

CURRICULUM OUTLINE

FOR
CLASS "C" COURSE



PROSPECTIVE COMMANDING OFFICER / PROSPECTIVE EXECUTIVE OFFICER AFLOAT

DEVELOPED AT:

UNITED STATES COAST GUARD
LEADERSHIP DEVELOPMENT CENTER
NEW LONDON, CONNECTICUT

REVISED: September 2004

DURATION: *10 Training Days*

CLASSIFICATION: *Unclassified*

FREQUENCY OF REVIEW: *Triennial*
(Next Review Due September 2007)

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Summary of Course

Course Name: Prospective Commanding Officer/Prospective Executive Officer Afloat (PCO/PXO-2)

Course ID Number: 4000

Mission

This is a two week seminar type pipeline training course designed to prepare personnel to serve in the senior leadership and command positions aboard all classes of cutters. The course is designed to prepare students for initial assignment as CO/OIC/XO/XPO and refresh the skills of students who have previously served in command cadre positions. The courses strategic objectives are:

1. Prevent loss of life from cutter operations
 2. Prevent collisions, allisions, and grounds
 3. Mitigate operational risk
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Scope

This course is designed for officers 0-2 to 0-6 and senior petty officers E-6 to E-9 assigned as prospective CO/XO/OINC/XPO's of Coast Guard Cutters. The fundamental course objectives are to provide information regarding changes in the fleet, emphasize command leadership imperatives to renew enthusiasm for cutter duty, and refocus the professional skills of each student. The training will consist of:

- (1) Simulator-based refresher training in the areas of Rules of the Road (ROTR) application and collision avoidance including radar observation with Maneuvering Board Plotting and Automatic Radar Plotting functions.
- (2) Legal topics including military justice, ethics, search and seizure, and other related Commandant Policies.
- (3) Engineering topics including shipboard stability, engineering administration, damage control and environmental compliance.
- (4) Team Coordination Training and student case studies.
- (5) Command Philosophy and CO/XO Relations.
- (6) Shiphandling and Seamanship
- (7) Interpersonal Relations, including Sexual Harassment and Fraternization.
- (8) Navigation Standards
- (9) Relief Process
- (10) Weather
- (11) Operational Law (ROE/LOS)
- (12) Ports Waterways & Coastal Security (PWCS)
- (13) Shipboard flight operations overview
- (14) Underway Replenishment (UNREP)

- (15) Command Climate Issues
 - (16) Officer Evaluation System
 - (17) Personnel Administration Overview
 - (18) Finance, Supply and Procurement
 - (19) Work-Life Programs, including Command Religious Programs and Suicide Awareness
 - (20) Public Relations
 - (21) Anti-Terrorism/Force Protection
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EVALUATION: This course is intended as a refresher for experienced people and performance evaluation will not be a factor for successful completion. Pending STCW, Bridge Resource Management Certification appropriate TPOs will be evaluated.

The primary method of instruction combines lecture, seminar type discussions, student presentations, and task simulation in the Ship Control and Navigation Training Simulator (SCANTS). *Course objectives are accomplished by re-creating the world of work in the classroom, and requiring each student to demonstrate behaviors that have been proven to increase the probability of success in the areas listed above. Each student is given individual feedback on their strengths and areas to improve in applying these skills.* Knowledge elements are referred to as PKOs (Program Knowledge Objectives) and skill elements are referred to as TPOs (Terminal Performance Objectives).

UNIT 1.0 RULES OF THE ROAD AND NAVIGATION STANDARDS

TERMINAL PERFORMANCE OBJECTIVE:

- 1.1 Students will APPLY the Rules of the Road during scenarios in the bridge visual simulator (VSIM) and the radar simulator (RSIM). Given a radar and/or visual (day or night) presentation of a vessel traffic situation, students will DETERMINE if risk of collision exists, IDENTIFY which rules apply and MANEUVER the simulated vessel to avoid collision in accordance with the Rules of the Road.

METHOD OF INSTRUCTION: Lecture. Conference. Simulation.

