines for implementing boat crew training.
  - Specific training guides for the different boat competencies.
  - Documentation for maintaining required program records.
- Supervising instructors.
- Assuming or assigning the analysis of local knowledge criteria needs and promulgating any additional requirements for qualifications at the agency.
- Updating the agency's Command Staff.
- Interviewing prospective trainees and instructors.
- Recommending trainee/instructor assignments, and forwarding these recommendations to the BOAT Program Director.
- Ensuring course instructor cadre meet NICP credentialing requirements.

- Monitoring trainee progress through training phases.
- Address the individual training needs through instructor coordination. This may include spot checking of completed training to determine of standards are being met.
- Ensuring all applicable NASBLA course requirements are met for each course delivery as per NASBLA standards, including student to instructor ratios and vessel to student ratios.
- Coordinating qualification procedures with the Boat Crew Examination Board (BCEB) and the agency Command Staff.
- Maintaining a central file of lesson plan outlines for all recurring training.
- Creation and maintenance of the agency's training file and records of completed drills and exercises.
- Scheduling classroom and underway training.
- Monitoring and supervising the currency/proficiency program.

**B.4
Improvements**

Program managers are encouraged and requested to advise the BOAT Advisory board through the BOAT Program Director of recommendations for improvement to the Boat Crew Training Program.

C. Agency Training Program

Introduction   A worthwhile training program may only be realized through the dedicated efforts and commitment of all agency, department, division and boat crew personnel. It begins at the Agency Director or Chief level, which must provide an appropriate level of "command emphasis" in order to ensure a viable training program. Implementing the program then becomes largely an all-hands responsibility. Responsibilities and duties are described throughout this part of the publication.

In this section   This section contains the following subsections:

C.1 AGENCY TRAINING PROGRAM

C.1.a Written Guidance

Each agency shall maintain written guidance for training that, at a minimum, addresses the following:
- Training Board memberships by position/title.
- Qualification Examining Board (QEB) memberships by position/title.
- A list of personnel qualification standards (PQS) qualifiers by name and subject matter.
- Processes for:
    o Successful completion of PQS tasks.
    o Practical evaluation of trainees
    o Conduct of QEBs in accordance with prescribed procedures.
- Indoctrination Program responsibilities, policies, and procedures.

C.1.b Agency Training Plan

Agencies shall have an established and written Training Plan that addresses training schedules, maintenance of training records, qualifications of boat crew personnel, currency and readiness assessments.

C.1.c Agency Instructor and Trainees

The instructor is involved primarily with the qualification phase of the training program. As such, the instructor is responsible for the initial training of the boat crew candidate. This involves not only the introduction to the technical skills related to the boat crew position and

boat type but also the development and encouragement of those personal attributes that are most important to boat crew personnel:

- Judgment
- Leadership
- Confidence
- Cooperation
- Team Coordination and risk assessment standards and concepts

Instructor Selection	As a minimum, instructors **must** be qualified in the position and boat type for which they will be instructing. Beyond this, they should be individuals with demonstrated qualities of: - Judgment - Patience - Maturity

High Risk Instructor Requirement	For the high-risk mission skill sets (TOC, EVOC, PAS), instructors shall complete NASBLA-approved resident and/or exportable courses though NASBLA credentialed instructors.

NOTE	In order to fulfill the National Standard model and meet FEMA team typing requirements, Instructors delivering this training MUST be enrolled in NASBLA's NICP.

Trainees	The individual trainee shall make a personal effort to learn and develop the knowledge and skills required by this program. In addition, the trainee must maintain a level of physical fitness and mental alertness appropriate to the duties to be performed.

C.1.d Personnel Qualification Standards (PQS)	Personnel qualification standards (PQS) are compilations of the minimum knowledge and skills that an individual must demonstrate in order to qualify to perform specific duties necessary for the safety, security, and proper operation of the boat. The goal of PQS is to standardize and facilitate these qualifications.

Agencies and their Program Managers can analyze PQS and promulgate additional requirements as required to address local needs for qualification at the local level.

C.1.e Local Area knowledge and Geographic Points

Agencies should prepare and administer local area knowledge and geographic point examinations to satisfy communication and safety requirements. Examinations can include open and closed book tests [i.e., with and without lists of common (i.e., local and charted) names of geographic points], as well as underway Area of Responsibility (AOR) trips for an assessment of a crew member's local knowledge.

C.1.f Boat Crew Examination Board and/or Qualification Examining Board (QEB)

It is recommended, where organizational structure allows, that agencies establish a Boat Crew Examination Board (BCEB) or Qualification Examining Boards (QEBs), comprised of qualified members selected by the Agency Program Manager, Unit Supervisor, Department Head, or Division Chief/Director. The BCEB or QEB should be organized as applicable to examine and evaluate boat crew position candidates. The BCEB/QEBs can be established and maintained in accordance with specific guidance contained in qualification guides, personnel qualification standards, and this publication. Examining boards shall:

- Be designated in writing.
- Ensure all phases of the qualification process have been successfully completed in the manner prescribed by qualification guides, personnel qualification standards, and this publication.
- Make recommendations for certification to the Program Manager, Department Head or Supervisor.
- Provide guidance to the member for additional training as required.
- Conduct personal interviews with trainees.
- Advise the Chain of Command on matters pertaining to the qualification process.

Membership

Qualification Examining Board members should be qualified in the competency for that position. If there are not enough members with current certifications, agencies should postpone the planned board convening until members with current certifications are available, or contact the Program Director to arrange for members with current certifications from neighboring accredited agencies.

The BCEB/QEB should consist of at least:

- One certified and experienced Boat Crew Member
- One certified and experienced Boat Operator

Items Underlined indicate required responsibilities

The size of the unit, as well as the number of personnel requiring certification, determines the size of board membership. The Senior Board Member should possess the competency level of the position for which the trainee is attempting to be qualified (Tactical, Rescue, etc.)

Chairman of the Board

Where possible, the Program Manager should be the Chairman of the Board.

Practical Evaluations

Comprehensive practical evaluations (i.e., check-rides, supervised break-ins, or mock boarding's), can be prepared and administered in conjunction with the qualification process.

Underway Check Rides

BCEBs should plan and conduct underway check-rides in order to evaluate prospective boat crew members during underway conditions. The trainee should be able to perform all duties required for the boat crew position and boat type for which qualification is sought, up to the standards established in the qualification tasks for the crew position.

The following specific guidelines apply to the positions indicated:

- **BOAT CREW MEMBER** - The check ride will be conducted by an experienced, qualified Boat Operator from the BCEB. The evaluation should include drills involving the use of various equipment and line handling. Skills to observe include:
  - o Boat Familiarization
  - o Look out responsibilities and duties
  - o Communications
  - o Area familiarization
  - o Basic navigation
  - o Boat handling
  - o Use of rescue and survival gear
  - o Emergency procedures
  - o Application of team coordination and risk assessment standards

- **TACTICAL CREW MEMBER** – The check ride should be conducted by an experienced, qualified Tactical Operator from the BCEB/QEB. This evaluation should include:
  - o Knowledge of tactical and pursuit boat maneuvers (to understand how a vessel reacts during tactical operations, and avoid ejection as a crew member)

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- o Use of Force against non-compliant vessels, and vessels posing imminent threat.
  - o Weapons employment
  - o Communications

NOTE 𝒢⁄

Qualification as a Tactical Crew Member requires qualification as a Boat Crew Member as a baseline and prior to application.

- **BOAT OPERATOR** – <u>An experienced, qualified BOAT Operator or Program Manager from the BCEB should conduct the check ride.</u> The evaluation should include drills involving boat type familiarization
  - o Departure planning
  - o Crew Brief/debrief
  - o Area Familiarization
  - o Navigation and piloting
  - o Plot and execute basic search patterns
  - o Boat handling
  - o Towing
  - o Person-in-the-water recovery
  - o Engineering casualty control procedures
  - o Judgment
  - o Leadership
  - o Use of rescue and survival gear
  - o Emergency procedures
  - o Evolutions specific to agency mission
  - o Local knowledge without reference to charts and publications, including any probable trouble spots (shallow water, sunken pilings, etc.)
  - o Application of team coordination and risk assessment standards
  - o Agency standard operating procedures and policies
  - o Law enforcement mission standards
  - o Multi-boat operations
  - o Pursuit boat maneuvering
  - o Weapons command and control
  - o Use of Force policy for stopping non-compliant vessels

- **TACTICAL OPERATOR** – <u>The check ride should be conducted by an experienced, qualified Tactical Operator from the BCEB/QEB.</u> The evaluation should include drills involving tactical boat maneuvering, use of force against non-compliant vessels, decision making, weapons usage, crew control, and port security mission management and the maturity and judgment necessary to perform as a Tactical Operator. In the absence of a Tactical Operator, the Program Manager should be the one

responsible for verifying performance tasks to standard and signing off the qualification tasks. Program Managers and agencies should consider the use of outside resources, where necessary, to ensure proper standards are maintained. Skills and attributes to include:

- o Departure planning
- o Crew brief/debrief
- o Judgment
- o Leadership
- o Port Security operations (Security Zones/Escorts)
- o Multi-boat operations
- o Tactical boat maneuvering
- o Weapons command and control
- o Use of Force Policy for stopping non-compliant vessels and/or vessels posing an imminent threat.
- o Agency standard operating procedures and policies

NOTE

Qualification as a Tactical Boat Operator requires prior qualification as a Boat Operator.

Oral Boards and Reports

The BCEB/QEB should have two main duties:
- Interview the candidate and evaluate his/her leadership ability, judgment, maturity, and knowledge.
- Provide the Program Manager a written report on the individual that recommends or does not recommend certification.

Oral Board Interview

The board interview should include questions that will evaluate the prospective boat crew member in terms of:

- Leadership Ability
- Judgment
- Maturity
- Knowledge of team coordination and risk assessment standards and concepts

Knowledge of the environmental conditions of the local area should be emphasized.

The BCEB/QEB oral board should questions the trainee about:

- Local weather
- Navigation
- Tides
- Currents
- Any particular hazards that exist

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Recommending Certification	Once a candidate has completed the check-ride and oral board interview, the Chairman of the BCEB shall document the results. If the candidate is not recommended, the board must state why and what areas of performance were not acceptable. Also, the report shall include specific recommendations for increased training and/or practical experience.

C.1.g Checklists	BCEB/QEB Checklists should be prepared and administered to assess the required knowledge and skill identified in qualification guides, personnel qualification standards, and all applicable directives.

- Checklists should be used for all practical evaluations.
- Completed checklists should be reviewed and signed by the trainee and evaluator at the conclusion of the practical evaluation.
- Boat type specific tasks should be specifically identified on boat crew evaluation checklists.
- The use of checklists developed by Readiness Assessment Teams should be used when applicable.

C.1.h Evaluators or Readiness Assessment Teams	Evaluators designated by the agency, Program Manager or Program Director shall complete BCEB/QEB checklists. For practical evaluations, evaluators shall be:

- The most qualified and experienced members available.
- Thoroughly familiar with the references and the QEB checklists for the desired designation.
- Designated in writing by the agency or Program Director.
- Currently qualified.

A trainee's trainer/mentor should be excluded from the evaluation process.

C.2 INDOCTRINATION PROGRAM

C.2.a Purpose	Each agency should develop and implement a Maritime Operations Indoctrination or Familiarization Program. The purpose of the Program shall be to familiarize each new member with the basic administration,

organization, and standard operating procedures of the agency and its partners who operate in the Area of Responsibility (AOR) of the agency.

C.2.b Structure

The program should be structured so that it can normally be completed within two weeks of the member reporting aboard. Specific attention shall be given to including critical safety-related issues and programs. Certain PQS or portions of a PQS may be required as part of the Indoctrination and Familiarization Program. An agencies established Field Training Officer (FTO) may meet the requirements of this section.

C.3 TRAINING AND CURRENCY DOCUMENTATION

C.3.a Purpose

It is important to document and record all training that personnel receive. This documentation provides Program Managers, agency leadership, Coast Guard Sector Commanders, FEMA and other federal agencies with accurate and current lists of available resources for planning and response purposes.

Maintenance of that documentation shall be retained and stored with local paper files or available digital support systems.

C.3.b Agency Paper Files

It is recommended that the format of retained paper files consist of the following:

Part 1 – Boat Crew Qualification Letter(s)
Part 2 – Record of Currency Maintenance
Part 3 – Qualification Task completion Records
Part 4 – Boat Crew Examination Board Results and Comments
Part 5 – All other training associated with Boat Crew, Boat Operator, Tactical Crew Member, Tactical Boat Operator or Tactical OPFOR qualification including but not limited to: Exportable Training, Resident Training, Correspondence/Distributed Courses, Mission Specific Deployments, etc.

