

# Chapter 1

## The Recreational Boating Safety Visitation Program (USPS Version)

### Purpose:

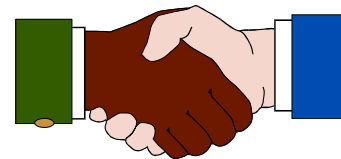
The general purpose of the Recreational Boating Safety Visitation Program (RBSVP) is to promote safe boating for the recreational boating public through the aid of local businesses, offices and marine dealerships. This will include the continuing education of the general public and office, business and dealership managers (program partners) and distribution of safety/boating-related literature. Great strides toward an ultimate goal of safe and enjoyable recreational boating can be made by making safety and related boating information available wherever the general public shops, passes by or waits. The members participating in this program will be known as Program Visitors (PVs).



Statistics show there are approximately 80 million boaters in the United States. The general public is becoming the boating public whether through boat ownership, boat rental or boating as a guest with friends. The Program Visitor must become a visible source of safety information and resource for federal, state and local boating safety requirements, the Coast Guard Recreational Boating Safety Program and local educational programs. This manual is intended to provide training and guidance for new Program Visitors and serve as a reference for those members already qualified under the former program. Under a Memorandum of Understanding between the United States Coast Guard Auxiliary and United States Power Squadrons®, members of both organizations are eligible to become Program Visitors.

The long-range goal of this program is to visit every program partner each month (or at least once a quarter), to maintain open lines of communication with the Coast Guard, the

Auxiliary and/or the United States Power Squadrons®. One reason for the visit is to inform the program partner of the Coast Guard's Recreational Boating Safety (RBS) program and the applicable federal, state and local requirements. Where the program partner is not a traditional marine business/dealership, maintaining the supply of safety related literature and federal, state and local requirements would be the main focus. The visits should be conducted with the clear aim of providing boating safety information and educational opportunities to the boating public. The community program partners must feel the Program Visitor is committed to promoting boating safety and is a vital link in the safe boating or boating education process. It is essential that the Program Visitors maintain frequent contact and re-supply the literature display racks. Irreparable damage to the Recreational Boating Safety, Auxiliary or Power Squadrons image and programs can be done when no follow-up visits are made.



### Definitions:

#### Recreational Boating Safety Visitation Program

– The new name, look and expanded scope of the former Marine Dealer Visitor Program, hereinafter called the **RBSVP**. This program is one of the United States Coast Guard Auxiliary's and United States Power Squadrons® public outreach programs in support of the US Coast Guard's recreational boating safety mission.

United States Coast Guard –  
A branch of the armed forces of



the United States and primary federal agency for homeland security, maritime law enforcement and maritime safety, hereinafter called the **Coast Guard**.

**United States Coast Guard Auxiliary** – The civilian volunteer arm of the Coast Guard whose principal mission is to promote and encourage recreational boating safety by both public and member education and on the water service to the Coast Guard, hereinafter called the **Auxiliary**.

**United States Power Squadrons®** – A non-profit, educational organization dedicated to making boating safer and more enjoyable by teaching classes in seamanship, navigation and related subjects, hereinafter called the **Power Squadrons**.

**Program Visitor** – Any member who has taken and passed the **RBSVP** open book examination and has made the required supervised visits with a currently certified member, hereinafter called a **Program Visitor**. The Program Visitor is an ambassador of the Coast Guard, the Auxiliary and the Power Squadrons. An ambassador is defined as “authorized representative or messenger that typifies others of the same group”. This places the Program Visitor in a position of increased responsibility and influence. The DSO-PV, SO-PV and FSO-PV in the Auxiliary and the corresponding officer chain in the Power Squadrons must all be certified Program Visitors. The Program Visitor should have an extensive knowledge of the Coast Guard Recreational Boating Safety program, federal, state and local regulations, all available boating safety educational programs and literature, plus the programs available through their parent organization.



**Program Partner** – Any community business or facility which will allow the Program Visitor to place a literature display rack in that facility and where the general public visits or waits. These could include: marine dealers, plumbing shops, hardware stores, vessel rental agencies, vessel repair agencies, marinas, canvas or sail makers, hospital emergency or other waiting rooms, Doctor’s offices, insurance agency lobbies, chain stores, libraries, county boat/car license agencies, Dentist’s offices, bait and tackle vendors, dive and/or snorkel shops. In addition, BoatU.S.,

Boaters World, West Marine and other chain stores with sport/boat equipment departments should be included. These participating businesses or facilities are hereinafter called **Partners**.



## Summary

### **Old Program Names**

**Marine Dealer Visitor Program**

**Marine Dealer**

**Marine Dealer Visitor**

### **New Program Names**

**Recreational Boating Safety Visitation Program**

**Program Partner**

**Program Visitor**

### **RBSVP Objectives:**

- Establish or enhance working relations between Partners, the Coast Guard and Program Visitors.
- Use the Partners as the contact point for making the boating public aware of federal, state and local boating safety requirements.
- Provide information regarding public education programs, Vessel Safety Checks, and membership in the Auxiliary and/or Power Squadrons.
- Distribute available federal, state, local and other boating safety handout materials approved for distribution through the RBSVP or Coast Guard.
- Assist in NOAA Small-Craft Marina Facility Updating.
- Provide the Partner with a resource person for boating safety issues.



## Program Partner Benefits:

There are significant benefits for the participating Partners. These benefits are both tangible and intangible but many can be related to economic advantages. A very powerful selling point for Partners in the commercial industry, is that knowledge and the right equipment lead to safer boating. If these Partners can impress upon boaters and potential boaters that safety equipment and knowledge of how to use it is available, it could produce a significant economic advantage for them. The ability to advertise educational opportunities and information is also a major public relations advantage for those community Partners not in the marine industry, such as a Dentist's waiting room. Some of the benefits to the Partner are that this program can:

- Establish a "public/boating safety center" image with the general public. The safety information which the Partner receives as well as their cooperation with the Coast Guard, Auxiliary, Power Squadrons and state programs, can impress the general public by indicating that here is a community minded Partner interested in providing the public with the best boating safety information.
- Keep the Partners up-to-date on the latest information and programs of interest. Each facility will be visited regularly so there can be follow-up action with the Program Visitors.
- Provide a point of contact with the Coast Guard through which the facility can obtain answers to technical questions or other issues such as: documentation, recall status, reference sources etc. The Program Visitor should be ready with referral information, including the name and phone numbers of contact persons.
- Conduct Partner employee training such as: showing the Partner's service department staff how to correctly apply registration numbers; providing sales staff with training on safety equipment; or advising rental vendors on required safety equipment.

- Provide updated material to NOAA, for Small Craft Marina Facility Charts.

## General Public Benefits:

In cooperation with the Partners, the Coast Guard and state agencies, the RBSVP will benefit the recreational boating public by:



- Providing a public education service on the part of the Partners.
- Making the boater aware of federal, state and local safety requirements and where to seek further information and/or other educational opportunities.
- Advising boaters of Coast Guard, Auxiliary, Power Squadrons and other boating safety missions and services.
- Providing the public with a better understanding of the responsibilities of a boater or boating passenger.

## RBSVP Benefits:

- Educating the boating public can help save lives and property.
- Partners will provide a convenient distribution point for boating safety materials as well as a means of notifying the boating public of Coast Guard, Auxiliary, Power Squadrons and other boating safety programs.
- The Partner's facilities may be available for use as a VSC station or public education program site.
- Partners as well as their customers/consumers can become aware of the Coast Guard, Auxiliary, Power Squadrons and other boating and environmental safety programs.
- Partners will provide a contact point for recruiting new Auxiliary and/or Power Squadrons members.

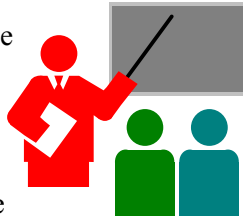
- Partners will be kept informed of changes in federal, state and local boating safety regulations and equipment requirements.
- In general, all Coast Guard, Auxiliary and Power Squadrons programs can gain by the increased exposure provided by the participation, cooperation and involvement of the Partners.

