



COMDTINST 16114.21  
JAN 29 2002

COMMANDANT INSTRUCTION 16114.21

Subj: CRITERIA AND REQUIREMENTS FOR COAST GUARD SURF STATIONS

1. PURPOSE. This Instruction establishes the criteria for and identifies selected Coast Guard stations as surf stations. Identification of a unit as a surf station is for the purpose of resource planning and allocation only. It does not alter the organizational structure of any unit, its relationship with other units or the public. Unit titles and names will remain unchanged. This Instruction is intended for the internal administration of the Coast Guard and does not create rights or privileges for other parties.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall comply with this Instruction.
3. DIRECTIVES AFFECTED. This Instruction supercedes the preliminary list of surf stations that was published via message (COMDT//G-OCS// R021636Z APR 99) in April 1999.
4. DISCUSSION. Operating rescue boats in a surf environment is one of the most challenging and dangerous tasks that Coast Guard boat crews perform. The inherent risk associated with these operations demands that those who are required to face these challenges have every advantage at their disposal to ensure the safe outcome of the mission and the safe return of crew and survivors. Providing these advantages requires a significant investment in boats, equipment, crew training and command oversight. Such an investment should only be undertaken when there is clear need to do so. This Instruction establishes a standard for the identification of surf stations and establishes the minimum resources required for safe, effective operations.

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NON-STANDARD DISTRIBUTION:

5. POLICY.

- a. The criteria used to identify a unit as a surf station, and a list of those units currently identified as surf stations appears in enclosure (1). Enclosures (2) and (3), respectively, list surf station staffing and reporting requirements. The information, standards, and requirements in all enclosures were developed with the assistance of the Surf Operations and Surf Training Advisory Group (SOSTAG). This standing panel of highly experienced surf operations professionals meets semi-annually and advises Commandant (G-O) on surf-related issues.
- b. Surfman qualification codes shall only be assigned to billets at identified surf stations in conjunction with this Instruction. The Heavy Weather qualification code will be re-established and assigned to appropriate billets at units operating heavy weather and surf capable boats. The Heavy Weather Coxswain qualification will address operation of a heavy weather/surf capable boat in up to 8 feet of surf, and to the operational limits of the boat for non-surf conditions.
- c. All surf stations shall have a minimum of two surf-capable boats assigned. To the greatest extent possible, these boats shall be of the same class and type. Current surf capable boats in the Coast Guard inventory are the 47' MLB, 44' MLB, 30' SRB (SPC(Surf)) and the 52' MLB (SPC(HWX)). Future surf capable boats will be so identified in their Commandant-approved operator's handbook.
- d. Area and district commanders who believe that changes to the list of surf stations in enclosure (1) are required, shall inform Commandant (G-O) and request the addition or deletion of units. Requests should thoroughly address and document how such units meet or fail to meet the criteria listed in enclosure (1).

6. REPORTS.

- a. Surf stations shall report the qualification and certification status of all boatswain's mate personnel quarterly in accordance with the guidance provided in enclosure (3). RCN-16114-3 applies to this reporting requirement.

- b. Surf stations shall create and maintain records of surf conditions for their area of responsibility in accordance with the guidance provided in enclosure (3). Such records shall be retained by the respective district (osr) for at least 7 years.

TERRY M. CROSS  
Assistant Commandant for Operations

- Encl: (1) Surf Station Criteria and List of Surf Stations  
(2) Surf Station - Staffing Requirements  
(3) Surf Station - Unique Reporting and Record Requirements

## SURF STATION CRITERIA AND LIST OF SURF STATIONS

The criteria for designating existing Coast Guard Stations as Surf Stations consists of two components; environment and frequency of surf.

**Environment:** Surf greater than eight (8) feet, on a federally maintained navigable bar or entrance, of sufficient water depth to allow the operation of a surf capable boat,

For definition and discussion of “surf” see Heavy Weather Addendum to the Boat Crew Seamanship Manual, COMDTINST M16114.5 (series). This Manual is also the source of the requirement that a Surfman be on board when surf exceeds eight (8) feet.

Beach surf is not considered in identifying surf stations.