C.3.c Individual Records

Program Managers should encourage members to maintain an Individual Training Record to ensure historical maintenance of training.

D. Personnel Qualification Standards (PQS)

Introduction

Maritime Officers require thorough training to function as a safe and effective team. To ensure agency crewmembers develop and maintain a high standard of proficiency, the Agency leadership and Program Manager shall ensure completion of PQS training as described in this chapter.

To satisfy national standards of training and typing, certain PQS training elements must be completed and maintained in an accessible format

NOTE ✍

> The Program Manager, department head, division chief or director should require any training beyond the minimum training specified herein as necessary to maintain proficiency.

In this section

This section contains the following subsections:

References for this section

    a. Boat Crew Handbook(s), 16114.1-5 (series)

D.1 Command Responsibilities

The Program Manager should ensure qualification requirements are completed in a timely manner. Personnel should not be allowed to remain in a qualification program without satisfactory progress for extended period.

Trainee status should not be used to allow undesignated members to work as a qualified member of a boat crew. Qualifications can be issued or revoked by the Program Manager.

D.2 Competencies

Every agency has unique operational requirements based on its Area of Responsibility (AOR) and tempo of operations or demand for maritime law enforcement or first responder services. The following list of competencies is considered representative but not all inclusive:

- Boat Crew Member
- Boat Operator
-
- Tactical/Pursuit Boat Operator
- Tactical OPFOR Boat Operator for training purposes.

D.2.a Cross-Designations

Members of the boat crew may be cross-designated as Boat Operators, Search and Rescue Boat Crew Members, Tactical Crew Members, etc., but all members of the boat crew are not <u>required</u> to be cross-designated.

D.3 Trainee Status

Members "in-training" may participate in boat operations or other related operational activities as trainees. A trainee should not be used as a substitute for a qualified member of a boat crew with a specific competency.

D.4 Competency Codes and Loss of Certification

<u>Competency codes shall be entered in an individual's personnel record when he/she has met the requirements set forth in this publication. The Program Manager is responsible to ensure the entry is made.</u>

NOTE ✎

NASBLA has established a national database that Program Managers can access, and that Captains of the Port, Emergency Operations Centers, and FEMA can access for immediate identification of qualified personnel in their region and throughout the country.

D.4.a Loss of Certification, Documentation Requirements

<u>The Program Manager shall take appropriate action when members do not maintain a qualification or fail to meet recurrent training minimums. This includes notification through NASBLA, if that competency has been identified in a national database as an available resource.</u>

D.5 Trainee Selection

Trainees should be selected by the Program Manager in consultation with other agency supervisors or leadership. Recommended prerequisites for trainees include:

- Qualified in a boat crew position
- Maturity to take on new responsibilities
- Physical Fitness

- Willingness and ability to act as the agency's direct representative

E. Certification/Lapse and Recertification

Introduction   The Program Manager shall consider members for certification only after they have successfully completed the applicable PQS and a thorough practical evaluation, and have been recommended by the appropriate Qualification Examining Board.

In this section   This section contains the following subsections:

Subsection	Title	See Page
E.1	Granting Certification	31
E.2	Revoking Certifications	31
E.3	Documentation Requirements	32

E.1 Granting Qualification   <u>Final written certification from the Program Manager is required for all crew member positions</u>. Final certification is the official statement of the Program Manager and/or the agency department head, division chief or director that the member has demonstrated;

- The minimum required knowledge and skill for the position designation as evidenced by the completed PQS, practical evaluation, and the positive recommendation of the qualification examining board.
- The judgment and maturity required to:
    - Act responsibly
    - Perform assigned duties in the manner prescribed by agency directives and regulations
    - Function as a team member
    - Interact positively with the public in the execution of agency duties.
-

E.2 Revoking Certifications   <u>The Program Manager or agency designee shall rescind certification when members do not maintain agency standards and fail to meet recurrent training minimums.</u>

E.2.a
Program   The Program Manager of an agency should have the authority to revoke the certification(s) of any individual attached to the agency. The ageny

| Manager Authority | should rescind certification upon loss of trust or confidence in the member's ability to perform assigned duties. |

| **E.3 Documentation Requirements** | Any failure to qualify, certify or maintain currency requirements shall be documented. |

F. Currency Maintenance

Introduction   Agency personnel should meet proficiency requirements through performance during normal operations or dedicated training operations in order to maintain competency in their respective positions

In this section   This section contains the following subsections:

Subsection	Title	See Page
F.1	Requirements	33

**F.1
Requirements**

In addition to the position specific currency requirements contained in personnel qualification standards or this publication, Program Managers may impose additional requirements. <u>If an individual fails to meet the prescribed currency requirements for the position designation, he/she should be required to re-qualify.</u>

G. Resident Training

Introduction

An agency's training infrastructure may not have the capacity to completely support resident training requirements for its personnel. NASBLA is continuing to develop specific, supported resident training requirements for agency personnel through its BOAT Advisory Board. The Program Director will promulgate these requirements when established through distribution to participating agencies and through its website (*www.NASBLA.org*/boat).

In this section

This section contains the following subsections:

Subsection	Title	See Page
G.1	Tracking Resident Training Records	34
G.2	Resident Training Policies, Restrictions & Alternatives	34
G.3	Equivalent Training	35

G.1 Tracking Resident Training Records

Agencies should track and maintain a record of resident training completion for all assigned personnel. Agencies may track resident training completion using recommended NASBLA forms or any other paper/electronic format they find suitable.

NOTE ✍

NASBLA will strive to streamline the training record process through standardization of forms and access to electronic tools.

G.2 Resident Training Policies, Restrictions and alternatives

Resident training availability to meet the requirements of this manual is limited by funding constraints, quota restrictions, and/or class sizes. This is impacted by quotas allocated for specific agencies or positions and insufficient funding available to meet all course requirements. Some recommended alternatives to resident training could be:

- Requesting Exportable Training where NASBLA certified instructors come to your area and train your personnel on your vessels.
- Relying on the PQS system and/or on-the-job training (OJT) to qualify personnel for Boat Crew positions.

G.3 Equivalent Training

Program Managers, in conjunction with the Program Director, may certify training as equivalent to resident training completion. Agencies may request certification of other than resident training courses by forwarding a written request for consideration to the Program Director via the chain of command and their State Boating Law Administrator. Equivalent training must be completed in accordance with all applicable elements of this publication.

CHAPTER 2: QUALIFICATION PROCESS

Introduction   This chapter discusses the elements of trainee selection and instructor assignment. It also provides an overview of the qualification tasks and the qualification process.

In this chapter   This chapter contains the following sections:

References for this Chapter

A. Tactical Trainee Selection and Instructor Assignment

Introduction   This section outlines trainee prerequisites. It also provides an insight into how the instructor is chosen.

In this section   This section contains the following subsections:

Subsection	Title	See Page
A.1	Qualified in Lower Crew Position	38
A.2	Maturity to Take on New Responsibilities	38

A.1 Qualified in Lower Crew Position   Prior to training for a Tactical Boat Crew Position, the trainee shall be previously qualified in the Boat Crew Member or Boat Operator position.

A.2 Maturity to Take on New Responsibilities   The trainee shall have the willingness and maturity to take on the responsibilities related to any boat crew position. Duties for boat crew positions are described in **Table 3-1**.

Position	Responsibilities
Boat Crew Member	Duties include general seamanship skills such as operating the vessel (helm watch), lookout, tow watches, and anchor watch. They also include the rigging of towing and mooring lines, acting as a surface swimmer, administering first aid, and operating damage control equipment. In addition to the duties of Boat Crew Member, law enforcement responsibilities include use of force, weapons employment for stopping non- compliant vessels, and vessel pursuit tactics, techniques and procedures. All will be conducted under the supervision of a qualified Boat Operator
Tactical Boat Crew Member	In addition to the duties of Boat Crew Member, duties include weapons employment principles during security zone enforcement, critical infrastructure and high-value asset protection missions.
Boat Operator	Boat Operators shall be responsible for the following: • Safety and conduct of passengers and crew. • Safe operations and navigation of the boat. • Completion of the sortie(s) or mission(s). • Response to hazards to life and property. • Respond to violations of laws or regulations. • Report discrepancies to Aids to Navigation. • Close-quarters maneuvers. • Applying tactics, techniques and procedures for stopping non-compliant vessels
Tactical Boat Operator	In addition to the duties of Boat Operator, responsibilities include proper execution of tactics, techniques and procedures, during security zone enforcement, critical infrastructure and high-value asset protection missions.

Table 3-1
Boat Crew Competencies

B. Completion of the Qualification Tasks

In this section   This section contains the following subsections:

Subsection	Title	See Page
B.1	Steps	39
B.2	Qualification	39
B.3	Purpose of the Qualification Tasks	40
B.4	Record of Training	40
B.5	Changes to Qualification Requirements	40

B.1 Steps   The following chart maps out suggested steps to completing the boat crew qualification tasks

B.2 Qualification   Qualification includes the completion of the appropriate boat crew qualification tasks. Below is the recommended process for completion of qualification tasks.
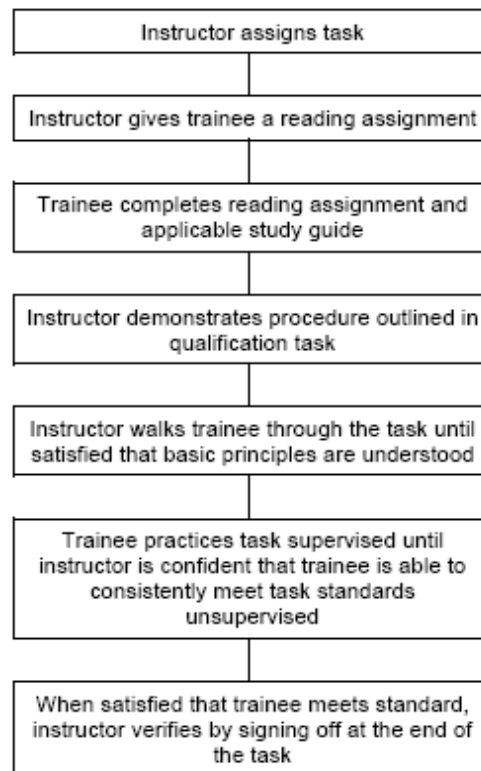
| **B.3 Purpose of the Qualification Tasks** | Each qualification contains a collection of skill and knowledge tasks which must be: |

- Learned.
- Practiced.
- Performed to the required standard by the trainee.

These tasks represent the minimum elements of skill, knowledge and performance necessary to safely and effectively execute the duties of a Boat Crew Member aboard a public safety boat. Tasks should be learned through constant practice and under the guidance of the instructor.

| **B.4 Record of Training** | A record of the training accomplished shall be kept using documentation in a paper or electronic form. |

| **B.5 Changes to Qualification Requirements** | If qualification requirements change upon recommendations to the NASBLA BOAT Advisory Board and Program Director, those amendments will be posted on the NASBLA website (*www.NASBLA.org/boat*). A member may be grandfathered if the member was previously qualified or had started the qualification process prior to the change. |

C. Authority and Exceptions

In this section

This section contains the following subsections:

Subsection	Title	See Page
C.1	Authority	41
C.2	New Platform Qualification	41
C.3	Qualification Lapse	41

C.1 Authority

The Agency Program Manager has the authority and responsibility to certify agency personnel to operate agency boats. By certifying an individual, the Program Manager is both verifying the individual's professional expertise and authorizing the individual to operate an agency boat in a boat crew position. The Program Manager of an agency has the authority to revoke the boat crew member certification of an individual attached to the agency. This action shall be formally documented.

C.2 New Platform Qualification

When a Boat Crew Member or Operator is assigned to a new "type" of boat on which he/she has not previously been certified the Program Manager shall determine if completion of additional qualification tasks are necessary. If so, the member should receive interim certification in writing by his/her Program Manager until completion of those qualification tasks are complete.

C.3 Certification Lapse

Certification will lapse upon failure to meet the minimum currency requirements in accordance with this publication.

This action shall be formally documented.

D. Specific Requirements

Introduction

Each boat crew position has different tasks to accomplish, thus each position requires different qualification requirements for certification. This Section discusses the various qualifications that each job requires. For crew member certification, the following are recommended requirements:

- Complete the applicable qualification tasks
- Pass a physical fitness test
- Complete an oral examination conducted by the unit BCEB/QEB.
- Demonstrate proficiency during a comprehensive check ride
- Personnel record entry and assignment of qualification code

In this section

This section contains the following subsections:

Subsection	Title	See Page
D.1	Completion of the Qualification Tasks	42
D.2	Comprehensive Check Ride	42
D.3	Oral Examination	42

D.1 Completion of the Qualification Tasks

The trainee must satisfactorily complete the applicable qualification tasks.