## RBS Visitation Program:

The RBSVP is a blending of Coast Guard, Auxiliary, Power Squadrons and other boating safety programs. Bringing boating safety information to Partners and their consumers uses various aspects of the Vessel Safety Check, public education, member services, member training and marine safety programs of the Auxiliary and the Power Squadrons. Further consumer information can be obtained by using the toll-free **Coast Guard Customer Info-line 1-800-368-5647**.

**Vessel Safety Check (VSC)** - The RBSVP, while a logical extension of the VSC program, in no way involves an examination or inspection of the Partner's premises, stock or facilities. The Program Visitor may however, assist by recommending that the Partner stock Coast Guard approved equipment. During the visits, the Program Visitor will normally discuss a wide range of boating safety topics but should encourage the possibility of having a jointly sponsored VSC station on the Partner's premises if space allows. The Program Visitor would provide posters and pamphlets concerning VSCs with the Partner supplying the publicity.

**Public Education** - While conducting the visit, the Program Visitor can explain both the Auxiliary and Power Squadrons' public education programs. A sound knowledge of the various program contents, intended audience and necessary audio/visual support requirements for each of the public education programs should be fully understood by the Program Visitor. Should a Partner express an interest in sponsoring a program at their location, they should be counseled regarding the best program suited for their customers as well as any needed support



requirements. The Program Visitor must be informed as to courses available from all other sources and be able to provide the Partners with contact numbers.

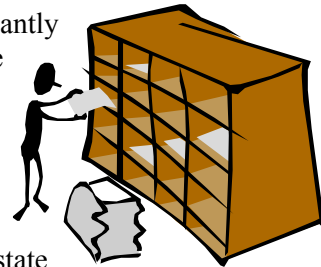
**Personnel or Member Services** - During the visits and at any co-sponsored event, the Program Visitor should be alert to all opportunities to inform the public about the advantages of Auxiliary or Power Squadrons membership. Membership pamphlets with a contact number should be included in all display materials.

**Member Training** - Training advantages of Auxiliary or Power Squadrons membership can be discussed and information regarding boating safety programs should be provided during the visits to the Partners and during any co-sponsored events.

**Marine Safety** - Materials from federal, state and local environmental protection and marine safety agencies may be included in the literature distribution.

## Available Information:

The Office of Boating Safety at Coast Guard Headquarters maintains a constantly updated list of Partners for use during future programs. Boating Safety Consumer Fact Sheets, Boating Safety circulars, the Coast Guard Customer Info-line number and Auxiliary/Power Squadrons recruiting information, along with state and local information on equipment and education should be made available for distribution to the Partners. Also available are numerous pamphlets and brochures from the Auxiliary National Store Center (ANSC). Materials may also be available from other organizations and could be included. State and local regulations and environmental protection pamphlets are also available, as are the Federal Requirements for Recreational Vessels.



Providing state and local information not only helps the Partners but also enhances working relationships between the Coast Guard and the state and local Law Enforcement organizations. The Program Visitor must have current knowledge of all federal, state and local programs and how

they may affect a boat's needed equipment. It will reflect poorly on the RBSVP program if only federal requirements are presented and a boater receives a citation for violation of a state or local law that should have been explained. The majority of the display literature and materials will be ordered via the FSO-MA in the Auxiliary and via the corresponding officer in the Power Squadrons. It is important to the overall program continuity that these officers work closely together.

## **Forms:**

### **Auxiliary RBSVP Forms -**

- ANSC 7047 (CG-5093) – use to identify newly enrolled Partners or changes in Partner data.
- ANSC 7046 – use to report monthly Program Visitor activity for AUXDATA entry.
- ANSC 7029 – use to report prep and travel time associated with RBSVP visits.
- ANSC 6022 – use to recognize a Partner's outstanding contributions to the RBSVP.
- NOAA 77-5 – use in Small-Craft Marina Facility update reporting.
- ANSC 7030 – use to report time on ATON/CU missions.

### **Power Squadrons RBSVP Forms –**

- RBSV- 11 [ANSC 7047 (CG-5093)] – use to identify newly enrolled Partners or changes in Partner data.
- NOAA 77-5 – use in Small-Craft Marina Facility update reporting.
- ANSC 6022 – use to recognize a Partner's outstanding contributions to the RBSVP.
- Power Squadrons Program Visitors will use RBSV-10 [ANSC 7046] for reporting monthly Partner visits or appropriate forms within the Power Squadrons.

## **Small Craft Facility Updating:**

**Auxiliary Program Visitors** – During visits to Marina Partners, the Program Visitor can conduct a survey for the purpose of updating the applicable Small Craft Chart. This activity should follow the objectives and format found in the Auxiliary *National ATON/CU Study Guide, 1995*.

The Program Visitor should provide a clear explanation of the Small Craft Facility Updating program and how the information will be presented to the boating public via NOS/NOAA charts, Notices to Mariners, etc. The Program Visitor should refer any technical questions the Partner may have to the nearest Coast Guard unit and cover only those subjects listed within the report forms.

The NOAA 77-5 form is used in reporting, with each line in the right-hand column of the form be answered with either "Y" (for yes) or "N" (for no). Pertinent information that would assist a small-craft operator should be listed in the comment section of the form. Such information could include:

- A general description of the area where the facility is located.
- Facility description, hours of operation, available on-site and nearby services.
- Directions to the facility, including both land and water access navigation instructions.

Attachments such as chart sections, facility brochures, photographs or sketches can provide additional information to the agency responsible for the chart modification. Care should be taken to ensure legibility in completing the form and that all copies are readable and clear. After completing the NOAA 77-5 form it is submitted, via the AN chain, to the DSO-AN who sends it to NOAA.

For complete instruction and assistance in completing the appropriate forms, the Program Visitor should work closely with the FSO-AN.

While it is not mandatory for the Program Visitor to be qualified as an Aids Verifier, the training for this qualification would better equip the Program Visitor for this valuable activity.

**Power Squadrons Program Visitors** – The Power Squadrons Program Visitor may follow the Auxiliary format above and is welcome to receive any needed instruction and training from the local Auxiliary Aids to Navigation officer.

## **Notes on Chapter 1:**

## Chapter 2

### Planning and Scheduling

#### Identification of Partners:

There are an estimated 33,000 Partners in the United States who currently receive safety and/or technical information from Coast Guard Headquarters. Partners include those in the definition list on page 1, plus any others the Program Visitor can identify.

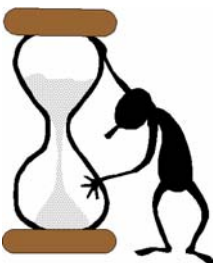


With an ongoing program, it is easy to arrange coverage of last year's Partners, add any new Partners and delete those that have gone out of business. The Commandant (G-OPB-3) will supply a copy of the current Partners Mailing List, sorted by zip code, for each Coast Guard district twice a year, normally in January and July. These lists should be available to all Program Visitors. The list is compiled from the reports generated by the RBSVP but may be incomplete. Also, flotillas and/or squadrons are not geographically situated by zip code. The best method of finding Partners is to simply cover the local area or area of responsibility (AOR) of the Program Visitor. This provides a base for the RBSVP. The telephone directory Yellow Pages can be a useful tool.



#### Visits to Partners:

**Timing of Visits** – The ideal time to initiate contact with Partners will vary from area to area depending upon the length of the local boating season. A good rule is to make initial contact just prior to the beginning of the season, but not so late as to interfere with their busy period in those parts of the country with seasonal boating. Familiarity with an area and preliminary contacts with the Partner will pave the way to a successful RBSVP. The Partners



should be visited as often as necessary to keep an ample supply of handouts and current information available in the literature display racks for the boating public. This may mean a visit every two weeks or monthly, but **not less than quarterly**. An empty literature display rack sitting on a counter will soon be discarded. The Program Visitor can best determine the appropriate visit and timing schedule and should plan their visit accordingly.