**Frequency of surf:** 10 percent or more days during a calendar year (36 days) averaged over a minimum period of five (5) years,

If surf greater than 8 feet occurs less than 36 days a year, a surf station is not appropriate. In such locations public risk/exposure is minimal, and the training and qualification for Coast Guard personnel to conduct safe operations cannot be maintained at even minimum levels. In those instances when surf occurs in these locations, additional efforts should be made to educate the public and prevent bar crossings awaiting better weather. Surf boats at adjacent stations and helicopters will be used for SAR responses if and when needed.

LIST OF COAST GUARD SURF STATIONS

<b>District</b>	<b>Surf Stations</b>
<b>D1</b>	Sta (sm) Merrimack River
	Sta Chatham
<b>D5</b>	Sta Barnegat Light
	Sta Oregon Inlet
	Sta Hatteras Inlet
<b>D11</b>	Sta Humboldt Bay
	Sta Noyo River
	Sta Bodega Bay Note 1
	Sta Golden Gate
	Sta Morro Bay
<b>D13</b>	Sta Grays Harbor
	Sta Cape Disappointment
	Sta Tillamook Bay
	Sta Yaquina Bay
	Sta (sm) Depoe Bay
	Sta Umpqua River
	Sta (sm) Siuslaw River
	Sta Coos Bay
	Sta Chetco River
Sta Quillayute River	
<b>HQ</b>	National Motor Lifeboat School
<b>Total</b>	<b>21</b>

Note 1: Based upon currently available information, Station Bodega Bay does not meet the criteria for designation as a surf station outlined in enclosure (1). However, because of the absence of data, the probability of surf conditions within their AOR, and the concerns of the operational commander, Bodega Bay is provisionally designated a surf station until 1 October 2003. The operational commander is undertaking a comprehensive data collection and evaluation effort during this period and will advise Commandant of the results no later than 30 June 2003 to determine if the unit's designation should be finalized or allowed to lapse.

## COAST GUARD SURF STATION – SURFMAN STAFFING REQUIREMENTS

Safe and effective operation of any unit requires that the proper number of personnel with the appropriate skills are assigned. In addition to being fully staffed in accordance with the Commandant approved staffing standard for stations, proper on-site staffing for surf stations includes boatswain's mate billets and personnel with surfman qualification codes as per the following table. (Note 1)

<b>District</b>	<b>Surf Stations</b>	<b>Cmd Cadre Note 2</b>	<b>Duty Surfmen Note 3</b>
<b>D1</b>	Sta (sm) Merrimack River	2	5
	Sta Chatham	2	5
<b>D5</b>	Sta Barnegat Light	2	5
	Sta Oregon Inlet	2	5
	Sta Hatteras Inlet	2	5
<b>D11</b>	Sta Humboldt Bay	2	5
	Sta Noyo River	2	5
	Sta Bodega Bay	2	5
	Sta Golden Gate	2	5
	Sta Morro Bay	2	5
<b>D13</b>	Sta Grays Harbor	2	7
	Sta Cape Disappointment	2	7
	Sta Tillamook Bay	2	5
	Sta Yaquina Bay	2	7
	Sta (sm) Depoe Bay	2	5
	Sta Umpqua River	2	5
	Sta (sm) Siuslaw River	2	5
	Sta Coos Bay	2	7
	Sta Chetco River	2	5
Sta Quillayute River	2	7	
<b>HQ</b>	National Motor Lifeboat School	<b>2</b>	<b>11</b>
<b>Total</b>	<b>21</b>	<b>42</b>	<b>121</b>

**Note 1:** Units assigned SPC (HWX) boats (52' MLBs) are allocated two Surfman qualification codes in addition to the standard surf station complement to accommodate longer off-shore missions.

Enclosure (2) to COMDTINST M16114.21

**Note 2:** Command cadre is Commanding Officer (CO)/Officer-in-Charge (OinC) and Executive Petty Officer (XPO), except at Stations with a commissioned officer as the CO, where it is the two most senior BMs.

**Note 3:** Supports 68 hour duty week as per the Staffing Standards Manual, COMDTINST M5312.11 (series) and the need to maintain two boats in alert status during certain weather conditions.