D.2 Comprehensive Check-Ride

During a comprehensive check-ride, the trainee will demonstrate required proficiency, including the required "skills to observe" listed in this publication.

D.3 Oral Examination

An oral examination should be conducted by the agency's BCEB on the following topics:

- Policies and Procedures
- Local knowledge without reference to charts and publications
- Application of team coordination and risk assessment standards and concepts

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D.3.a Boat Crew Member

The Boat Crew Member should also be familiar with the following topics:

- Seamanship and navigation
- Pertinent technical data for the boat type on which the trainee is being qualified
- Operational pre-brief and debrief
- Law Enforcement Agencies
  - o Vessel–on-vessel use of force
  - o Weapons engagement
  - o Weapons usage, command and control
  - o Use of automatic weapons (if applicable)

D.3.b Tactical Boat Crew Member

In addition to the Boat Crew Member topics above in section D.3.a., a Law Enforcement Agency Tactical Boat Crew Member should be familiar with the following topics:

- Authority and Jurisdiction, use of force
- Maritime Homeland Security missions
- Maritime Homeland Security definitions
- Threats to Response Boat crews
- Tactical control
- Operational pre-brief and debrief
- Loss of communications procedure
- Vessel–on-vessel use of force
- Limited access area
- Security zones
- Escorting a moving high-value asset
- Protecting of stationary/anchored HVAs
- Response Boat duties
- Escorting a Target of Interest
- Tactics, Techniques and Procedures
- Weapons engagement
- Weapons usage, command and control
- Use of automatic weapons

D.3.c Boat Operator	The Boat Operator shall also be familiar with the following topics:

- Navigation and seamanship
- Pertinent technical data for the boat type on which the trainee is being qualified
- Appropriate maturity, judgment, attitude and professionalism associated with duties of a Boat Operator
- Willingness to accept the duties and responsibilities of a Boat Operator
- Detailed knowledge of the agency's operational area (OPAREA) including:
  - Major headlands, points, jetties, shoals, surf zones and channels
  - All navigational aids and their characteristics
  - Knowledge of agency's boat piloting and navigation instruction or Standard Operating Procedures
- Law Enforcement Agencies:
  - Agency policy regarding pursuit
  - Knowledge of agency weapons deployment procedures within the steps of force for stopping non-compliant vessels
  - Local interagency agreements (MOU)

D.3.d Tactical Boat Operator	The Tactical Boat Operator should also be familiar with the following topics:

- Mission sortie planning for port security, security zone enforcement, critical infrastructure and high-value asset protective missions.
- Knowledge of weapons deployment procedures within the steps of force for stopping non-compliant vessels.
- Knowledge of geographic mission limitations such as field of fire.
- Agency policy regarding port security missions

E. Recertification

Introduction   Possible reasons a member may need to re-certify include:

- Disciplinary Action/loss of confidence
- Failure to meet currency requirements

In this section   This section contains the following subsections:

Subsection	Title	See Page
E.1	Steps to Re-Certify	45
E.2	Documentation	45

E.1 Steps to Re-Certify   To re-certify, the following shall be successfully accomplished:

- Underway area familiarization exercise
- Comprehensive underway check-ride
- Oral examination conducted by the BCEB/QEB

E.2 Documentation   Recertification must be formally documented in the members training record.

CHAPTER 3: CURRENCY MAINTENANCE

Introduction

The requirements tabulated in this chapter represent the minimum semi-annual and annual recurrent task completion requirements for all qualified boat crew personnel. These requirements are in alignment with the Federal Emergency Management Agency's (FEMAs) National Incident Management System (NIMS) National Qualification System (NQS) Position Qualifications for Mass Search and Rescue Operations, and On-Scene Security, Protection and Law Enforcement for Law Enforcement Operations. Due to mission needs, the Program Manager may impose additional task completion requirements.

Each crew member's currency period normally commences upon the effective date of certification or recertification. However, due to the complexity of managing individual currency maintenance cycles, currency on a national basis through NASBLA will be tracked through the periods January 1 to June 30 and July 1 through December 31.

Personnel need only maintain currency in the most senior crew position held.
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NOTE ᘒ

> A crewmember who is certified or re-certified within 60 days of the end of the currency/proficiency period does not have to complete the minimum proficiency requirements for that period.

In this chapter

This chapter contains the following sections:

Section	Title	See Page
A.	Proficiency Requirements	48
B.	Currency Requirements	49
C.	Specific Requirements	55
D.	Documentation	57

References for this Chapter

Rescue and Survival Systems Manual, COMDTINST M10470.10 (series)
Position Qualifications for Mass Search and Rescue Operations – Search and Rescue; BOAT CREW MEMBER (Search and Rescue) FEMA ID 8-509-1256 (NOV 2017)
Position Qualifications for Mass Search and Rescue Operations – Search and Rescue; BOAT OPERATOR (Search and Rescue) FEMA ID 8-509-1255 (NOV 2017)

Position Qualifications for On-scene Security, Protection and Law Enforcement – Law Enforcement Operations; BOAT CREW MEMBER (LAW ENFORCEMENT) FEMA ID 8-509-1258 (NOV 2017)
Position Qualifications for On-scene Security, Protection and Law Enforcement – Law Enforcement Operations; BOAT OPERATOR (LAW ENFORCEMENT) FEMA ID 8-509-1257 (NOV 2017)

A. Proficiency Requirements

In this section   This section contains the following subsections:

Subsection	Title	See Page
A.1	Program Manager Responsibilities	48
A.2	Failure to Meet Requirements	48

A.1 Program Manager Responsibilities   The Program Manager should ensure that all designated boat crew members in their agency are afforded sufficient opportunity to comply with the prescribed minimum requirements listed in this publication.

A.2 Failure to meet requirements   Certification will lapse upon failure to meet the minimum currency requirements in accordance with this chapter. This action shall be formally documented and a copy filed in the agencies / member's training file. To recertify, the member should complete the recertification process in accordance with this manual.

B. Currency Requirements

Introduction The minimum currency requirements for maintaining current crew position certification are listed in **Table 4-1**.

- Only those tasks required for the highest certification held need be completed
- Some tasks required for currency maintenance involve evolutions on each boat type
- Currency maintenance tasks will be accomplished on boats assigned to the unit.
- Requirements may be met through performance during normal operations or dedicated training operations

In this section This section contains the following subsections:

Subsection	Title	See Page
B.1	Minimum Currency Requirements	49
	Figure 3-1 Sample Crew Status Board	50
	Table 3-1 Recommended Currency Requirements	51

B.1 Minimum Currency Requirements **Table 3-1** lists the currency requirements for all certification levels. Many agencies find it helpful to use a Currency Status Board, as shown in **Figure 3-1**, as a visual aid to track individual currency

SAMPLE BOAT CREW STATUS BOARD
Period: _____ Section: _____

D-Day N=Night *- annual ** - 5 yrs.	Physical Fitness Standards	Navigation	Area of Responsibility	Boat Handling	Boat Launch and Recovery	Towing	Water Survival Exercise	First-Aid Training & CPR	Operational Risk Management	Basic Engineering Casualty Control	Person-in-the-water Recovery	Conduct Pre-Start Check & Start boat	Secure the Boat	Rules of the Road	Pursuit Tactics	Security Zone Enforcement
Crew Member																
Tactical Crew																
Boat Operator																
Tactical Boat Operator																

Figure 3-1
Sample Crew Status Board

NOTE ✍

The above sample boat crew status board does not encompass all currency maintenance requirements. Agencies should tailor status boards to reflect their specific requirements and the components of this system (including qualification tasks) that the agency Program Manager decides to implement.

NOTE ✍

Frequency means how many times the task must be performed. Remember, if the agency has enough operations, dedicated trips may not be necessary.

NOTE ✍

Night trips are defined as sorties beginning no sooner than ½ hour after sunset and ending no later than ½ hour before sunrise.

NOTE ✍

Table 3-1
Recommended Currency Requirements

Task	Required For	Required	Frequency
Physical Fitness Standards	All boat crew positions	Conduct in accordance with Cooper or Agency Standards	Meets agencies minimum medical & Physical fitness requirements.
Water Survival Exercise	All boat crew positions	100-yard swim, treading water, etc.	Once every two years
First Aid Training (training should be conducted by an EMT or Paramedic)	All boat crew positions	Burns, hypothermia, shock, bleeding	Once every two years
Operational Risk Management Training	All boat crew positions	Review Risk Management concepts with an emphasis on mission analysis (risk management principles and use of GAR Model)	No FEMA Currency. NASBLA recommends 1 time each year
Basic Engineering Casualty Control	All boat crew positions	Conduct in accordance with the Readiness and Standardization BECCE Drill	1 Set of drills every year
Man Overboard (MOB) Recovery	All boat crew positions	Conduct in accordance with Readiness and Standardization MOB Checklist	1 day/1 night each year
Area of Responsibility (AOR) Familiarization	All boat crew positions	Equivalent of one day and one night trip through all designated areas of interest within the AOR	No FEMA Currency NASBLA recommends 1 time every six months
Underway Hours	All boat crew positions	Minimum of 40 hours total, with a minimum of 10 nighttime hours	1 time every year
Boat Launch and Recovery	All boat crew positions	Participate in the launch and recovery of the vessel	No FEMA Currency

Table 3-1 (Cont.)
Recommended Minimum Currency Requirements

Task	Required For	Required	Frequency
Towing	All boat crew positions	Conduct in accordance with the Readiness and Standardization Towing Checklist	Once a year
Boat Handling	All boat crew positions	Conduct in accordance with TASK BCM-04-10-TYPE TASK BCM-04-11-TYPE TASK BCM-04-12-TYPE	1 day and 1 night every six months
Mooring Evolution	All boat crew positions	Conduct in accordance with TASK BCM-01-15-TYPE	2 times every six months
Conduct Pre-Start Check and Start the Boat	All boat crew positions	Conduct the check and start for each boat type in accordance with the applicable qualification tasks for which the trainee is certified for	No FEMA Currency – NASBLA recommends once a year
Secure the Boat	All boat crew positions	Conduct securing procedures for each boat for which the member is certified	NO FEMA Currency – NASBLA Recommends once a year
Day/Night Navigation and Piloting	All boat crew operators	Conduct in accordance with the Readiness and Standardization night navigation and piloting checklist.	1 day or 1 night every six months
Search Patterns (Precision)	All boat crew operators	Conduct each precision search pattern (PS/CS/TSR) IAW the Readiness and Standardization search pattern (precision patterns) checklist	1 night once a year (1 x PS and 1 x CS and 1 x TSR = 3 total patterns)
Search Patterns (Drifting)	All boat crew operators	Conduct each drifting search pattern (SS/VS) IAW the Readiness and Standardization search pattern (drifting patterns) checklist	1 night once a year (1 x SS and 1 x VS = 2 total patterns)
Rules of the Road	All boat crew operators	Takes and pass the Rules of the Road written test	1 time every five years

Table 3-1 (Cont.)
Recommended Minimum Currency Requirements

Task	Required For	Required	Frequency
Perform Duties of Screen Boat for Moving and Stationary HVA	Tactical Boat Operator only	Conduct in accordance with the TASK TBO-01-03-TYPE TASK TBO-01-04-TYPE	Once every 6 months
Perform Duties of Tactical Reaction Boat	Tactical Boat Operator only	Conduct in accordance with TASK TBO-01-05-ANY	Once every 6 months
Vessel on Vessel Use of Force	All Boat Operators	Conduct in accordance with TASK TBO-01-06-TYPE	Once a year
Weapons Employment	All boat crew positions	Conduct in accordance with TASK TBO-01-07-ANy	1 every 6 months
Law Enforcement, Homeland Security and Defense Operations	Tactical Boat Operator only	Conduct in accordance with TASK TBO-09-01-ANY	1 time every 6 months
Authority and Jurisdiction, Use of Force	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-01-ANY	Once every year
Vessel on Vessel Use of Force	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-08-ANY	Once every year
Escorting a Moving High-Value Asset	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-11-ANY	Once every year
Protection of Stationary/Anchored HVA	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-10-12-ANY	Once a year
Escorting a Target of Interest	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-14-ANY	Once a year
Weapons Employment	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-16-ANY	Once a year
Weapons Command and Control	Tactical Boat Crew Member only	Conduct in accordance with TASK TBCM-01-17-ANY	Once a year
Demonstrate Weapon Usage and Control	Tactical Crew Member only	Conduct in accordance with TASK TBCM-01-18-ANY	Once a year

Table 3-1 (Cont.)
Recommended Minimum Currency Requirements

Task	Required For	Required	Frequency
Use of Automatic Weapon	Tactical Boat Crew Member only	Conduct in accordance with the TASK TBCM-01-19-ANY	Once a year
Pursuit Formations	All Boat Operators	Conduct in accordance with TASK BO-01-02-TYPE	Once a year
Vessel on Vessel Use of Force	All Boat Operators	Conduct in accordance with TASK BO-01-06-TYPE	Once a year
Weapons Employment	Tactical Boat Operators only	Conduct in accordance with TASK TBO-01-07-TYPE	Once a year
Pursuit Maneuvers	All Boat Operators	Conduct in accordance with TASK BO-01-03-TYPE	Once a year
Pursuit Formations	All Boat Crew Members	Conduct in accordance with TASK BCM-01-04-ANY	Once a year
Pursuit Maneuvers	All Boat Crew Members	Conduct in accordance with TASK BCM-01-05-ANY	Once a year
Vessel on Vessel Use of Force	All Boat Crew Members	Conduct in accordance with TASK BCM-01-07-ANY	Once a year
Weapons Command and Control	All Boat Crew Members	Conduct in accordance with TASK BCM-01-08-ANY	Once a year
Demonstrate Weapons Usage, Command & Control	All Boat Crew Members	Conduct in accordance with TASK BCM-01-09-ANY	Once a year

C. Specific Requirements

In this section   This section contains the following subsections:

C.1 Area of Responsibility   Program Managers should review their Area of Responsibility (AOR) and establish, in writing, designated areas of interest with which boat crews must be intimately familiar. Prior local knowledge of an AOR is essential to complete missions safely. Although not required, Program Managers should coordinate with their local Captain of the Port to identify designated areas of interest within their homeport.