**Area Coverage** – Every Partner in a given area should have the same opportunity to participate in the RBSVP. Most are proud of their involvement and genuinely feel that their business is helped by identification with safe boating programs of the Coast Guard, the Auxiliary and the Power Squadrons. On the other hand, experience has shown that often there are not sufficient numbers of Program Visitors to provide complete coverage in a given area. To improve overall acceptance of the RBSVP, District Commodores should direct Division Captains to ensure that their SO-PV oversees and coordinates this important program in cooperation with the local Power Squadrons RBSVP liaison. Also, the SO-PV will ensure that all geographic areas of the division are properly represented. In those divisions where SO-PVs are not available, the FSO-PVs will assume these tasks.



**Partner Coverage** – In many Districts, the Auxiliary FSO-PV “assigns” Partners to a Program Visitor who will be responsible for them. This Program Visitor assures that during their absence, another Program Visitor will be available to assist their assigned Partner. It is strongly suggested that all Auxiliary units and Power Squadrons follow this practice. The Squadron PV Chair will be responsible equivalent to the Auxiliary FSO-PV. When new Program Visitors are qualified, they are expected to sign-up new Partners and be responsible for them. The new Program Visitor must **not** expect to visit only



established Partners. In order for the RBSVP to grow, all Program Visitors must seek out new Partners. Duplications may occur and do no harm as long as they are coordinated and the visits do not become a nuisance. The SO-PV, in cooperation with the Power Squadrons' District PV Chair, should maintain a listing of all Partners in their AOR and regularly update the list and visits made. The basis for this list can be the Coast Guard Headquarters list that is available for updating twice a year.

In a situation where all potential Partners are not being contacted, the SO-PV and Power Squadrons' District PV Chair should check and see if any of the Program Visitors can shift his or her efforts. In most metropolitan areas, both groups can use the same Partner for Public Education Program announcements, VSC stations, etc.

### Local Coordination:

The Program Visitor must make full use of the opportunity to promote activities such as Public Education programs and VSC events. They must also understand the capabilities of the local flotillas and squadrons in terms of participation in Partner's activities. In turn, the Program Visitor must keep their local membership informed of any commitments being made with the Partner so the organization can schedule its activities accordingly.

**Auxiliary** – The FSO-PV must evaluate the impact of the program upon the local area. They must also be attentive to possible over-commitment and be ready to seek assistance from other flotillas or squadrons if the situation dictates. Such requests for assistance should normally be coordinated at the division level.

The Flotilla Commander is responsible to ensure program resources are made available to the Program Visitor at the proper times. This will necessitate scheduling of VSC and public education program activities far enough in advance to make the information available to the Partner's customers. A RBSVP report should be included in flotilla, division and district



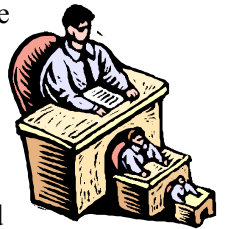
Partner's customers. A RBSVP report should be included in flotilla, division and district

meetings/newsletters, along with other staff and committee reports. The Flotilla Commander should work closely with the leaders in other flotillas in this coordination effort.

**Power Squadrons** – The District PV Chair must maintain a listing of the Program Visitors and the Partners they establish and visit. Good local cooperation with the Auxiliary program is essential for a coordinated RBSVP effort. It is anticipated this cooperation will begin with the training and qualification of Power Squadron Program Visitors by qualified Auxiliary Program Visitors, as the program is introduced into the various Power Squadrons. As the RBSVP structure develops and officers or program liaisons are selected, coordination will flow more smoothly.

### Member Participation:

**Auxiliary Staff Structure** - The RBSVP falls under the direction of the National Vessel Examination Department. In most districts, the DSO-PV will assume charge of the program in terms of promotion and augmentation. All divisions should appoint an SO-PV to promote and manage this important program, allowing a smooth flow of information from the DSO-PV to the local flotilla's FSO-PV via the SO-PV. In districts not utilizing SO-PVs, the FSO-PV will liaise directly with the DSO-PV.



**Auxiliary Staff Responsibilities** – The DSO-PV is responsible for advising other staff officers of expected levels of activity resulting from this program and opportunities available for other department participation. The DSO-PV will also participate in the RBS Directorate on the district level and will respond to the DVC-VP as requested.

The SO-PV is responsible for the division coordination of the flotilla programs and coordination with the local Power Squadrons' RBSVP liaison. The SO-PV will periodically receive information and material from the DSO-PV (or ADSO-PV) and must disseminate such to their FSO-PVs in a timely manner. The SO-PV also works with the SO-MA and FSO-MAs to ensure



the Program Visitors receive the necessary materials for their visits. Normal distribution channels (i.e. the FSO-MA) will accomplish the actual procurement and distribution of these materials.

The FSO-PV is directly responsible for the flotilla RBSVP and reports directly to the FC and SO-PV. They must keep their Program Visitors supplied with the needed literature for distribution and inform them of new materials or changes in the program. They are also responsible for the proper reporting of new Partner participants, number of Partner visits made and any flotilla participation in a Partner event. The FSO-PV is also the Point of Contact (POC) for the Power Squadrons' RBSVP liaison officer, to maintain program continuity.

Program Visitors will follow the appropriate chain of communication within the Auxiliary RBSVP. The ANSC-7046 must be submitted following the monthly visits for tracking purposes. The CG-5093 form, for newly enrolled Partners, or Partner data changes, must also be submitted through the proper chain.

**Power Squadrons Staff Structure** – Each Power Squadron should appoint a PV (Program Visitor) Chair to work with the local Auxiliary FSO-PV. This will allow for program continuity and support in the local area.

**Power Squadrons Staff Responsibilities** – The duties of the RBSVP officer chain in the Power Squadrons will be determined and delineated by the National VSC Committee. It is anticipated that the local Squadron PV Chair will have similar/parallel duties to the Auxiliary FSO-PV.

## Selection of Partner Visitors:

To prevent conflict of interest, members in the following categories may have some restrictions on becoming a Program Visitor.

- The owner of a Partner facility may not become a Program Visitor.
- An Auxiliarist or Power Squadron member currently employed in the marine industry



as an employee of a marina or retail outlet, or as a marine surveyor may become a Program Visitor but should not service their employer's facility.

- Marine Law Enforcement officers who are members of the Auxiliary or Power Squadrons, and were previously prohibited from these programs activities, may now be certified as a Program Visitor. When acting as a Program Visitor, they must comply with this manual by wearing the Auxiliary or Power Squadrons' uniform. When acting as a Program Visitor, they have no law enforcement authority.

## Partner Visitor Qualifications:

**Knowledge** – The Program Visitor should be an experienced member with a well-rounded knowledge of the Coast Guard RBS program, federal, state and local programs and regulations and be truly interested in fulfilling the objectives of the RBSVP. They should also be well versed on their parent organization and the programs and benefits of membership. The ideal Program Visitor has time to make contacts during normal business hours.

**Initial Qualifications** – In order to become a Program Visitor, a member in good standing must meet the initial requirement of having passed or successfully challenged the core portion of one of the following: Auxiliary Boating Skills & Seamanship or Sailing Fundamentals programs, Boating Safety program, the US Power Squadrons Public Boating course, or Americas Boating Course (ABC). Completion of this requirement will give the member the background to communicate knowledgeably with Partners and the boating public.