## SURF STATION – UNIQUE REPORTING AND RECORD REQUIREMENTS

### I. QUARTERLY SURFMAN REPORT

#### 1. Background.

- a. Existing data bases are insufficient to track the state of the qualified Surfman population in the Coast Guard and the training program that supports it. Until such time as Coast Guard personnel data bases are able to provide the required information automatically, surf stations are required to report at the end of each quarter on both the number of qualified personnel and the progress of members in training for qualification as Surfmen.
- b. Reports for stations (small) should be submitted separately from the report for the parent station so that the qualifications at each location are clearly portrayed.

#### 2. Message Format.

- a. Message Heading: Several Headquarters offices gain vital information from these reports. Commandant (G-OCS) has overall responsibility for the boat crew training program, as well for obtaining the resources it needs. Commandant (G-WTT) manages the overall Coast Guard training program including funds associated with Class “C” schools. Commandant (G-WP) manages the assignment policies that effect personnel retention, rotation, priorities and billets. Commandant (G-ORW) provides modeling and other input to help understand the systemic challenges and influences. Coast Guard Personnel Command (CGPC) assignment offices use these reports to compare with or verify the accuracy of the Personnel Data System (PDS) information. Assignment officers in CGPC(epm-2) use the reports to better understand the personnel issues related to the operational health of units. This includes gauging the criticality of vacancies and alignment of expectations (separations, transfers, new certifications, and rotations). District and Group/Activity level commands use the report to better understand unit needs and to support readiness efforts. The National Motor Lifeboat School (NMLBS) uses the reports to help manage Class “C” quota assignments and to provide accurate counsel on the Surfman training program to Commandant (G-OCS).
- b. Subject: This line should indicate the unit for which the report applies and the quarterly period for which the information is given (“as of 01 Jan, 01 Apr, 01 Jul, 01 Oct”).
- c. Command Cadre: This paragraph should include four columns of information. Those personnel assigned to the command leadership billets at the station should be listed. For those units with a commissioned officer as commanding officer, the two most senior BMs should be listed here. Rank and last name, expected rotation year (if separation or other orders are different, then list the earliest expected loss), coxswain,



Enclosure (3) to COMDTINST M16114.21

heavy weather coxswain, Surfman boat qualification codes held, currency of boat crew qualifications as of report date.

- d. Surfmen: This paragraph should list all personnel (other than command cadre) that hold Surfmen qualifications. They should be listed with the same four columns of information as above.
  - e. Coxswains/Heavy Weather Coxswains: This paragraph should list all personnel that hold a coxswain or heavy weather coxswain qualification (other than command cadre or those with Surfman qualifications shown above). Include the same four columns of information as above.
  - f. Other BM's: This paragraph is intended to capture all the remaining Boatswains Mates assigned to the unit that were not previously listed. It is important to provide a note under "currency" that explains where they are in the boat crew training cycle.
  - g. Command Comments: This paragraph is open for a more descriptive reflection of any Surfman assignment or training issues. The report is an important communications tool, but is not a substitute for other required and appropriate correspondence to ensure action where required (i.e., Assignment Data Cards, PMIS entries, letters).
  - h. Boat Engineers: This paragraph should indicate the general certification status of the unit engineering staff including the Engineering Petty Officer (EPO). The information is included in this report since the number of qualified boat engineers effects the readiness of the unit, duty rotations, and ability to accomplish Surfman training.
  - i. Unit Point of Contact (POC): List the person and phone number to be used by a message recipient to clarify information contained in the report.
3. Sample Message. A sample quarterly Surfman report message is provided.

SAMPLE QUARTERLY SURFMAN REPORT MESSAGE

R [*Insert DTG*]Z (JAN, APR, JUL, OCT)  
 FM COGARD STA [*Insert Name*]  
 TO COMDT COGARD WASHINGTON DC //G-OCS/G-WTT/G-WP/G-ORW//  
 COMCOGARD PERSCOM WASHINGTON DC //EPM-2/OPM-2//  
 CCGD[*Insert Parent District*] //OSR//  
 COMCOGARDGRU (or Activity) [*Insert Parent Group/Activity Name*]  
 INFO COGARD NMLBS CAPE DISAPPOINTMENT WA  
 BT

UNCLAS //N01041//

SUBJ: STATION [*Insert Name*] SURFMAN/COXN STATUS AS OF 01 JUL [*Year*] (JAN, APR, JUL, OCT)