The AOR familiarization currency maintenance task may be completed by any combination of sorties so that the end result is at least one day trip and one night trip each six months to all command designated areas of interest within the AOR.

C.1.a Knowledge of Areas   For those areas determined to be of interest, boat crew should be intimately familiar with:

- Harbor and channel conditions
- Depth of water
- Type of bottom
- Shoaling effect
- Effects of squalls
- Water hazards and surf zones
- Currents
- How the current affects the boat on various areas
- Landmarks
- Established ranges
- Lights on buildings
- Names and locations of marinas and boat ramps
- Local terminology for landmarks in area
- Magnetic courses in and out of commonly used harbor/inlets

C.2 Requirement for Night Operations

Nighttime currency maintenance requirements shall be required for all certified boat crew members. Program Managers should ensure that a minimum of 10 hours of the agency's underway training for each Boat Crew Member and Boat Operator be conducted at night.

C.3 Tests and Exams

It is recommended that Boat Operators take a Navigation Rules of the Road (NAVRUL) test. The initial NAVRUL requires administration of an open book test every five years after initial successful completion of the NAVRUL Exam.

NOTE ☞

OPEN-BOOK EXAMS – defined as using a new or corrected, highlighted, and/or underlined copy of *Navigation Rules, International-inland*

C.4 Team Coordination Training or Risk Assessment Training

Program Managers should offer or seek out *Team Coordination Training*, or Risk Assessment training to agency personnel through either the local Coast Guard Unit or the Program Director. This valuable tool helps crews assess the potential hazards or dangers surrounding a mission and provides the tools to identify and mitigate those risks.

C.5 Water Survival Exercise

The water survival exercise is intended to prepare boat crew members for the possibility of finding themselves in the water. This exercise should be conducted in open water using the appropriate survival gear as outlined in the *Rescue and Survival Systems Manual*, COMDTINST M10470.10 (series). All attempts should be made to conduct this exercise in a dry suit. Units that do not require dry suits should use the survival gear that is prescribed for their environment. Every effort should be made to incorporate annual pyrotechnics training during the open water survival exercise, giving due consideration to local, state and federal environmental regulations. This exercise should be conducted in accordance with TASK BCM-02-18-ANY.

D. Documentation

Introduction   This section discusses the documentation requirements for boat crew training, as well as efficient administrative procedures. Documentation provides the verification that proper qualification and certification has been attained.

In this section   This section contains the following subsections:

Subsection	Title	See Page
D.1	Trainee Progress	57
D.2	Record of Completed Tasks	57
D.3	Record Maintenance	57
D.4	Instructor Responsibilities	57

D.1 Trainee Progress

A complete record of each trainee's progress should be maintained in the Electronic Training and Qualification System or through paper documentation.

D.2 Record of Completed Tasks   A form for keeping a trainee record of completed tasks is available through the Program Manager. Copies of this form should be kept in the trainee boat crew training binder and updated as required.

D.3 Record Maintenance   The instructor and Program Manager share joint responsibility for maintaining the member's record.

D.4 Instructor Responsibilities   The instructor is responsible for seeing that all required tasks, or additional locally generated tasks, are signed off and documented. The instructor should also monitor Currency Drills and Exercises to ensure they are current and accurate.

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CHAPTER 4: STANDARDS DEVELOPMENT AND MAINTENANCE

Introduction	This chapter provides a broad overview of the National Standard as defined in the Memorandum of Understanding between NASBLA and the United States Coast Guard. This chapter describes in detail how new NASBLA courses are requested, vetted and implemented as well as course review requirements.

In this chapter	This chapter contains the following sections:

Section	Title	See Page
A.	The National Standard	60
B.	Course Development, Vetting and Implementation	62
C.	Triennial Review	64

References for this Chapter	*a. MOU Between the National Association of State Boating Law Administrators and the United States Coast Guard (Appendix A.)* *b. Training Needs & Assessment (Appendix B.)*

A. The National Standard

Introduction

NASBLA is a national nonprofit, 501(c) 3 organization that works to develop public policy for recreational boating safety. For over 60 years, NASBLA has represented the recreational boating authorities of all 50 States and 6 territories, and offers a variety of resources, including training, model acts, education standards, publications and more. Through a national network of thousands of professional educators, law enforcement officers, emergency responders, and volunteers, NASBLA affects the lives of over 76 million American boaters.

NASBLA has also been designated a Standards Development Organization with the American National Standards Institute (ANSI) under its approved operating procedures for boating education and training. NASBLA's scope of activity for American National Standards Development focuses on knowledge and competencies for the recreational boater and boating professionals working within or on behalf of the recreational boating community in North America.

The BOAT Program establishes a United States Coast Guard recognized standard for the training, qualification, credentialing and typing of marine law enforcement and emergency first responders. Adoption and implementation of the BOAT Program and its training elements provide a true national standard for maritime interoperability at all government levels, ensuring that maritime agencies can interact together and bolster their ability to act as force multipliers across the country.

A.1. NASBLA/ USCG MOU

In May of 2012 NASBLA and the United States Coast Guard signed an historic Memorandum of Understanding (see appendix A). The MOU was authorized under the provisions of 14 U.S.C. SS 93(d), 46 U.S.C. 70132(a) and 46 U.S.C. 70132(b) (1) (B) (ii). The MOU's purpose is to set forth terms by which the USCG and NASBLA intend to provide personnel, policies and programs to establish NASBLA's Boat Operations and Training (BOAT) Program as the **National Standard**. The program is designed to enhance the active relationship between the USCG, NASBLA and State, Local, County and Tribal Maritime Law Enforcement officers and rescue personnel, by providing a uniformed standard for maritime training, competency achievement, credentialing and currency maintenance.

Nothing in the MOU is intended to conflict with current law or regulations or the directives of the United States Coast Guard or Department of Homeland Security or regulation, policy or by-law of NASBLA. If a term of the MOU is inconsistent with such authority, then

that term shall be invalid, but the remaining terms and conditions of the MOU shall remain in effect.

B. Course Development, Vetting and Implementation

Introduction

NASBLA has the unique opportunity to gauge the maritime boat operation course needs of the maritime officers and first responders from all 56 states and territories. Course development can be costly and time consuming. New course offerings must follow a prescribed procedure for development, vetting and implementation. This ensures new courses will meet the anticipated needs of students, follow appropriate adult learning principles, and provide a benefit to NASBLA member agencies.

In this section

This section contains the following subsections:

B.1 New Course Request

New course requests from a member organization must be made in writing to the Program Director. The request should be forwarded through the state Boating Law Administrator for approval prior to submission. New course requests from outside organizations may be forwarded directly to the BOAT Program Director. All new course requests should address a specific need within the agency or the maritime domain.

B.2 Course Development

The BOAT Program Director will advise the BOAT Advisory Board regarding the new course proposal. The BOAT Advisory Board is responsible for determining the scope and outline for the proposed course development. Upon approval the Board will then forward their recommendations to the BOAT Program Director.

Once initial approval is received, the BOAT Program Director will send the course proposal to the appropriate Program Manager for development. The Program Manager will assign a Subject Matter Expert (SME) Team to the project. Prior to any work commencing, a *Training Needs Assessment & Analysis* will first be completed (see appendix C.)

If the *Training Needs Assessment & Analysis* is positive, the Program Manager will discuss the findings and report back to the BOAT Advisory Board If the course is approved for development, the SME Team will begin building the course. A specific timeline will be implemented and tracked through *SmartSheet* ©.

SME's on the course development team will be reimbursed for their time at a rate determined annually by the BOAT Advisory Board and published in the Annual Contract.

B.3 Course Implementation

Upon successful completion of the course development, and with approval of the BOAT Advisory board, a Pilot Course Delivery will be scheduled through Basecamp. Any suggested changes to the course curriculum or delivery following the Pilot course will be evaluated by the Lead Instructor, Program Manager, and Program Director.

Once the course has been finalized, the BOAT Program Director will advise the BOAT Advisory Board and launch the course nationally.

BOAT Program Credentialed Instructors who are interested in becoming qualified to teach the new course must request permission from the Program Manager for that course. Instructors must follow the NICP requirements unless a written waiver has been granted by the BOAT Program Director IAW this manual.

C. Triennial Course Review

Introduction   In order to ensure that NASBLA BOAT Program course curricula and material remain relevant and in line with NASBLA's BOAT Program Strategic Plan (Appendix C), a triennial course review will be completed.

NOTE ✍

> The BOAT Program Director may require specific course updates if necessary to stay in alignment with United States Coast Guard changes to the National Standard.

In this section   This section contains the following subsections:

Subsection	Title	See Page
C.1	Course Review Process	64

C.1 Course Review Process

The Program Manager will ensure triennial course reviews are completed and submitted to the Program Director in a timely manner. The Program Director will assign a team to review the course material. This team should include one Lead Instructor and at least two assistant instructors and/or Subject Matter Experts.

The review team should review student course evaluations, test results, and compare current course curricula. For courses associated with the USCG National Standard, evaluations shall remain in alignment with USCG Boat Forces.

Upon completion of the review, the Program Manager will consult with the BOAT Program Director to review suggested changes or edits. Changes or edits will be announced via BaseCamp and all pertinent manuals and PowerPoint's will be updated to reflect changes.

CHAPTER 5: INSTRUCTOR DEVELOPMENT & CREDENTIALING

Introduction   The success of the BOAT Program is attributable to the knowledge, experience, and professionalism of its instructor cadre. BOAT Program Credentialed Instructors are subject matter experts in all aspects of maritime operations.

In this chapter   This chapter contains the following sections:

Section	Title	See Page
A.	National Instructor Credentialing Program	66
B.	Direct Delivery Credentialed Instructors	68
C.	Train the Trainer Instructors	69
D.	Accredited Agency Instructors	71
E.	Lead Instructor Qualification & Vetting	73
F.	Break-In Instructors	75
G.	Instructor Currency Maintenance	78
H.	Removal of Instructor Credentials	79
I.	Instructor Travel Policy	80
J.	Required Annual Instructor Forms	82

References for this Chapter

a. *National Instructor Credentialing Program (NICP) (Appendix D)*
b. *Use of NASBLA Course Materials Contract Agreement*
c. *NASBLA BOAT Policy 4 – Use of NASBLA Curriculum by a Non-Credentialed Instructor*

A. National Instructor Credentialing Program

Introduction   To ensure a consistent approach and delivery of NASBLA Boat Program courses, the National Instructor Credentialing Program (NICP) has been designed to meet the specific needs of the member agencies and our partners as recommended by NASBLA's BOAT Advisory Board. The NICP includes selection, credentialing, and retention phases for NASBLA credentialed instructors as well as an emphasis on training and professional development opportunities. Evaluations and assessments will be conducted on a regular basis to ensure that the minimum standards for credentialing are being sustained.