## Program Visitor Requirements

**Certification Requirements** - To qualify as a Program Visitor, members must take and pass the current RBSVP Qualification Examination. This examination is an open book exam with a three-hour time limit and a passing score of 90% or greater. Candidates may also take the exam on-

line via the Auxiliary or Power Squadron On-Line Testing. In addition, the candidate must perform at least two (2) successful visits under the supervision of a certified Program Visitor. This Program Visitor determines whether or not the candidate has an understanding of the program and provides specific instructional feedback to the qualifying member to assist him/her in gaining qualification. During the qualifying process, only the certified Program Visitor will receive credit for the visits performed. Following qualification as a Program Visitor, four (4) annual visits must be made

**Letter of Certification** - Members who complete the required qualifications will be given a Letter of Certification from the Director of Auxiliary. For Auxiliarists, the letter will come via the DSO-PV, with copies to the Division and Flotilla. For Power Squadron members, the letter will be from the USPS National RBSVP Chair Stf/C and will come via the District PV Chair. This letter must be received by the member prior to making any visits and should be carried on all visits for identification. The Letter of Certification remains valid until:



- the member fails to complete re-certification;
- the member is disenrolled from the program;
- or
- it is rescinded for cause by the District Director.

**Annual Certification Procedures** - To remain certified, Program Visitors must complete four (4) RBSVP visits each succeeding year.

**Re-certification Procedures** - If a Program Visitor fails to perform the annual certification procedures during a year, they must complete four (4) satisfactory visits under the supervision of a certified Program Visitor. The certified Program Visitor receives the credit for the re-certifying visits. After completing the re-certifying visits, the Program Visitor must then complete an additional four (4) more visits to meet the requirements for that year. If more than one (1) year has elapsed since loss of certification,

the member must re-qualify the same as a new Program Visitor.

**Conduct** – The Program Visitor is an ambassador for the Auxiliary and Power Squadrons to the Partners and their customers. As such, the Program Visitor must present a good personal image and wear their uniform correctly. The Squadron appropriate attire is defined as either Squadron identified Polo Shirt and coordinated pant or Squadron Blazer Outfit as is appropriate to the particular establishment being visited. Applicants for this program must be those who will portray a good Coast Guard, Auxiliary or Power Squadrons image with knowledge, good will and diplomacy. They must approach the Partner in a business-like manner, ever conscious of the fact that the Partner’s main consideration may be conducting business, meeting customer demands, and making a living.



## Participation Requirements:

**Visits** – To properly participate in the RBSVP program, Program Visitors are required to actively visit their area Partner’s facilities. The actual number and frequency of visits recommended will vary with location and the density of the boating population and the actual boating season, however, quarterly visits are the **minimum**. The DSO-PV (Squadron District PV Chair) may establish other district requirements, however, not less often than quarterly. Consideration of the Partner’s needs and the customer traffic may indicate the number of visits required.

**Workshops** – Mandatory workshops are not required. However, should new information need to be disseminated to the members, the national, and district or division leadership may determine the need for a workshop and require the Program Visitors within their Area of Responsibility (AOR) attend. Failure to attend would not disqualify the individual member as long as written information was provided for updating their knowledge.



## Assignment to Duty:



**Auxiliary** - To qualify for assignment to duty, a Program Visitor must have received a Letter of Certification and have scheduled their activities with a flotilla elected officer or the FSO-PV. Assignment to duty recognizes that the Partner Visitor is acting in an official capacity while performing official duties as set forth in this manual. Auxiliary members are referred to the *Auxiliary Manual* (COMDTINST 16790.1 (series)) for information on orders and benefits.

**Power Squadrons** – The Program Visitor must have a valid Letter of Certification and follow the regulations of their parent organization regarding assignments.

## **Notes on Chapter 2:**

# Chapter 3

## Procedures, Logistics and Reports

**Auxiliary** - Program Visitors should always be in uniform during official visits. The recommended uniforms are Service Dress Blue Bravo, Tropical Blue Long or Winter Dress Blue for the Auxiliary Program Visitors. Should the circumstances and/or environment dictate the Working Blue uniform could be worn. Wearing the uniform promotes the professionalism of the member in the eyes of the Partners and the general public. Also, the Program Visitor is on official assignment to duty and should be properly attired. Wearing of specialty uniforms is not allowed at this time (i.e., Vessel Examiner shirts).

**Power Squadrons** - Program Visitors should always be in appropriately attired during official visits. The recommended outfit is Polo Shirt and coordinated pant or Squadron Blazer Outfit, as is appropriate to the particular establishment being visited. Wearing the proper attire promotes the professionalism of the member in the eyes of the Partners and the general public. Wearing of specialty uniforms is not allowed at this time (i.e. Vessel Examiner shirts).

### Procedures:

The Program Visitor should ask to see the person in charge (owner, manager or supervisor), present themselves as a Partner Visitor for the RBSVP, explain the program in detail and ask if they would be interested in partnering with the Coast Guard and Auxiliary/Power Squadrons in this valuable public service.

#### Purpose of Visit –

- Acquaint the Partner with the Coast Guard, the Recreational Boating Safety program, the Auxiliary and/or the Power Squadrons.
- Point out the value of promoting the Coast Guard Recreational Boating Safety program.



- Place the Partner on the distribution list of Coast Guard boating information if so desired and not already on the list.
- Obtain the Partner's permission to display a variety of boating safety literature.
- Participate in the Small Craft Facility Updating Program of the Auxiliary Aids to Navigation Program.

**Distribution** – Set up or re-fill the literature racks with safety literature, public education information and federal, state and/or local regulation materials. Advise the Partner how to contact a Program Visitor for information or with questions.

**Checklist** – Program Visitors should have the following materials:

- Recreational Boating Safety Visitation Program descriptive material
- Public Education program schedules and VSC station schedules.
- Posters.
- Program Visitor Certification Letter.
- An ample and varied supply of display materials.
- Partner Identification Coding Sheet – RBSV-11 [ANSC-#7047 (CG 5093)]
- RBSVP Activity Report sheets –ANSC 7046. (Auxiliary PVs) or RBSV-10 (Squadron PVs)
- Program Visitor names and telephone numbers or member business cards (for further contact).

### Display Materials:

The Program Visitor should have for distribution:

- Boating safety pamphlets;



- Any current Coast Guard Boating Safety Circulars;
- Literature display rack – ANSC #9018;
- Necessary RBSVP forms;
- Posters;
- State and local handouts available from the individual agencies;
- Local public education program schedules including state or local courses;
- VSC station schedules;
- Other applicable district or locally printed boating safety material; and
- Federal Requirements for Recreational Boaters.

(State and local handouts can be obtained via the FSO-MA, [Squadron PV Chair] usually at no cost).

### Additional Materials:



- Toll-free number-
  1. CG Customer Info-line – **1-800-368-5647**;
  2. Boat/US Infoline – **1-800-336-BOAT** or in Virginia **1-800-245-BOAT**; and
  3. State toll-free numbers if available.
- Local Notice to Mariners; and
- Charts or representations of local boating areas.

**RBSVP Displays** – Suggested items for display at Partner’s facilities include:

- Literature/pamphlet display rack with boating safety information pamphlets;

- Notice of VSC sites with dates and telephone numbers to call for more information; and
- Notice of PE programs and other boating safety classes with convening dates/times and telephone numbers to call for enrollment.

By following the above procedures and providing the listed materials, we provide the Partner with a reference library of information regarding boating safety, the Coast Guard and Auxiliary/Power Squadrons programs. Educating our Partners enables them to provide boating safety messages to their customers.

Always ensure that an ample supply of boating safety and related literature is left with the Partner at each visit. Literature racks should have several copies of all appropriate brochures for the area and type of facility. Leave a contact phone number on the display rack or with the Partner’s staff. Partners can then assist the Program Visitor by notifying him/her when a literature rack needs restocking. Ask the responsible party at the facility to notify you when/if any of the materials need restocking before the next scheduled visit.

**Advertising** – Being designated a Partner does not mean the Coast Guard, the Auxiliary or the Power Squadrons endorse or approve products or services sold or provided by that facility. Partners must be advised that implying or stating such in any form of public advertising is not appropriate.