TIME OF INSTRUCTION: 8.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 1.2 Students will DISCUSS the Commandant's Navigation Standards, M3530.2(series) and the impact of electronic navigation.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.0 hours

UNIT 2.0 SHIPHANDLING

TERMINAL PERFORMANCE OBJECTIVE:

- 2.1 Students will DISCUSS shiphandling principles and coaching techniques

METHOD OF INSTRUCTION: Lecture. Conference. Lab. Case Study. Video.

TIME OF INSTRUCTION: 4.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 2.3 During simulator sessions, students will DISCUSS emergency shiphandling considerations, techniques, and peculiarities of different ship configurations.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 2.0 hours*

* 2 hours of instruction to be completed concurrently during TPO 1.1

UNIT 3.0 RADAR OBSERVATION

TERMINAL PERFORMANCE OBJECTIVE:

- 3.1 Students will DEMONSTRATE the ability to operate the AN/SPS-73(V) in the RADAR trainer.

METHOD OF INSTRUCTION: Simulation.

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 3.2 Students will DEMONSTRATE proficiency in the use of Maneuvering Boards.

METHOD OF INSTRUCTION: Lecture.

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 3.1 Students will DEMONSTRATE the use of AN/SPS-73(V) in the RADAR trainer by AVOIDING collisions during simulated low-visibility navigation scenarios. Maneuvers will be in accordance with the Rules of the Road.

METHOD OF INSTRUCTION: Simulation.

TIME OF INSTRUCTION: 4.0 hours

UNIT 4.0 LEGAL TOPICS

TERMINAL PERFORMANCE OBJECTIVE:

- 4.1 4TH AMENDMENT: Given current publications and case law, students will DISTINGUISH between “reasonable” and “unreasonable” searches in the military, and DICUSS the steps necessary for INITIATING and CONDUCTING command authorized searches and inspections.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.2 DRUG ABUSE DETECTION: Given current publications and case law students will IDENTIFY the procedures necessary to effectively carry out the CG’s drug detection program and OUTLINE command options and procedures associated with positive test results.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.3 5TH AMENDMENT, SELF-INCRIMINATION: Given current publications and case law, students will IDENTIFY those procedures which must be followed by command representatives to protect military members' Fifth Amendment rights against self-incrimination and ensure admissibility of testimonial evidence at criminal proceedings.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.4 NONPUNITIVE MEASURES: Given Chapter 1, MJM, students will LIST and DISCUSS lawful non-punitive measures available to the command to correct minor infractions and deficiencies without creating a permanent record against individuals.

METHOD OF INSTRUCTION: Conference. Lecture.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.5 NON JUDICIAL PUNISHMENT: Given applicable sections of the MCM and MJM, students will IDENTIFY and DISCUSS proper procedures for conducting non Judicial punishment at afloat units.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.6 ADMINISTRATIVE FACT FINDING BODIES: Given relevant provisions of the Coast Guard Administrative Investigations Manual and Coast Guard policy directives, students will OUTLINE and DISCUSS command responsibilities in the preparation and review of administrative fact-finding bodies with primary emphasis on Informal Boards of Investigation.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.7 STANDARDS OF CONDUCT/ETHICS: Given relevant COMDT Instructions and current ethics laws, students will OUTLINE and DISCUSS standards of conduct and associated ethics issues as they relate to CG Commanding and Executive Officers.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 4.8 MISCELLANEOUS TOPICS: Given current COMDT Instructions, policies and national legal trends, students will OUTLINE and DISCUSS the Coast Guard's legal assistance program and IDENTIFY current legal issues affecting military members and their dependents. This will include a discussion of Court Martial Procedures and the Urinalysis Program.

METHOD OF INSTRUCTION: Conference. Lecture.

TIME OF INSTRUCTION: 1.5 hours

UNIT 5.0 SHIPBOARD STABILITY

TERMINAL PERFORMANCE OBJECTIVE:

- 5.1 DISCUSS the principles of vessel stability including Center of Gravity, Force of Buoyancy and Metacenter. Using those principles DISCUSS the effects of liquid/solid weight additions and shifts and DEMONSTRATE the ability to assess another vessel's stability based on observed vessel motion and roll period.