The goal of the NICP is to ensure the professionalism and integrity of the NASBLA credentialed instructor cadre through a comprehensive vetting process, professional development program, and continual mentoring process. This ensures that NASBLA courses are delivered by highly trained learning facilitators that are knowledgeable not only in the subject matter, but also in the adult learning process.

Credentialed Instructors are expected to hold themselves to a higher standard, and continually strive to improve their abilities through continuing education opportunities and active participation in the BOAT Program instructor development process. This is achieved through active use of webinars, Micro learning, and participation in the annual instructor development conference.

NOTE   Nothing in this manual supersedes requirements contained in the NICP in regards to instructor credentialing.

In this section   This section contains the following subsections:

Subsection	Title	See Page
A.1	NICP Requirements	66
A.2	Use of NASBLA Instructor Credentials	67

A.1 NICP Requirements   Anyone teaching NASBLA BOAT Course curricula must be one of the following; a NICP credentialed instructor, be accepted into the NICP program as a break-in instructor and teaching under the direction of a credentialed Lead Instructor, or a current USCG Qualified Coxswain. Use of NASBLA curricula by anyone not current as a NICP credentialed

<mark>instructor is strictly forbidden, unless approved in writing by the BOAT Program Director.</mark>

A.2 Use of NASBLA Instructor Credentials

Personnel credentialed as a NASBLA Instructor through the NICP may only teach NASBLA courses under this credential for the following:

- A NASBLA Direct Delivery Course
- A NASBLA Indirect Delivery Course conducted by a NASBLA Accredited Agency with approval of the BOAT Program Director.

All other use of the NASBLA Credential is strictly prohibited without the expressed written permission of the BOAT Program Director. The BOAT Program Director may authorize an instructor to teach NASBLA Curricula under special circumstances.

B. Direct Delivery Credentialed Instructors

Introduction   Instructors that have successfully completed the NICP process will receive a National Instructor Credential for each course they are authorized to teach. Credentialed instructors in good standing are authorized to teach Direct Delivery courses for NASBLA. Instructors must maintain currency and recertify IAW the NICP requirements (Appendix D).

In this section   This section contains the following subsections:

Subsection	Title	See Page
B.1	Instructor Credentials	68

B.1 Instructor Credentials   Instructor credentials will be maintained by NASBLA Headquarters through the NICP Database. Individual Instructor credentials will be made available at the request of the instructor.

C. Train the Trainer Instructors

Introduction

The NASBLA BOAT Program offers "Train the Trainer" opportunities in the following course disciplines: Boating Under the Influence and Officer Water Survival.

In this section

This section contains the following subsections:

Subsection	Title	See Page
C.1	Train the Trainer	69
C.2	Requirements	69
C.3	Annual reporting and Certification	70
C.4	Training Completion Certificates	70

C.1 Train the Trainer

Students successfully completing a NASBLA Train-the-Trainer course are authorized to teach courses in that course discipline. The Train the Trainer authorization is valid only for that course discipline. This is not a NICP credential.

C.2 Requirements

Train the Trainers must be current for the course they are certified, and have signed an annual "Use of NASBLA Course Materials Contract Agreement" (Appendix E). The individual must meet and conform to the standards set forth in the NASBLA BOAT Program Policy 4: *Use of NASBLA Curriculum by a Non-Credentialed Instructor* (appendix F).

Any individual taking a NASBLA Train the Trainer course must provide written documentation of an approved Methods of Instruction Course and possess a minimum of three years of experience in the course discipline area of expertise.

Delivery of this curriculum is only permitted under the authority of the Respective NASBLA Program Manager and the individual's sponsoring agency; private use, commercial use or distribution without the expressed written permission of the BOAT Program Director is prohibited (except as required in response to a public records request in accordance with applicable state and or federal law).

The individual conducting the training must notify the respective NASBLA BOAT Program Manager of the course to be taught, location, and dates for the course(s).

The individual conducting the training will use only the most up-to-date course curriculum in the delivery of the training, without any modification to the NASBLA core curriculum, and will deliver this training only to eligible students as identified in the course overview. Agency specific guidance may be added to the delivered training by the individual only after written approval by the respective NASBLA Program Manager.

C.3 Annual Reporting and recertification

All future access to NASBLA course training material for Train-the-Trainer curriculum will be dependent upon satisfactory documentation of training dates when the course material was utilized and the annual reporting to NASBLA of the total number of students trained as outlined in Policy 4 (Appendix F).

NASBLA reserves the right to rescind the authorization for the use of NASBLA course material by a non-credentialed instructor for any reason.

C.4 Training Completion Certificates

Verification of training to the student will be in the form of an agency generated certificate in accordance with template referenced in Policy 4 (Appendix F), and will indicate the use of un-modified NASBLA course curriculum in the delivery of the course.

D. Accredited Agency Instructors

Introduction   Accredited Agency Instructors may elect to be either a credentialed Direct Delivery Instructor (for pay in a NASBLA Direct Delivery course), and/or a credentialed indirect delivery Instructor (teaching only for the accredited agency). All requirements of the NICP pertain to Accredited Agency Instructors.

In this section   This section contains the following subsections:

**D.1
Credentialing**   All earmarked instructors of an agency currently operating under a NASBLA accreditation must enter the NICP program as described in Chapter 2.A of this document and the NICP (Appendix D).

An accredited agency BOAT Program policy shall include language directing prospective instructors to become credentialed under the NICP.

**D.2
Requirements**   The accredited agency Program Manager is responsible for vetting prospective NICP candidates using the requirements contained in the NICP. The BOAT Program Director relies heavily on the Agency Program Manager to provide instructor candidates that possess the maturity, judgment, experience, and instructor capabilities necessary to excel as trainers for the accredited agency's BOAT program.

Instructors from an accredited agency may choose to become Direct Delivery instructors for NASBLA (for pay), and must submit a full instructor application and W9 to the BOAT Program Director.

**D.3 Accredited
Agency Break-in
Instructors**   Accredited agency instructor's earmarked for the agency's BOAT program will be allowed to break-in during approved accredited agencies course delivery and/or through a NASBLA Direct Delivery course delivery. During a Direct Delivery course, NASBLA will reimburse travel expenses (flight and hotel etc.) and Per Diem (at the approved GSA rate as announced on BaseCamp for the course delivery). The accredited agency will be responsible for the break-in instructor's time.

D.4 Accredited Agency Instructor Currency

Accredited Agency instructors will follow the approved Accredited Agency BOAT program policy approved during the agency's CAAP (Consultation, Assessment, and Accreditation Process). If an agency's approved policy does not specifically address recertification of agency instructor requirements, then the recertification requirements of the NICP will be required to be followed.

Instructors must teach a NASBLA BOAT approved course at least triennially, or produce documentation of an approved instructor development course (24 hours minimum) during the three-year period following initial credentialing or re-credentialing date. Approved course taught by the accredited agency will meet this requirement. The Agency Program Manager will provide the BOAT Program Director an annual report of agency instructors that details courses taught, dates, and any instructor development training attended.

E. Lead Instructor Qualification & Vetting

Introduction

The position of Direct Delivery Lead Instructor is the highest instructor qualification attainable at NASBLA. NASBLA Direct Delivery Lead Instructors are SME's in the course authorized to be taught, possess the ability to oversee complex course logistical requirements, provide equitable solutions to problems encountered during course deliveries, and effectively interact with other agency officials and commands.

The successful delivery of a NASBLA course relies heavily on the ability of the Lead Instructor to adequately plan for the course delivery, lead the instructor team during high stress situations, and appropriately react to unforeseen mishaps or situations requiring maturity and judgment. The Lead Instructor must also be a technical expert in audiovisual equipment, electronic forms and reporting, Learning Management Systems, project management software, Association Management Software, as well as the administrative abilities to oversee assistant instructor travel expense reporting and reimbursement.

In this section

This section contains the following subsections:

E.1 NASBLA Lead Instructor Requirements

Credentialed instructors requesting to be a Lead Instructor for NASBLA Direct Delivery courses must request in writing to the respective NASBLA program manager. The NASBLA Program Manager will give a positive or negative endorsement and forward on to the BOAT Program Director. Minimum requirements include
- Minimum 3 years as a NASBLA Credentialed Instructor.
- Minimum 10 courses taught in each respective course discipline being considered for.
- Positive endorsement from all lead instructors in each course discipline being considered for.
- Must show knowledge of all NASBLA policies and procedures
- Must undergo an oral interview with the BOAT Program Director and Program Managers.

The BOAT Program Director will have final approval authority.

| **E.2 Accredited Agency Lead Instructor Requirements** | Accredited agency credentialed instructors requesting to be a Lead Instructor for their accredited agency for Indirect Delivery courses must request in writing to their agency Program Manager. The agency Program Manager will give a positive or negative endorsement and forward on to the BOAT Program Director. Minimum requirements include:

- Credentialed as an instructor under the NICP for each course discipline being considered for, with documented completion of an approved Methods of Instruction or Instructor Development course.
- Minimum 3 courses taught in each respective course discipline being considered for.
- Must show knowledge of all NASBLA policies and procedures.
- Must undergo an oral interview with the BOAT Program Director and Program Managers.

The BOAT Program Director will have final approval authority. |

| **E.3 Accredited Agency Lead Instructor Authorizations** | Once qualified as an Accredited Agency Lead Instructor, that individual is authorized to:

- Act only as a Lead Instructor within their accredited agency.
- May audit and evaluate Break-In instructors identified by the Accredited Agency Program Manager.
- Must submit all evaluation documents to the NASBLA Program Director for review.
- Must submit for a triennial course audit and performance evaluation as part of the Accredited Agency's recertification of accreditation. |

| **E.4 Removal of Lead Instructor Credentials** | The BOAT Program Director can remove Lead Instructor credentials for any reason. Lead Instructors who have not acted as a Lead Instructor for a course discipline in 2 years will have the credential removed, and must reapply for credentials. |

F. Break-In Instructor

Introduction   One of the strengths of the NASBLA BOAT Program is the ability to groom instructors through its Break-In process. Prospective instructors are groomed through mentorship in the actual classroom setting, and through immersion in the course delivery with other credentialed instructors. The Break-In process allows for the prospective instructor to become familiar with adult learning principals utilized in NASBLA BOAT Program course deliveries.

In this section   This section contains the following subsections:

F.1 Break-in Instructor Applications   In accordance with the NICP (Appendix D), an individual desiring to become a credentialed NASBLA Instructor either through Direct Delivery of through an accredited agency must submit an application and required documentation contained in the NICP.

For Direct Delivery Instructors, the application package will be sent to the respective Program Manager for the highest-level course they are requesting to teach. The NASBLA Program Manage will review the application and provide either a positive or negative endorsement. The completed package will be submitted to the Program Director for final action.

Accredited Agency individuals seeking instructor credentialing will submit their instructor package to their Agency Program Manager for review. The Agency Program Manager will review the application and provide either a positive or negative endorsement. The completed package will be submitted to the NASBLA Program Director for final action.

F.2 Break-In Instructor process   For prospective Direct Delivery Break-In instructors and accredited agency instructors, once they have been approved by the BOAT Program Director they will be granted access to NASBLA's online instructor portal BaseCamp. Instructions for navigating BaseCamp will be provided. Instructions concerning the break-in process will be sent to the

individual. These instructions include information on ordering instructor uniform items, and required gear for each course discipline they will be teaching.

The applicable NASBLA or accredited agency Program Manager will assign a mentor for the break-in (either a lead instructor, or a credentialed instructor). The mentor will advise the prospective instructor on how to respond to course availability, how to prepare travel arrangements for course deliveries assigned, and answer any questions.

Break-in instructors will follow the NICP. This includes requirements to attend the NASBLA course they are learning to teach first as a student, then as a break-in instructor, and finally as an assistant instructor while being evaluated by a NASBLA Credentialed Lead Instructor, or an accredited agency Lead Instructor The BOAT Program Director may issue a written waiver for certain Phases of the NICP on a case-by-case basis.

Once all requirements have been completed and the Instructor Evaluation forms have been submitted, the Program Director and respective Program Manager will decide on whether the individual has attained an Assistant Instructor credential, or needs more experience and mentoring.

F.3 Break-in Instructor Period

Any individual applying to be a NASBLA Direct Delivery credentialed instructor must be proactive in their credentialing process. The break-in instructor must make themselves available for course deliveries announced on Basecamp. All travel expenses and Per Diem are paid by NASBLA during the break-in period. Break-in instructors are only contractually paid for the final class taught during the break-in period. Accredited Agency Break-In Instructors may elect to act as a Break-In Instructor at a NASBLA Direct Delivery Course with prior approval from their Agency Program Manager. NASBLA will pay the Break-In Instructor's travel, lodging, and per diem for a Phase II course. That individual's Accredited Agency is responsible for the Break-In Instructors time.