### Reports:

**Identification Coding Sheet** – The Manufacturer ID Code (MIC) System and Mailing Label System (MLS) Coding Sheet [ANSC-7047 (CG-5093)] (Squadron RBSV-11) is the report used to update the Coast Guard RBSVP list.



Keeping this list up-to-date and accurate is a key function of this program. Data from this list is used to notify dealers of safety defects and other important boating safety matters. The list is also used to provide a mailing list for the Boating Safety Circular (BSC) published by Coast Guard Headquarters. The back of the form lists the category numbers appropriate for each Partner. Each Program Visitor should also complete an

ANSC-7047 to ensure they too, get Coast Guard Headquarters mailings.

This form is completed during the original contact only or to report a **change** in the basic data for a Partner. **Do not submit this form every year.** Submit the completed ANSC 7047) form to the DSO-PV via the Program Visitor chain. The Power Squadron Program Visitors will submit the Squadron RBSV-10 form to their Squadron PV Chair for submittal to the District-PV Chair. The District-PV Chair will then review the completed forms and forward them to the Commandant (G-OPB-3) at Coast Guard Headquarters.



**Auxiliary** - Activity Report-Partner Visitation, ANSC-7046 form is the only one needed for reporting follow-up visits when no change of basic data is to be reported. This report form will be used to enter RBSVP performance into AUXDATA, via the IS Officer as well as being a management tool for RBSVP officers. Complete and submit this form for each visit, whether original or repeat. Some districts may use an additional reporting form and may also establish their own routing, as long as the SO-PV and SO-IS are informed of each visit.

**Power-Squadrons** - Program Visitors will utilize the reporting forms authorized by their RBSVP staff (RBSV-10) form. A copy of these forms should be maintained and compiled within the Power Squadrons to assist in district planning and overall program coordination and to maintain an accurate national record of total Partner visits.

**Performance Level – Auxiliary** The DSO-PV shall report on RBS Visitation Program performance to the DCO and VCO as well as the DVC-VVP as often as designated or requested. The DSO-PV (and ADSO-PVs) will assist each division SO-PV. If there are no SO-PVs, the FSO-PV will assume this role.



### **Performance Level – Power Squadron**

Power Squadrons PV Chair to evaluate program performance and report on RBS Visitation Program performance to the Squadron Commander

and District PV Chair. The District PV Chair will assist each squadron PV Chair as required to assure program health. Regional Representatives of the National VSC Committee will monitor and coordinate the program with the National Stf/C RBSVP Chair.

All efforts should be made to bring about the expected performance results with the Auxiliary and Power Squadrons working closely together.

## **Certificate of Appreciation:**

**Eligibility** – A Certificate of Appreciation has been designed to honor those Partners who have made an outstanding contribution to the RBS Visitation Program. It is the responsibility of the individual Program Visitor to educate the Partners about the Coast Guard, the Auxiliary and the Power Squadrons programs. Awarding the certificate could be the catalyst to motivate active participation by the Partner. It is left to the judgment of the Program Visitor as to who should receive this certificate among the public Partners in his or her area.

**Availability** – The Certificate of Appreciation (ANSC-6022) may be ordered through any FSO-MA or requested from the SO-PV or Flotilla Commander. The Power Squadron PV Chair should use the same request chain.

**Presentation** – The Auxiliary Flotilla Commander or the Power Squadrons' Squadron Commander should prepare and present the Certificate of Appreciation. They may invite a representative from the Partner organization to a member meeting or official function for presentation of the Certificate. The Auxiliary FSO-PA or Power Squadrons Public Relations Officer should follow-up the presentation with a local news item and/or photo, which provides good public relations for both the Partner and the organization. At the discretion of the Flotilla Commander or the Power Squadrons Squadron Commander, the Program Visitor responsible for that Partner should be invited to participate in the presentation.

## **Notes on Chapter 3:**



# Chapter 4

## Student Study Guide

### Introduction:

The purpose of this study guide is to foster a better understanding of the procedures to follow and the knowledge necessary to properly conduct a RBSVP visit. This will be accomplished through:

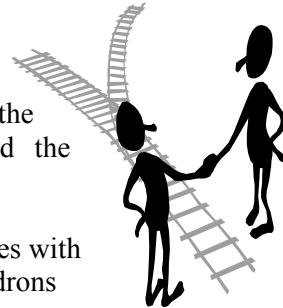
- Careful Study of the referenced sections of this manual.
- Careful Study of the referenced sections of the *VSC Manual*, COMDTINST M16796.8 (series).
- Careful Study of the pertinent sections of the *Auxiliary Manual*, COMDTINST M16790.1 (series) for Auxiliarists and the pertinent sections of the *USPS Operations Manual* for Power Squadrons members.
- Answering each question after a study of the referenced text, but without referring to the text.
- Checking all answers against those given in this study guide.
- Writing answers in this study Guide or on separate paper. It is intended that the student retain the study guide section, questions and answers for ready reference.



- Describe ways the RBSVP benefits Partners, the general public, the Coast Guard, the Auxiliary and the Power Squadrons.
- List other Auxiliary and Power Squadrons programs encompassed by the RBSVP.

**Activities** – Students study Chapter 1 of this Manual then answer questions **a** through **g**:

- a. State the three main objectives of the RBSVP.
- b. State two significant participation benefits for the Partner from the RBSVP.
- c. State two significant participation benefits for the recreational boating public from the RBSVP.
- d. State three participation advantages of the RBSVP for the Coast Guard, the Auxiliary and the Power Squadrons.
- e. Describe how the RBSVP interfaces with the Auxiliary and the Power Squadrons Public Education programs.
- f. Describe how the RBSVP interfaces with the Vessel Safety Check program.
- g. Describe how the RBSVP interfaces with the Auxiliary and Power Squadrons membership programs.



### Lesson One-General Information

**Objectives** – At the completion of this assignment, the student should be able to:

- Identify the three main objectives of the Recreational Boating Safety Visitation Program.

### Lesson Two-VSC Knowledge

**Introduction** – The Program Visitor is often asked questions posed by both the Partner and the recreational boater regarding safety requirements. The Program Visitor should have a thorough knowledge of the requirements needed to qualify for a Vessel Safety Check decal.



**Objectives** – At the completion of this assignment, the student should be able to:



- Answer questions regarding numbering and documentation of vessels.
- Answer questions regarding Coast Guard approval of various marine safety related items.

- Answer questions regarding Coast Guard required safety items.

**Activities** – Students study the *Vessel Safety Check Manual*, COMDTINST M16796.8 and then answer questions **a** through **p**:

- Are all undocumented vessels required to have registration numbers?
- Must boat numbers be painted or permanently attached to each side of the forward half of the hull?
- A boat under 16 feet is not required to have installed navigation lights to be in compliance with the federal regulations. What advice should be given to the boat owner by the VE?
- State the VSC requirements regarding sound producing devices.
- What determines if a bell is required?
- State the requirements for carrying Life Jackets (PFDs) on recreational boats.
- What are the general classifications of Life Jackets?
- For the purpose of meeting the VSC requirements, which boats must carry fire extinguishers?
- During a Vessel Safety Check, the boat owner takes a fire extinguisher from a drawer and hands it to you to check. Does this fire



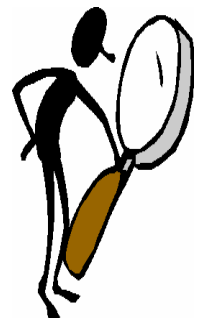
extinguisher fulfill the fire extinguisher requirements for the VSC?

- If state law prohibits percussion-cap visual distress signals or the owner does not feel comfortable carrying pyrotechnics on board, what type of visual distress signals should the VE recommend?
- Which types and sizes of vessels must carry visual distress signals to meet the requirements for the VSC?
  - For the purpose of the VSC, which boats have ventilation requirements?
  - Is a Coast Guard approved backfire flame arrester required where “open boat” ventilation conditions exist?
  - Under what circumstances would the Coast Guard consider a fuel tank to be portable?
  - Are all boats required to carry an anchor and anchor line to meet VSC requirements?
  - State safety equipment requirements are incorporated into the requirements for the VSC. If a boat is registered in Florida and is being examined in Arizona, it must meet the state safety equipment requirements of which state?