**1. Command Cadre**

Name	Rotation	Qual Codes	Currency (initial or recertifications)
LT XXXXXXX	2001	SH	Boat crew certified
BMC XXXXXXX	2001	SM, SK	47'MLB Surfman, recert as 44'MLB Coxn only
BM1 XXXXXXX	2002	SM, SK, SG	47'MLB Surfman, 44'MLB Surfman, 41' Coxn

**2. Surfman**

BM1 XXXXXXX	2004	SK, SG	41'UTB Coxn only, awaiting recert check ride
BM2 XXXXXXX	2001	SM, SK	47'MLB Surfman, recert as 44'MLB Coxn only
BM2 XXXXXXX	2003	SM, SK	47'MLB Surfman, 44'MLB Surfman

**3. Coxswains/Heavy Weather Coxswains**

BM2 XXXXXXX	2002	SL, SH	47'MLB Coxn, not recertified on 44'MLB
BM2 XXXXXXX	2001	SL, SG	47'MLB Coxn, 41'UTB Coxn
BM3 XXXXXXX	2002	SL, SH, SG	47'MLB Coxn, 44'MLB Coxn, 41'UTB Coxn
BM3 XXXXXXX	2004	SG	41'UTB Coxn, 47'MLB Crew

**4. Other BM's not listed above**

BM2 XXXXXXX	2004	Not Qualified	Newly reported aboard, working on crew quals
BM3 XXXXXXX	2003	Not Qualified	41'UTB Crew, 47'MLB Crew

**5. Command Comments:** Issues over training opportunities or resource availability. Near future certifications expected. Transfers or newly reported BM personnel. Anticipated SPEAR cycle problems or gaps. Plans or recommendations concerning Surfman training program.

**6. Boat Engineers:** EPO and 4 other MK's certified on all boats. 3 MK's certified on 47'MLB only. 1 MK not qualified.

**7. Unit POC:** name, (xxx) phone number.

BT  
 NNNN

## II. SURF LOG

1. Background – Existing data bases are insufficient to track the environmental conditions or frequency of those conditions at individual stations. Since designation as a surf station involves a significant investment by the Coast Guard, accurate data is essential. The purpose of maintaining the Surf log is to document local conditions, the number of surf training opportunities available, and to identify those factors that prevent training from being conducted. Though environmental conditions cannot be anticipated, several factors (visits, no back up boat, no ready boat, etc.) can be mitigated at the station, group or district levels. Non-designated surf stations may track local environmental conditions to justify assignment as a surf station. District commanders may use accumulated data to seek unit designation as a surf station.

2. Sample Log – A sample surf log is provided at the end of this enclosure. Other logging formats are acceptable provided they contain all of the information below, and, when explanation codes are used, that they are the same as identified below.

- a. Date: Self-explanatory.
- b. Surf Height: Record **maximum** surf height in **feet** (occurring in the unit surf training area) that day. Units will need to establish individual criteria to measure surf height.
- c. Training Surf Available: Answer **YES** if surf height is 8-15 foot and sustained for a minimum of 1 hour, answer **NO** if surf in under 8 foot or over 15 foot.
- d. Number of Surfmen Available: Indicate the **number** of Surfmen **ON BOARD** available to conduct surf training that day.
- e. Number of Platforms Available: Indicate the **number** of Surf capable boats available to conduct surf training that day.
- f. Surf Training Hours Conducted: Indicate the **number** of hours of surf training conducted that day.
- g. Reason Surf Training not conducted: Use **explanation codes** provided below to indicate interferences for that day.

### 3. Explanation Codes.

1. **Surf too small or no surf available in unit training area**
2. **Surf too large in unit training area**
3. **Other environmental hazards (visibility less than 1nm, ice, wind greater than 30 knots, current greater than 5 knots, debris)**
4. **Sufficient number of Surfmen not available**
5. **Sufficient number of surf capable boats not available**
6. **Operational mission interference**
7. **Higher priority training mission**
8. **Administrative tasking/visit interference**
9. **Other: Include complete explanation in note section**

### Surf Station – Surf Log

Station: \_\_\_\_\_ for \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

Date	Surf Height in Feet	Trainable Surf Available	Number of Surfmen Available	Number of Platforms Available	Surf Trng Hours Conducted	Reason Surf Trng Not Conducted
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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