If an individual fails to obtain the NASBLA instructor credential within one year their package may be denied. Waivers will be granted for extraneous circumstances that prevent completing the process within one year.

F.4 Course Deliveries Utilizing Break-In Instructors

NASBLA BOAT Program Managers are authorized to use one break-in instructor per course delivery at their discretion. A course delivered to less than 12 students may require credentialed instructors, and a break-in

may not be appropriate. These decisions will be made on a case-by-case basis.

Break-in Instructors from an Accredited Agency are given preference over Break-in instructors from non-accredited agencies.

G. Instructor Currency Maintenance

Introduction   The purpose of re-credentialing is to assure that NASBLA Instructors maintain instructional proficiency and obtain further professional training related to his or her subject matter expertise or training in instructor development. The NASBLA BOAT Instructor credentialing shall be renewed every three (3) years, for each training course the instructor is qualified to teach.

In this section   This section contains the following subsections:

Subsection	Title	See Page
G.1	Instructor Currency and Re-Credentialing	78

G.1 Instructor Currency and Re-Credentialing

NASBLA Direct Delivery Instructors seeking re-credentialing will follow requirements documented in the NICP (Appendix D.) including:
- Twenty four (24) hours of teaching or presentations during the previous three (3) years, which exercises or expands the instructor core competencies.
- Eight (8) hours of professional development, via a course, conference, symposium, self-directed study, or any other training experience approved by the NASBLA BOAT Program Director, which exercises or expands the instructor core competencies, in one of the following areas:
  a. Relevant specialized subject
  b. Instructor Development

The NASBLA Instructor seeking re-credentialing shall provide the following information pertinent to the teaching, presentations or professional development training:
- Location of Training
- Date(s)
- Hours
- Subject(s)
- Brief Description of training, presentation, or professional development training.

The NASBLA BOAT Program Director, upon approval of re-credentialing, shall submit the re-credentialing information for entry into the NASBLA Instructor database. The re-credentialing date shall be on the three-year anniversary of certificate issuance. The NASBLA BOAT Program Director will be responsible for verifying, updating, and submitting this date to NASBLA.

H. Removal of Instructor Credentials

Introduction   As previously stated, the strength of the BOAT Program lies in the knowledge and experience of our instructor cadre. NASBLA instructors are held to a higher standard and code of conduct in order to preserve the reputation and integrity of the NICP program. Unfortunately, there may be instances where removal of an instructor's credential is warranted.

In this section   This section contains the following subsections:

H.1 Removal for Cause   NASBLA Instructor credentials may be relieved for cause in instances where the BOAT Program Director has determined that the instructor has violated NASBLA policy, put students or other instructors in an unsafe position, or acted in any way detrimental to NASBLA and the Boat Program. The BOAT Program Director retains the right to remove instructor credentials for any reason. Written documentation of the removal will be given to the instructor and retained on file.

H.2 Reapplication for Instructor Credential   An instructor that has their instructor credential removed for cause may reapply for NASBLA Instructor credentials if they feel they have rectified the issue that led to their removal for cause. A one year period is required prior to reapplication.

I. Instructor Travel Policy

Introduction   NASBLA is a non-profit organization representing all 56 states and territories. We operate the BOAT program on a cost recovery model. All efforts are made to keep course costs down, and to act as stewards to the public trust. All instructors should be conscientious of this requirement and strive to operate as cost effective as possible in all interactions with NASBLA.

In this section   This section contains the following subsections:

I.1 Travel Policy   All BOAT Program Lead Instructors, Assistant Instructors, Program Managers, and Subject Matter Experts should be familiar with NASBLA's Travel Policy.

The NASBLA travel policy contains information regarding travel expense limits, Per Diem rates, and reimbursement requirements. Instructors should coordinate with the Lead Instructor prior to a course completion regarding expense reports, Per Diem rates, and allowable expenses.

NOTE ∾

> Nothing in this Chapter shall supersede the NASBLA Travel Policy, which is updated on an annual basis. Refer to Appendix G for the most up-to-date information.

I.2 Travel Reimbursement   NASBLA utilizes current GSA travel rates and Per Diem, which are updated annually. Reimbursement rates are for the classroom location, not the lodging location, which may be different rates for each. Per Diem M&IE is 75% on first and last travel days.

Travel Expense Sheets, Invoices, and Receipts (either scanned or hardcopy) should be submitted within 10 business days of the course completion.

I.3 Annual Air Fare Cap

The BOAT Program will announce annually an Air Fare Cap on BaseCamp. All instructors are required to stay under the annual Air Fare Cap unless specifically authorized by the NASBLA Program Manager for that course discipline. All instructors are urged to research and utilize the most cost effective travel methods when arranging transportation.

J. Annual Instructor Forms

Introduction

NASBLA Credentialed Instructors are required to fill out required forms in order to retain their credential and be considered for classes as an instructor. These forms will be sent annually to all instructors on BaseCamp.

In this section

This section contains the following subsections:

Subsection	Title	See Page
J.1	Required Annual Forms	82

J.1 Required Annual Forms

All instructors wishing to teach for NASBLA as a Direct Delivery Instructor will be required to submit the following forms:
- Annual Return to Service Form (Appendix H)
- Form W9, Annual Taxpayer Identification Number and Certification (Appendix I)
- Annual Contract (Appendix J)
- Conflict of Interest Form (Appendix K)
- Release of Liability (Appendix L)

Instructor's only teaching Indirect Delivery classes inside of their accredited agency are not required to submit a W9. If they choose to teach a Direct Delivery class at any time during the year, they will be required to submit a W9 prior to teaching the course, assuming they meet all the requirements for Instructor credentialing IAW the NICP.

Train-the-Trainers must submit the Use of NASBLA Course Curriculum by a Non-Credentialed Instructor contract on an annual basis.

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CHAPTER 6: ACCREDITATION

Introduction   The National Association of State Boating Law Administrators (NASBLA) through its Boat Operations and Training (BOAT) Program will provide its Consultation, Assessment, and Accreditation Process (CAAP) to an agency, department or unit, of their maritime training policies, procedures, curricula, qualification process and documentation to ensure alignment with the BOAT Program National Standard, and interoperability with marine units across the country in the following applicable capabilities: Boat Crew Member, Boat Operator for Search and Rescue, Enhanced Vessel Operator, Tactical Operator, Pursuit Operator, Fire Boat Small, BUI, Accident Investigation, Small Vessel Radiological-Nuclear Detection Operator and any other discipline the National Director authorizes an agency to teach.

The Boat Operations and Training Program was established by NASBLA and through the efforts of its inter-agency "Council of Partners," and accepted by the U.S. Coast Guard as the National Standard of training, certification and training. These National Standards were created to ensure the readiness of state, local, and federal law enforcement and emergency response boat crews throughout the country, and their ability to conduct missions on our nation's waterways safely and effectively. By using this standard, and assessing an agency's compliance with the standard, the citizens of this country can be assured that this agency and its officers are trained to a United States Coast Guard and FEMA recognized standard as true force multipliers and capable of seamless inter-agency operation within our maritime homeland security framework.

In this chapter   This chapter contains the following sections:

Section	Title	See Page
A.	The Accreditation CAAP Process	85
B.	Government Public Safety Agencies	88
C.	Non-Governmental Agencies & Institutions of Higher Learning	90

References for this Chapter
    a. NASBLA Accreditation CAAP Overview (Appendix M)
    b. National Instructor Credentialing Program (Appendix D)

A. The Accreditation CAAP Process

Introduction NASBLA, through the BOAT Program, will evaluate an agency's training program, using the NASBLA BOAT Program as the standard of measurement, comparing specific policies, techniques and procedures by following the CAAP process. The evaluation process is broken into three separate areas: Consultation, Assessment, and Accreditation. Each of these steps can be taken individually or collectively.

For example, an agency can choose just to undergo the Consultation phase, and not conduct an Assessment of Accreditation. However, this may impact future grant applications as the alliance with the BOAT Program could become required in upcoming federal funding programs, in EMAC agreements, and for FEMA deployments in disaster response. Additionally, an agency can choose to go straight to the Accreditation phase, but without the prior steps may not recognize procedures that do not meet the standards, and therefore be refused their Accreditation.

In this section This section contains the following subsections:

A.1 Phase I: Consultation As the initial step in any evaluation process, the BOAT Program's National Director will provide subject matter knowledge and guidance to the agency's Program Manager in an effort to identify conforming practices that the agency currently implements, and those policies or procedures that may not meet the standards. This first stage of the CAAP process helps the agency prepare itself for the following steps.

A.2 Phase II: Assessment In this phase of the process, the team will evaluate the agency's training procedures, qualification standards, currency maintenance and documentation records, and conduct an on-site visit. Each of the Qualification Tasks in the BOAT Manual will be evaluated to see if the training program of the agency, or training that the members attend meet the specific standards for Boat Crew Member, Boat Operator, Tactical Crew Member, or Tactical Operator competencies (See Vol II, Chapter 3, and Page 41 through 43 for reference.)

The assessment team will evaluate an agency's training program, using the NASBLA BOAT Program as the standard of measurement, comparing specific policies, techniques and procedures in the following categories as outlined in the BOAT Manual;

1. Training and Qualification
   a. Training
   b. Program Oversight, Management, and Organization
   c. Agency Training Program, Indoctrination, and Documentation
   d. Personal Qualification Standards
   e. Certification Lapse and recertification
   f. Currency Maintenance
   g. Resident Training
2. BOAT Crew Training
   a. Program Overview
   b. NASBLA Training Advisory Boards
   c. Program Director Duties and Responsibilities
   d. Program Manager Duties and Responsibilities
   e. Boat Crew Examination Board
   f. Instructor and Trainees
3. Qualification Process
   a. Trainee Selection and Instructor Assignment
   b. Completion of Qualification Tasks
   c. Authorities and Exceptions
   d. Specific Requirements
4. Currency Maintenance
   a. Proficiency Requirements
   b. Currency Requirements
   c. Specific Requirements
   d. Documentation

At the conclusion of this phase, the agency will be provided a report outlining each of the specific evaluation areas and if compliance to the standard is achieved in those areas. If there are areas that need additional steps in order to achieve compliance, a Plan of Corrective Action will also be provided.

A.3 Phase III: Accreditation

The final step in the CAAP, the agency will be evaluated in all aspects of the BOAT Program as outlined above, and as referenced in Phase II. Upon completion of this phase, the agency if found to be in compliance with the standards, will be issued an accreditation certificate and its officers entered into the national database of Boat Crew Members, Boat Operators, Tactical Operators, Pursuit Operators, and/or Small Vessel Rad-Nuc Detection Operators. The agency will also be allowed to update

currency and training information into the database through the Program Director.

A.4 Accreditation Period and costs

For NASBLA members the cost to attain Accreditation is $2,500 per calendar year, for a contractual period of six years. For accreditations achieved on or before July 31st of a calendar year, payment will be due upon achievement of that Accreditation, and in accordance with a member's annual dues schedule for each year thereafter. For Accreditations achieved on or after August 1st of a calendar year, invoice and payment will be due in accordance with a member's annual dues schedule.

For non-members, the cost to attain accreditation is $10,000 for a three year initial accreditation period.

Travel, lodging, per diem and expenses for Initial Accreditation site visits shall be invoiced separately. (Estimated at a cost of $2,000 on average).

A.5 Maintenance of Accreditation and costs

For each year after the initial Accreditation contractual period the fee will be $2,500/year.

Maintenance of Accreditation will require a Triennial Audit visit (every three years) from the initial Accreditation date... For those agencies that are successfully delivering NASBLA courses internally, the Triennial Audit visit must include a course delivery audit. Payment of travel, lodging, per diem and expenses will be required for each visit. (Estimated at $1,000/visit on average).

If annual Accreditation Maintenance fee is not received, NASBLA shall rescind Accreditation status of the member or agency.

A.6 Cost for Re-Accreditation

Should Accreditation of an agency be rescinded because of a lapse in annual payment, or for violation of Accreditation policies and/or standards, a Re-Accreditation Audit is required. The Re-Accreditation and audit fee is $5,000, after which, the annual Maintenance fee of $2,500 is required.

Travel, lodging, per diem and expenses for Initial Re-Accreditation site visit shall be invoiced separately. (Estimated at a cost of $1,000 on average).

B. Government Public Safety Agencies

Introduction   NASBLA will accredit Government Public Safety Agencies through the CAAP process to ensure alignment with the BOAT Program National Standard, and interoperability with marine units across the country.