## Lesson Three-Other Information



**Introduction** – The Program Visitor represents the Coast Guard, the Auxiliary or the Power Squadrons to the general public. It is important for them to present themselves properly when making visits to Partners. Also, the Program Visitor must be aware of current programs and membership requirements of the Auxiliary or the Power Squadrons.



**Objectives** – At the completion of this assignment, the student should be able to:

- Answer questions regarding the purpose and programs of the Auxiliary or the Power Squadrons.
- Answer questions regarding membership requirements and uniforms of the Auxiliary or the Power Squadrons.

**Activities** – Students study appropriate chapters of the *Auxiliary Manual*, COMDTINST M16790.1 (series), the *USPS Operations Manual* and the *RBSVP Manual* and then answer questions a through i:



- a. State the primary missions of the Auxiliary or the Power Squadrons.
- b. List three purposes of the Vessel Check program.
- c. Describe the Auxiliary or the Power Squadrons Public Education programs. 
- d. Briefly describe the Auxiliary Operations program or the Power Squadrons On-the-Water program.
- e. List at least three other Auxiliary or Power Squadrons programs.
- f. State the basic membership requirements for entrance into the Auxiliary or Power Squadrons.
- g. Name the different types of Auxiliary or Power Squadrons membership. 
- h. State three privileges of Auxiliary or Power Squadrons membership.
- i. State the proper uniforms to wear when conducting Partner visits.

## Lesson Four – Administration

**Objectives** – At the completion of this assignment, the student should be able to:

- Describe the coordination method employed by the RBSVP program.
- State the basic requirements for certification as a Program Visitor.
- List the forms to be completed as part of the Partner visit.

**Activities** – Students study Chapters 2 and 3 of the *RBSVP Manual* then answer questions a through i:

- a. State the definition of a RBSVP Partner.
- b. When is the ideal time to make an initial visit?
- c. Who has the responsibility for coordination of the local RBSVP? 
- d. How is the RBSVP support staff structured at the district and division levels?
- e. What restrictions limit a member's appointment as a Program Visitor?
- f. What materials are available to the Program Visitor for distribution during a Partner visit?
- g. What are some of the purposes of the Partner Identification Coding Sheet (CG-5093)?
- h. What is the purpose of the Auxiliary Activity Report-Partner Visitation form or Power Squadrons Reporting form?
- i. How does a Program Visitor obtain the materials for distribution to the Partners? 

## Notes on Chapter 4:

# Chapter 5

## Answers to Study Questions

### Lesson One—General Information

Original questions are in bold type for clarity. References are underlined.

**a. State the four main objectives of the RBSVP.**

- Establish or enhance working relations between the Partner, the Coast Guard, the Auxiliary and the Power Squadrons.
- Use Partners as points of contact for making the boating public more aware of federal, state and local boating safety requirements.
- Provide information regarding Auxiliary and Power Squadrons Public Education and Vessel Safety Check programs and membership.
- Distribute Coast Guard, federal, state, local, Auxiliary, Power Squadrons and other handout materials.
- RBSVP Manual Chapter 1.



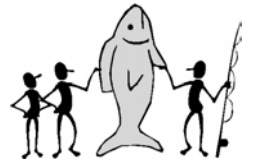
**b. State two significant participation benefits for the Partner from the RBSVP.**

- Establish a “boating safety” image with the public.
- Keep Partners up-to-date on the latest information and programs of interest.
- Provide closer contact with the Coast Guard for answers to questions that may arise.



- Conduct Partner employee training.
  - RBSVP Manual Chapter 1
- c. State two significant participation benefits for the recreational boating public from the RBSVP.**

- Better public education service on the part of the Partner;
- Boater awareness of federal, state and local safety requirements;
- Awareness of missions and services of the Auxiliary and the Power Squadrons; or
- Better understating of boat owners and operators responsibilities.
- RBSVP Manual Chapter 1



**d. State three participation advantages of the RBSVP for the Coast Guard, the Auxiliary and the Power Squadrons.**

- Educating the boating public can save lives and property.
- Partners provide a convenient distribution point for boating safety materials as well as serving as a means of notifying the boating public of Coast Guard, Auxiliary and Power Squadrons programs.
- Partner’s facilities may be available for use for a Public Education program.
- Partner’s facilities may be available for use as a Vessel Safety Check station.



- Partners and their customers can become aware of Coast Guard, Auxiliary and Power Squadrons programs.

- Partners can provide a contact point for recruiting new members.



- Partners will be kept informed of changes to federal and state equipment requirements.

- All Coast Guard, Auxiliary and Power Squadrons programs can gain from the increased exposure and opportunities provided by Partner cooperation.

- RBSVP Manual Chapter 1

**e. Describe how the RBSVP interfaces with the Auxiliary or Power Squadrons Public Education programs.**

- The Partner learns about the Auxiliary or Power Squadrons Public Education programs.

- The Program Visitors supply information about Public Education programs in the area and invite Partners to sponsor a course at their location if feasible.

- RBSVP Manual Chapter 1

**f. Describe how the RBSVP interfaces with the Vessel Safety Check program.**

- The Program Visitor can recommend that the Partner stock Coast Guard approved equipment.



- The Partner will become aware of the requirements for the Vessel Safety Check decal.

- The Partner can be encouraged to make use of their facilities for a VSC station

and to distribute safety related pamphlets to the boating public.

- RBSVP Manual Chapter 1.

**g. Describe how the RBSVP interfaces with the Auxiliary or Power Squadrons membership programs.**

- The Partner is made aware of the training advantages of Auxiliary or Power Squadrons membership.

- With the Partners approval, Auxiliary and/or Power Squadrons membership information can be made available for distribution to the boating public.

- A relationship can be established between the Partner and the local Auxiliary or Power Squadrons membership officer.

- RBSVP Manual Chapter 1.



## Lesson Two-VSC Knowledge

**a. Are all undocumented vessels required to have registration numbers?**

- No
- VSC Manual Chapter 3, #2

**b. Must boat numbers be painted or permanently attached to each side of the forward half of the hull?**

- Yes
- VSC Manual Chapter 3, #1

c. **A boat under 16 feet is not required to have installed navigation lights to be in compliance with the federal regulations. What advice should be given to the boat owner by the VE?**

- If the vessel is in a situation requiring navigation lights, the operator is required by law to see that proper lights are displayed for the waters where the boat is operating.
- VSC Manual Chapter 3, #9

d. **State the VSC requirements regarding sound producing devices.**

- Navigation Rules require sound producing devices on all boats.
- The type of devices required depends upon boat length.
- VSC Manual Chapter 3, #8.



e. **What determines if a bell is required?**

- The length of the boat (12 meters or 39.4 feet).
- VSC Manual Chapter 3, #8

f. **State the requirements for carrying Life Jackets (PFDs) on recreational boats.**

- Recreational boats must carry one wearable Coast Guard approved Life Jacket for each person aboard.
- Boats 16 feet and over must also carry one throwable PFD.
- Exceptions – life jackets are not required for racing shells, rowing sculls or racing kayaks while involved in racing.