METHOD OF INSTRUCTION: Lecture. Demonstration.

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 5.2 Given the appropriate intact static stability data of a vessel (TPO 5.1) and the presence of free surface with or without; free communication, surface permeability, or pocketing, EXPLAIN the effects of these factors on a vessel's static stability curve in accordance with the procedures listed in NSTM.

METHOD OF INSTRUCTION: Lecture. Video.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 5.3 Given the current loading condition and using available tools (FCCS & DC Book) UNDERSTAND the effects grounding or dry-docking has on the vessel's stability.

METHOD OF INSTRUCTION: Lecture. Lab. Video.

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 5.4 Given the necessary publications and excerpts and the vessel's intact static stability and applicable heeling moment curves, APPLY the U.S. Navy Stability Criteria to DETERMINE if the vessel possesses adequate dynamic stability to withstand the applied heeling moment.

METHOD OF INSTRUCTION: Lecture.

TIME OF INSTRUCTION: 0.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 5.5 Given a situation assessment, LIST in order of largest improvement corrective measures which improve metacentric height and overall stability in accordance with the vessel's unit Damage Control Book and NSTM.

METHOD OF INSTRUCTION: Lecture. Lab. Video

TIME OF INSTRUCTION: 1.0 hours

UNIT 6.0 ENGINEERING ADMINISTRATION

TERMINAL PERFORMANCE OBJECTIVE:

- 6.1 EXPLAIN the requirements of a cutter's Hazardous Material Program.

METHOD OF INSTRUCTION: Lecture.

TIME OF INSTRUCTION: 0.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 6.2 EXPLAIN the requirements of a cutter's Environmental Compliance Program.

METHOD OF INSTRUCTION: Lecture.

TIME OF INSTRUCTION: 0.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

6.3 EXPLAIN the various components of a cutter's Engineering Maintenance Program and DISCUSS the responsibilities of the COTR in contract administration.

METHOD OF INSTRUCTION: Lecture.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

6.4 EXPLAIN the various components of a cutter's Damage Control Program.

METHOD OF INSTRUCTION: Lecture. Conference. Video

TIME OF INSTRUCTION: 0.5 hours

UNIT 7.0 INTRODUCTION TO TEAM COORDINATION TRAINING

PROGRAM KNOWLEDGE OBJECTIVE:

7.1 STATE the seven critical skills for effective teams and be aware of the constructive behaviors expected of effective team members.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TIME OF INSTRUCTION: 8.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

7.1.1 DESCRIBE effective Leadership, with regard to directing and guiding the activities of other team members, including how to best provide feedback to team members regarding their performance.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.2 DESCRIBE effective Mission Analysis, including the capability to make long-term and contingency plans, and organizing, allocating, and monitoring team resources.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.3 DESCRIBE effective Adaptability and Flexibility, including altering a course of action to meet situational demands, maintaining constructive behavior under pressure, and interacting constructively with other team members.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.4 DESCRIBE Situational Awareness, including the ability to identify what is happening, labeling, assimilating, and comprehending the critical elements of what is happening to the team, its facility, and the mission.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.5 DESCRIBE effective Decision-Making, including applying logical and sound judgement based on available information.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.6 DESCRIBE effective Communication, including the ability to accurately send and acknowledge information, instruction, and commands.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.7 DESCRIBE the principles of Assertiveness, including the ability to actively participate, stating and maintaining a position until convinced by the facts that their position is wrong, and taking action when necessary.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.8 Students will PRESENT a case study of an actual Coast Guard mishap and IDENTIFY the elements of Team Coordination Training that were relevant to the mishaps.

METHOD OF INSTRUCTION: Case Studies.

TERMINAL PERFORMANCE OBJECTIVE:

7.1.9 DISCUSS Crew Endurance and Fatigue Management, including the “circadian rhythm” and best practices to manage fatigue.