In this section   This section contains the following subsections:

Subsection	Title	See Page
B.1	Accredited Agency Program Manager	88
B.2	Accredited Agency Credentialed Instructors	89

B.1 Accredited Agency Program Manager

The success of an accredited government public safety agency BOAT Program relies upon a strong and dedicated Accredited Agency Program Manager (AAPM). The AAPM functions similar to a Training Officer. The AAPM should possess the maturity, judgment, and professionalism necessary to oversee this critical program responsible for the safety and security of the agency's maritime operators and first responders. The AAPM will be responsible for:

- Vetting and selecting agency instructors selected for national credentialing through the BOAT Program NICP.
- Ensuring NASBLA BOAT Program courses are conducted IAW BOAT Program standards, using the most up-to-date course curricula.
- Confirming all students attending training meet course requirements contained in the course overview.
- Requesting a course registration link through NASBLA so all students trained are entered into the National Database, and partner agency students not covered under the agencies accreditation are notified of the $50 registration fee requirement.
- Ensuring the NASBLA BOAT Program Director, Program Managers, and pertinent NASBLA staff are informed of all course deliveries, number of students trained, and submitting a course roster documenting all students successfully completing the training.
- Retain pre-course knowledge tests, final exams, and student course evaluations. These can be retained locally, scanned and submitted electronically to NASBLA headquarters, or submit hardcopies via mail for retention at NASBLA.
- Submitting annual reports to NASBLA capturing total number of classes conducted, total number of agency students trained, total number of partner agency students trained, and instructors utilized during the course deliveries.

- Submitting annual reports of currency for agency personnel qualified in each course discipline, and credentialed instructor currency IAW the NICP and this document

B.2 Accredited Agency Credentialed Instructors

Government Agency Credentialed instructors must maintain currency with their accredited agency IAW the approved agency BOAT Program policy and the NICP.

Credentialed instructors who choose to teach NASBLA Direct Delivery courses will be required to maintain their credentials through NASBLA in addition to their agency requirements.

Credentialed instructors shall ensure they are aware of curriculum updates, stay informed of best practices and industry advancements, as well as continually strive to further their personal professional development. Credentialed instructors should stay active in the BOAT Program instructor community through BaseCamp and by attending the annual instructor development conference.

An Accredited Agency Credentialed Instructor will not teach NASBLA Courses or Curricula outside of their agency, unless it is a NASBLA Direct Delivery course. No Accredited Agency Credentialed Instructor may use their title of "NASBLA Credentialed Instructor" or purport to train to the National Standard unless training for the instances referenced above. The BOAT Program Director may authorize a waiver to the above restrictions under special circumstances. This waiver authorization must be requested in writing to the BOAT Program Director.

C. Non-Governmental Agencies and Institutions of Higher Learning

| **Introduction** | Non-governmental agencies and institution of higher learning may offer NASBLA training through a contracted NASBLA instructor team. Under our MOU with the USCG, NASBLA must maintain strict oversight of the delivery of the National Standard of training, as well as the course curriculum. |

| **In this section** | This section contains the following subsections: |

Subsection	Title	See Page
C.1	Policy Regarding Accreditation of NGA & IHL	90

C.1 Policy Regarding Accreditation of NGA & IHL

Accreditation of Non-Governmental Agencies (NGA) and Institutions of Higher Learning IHL) will not be considered for a period of five years. A re-evaluation of this decision will be made in 2022.

This policy does not restrict a NGA or IHL in offering NASBLA Boat Program courses. Any NGA or IHL wishing to offer NASBLA Boat Program courses will contract with NASBLA to provide a credentialed Lead Instructor to oversee the course delivery. This ensures that NASBLA will have oversight of the course delivery and adherence to NASBLA policy and the National Standard.

All requirements listed in this manual and in the respective course curricula and course overviews, including the appropriate credentialed instructor to student ratios, and vessel to student ratios will be maintained.

CHAPTER 7: NASBLA COURSE DELIVERY METHODS, USE OF CURRICULUM, AND CERTIFICATE ISSUANCE

Introduction   NASBLA's BOAT Program delivers the National Standard of Training as authorized under the MOU with the U.S. Coast Guard. In order to maintain the integrity of the course curriculum and delivery methods, NASBLA has the responsibility to oversee all course deliveries.

In this chapter   This chapter contains the following sections:

References for this Chapter

a. *National Instructor Credentialing Program (NICP) (Appendix D)*
b. *Use of NASBLA Course Materials Contract Agreement (Appendix E)*
c. *NASBLA BOAT Policy 4 – Use of NASBLA Curriculum by a Non-Credentialed Instructor (Appendix F)*

A. Direct Delivery Courses

Introduction   Direct Delivery courses are delivered by NASBLA directly to students by a credentialed and contractually paid instructor. The students in a "direct delivery" course register through a NASBLA registration site, course materials are provided by NASBLA, certificates of completion and student tracking will be a function of NASBLA and the course costs are tuition based.

In this section   This section contains the following subsections:

Subsection	Title	See Page
A.1	Direct Delivery Course Process	92
A.2	NASBLA National Database	92
A.3	Currency	92

A.1 Direct Delivery Course Process   The success of a NASBLA Direct delivery course is directly dependent on the team effort of the NASBLA BOAT Program personnel. The respective NASBLA Program Manager is directly responsible for the planning, team selection, delivery, logistical, and administrative requirements for the course delivery. The Lead Instructor chosen for each course delivery will notify the respective USCG COTP, State BLA, and any other applicable federal, state, local or tribal agencies that may be affected by the course delivery. The Lead Instructor is responsible for the safe delivery of the course, and submission of all required documentation.

A.2 NASBLA National Database   Students successfully completing a NASBLA Direct Delivery course are entered into the National Database of Maritime Operators and First Responders for the position completed.

NOTE ☞

> The Federal Emergency Management Agency (FEMA) released updated guidance on the resource typing of maritime assets and position qualifications in February of 2018. NASBLA will be tailoring the database to meet these new typing and position qualifications.

A.3 Currency   Students completing a NASBLA Direct Delivery course are required to maintain currency in the course disciplines they have completed. Currency is submitted to NASBLA at the published currency intervals and must be signed by an agency's training officer, supervisor, department head, or other command position.

Currency requirements ensure that the skills and knowledge learned are maintained and allow Incident Commanders to see the currency and qualification of responders. Currency is entered into the National Database. It is the student's responsibility to ensure currency is maintained.

Currency task completion performed during normal operations can count towards these currency requirements. Documentation of task completion must be annotated on the underway log.

A.3.1 Currency Periods

Currency periods for students receiving training and not a member of a NASBLA accredited agency are required for the following course and frequency:

Course	Currency Frequency
BCM	Annually
BOSAR	Annually
EVOC	Annually
TOC	Annually
BAI - Advanced	Annually
FBS	Annually *

- *FBS requires annual maintenance of BCM and/or BOSAR in addition to FBS*

Personnel qualified in BOSAR, EVOC, or TOC will not be required to complete annual currency for BCM. Currency completion in the higher-level qualification level will meet requirements for BCM. For BOSAR qualifications, completion of search patterns required for currency must be completed even if higher-level qualifications are maintained.

The following courses do not currently have a recertification requirement;
- Officer Water Survival (OWS)
- Navigation Rules Online Course
- BUI (NHTSA has no recurrent training requirement)
- Boat Accident Investigation – Basic

The BOAT Program Director may require recurrent training or refresher training at a future date. It is highly recommended that recurrent or refresher training be completed, especially of an officer or responder has not actively performed the task covered by the training on a consistent basis.

NOTE ✐

> These currency requirements represent the maximum time for recertification and currency. Nothing in this policy will supersede a more frequent requirement of an officer or responder under their agency SOP or SOG.

A.3.2 Currency Documentation

Currency Documentation must be submitted annually on agency letterhead and signed by the agency Training Officer or higher-ranking official.

B. Accredited Public Safety Agency Delivery (Indirect Delivery)

Introduction

An Indirect Delivery course is a NASBLA course delivered by permission of the NASBLA BOAT Program Director by a NASBLA credentialed contractually un-paid instructor by an Accredited Public Safety Agency. All course materials are provided by the host agency and successful graduates will only receive a NASBLA certificate by submitting an affidavit of student participation, test scores, and evaluations.

In this section

This section contains the following subsections:

Subsection	Title	See Page
B.1	Accredited Agency Delivery	95

B.1 Accredited Agency Delivery

Accredited Public Safety Agencies may deliver NASBLA courses specifically authorized under their accreditation agreement. Notification of the course delivery must be made in advance, and approval granted from the BOAT Program Director. Notification will include the anticipated course dates, number of students, number of vessels, and instructors teaching the course. For each course discipline, the Agency Program Manager must ensure that all course requirements in this manual are met including:

- Correct student to instructor ratio
- Correct student to vessel ratio
- Course prerequisites (i.e. sworn Law Enforcement credentials for Law Enforcement sensitive courses)
- Only one break-in Instructor utilized
- Courses strictly follow the curriculum published in BaseCamp, or cover all required PQS standards (with permission from the BOAT Program Director)
- Post-course notification and submission of documentation are completed

C. Non-Accredited Public Safety Agency Delivery

Introduction Delivery of a NASBLA course by a non-Accredited Public Safety Agency is only allowed under the direction of a NASBLA contractually paid instructor team. Non-Accredited PSAs are encouraged to contact the NASBLA BOAT Program Director to discuss options for their operators to receive NASBLA training.

In this section This section contains the following subsections:

Subsection	Title	See Page
C.1	Non-Accredited Public Safety Course Options	96

C.1 Non-Accredited Public Safety Course options Non-Accredited Public Safety Agencies may obtain NASBLA training through the following channels:

- An agency may choose to host a NASBLA Direct Delivery Course. A course can be run for as few as 12 students for most course disciplines. NASBLA can advertise and offer open seats to partner Public Safety Agencies at the per student course cost.
- Local Coat Guard units may elect to deliver NASBLA courses to their partner Public Safety Agencies depending on the OPTEMPO of the station and personnel requirements. The CO/OIC of the unit must authorize the course delivery, and final approval is granted by the BOAT Program Director IAW this manual.
- A Public Safety Agency may elect to send their personnel to NASBLA Direct Delivery Courses throughout the nation. The agency hosting the course may offer available seats through the NASBLA Boat Program. Open seats in these classes are rare, and NASBLA is alerted to open seats shortly before the class commences. All travel, per diem and lodging expenses are the responsibility of the Non-Accredited Public Safety Agency.
- Local Accredited Agencies may offer open seats to neighboring Public Safety Agencies. Students from agencies not under the accreditation agreement will be required to pay a small administrative fee to NASBLA. If a student does not want to be included on the national database, an agency generated certificate may be made, but must be approved by the BOAT Program Director.

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Certificate Issuance

![NASBLA logo]

D. Coast Guard Unit or FLETC Course Delivery

Introduction   Indirect Delivery of NASBLA courses by a United States Coast Guard
                          Station or the Federal Law Enforcement Training Center (FLETC) is
                          allowed under the direction of the unit Commanding Officer, Officer in
                          Charge, or FLETC Training Coordinator.

In this section   This section contains the following subsections:

Subsection	Title	See Page
D.1	CG/FLETC delivery	97

**D.1 CG/FLETC   The Commanding Officer/Officer in Charge of a Coast Guard Station
Delivery**   may elect to train their local Public Safety Agency partners by
                        delivering NASBLA Boat Courses. The FLETC Training Coordinator
                        may also offer NASBLA Boat Courses to Public Safety Agencies.

**D.1.a CG Course   The Officer in Charge or Commanding Officer should reach out to the
Delivery   BOAT Program Director requesting to deliver a course. The BOAT
requirements**   Program Director will respond and include the appropriate NASBLA
                        Course Program Manager and the USCG liaison for the BOAT
                        Program, as well as the Sector Commander and response staff for their
                        awareness.

                        The OIC/CO will provide names and email addresses of their qualified
                        instructors to the Program Manager in order to gain access to
                        BASECAMP, NASBLA's online Instructor Portal. All of NASBLA's
                        course materials are available for download on BASECAMP.

                        For Boat Crew Member (BCM) and Boat Operator for Search and
                        Rescue (BOSAR) courses instructors shall be qualified Coast Guard
                        Coxswains. For Tactical Course deliveries (Tactical Operator Course
                        (TOC), Enhanced Vessel Operator (EVOC), and Pursuit and Stop
                        (PAS)) permission must be granted by the Tactical Course Program
                        Manager and earmarked instructors must be qualified Tactical
                        Coxswains. For all other NASBLA course offerings please contact the
                        BOAT Program Director.