- A Type V Life Jacket must be used according to the label to be accepted.
- VSC Manual Chapter 3, #3

g. **What are the general classifications of Life Jackets?**

- Life Jackets/PFDs are classified as Type I, II, III, IV and V.
- They differ in the amount of buoyancy they contain and the purpose for which they are designed.
- VSC Manual Chapter 3, #3

h. **For the purpose of meeting the VSC requirements, which boats must carry fire extinguishers?**

- All boats must carry fire extinguishers except boats under 26 feet with outboard motors and portable fuel tanks, and as long as boat construction will not permit entrapment of explosive or flammable gases or vapor.
- VSC Manual Chapter 3, #5

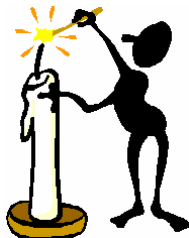
i. **During a Vessel Safety Check, the boat owner takes a fire extinguisher from a drawer and hands it to you to check. Does this fire Extinguisher fulfill the fire extinguisher requirements for the VSC?**

- Yes, as long as the fire extinguisher is readily accessible and meets the requirements for Coast Guard approval, type, and current date of inspection and serviceable condition.
- VSC Manual Chapter 3, #5

j. **If state law prohibits percussion-cap visual distress signals or the owner does not feel comfortable carrying pyrotechnics on**

**board, what type of visual distress signals should the VE recommend?**

- There are distress flags and/or mirrors (for day use) and Coast Guard approved distress lights (for night use) available.



- VSC Manual Chapter 3, #4

**k. Which types and sizes of vessels must carry visual distress signals to meet the requirements for the VSC?**

- In order to meet the requirements for a VSC, vessels must have on board visual distress signals suitable for day and night use at the time of the examination.



- There are some differences between coastal and inland waters.
- There are also some exceptions:
  - Manually propelled boats;
  - Boats participating in organized events; and
  - Open sailboats less than 26 feet not equipped with propulsion machinery.
- VSC Manual Chapter 3, #4

**l. For the purpose of the VSC, which boats have ventilation requirements?**

- All boats that use gasoline for electrical generation, mechanical power or propulsion are required to be equipped with a ventilation system.
- Exceptions are open boats as described in the VSC Manual.
- VSC Manual Chapter 3, #6

**m. Is a Coast Guard approved backfire flame arrester required where “open boat” ventilation conditions exist?**

- Every boat with a gasoline engine installed after 25APR40 must be equipped with an acceptable means of backfire flame control.
- Boats with outboard motors are exempt.
- VSC Manual Chapter 3, #6

**n. Under what circumstances would the Coast Guard consider a fuel tank to be portable?**

- There are no Federal regulations that define portable fuel tanks.
- The Coast Guard regards a portable tank as one that can be removed and replaced when full, by the people on the boat.
- VSC Manual Chapter 3, #5

**o. Are all boats required to carry an anchor and anchor line to meet VSC requirements?**

- No.
- VSC Manual Chapter 4, #4

**p. State safety equipment requirements are incorporated into the requirements for the Vessel Safety Check. If a boat is registered in Florida and is being examined in Arizona, it must meet the state safety equipment requirements of which state?**

- Arizona.
- VSC Manual Chapter 3, #14

## Lesson Three–Other Information

### a. State the primary missions of the Auxiliary or the Power Squadrons.

#### Auxiliary -

- The primary missions of the Auxiliary include Recreational Boating Safety, Coast Guard and State support and Member Services.
- Auxiliary Manual M16790.1 (series) - Chapter 2.A.3

#### Power Squadrons –

- “The mission of the United States Power Squadrons is to maintain, enhance and promote USPS as the premier boating organization dedicated to “Safe Boating through Education”.”
- USPS Operations Manual ,page 15

### b. List three purposes of the Vessel Safety Check program. (Any three of the following)

- Conduct a one-on-one education session with recreational boaters.
- Foster wider compliance with boating laws and safe boating practices.
- Determine if the boat owner is in compliance with the requirements of federal and state laws and to so advise the owner.
- Supply information to the boat owner about Auxiliary, Power Squadrons and other boating safety programs.
- Supply information and literature on the general subject of boating safety.
- VSC Manual Chapter 1

### c. Describe the Auxiliary or Power Squadrons Public Education programs.

#### Auxiliary -

- Instruct basic principles of piloting, seamanship and boating safety.
- Instruct on laws and regulations pertaining to the operation of recreational boats.
- Promote the safe operation of recreational boats through instruction for the benefit of the boating public.
- Cooperate with state and other government authorities to assist and advise them on their boating safety education programs.
- Auxiliary Manual M16790.1 (series) – Chapter 2.D.6
- USPS Operations Manual

### d. Briefly describe the Auxiliary Operations program or Power Squadrons On the Water program.

#### Auxiliary –

- Qualified Auxiliarists and their facilities that are authorized to be on assignment to duty to support all Coast Guard operational units. Auxiliarists must be qualified per current Coast Guard manual and directive provisions and must serve under the active duty unit commander’s direction.
- Auxiliary Manual M16790.1 (series) – Chapter 2.B.9.

#### Power Squadrons –

- The Power Squadrons On-the-Water policy includes “regularly scheduled squadron sponsored activities” such as “teaching, cooperative charting events, predicted log events, squadron and district cruises and rendezvous, boating safety demonstrations and publicity events, local harbor festivals and other civic and/or

social events that further boating safety education.”

- USPS Operations Manual, Appendix G

**e. List at least three other Auxiliary or Power Squadrons programs/departments (any three of the following).**

**Auxiliary -**

- The Academy Introduction Mission (Project AIM) and the Recruitment Assistance Program (Project RAP).
- National Safe Boating Week and boat show Participation.
- Aids to Navigation and Bridge Administration
- Administrative Support to the Coast Guard and Public Affairs Support.
- Air Patrol Support and Search and Rescue
- Contingency Preparedness and Auxiliary State Liaison programs.
- Licensing of Merchant Mariners and Port Safety and Security.
- Waterways Management and Chart Updating.
- Commercial Fishing Vessel and Uninspected Passenger Vessel Exams.
- Marine Environmental Education and Protection Programs.
- Auxiliary Manual M16790.1 (series) Chapter 2.B

**Power Squadrons –**

- Executive
- Educational
- Administrative

- Secretary’s
- Treasurers
- Vessel Safety Check
- RBSVP
- USPS Operations Manual, Chapter 3

**f. State the basic membership requirements for entrance into the Auxiliary or Power Squadrons.**

**Auxiliary -**

- Membership in the Auxiliary is open to all citizens of the United States and its territories and possessions, who are 18 years of age or older (17 years with parental consent). Persons who have a felony conviction, any level conviction for drug or alcohol abuse, sexual deviation or if serving in a parole status are prohibited from membership in the Auxiliary, except when waived by the Director.
- All current active duty or former members of any uniformed services and their reserve components, discharged under honorable conditions.
- Auxiliary Manual M16790.1 (series) Chapter 3.A.

**Power Squadrons –**

To be eligible for membership, a person must:

- Be able and willing to contribute time, energy and skills to the objectives of USPS;
- Pass an examination approved by the Operating Committee;
- Be at least 18 years of age;
- Be accepted by a squadron’s executive committee;

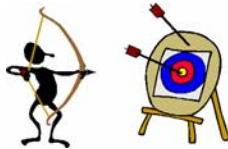


- Graduates from U.S. Naval Academy, U.S. Coast Guard Academy, U.S. Merchant Marine Academy, members of U.S. Coast Guard Auxiliary and holders of U.S. Coast Guard Licenses qualify for membership without additional examinations.
- USPS Operations Manual, Chapter 22

**g. Name the different types of Auxiliary or Power Squadrons membership.**

**Auxiliary -**

- Active membership.
- Retired Membership.
- Life Membership.
- Honorary Membership.
- Auxiliary Manual M16790.1 (series) Chapter 3.B.



**Power Squadron –**

- Active membership
- Family membership
- Honorary membership
- Squadron apprentice membership
- Women’s certificate holder membership
- USPS Operations Manual, Chapter 22

**h. State three privileges of active Auxiliary or Power Squadrons membership (any three of the following).**

**Auxiliary –**

- Receive a copy of the *Auxiliary Manual*, M16790.1 (series) and other Auxiliary publications as needed.