METHOD OF INSTRUCTION: Lecture, Conference, Simulation, Video, Case Studies.

UNIT 8.0 COMMAND FUNCTIONS

TERMINAL PERFORMANCE OBJECTIVE:

8.1 Students will DEVELOP a unit command philosophy, DISCUSS implementation of command philosophy and DISCUSS the relationship and respective responsibilities between the Commanding Officer and Executive Officer.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

8.2 Students will LIST the minimum requirements for relief of the Commanding Officer and DISCUSS the procedures for effecting relief.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

8.3 Students will DISCUSS the services provided by the Work-Life Staffs including the Chaplain Corp, Suicide prevention, and Critical Stress Incidents.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

8.4 INTERPERSONAL RELATIONS: Students will DISCUSS how Sexual Harassment, Fraternalization, and Inappropriate Personal Relationships are detrimental to a units good order and discipline and the DISCUSS the Command’s role in creating an environment free from these behaviors.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 1.5 hours

UNIT 9.0 PERSONNEL AND ADMINISTRATIVE FUNCTIONS

TERMINAL PERFORMANCE OBJECTIVE:

- 9.1 Students will DISCUSS the Officer Evaluation System and LIST their responsibilities in completing Officer Evaluation Reports.

METHOD OF INSTRUCTION: Conference.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 9.2 Students will DISCUSS the Enlisted Evaluation System and LIST their responsibilities in completing Enlisted Performance Reports.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 9.3 Students will LIST the purposes of pertinent chapters of the Personnel Manual and DISCUSS their responsibilities in Personnel Administration.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.5 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 9.4 Students will DISCUSS and LIST unit responsibilities in management of Unit Finances and Property and DISCUSS implementation of effective management controls.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.5 hours

UNIT 10.0 PUBLIC AFFAIRS

TERMINAL PERFORMANCE OBJECTIVE:

- 10.1 Students will DISCUSS the elements and objectives of the Coast Guard Public Affairs program, DEFINE their role in the program.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 1.0 hours

UNIT 11.0 FLIGHT OPERATIONS

TERMINAL PERFORMANCE OBJECTIVE:

- 11.1 Students will DISCUS Cutter Flight Operations with respect to the latest policy and guidance.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 2.0 hours

UNIT 12.0 WEATHER

TERMINAL PERFORMANCE OBJECTIVE:

- 12.1 Students will DISCUSS the effects of Weather on the mission, equipment and crew. They will DISCUSS Hurricane Preparedness and Avoidance and how to interpret weather charts and reports.

METHOD OF INSTRUCTION: Lecture. Conference.

TIME OF INSTRUCTION: 2.0 hours

UNIT 13.0 ANTITERRORISM PREPARATIONS

TERMINAL PERFORMANCE OBJECTIVE:

- 13.1 Students will DISCUSS current Terrorist Threats and precautions to protect against terrorist activity using the latest guidance and policy.

METHOD OF INSTRUCTION: Lecture. Conference

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

- 13.2 Students will DEVELOP a security plan to protect a Coast Guard cutter under various FPCONS.

METHOD OF INSTRUCTION: Lab

TIME OF INSTRUCTION: 1.0 hours

UNIT 14.0 PORTS, WATERWAYS & COSTAL SECURITY

TERMINAL PERFORMANCE OBJECTIVE:

14.1 To be developed

METHOD OF INSTRUCTION: Lecture. Conference

TIME OF INSTRUCTION: 2.0 hours

TERMINAL PERFORMANCE OBJECTIVE:

14.2 INTERNATIONAL LAW FOR SEA GOING OFFICERS, RULES OF ENGAGEMENT AND THE COAST GUARD'S USE OF FORCE POLICY: OUTLINE and DISCUSS issues surrounding application of International Law, the Naval Rules of Engagement, and the Use of Force Policy with respect to Coast Guard cutters.

METHOD OF INSTRUCTION: Conference. Case Study. Lecture.

TIME OF INSTRUCTION: 2.0 hours