                        Coast Guard units should assign a senior Petty Officer or Chief as the
                        designated Lead Instructor. The Lead Instructor must follow the course
                        outline included in Module One of each course, and give the pre-course
                        knowledge test, final exams, and course evaluations.

The Lead Petty Officer will notify NASBLA through the appropriate Program Manager the dates of the course(s), and the number of expected students. CG units will follow NASBLA's predetermined student to instructor ratios as defined in the appropriate course descriptions available on the website (NASBLA Course Descriptions). Most have a ratio of 4 Students to 1 Instructor and a student to boat ration of 4:1. For a 20 person course the unit would need 4 instructors and four boats (Tactical course may need an additional OPFOR vessel).

Tactical courses (TOC and PAS) can only be delivered to federal, state, local and tribal sworn law enforcement due to the law enforcement sensitive material contained in the courses. Delivery to non-sworn law enforcement or foreign nationals may only occur with written approval of the BOAT Program Director and the USCG Office of Boat Forces.

The pre-course knowledge tests, final exams, and course evaluations must be completed for all courses taught. A roster signed by the Lead Instructor designating pass/fail must also be completed.

E. Use of NASBLA Course Curriculum

Introduction   NASBLA published BOAT Program Policy 4, *Use of NASBLA
Curriculum by Non-Credentialed Instructors* (Appendix F) to establish
guidelines and Contractual limitations regarding the use of NASBLA
training Materials and curriculum by non-credentialed instructors. This
policy and guidelines refers ONLY to those courses that are considered
Train the Trainer courses (BUI and OWS).

In this section   This section contains the following subsections:

Subsection	Title	See Page
E.1	Scope	99
E.2	Contractual Agreement	99
E.3	Agency Certificate of Training	100

E.1 Scope   Instructors who are chosen by their agency to attend a NASBLA Train
the Trainer course and successfully graduate that course may be granted
access to utilize NASBLA Course materials and curriculum. Utilization
of NASBLA training aids, course materials and full course curriculum,
including student manuals, is only authorized by entering a contractual
agreement between NASBLA, the instructor and his or her department
or agency.

**E.2 Contractual
Agreement**   Use of NASBLA training materials and full course curriculum comes
with responsibility to maintain the credibility and accuracy in delivery
of training. The contractual agreement must address the following:

- The instructor is not credentialed by NASBLA as a NASBLA
  Instructor but rather as an instructor representing his or her
  agency
- The instructor will verify currency of course material by
  contacting the NASBLA Program Manager responsible for the
  specific course to be taught. Only the most current NASBLA
  Course material is authorized for distribution.
- The Instructor must agree not to amend modify or exclude any
  elements of the NASBLA curriculum as published.
- The instructor may add agency-specific information and internal
  policy guidance in the delivery of instruction to students within
  his or her agency and or jurisdiction.
- The instructor will deliver training only to eligible students as
  outlined within the course outline and overview.

- The instructor will register and maintain training records on date of delivery of training and the number of students trained. It is at the discretion of the instructor's agency whether to capture student specific data for internal currency requirements. (Students trained under these conditions are not entered into the NASBLA national database.)
- The instructor or agency training supervisor will report annually to NASBLA the number of students trained to the NASBLA course curriculum.

The contractual agreement shall be signed yearly. An example of a contractual agreement is included as Appendix E.

E.3 Agency Certificate of Training

Use of NASBLA's nationally standardized training materials and course curriculum is a significant benefit to marine law enforcement agencies and emergency rescue personnel. Recognition of that training as delivered by a non-credential instructor who has completed a NASBLA Train the Trainer course may be acknowledged under the following guidelines:

- The certificate issued must represent the agency sponsor of the instructor.
- The certificate may identify that the most up‐to‐date NASBLA curriculum was utilized and delivered without modification.
- The certificate must contain the signature of the instructor and agency supervisor responsible for training compliance.
- The NASBLA logo may be attached at the bottom of the certificate to validate the authorized use of training materials.

F. Certificate Issuance

Introduction	This section will describe the issuance of training certificates to students completing any NASBLA training course.

In this section	This section contains the following subsections:

Subsection	Title	See Page
F.1	Scope	101
F.2	Direct Delivery Certificate Issuance	101
F.3	Indirect Delivery Certificate Issuance	103
F.4	Coast Guard Course Delivery	103

References for this Chapter	a. *Use of NASBLA Course Materials Contract Agreement (Appendix E)* b. *NASBLA BOAT Policy 4 – Use of NASBLA Curriculum by a Non-Credentialed Instructor (Appendix F)*

F.1 Scope	Students may complete a NASBLA training course through a variety of methods: direct delivery by NASBLA (grant funded or contractual delivery) or delivery by a NASBLA accredited agency acting within their accreditation agreement. Indirect delivery may be provided by contracting a NASBLA credentialed lead instructor; registration services, certificate and database services are provided (fees apply)

F.2 Direct Delivery Certificate Issuance	This subsection will describe certificate issuance through various Direct Delivery options:
F.2.a Grant Funded Courses	When delivery of a NASBLA BOAT Program course is provided by NASBLA and funded through a grant, the following shall occur:

- A registration link will be opened upon authorization by the appropriate Program Manager, with notification to the BOAT Program Director.
- The NASBLA Program Director will work with NASBLA staff to identify course locations, identify and secure training facilities and facilitate communication between the host agency and the Program Manager and/or Lead Instructor.

- The Lead Instructor is responsible for validation of the student roster and must send an accurate roster (in electronic format) to the Membership Services Director.
- Upon course completion, the Lead Instructor will report final test scores and the results of any student evaluations/proficiency check-offs to the appropriate Program Manager and the BOAT Program Director.
- A certificate will be issued to each successful attendee by NASBLA Membership Services.

F.2.b Bulk or Individual Tuition

When delivery of a NASBLA BOAT Program Course is funded by either bulk or individual tuition, the following shall occur:

- Bulk Tuition: A registration link will be opened upon authorization by the BOAT Program Director – only upon receipt of a signed and validated purchase order or statement of financial responsibility for the bulk purchase of a specific course.
- Individual Tuition: A registration link will be opened upon authorization of the BOAT Program Director for the delivery of a per-student tuition course, with clearly established per-student cost, course location and logistics. The course will be confirmed no less than 30 days prior to course delivery. If minimum registration is not met 30 days in advance of course delivery, the course may be cancelled.
- The Lead Instructor is responsible for validation of the student roster and must send an accurate roster (in electronic format) to the Membership Services Director.
- Upon course completion, the Lead Instructor will report final test scores and the results of any student evaluations/proficiency check-offs to the appropriate Program Manager and the BOAT Program Director.
- A certificate will be issued to each successful attendee by NASBLA Membership Services.

F.2.c Delivery by NASBLA Accredited Public Safety Agency

When indirect delivery of NASBLA BOAT Program courses by a NASBLA-accredited agency partner occurs, the following shall take place:

- Agencies within the three (3)-year period of their accreditation may request a registration link through the BOAT Program Director.
- The BOAT Program Director will notify NASBLA Membership Services and authenticate the eligibility of the registration request.
- During the three (3)-year period there will be no per student registration fee for officers trained within or under the employment of the accredited agency.

- The Lead Instructor is responsible for validation of the student roster and must report to NASBLA Membership Services.
- Upon graduation, the Lead Instructor is responsible for reporting final test scores and student evaluations to the Program Manager and/or the BOAT Program Director.
- The certificate shall be issued by NASBLA Membership Services as a service included in the Accreditation initial fee.

F.3 Indirect Delivery Certificate Issuance

The Indirect delivery of NASBLA BOAT Program courses from a non-accredited agency will adhere to the following administrative procedure, provided that the agency/students and instructor wish to be entered into NASBLA's database and receive a NASBLA certificate of completion:

- In order for a credentialed NASBLA instructor to deliver a NASBLA course in the indirect delivery mode as an assistant instructor, that instructor must first notify and request course delivery to the BOAT Program Director. A contracted NASBLA Credentialed Lead Instructor must oversee the course delivery as the Lead Instructor.
- Upon that request, the BOAT Program Director must validate the currency of the instructor requesting to deliver a NASBLA course and conformance to the NASBLA BOAT Program instructional standards in order for them to act as an Assistant Instructor.
- If the instructor(s) is found to be credentialed and current, and the course delivery conforms to BOAT Program standards, the Boat Program Director will request a registration link to be opened by NASBLA Membership Services.
- The Lead Instructor is responsible for validation of the student roster and must report to NASBLA Membership Services.
- Upon graduation, the Lead Instructor is responsible for reporting final test scores and student evaluations to the Program Manager and/or the BOAT Program Director.
- The certificate shall be issued by NASBLA Membership Services.

F.4 Coast Guard Course Delivery

The indirect delivery of NASBLA BOAT Program courses by the United States Coast Guard will adhere to the following administrative procedure, provided that the agency/ students wish to be entered into NASBLA's database and receive a NASBLA certificate of completion:

- In order for a certified Coast Guard Instructor to deliver a NASBLA course in the indirect delivery mode, that instructor must first notify and request course delivery to the BOAT Program Director. The course must be run under the direct

supervision and approval of the Officer in Charge or
Commanding Officer.

- Upon that request the BOAT Program Director will authenticate
  that the most current BOAT Program Course material conforms
  to the NASBLA instructional standards.
- Once the BOAT Program Director has authenticated the course
  materials the BOAT Program Director will request a registration
  link to be opened by NASBLA Member Services.
- Only those students registered will be eligible to receive a
  NASBLA certificate following graduation.
- The Lead Instructor is responsible for validation of the student
  roster and must report to NASBLA Membership Services.
- Upon graduation, the Coast Guard Instructor is responsible for
  reporting final test scores and student evaluations to the Program
  Manager and/or the BOAT Program Director.
- The certificate shall be issued by NASBLA Membership
  Services.
- If an agency trained by a Coast Guard Unit does not want to be
  included on the national database, the Coast Guard unit can
  generate a unit course completion certificate.

CHAPTER 8: RISK MANAGEMENT & MITIGATION

Introduction   NASBLA's BOAT Program Course's provide a national hands-on high-energy skills training model for close quarter and tactical boat operation. The ultimate goal of the course is to raise the skill level of boat operators who are operating within the port environment around high value assets, structures and other boats, thereby utilizing the full capabilities of their enforcement watercraft against any waterborne threat or opposing force. The courses are taught in a sheltered aquatic environment such as a harbor or inlet where wind and current will have less of an impact on the boats. Students participating in the courses are instructed on how to operate the boat using a progressive teaching method in which the instructor first demonstrates the task and then allows the student to perform one part of the task at a time under direct supervision until the student is able to perform the entire task. All maneuvers are done from a slow speed all the way to the maximum capability of their vessel.

Safety during a NASBLA course is the responsibility of everyone involved in the course. Lead Instructors, assistant instructors, and the students themselves must take an active role in the risk mitigation process. Empowering everyone to watch for, identify, and solve any safety issues will make a course delivery safe and effective.

In this chapter   This chapter contains the following sections:

Section	Title	See Page
A.	Risk Mitigation	106
	A.1 Release Waiver	106
	A.2 Checklists	106
	A.3 Communication Plan	106
	A.4 TCT/ORM	106

**References for
this Chapter**

    a. *NASBLA Risk Management Plan (Appendix N)*
    b. *Team Coordination Training, COMDTINST 1541.1*
    c. *Operational Risk Management, COMDTINST 3500.3*

A. Risk Management & Mitigation

Introduction

Risk is defined by whether a chance of exposure to injury or loss exists; however there are varying degrees of risk. To determine the levels, the probability of an event occurring must be compared to the impact the event would have if it were to occur. And, in order to reduce risks, one must first reduce the probability of them occurring or reduce the impact once they have occurred.

A.1 Release Waiver

One of the best strategies for diminishing the number of risks comes in the form of a release statement or waiver. People participating in the course are required to acknowledge that they were aware of the risks involved and would practice specific behaviors in order to minimize the chance of risk. A prepared release statement can be found in Appendix N.

A.2 Checklists

The use of a checklist is required prior to the start of each course. The checklist is used by the instructor to ensure that all safety equipment is on board the boat as well as any teaching materials that might be needed. The checklist also allows the instructor to carry out a safer course. Examples of checklists are include in Appendix N.

A.3 Communication Plan

The communications plan is the final piece of an effective risk management plan. In the event that an emergency takes place, the appropriate persons need to be notified, but they should be notified in a specific order. Communication's plans for each course discipline are contained in Appendix N.

A.4 TCT/ORM

The NASBLA BOAT Program aligns itself with the USCG Operational Risk Management Program. Agencies are encouraged to adopt the program. Students are trained in this program in all NASBLA course offerings.