- Attend all meetings, training sessions and social events of the Auxiliary.
- Vote on any flotilla matter.
- Be carried on the rolls of the district.
- Wear the Auxiliary uniform with such insignia as the present or past highest office entitles.
- Be eligible for election to any office for which qualified.
- Be eligible for any appointed office for which qualified.
- Be entitled to take advanced training courses and certain Coast Guard Institute courses.
- Be eligible to receive Coast Guard operation and travel orders.
- Be entitled to fly the Auxiliary ensign on currently inspected vessel facilities.
- Auxiliary Manual M16790.1 (series) Chapter 3.B.1.b



**Power Squadrons –**

- Wear the US Power Squadrons appropriate attire, and attend socials.
- Hold elected or appointed offices and have voice and/or vote at membership meetings.
- Participate in membership enhancements and take all educational courses.
- Fly the US Power Squadrons Ensign
- Earn merit marks
- USPS Operations Manual, Chapter 22

**i. State the proper uniforms to wear when conducting Partner visits.**

**Auxiliary -**

- Service Dress Blue (Bravo)
  - The windbreaker (Air Force) is an acceptable substitute for the Bravo jacket. The large metal insignia are worn on the epaulets. Nametag devices or other insignia are not authorized with the windbreaker.
- Winter Dress Blue or Tropical Blue Long.
- Working Blue uniform. No special program uniforms are permitted at this time (i.e. Vessel Examiner shirts).
- RBSVP Manual, Chapter 3

**Power Squadrons –**

- Squadron identified Polo Shirt and coordinated pant or Squadron Blazer Outfit as is appropriate to the particular establishment being visited..
- No special program uniforms are permitted at this time (i.e. Vessel Examiner shirts).
- RBSVP Manual, Chapter 3

**Lesson Four – Administration**

**a. State the definition of a RBSVP Partner.**

- Any business, dealership or community facility involved in the RBSVP that is involved in selling or renting supplies, equipment or services to the boating public and where the general public waits or routinely passes time.



- RBSVP Manual Chapter 1.

**b. When is the ideal time to make the initial visit?**

- The initial contact should be made with local knowledge and consideration of the Partner's busy times.
- RBSVP Manual Chapter 2.

**c. Who has the responsibility for coordination of the local RBSVP?**

- The Flotilla Commander, in coordination with the Power Squadrons Commander, is responsible for coordination of the local RBSVP program.
- RBSVP Manual Chapter 2.

**d. How is the RBSVP support staff structured at the Auxiliary district and division levels?**

- In most Auxiliary districts, the DSO-PV will assume charge of the RBSVP.
- In most Squadron districts, the District PV Chair will assume charge of the RBSVP.



- At the Auxiliary division level, the SO-PV is responsible for coordination of the RBSVP program in cooperation with the Power Squadrons District PV Chair or the Squadron PV Chair.
- RBSVP Manual Chapter 2.

**e. What restrictions limit a member's appointment as a Program Visitor?**

- The member may not be the owner/operator of a Partner facility.

- The member may be employed in the marine services industry, but may not service their employer's facility.
- RBSVP Manual Chapter 2.

**f. What materials are available to the Program Visitor for distribution during a Partner visit?**

- Necessary RBSVP forms.
- Boating Safety handout pamphlets available from the Auxiliary National Supply Center (ANSC).
- Pamphlet display rack.
- Local Public Education program schedules and VSC schedules or Vessel Examiner contact numbers.
- Visitor appointment letter.
- Other applicable boating safety material from local, state or federal sources.
- RBSVP Manual Chapter 3.



**g. What are some of the purposes of the Partner Identification Coding Sheet (CG-5093) or (RBSV-11)?**

- To add the Partner to the Coast Guard list of Partners.
- To add the Partner to the mailing list for the Boating Safety Circulars.
- Make corrections to the current listing of a Partner for whom an initial CG-5093 has been submitted.
- RBSVP Manual Chapter 3.

**h. What is the purpose of the Activity Report-Partner Visitation form (ANSC 7046) or the Power Squadrons RBSV-10 form.**

- To keep a record of subsequent visits to Partners in those cases where no change in basic data needs to be reported.
- To use as a management tool to track the frequency and geographic distribution of visits to ensure equitable personnel assignments.
- To report the Auxiliary Program Visitor visits for AUXDATA reporting purposes.
- To maintain an accurate national record of Partner visits.
- RBSVP Manual Chapter 3.



**i. How does a Program Visitor obtain the materials for distribution to Partners?**

- Materials used in the RBSVP program are listed on the ANSC order form for Auxiliary orders and the USPS RBSVP and/or VSC Order Form for Squadron Orders.
- The Auxiliary FC or the FSO-MA or the USPS District or Squadron PV Chairs may order them for the Program Visitors.
- Other sources are:
  - Boat U.S.;
  - Boating Safety Foundation;
  - State Boating Safety offices;
  - Federal Communications Commission;
  - Coast Guard; and
  - Various commercial and environmental related sources.
- RBSVP Manual Chapters 1 & 3.



**Notes on Chapter 5:**

# Glossary

**ABC** - America's Boating Course.

**ADSO-PV** - Assistant District Staff Officer for Recreational Boating Safety Visitation Program.

**AN** - Alternate abbreviation for Aids to Navigation.

**ANSC** - Auxiliary National Supply Center.

**AOR** - Area of responsibility. The geographic area that a given Coast Guard unit or Auxiliary unit or program takes responsibility for.

**ATON** - Aids to Navigation. A program in the Auxiliary which deals with verifying position and characteristics of private aids to navigation and at the direction of the Coast Guard, federal aids.

**AUXDATA** - The Auxiliary information system which maintains a record of each member's education, qualification, certification and officer status.

**CU** - Chart Update

**DCO** - District Commodore

**DSO-AN** - District Staff Officer for Aids to Navigation.

**DSO-PV** - District Staff Officer for Recreational Boating Safety Visitation Program.

**DVC-VP** - National Division Chief for the Recreational Boating Safety Visitation Program. This Division is under the National V Department.

**FSO-AN** - Flotilla Staff Officer for Aids to Navigation.

**FSO-IS** - Flotilla Staff Officer for Information Services.

**FSO-PV** - Flotilla Staff Officer for Recreational Boating Safety Visitation Program

**FSO-MA** - Flotilla Staff Officer for Materials.

**NOAA** - National Oceanic & Atmospheric Administration.

**NOS** - National Ocean Survey.

**PE** - Public education.

**PFD** - Personal Flotation Device.

**POC** - Point of Contact.

**PV** - Program Visitor. The shortened name for a member participating in the Recreational Boating Safety Visitation Program.

**RBS** - Recreational Boating Safety.

**RBSVP** - Recreational Boating Safety Visitation Program.

**SO-IS** - Staff Officer for Information Services.

**SO-MA** - Staff Officer for Materials.

**SO-PV** - Staff Officer for Recreational Boating Safety Visitation Program.

**USPS** - United States Power Squadrons.

**VCO** - District Vice Commodore

**VE** - Vessel Examiner.

**VSC** - Vessel Safety Check.



# VISITOR LETTER OF CERTIFICATION

United States Power Squadron  
1504 Blue Ridge Road  
Raleigh, NC 27607  
Phone: (919) 821-0281  
FAX: (888) 304-0813

Date

To whom it may concern:

This letter will serve as certification that United States Power Squadrons, is certified as a Program Visitor in the Coast Guard's Recreational Boating Safety Visitation Program. This member has been provided with details concerning this campaign that could prove of great interest to you and the operation of your establishment.

If you have any questions concerning the Recreational Boating Safety program of the Coast Guard, please feel free to ask the Program Visitor. If answers are not readily available, they will be able to obtain them for you.

This campaign can prove to be of great value to all participants: you, the Coast Guard, the Auxiliary and the Power Squadrons. More importantly, it can greatly benefit the general boating public. I strongly encourage your cooperation in this program and welcome any and all recommendations that you may care to offer concerning the Recreational Boating Safety Visitation Program.

Sincerely

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Stf/C Daniel H. Joyce, SN  
RBSVP Chairm

