

U.S. Department of  
Homeland Security

United States  
Coast Guard



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## USCG FIFTH DISTRICT NORTHERN REGION

### QUALIFICATION EXAMINER (QE) MANAGEMENT PROCESS GUIDE



**DPA-5-NR**

**MAR 2015**

U.S. Department of  
Homeland Security

United States  
Coast Guard



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## MEMORANDUM

From: Paul D. J. Arnett, CAPT  
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Reply to dpa-n  
Attn of: CWO4 R. P. Clark

To: D5-Northern Region Auxiliary

Subj: QUALIFICATION EXAMINER MANAGEMENT PROCESS GUIDE

1. PURPOSE. This memorandum promulgates the Qualification Examiner (QE) process guide
2. ACTION. All Auxiliarist in D5-NR are required to adhere to the guidelines set forth in the enclosed process guide.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. This process guide ensures procedural standardization throughout the D5NR region.
5. CHANGES. Recommendations for changes and improvements to the QE Process Guide will be submitted via the Chain of Leadership within the Auxiliary.
6. ENVIRONMENTAL ASPECTS AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this instruction and have been determined to be not applicable.

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## CHAPTER 1. OVERVIEW

A. **INTRODUCTION** This process guide (PG) constitutes the official D5-NR procedures governing the mission of the Qualification Examiner. The specific information contained herein is designed to condense the overarching policy guidance contained in the following publications:

- Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)
- Auxiliary Boat Crew Training Qualification Guide Crew  
COMDTINST M16794.52 (series)
- Auxiliary Boat Crew Training Qualification Guide Coxswain  
COMDTINST M16794.53 (series)
- Auxiliary Boat Crew Training Qualification Guide PWC Operator  
COMDTINST M167114.5 (series)
- Auxiliary Manual, COMDTINST M16790.1 (series)
- Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
- Boat Crew Seamanship Manual COMDTINST M 16114.5C (series)

B. **PURPOSE** This guide is the standard operating manual for all Qualification Examiner (QE) activities. It is meant as a source document for professional conduct and it follows the mandates directed by DIRAUX in keeping with the policies, procedures, and traditions of the USCG. It defines the practices and procedures for successful execution of the operational QE Mission.

C. **OBJECTIVE** To provide a guide for conducting qualification exams within existing policy and standardizes best practices of QE's across D5-NR.

D. **IMPROVING THIS PROCESS GUIDE** For this process guide to remain useful and relevant, it must be periodically updated to reflect improvements, new concepts, and revised priorities. All personnel should submit recommended changes to this process guide to the Operations Training Officer via their Chain of Leadership.

## CHAPTER 2. QE STRUCTURE AND RESPONSIBILITIES

A. **CONCEPT** The Auxiliary's ability to operate effectively in Coast Guard surface operations and be a contributing force in boating safety is dependent on skilled boat crews, coxswains, and a professional qualification program. A critical element in the qualification program is the Qualification Examiner (QE).

The highest appointment in the Boat Crew, Personal Watercraft and Paddle Craft Programs is that of the Qualification Examiner (QE). QEs are outstanding Coxswains, or Personal Watercraft Operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills, and impeccable integrity.

The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform to specified standards. QEs also verify currency maintenance requirements for re-certification and perform other tasks, such as verifying performance criteria for the Award of Operational Excellence.

B. **CHAIN OF LEADERSHIP** Each Coast Guard District has a **Director of Auxiliary (DIRAUX)**, assigned to administer the District's Auxiliary program. Some districts are sub-divided into Auxiliary regions, with each region having a Director.

The Director is the **Chief, Auxiliary Administration Branch**. The Director is responsible for certifying Auxiliary members for duty in the boat crew program.

The Director has an **Operations Training Officer (OTO)** assigned to coordinate and support training of Auxiliarists in operations programs, including the boat crew programs.

DIRAUX appoints Auxiliary members as **Qualification Examiners (QEs)**. The QE evaluates the performance and abilities of boat crew candidates and recommends them for certification. Auxiliary Qualification Examiners "work" directly for the OTO.

**1. OPERATIONS TRAINING OFFICER (OTO):** The OTO is the primary manager and mentor of the QEs and the Boat Crew Training Program.

**2. CHIEF QE Coordinator (CQEC):** The Chief is nominated by the District Commodore and appointed by the Director of Auxiliary. The CQEC shall serve as a QE for at least three years and as an AQEC for at least two years. Specific tasks of the CQEC include:

- Coordinating all aspects of Boat Crew Qualification Program (BCQP) with the OTO
- Maintaining records necessary for an effective BCQP
- Recommending the number of QEs needed
- Recommending to the OTO the appointment of AQECs

- Managing AQECs & conducting re-certifications
- Administering District wide annual AQEC and QE workshop for all QEs (Workshops are fund dependent and should be combined when possible)
- Overseeing & investigating any complaints regarding the Aux Boat Crew Program, QEs, etc.
- Reviewing any QE request for Travel Orders (TO)
- Informing the OTO when the need for additional training is identified during a Currency Maintenance Session.

**3. AREA QE COORDINATOR (AQEC):** D5-NR shall have 03 Area QE Coordinator, West (W), Central (C), East (E), appointed by the Director of Auxiliary, who will assist the CQEC in executing the QE program within the region. The AQEC's specific tasks include:

- Evaluating the number of required QEs
- Assigning QEs for all requested QE Missions
- Conducting annual QE workshop
- Conducting training for new QEs
- Forward to the CQEC any request for travel orders for a QE mission
- Auditing the performance of QEs in their sectors
- Maintaining records of QE missions
- Providing support and training of Boat Crew Program Mentors.
- Providing list of upcoming check rides to OTO
- Conducting check rides for QEs as directed
- Assigning a QE-IC of a session if necessary
- Acting as a liaison between FSO MTs & FSO-OPs in scheduling QE Missions
- Maintaining a list of hours & mission as performed by QEs in their areas; copy to the OTO & CQEC
- Receiving all initial certification and third year currency maintenance paperwork from the QEs in their area; reviewing and forwarding to the DIRAUX with recommendations as appropriate. **\*\*Note\*\* all paperwork will be submitted directly from QE's to DIRAUX.**
- Receiving and validating the 12 hour minimum u/w requirement, of candidates (at least 8 hours have to be as a Coxswain). Report findings to OTO. *This should have been be done at the Flotilla level with the FSO-IS or SO-IS certifying on the Appendix "F"*
- Informing the SO and FSO-MT of any needed training
- Recommending to CQEC re-appointment and dismissal of QEs

**4. QUALIFICATION EXAMINER IN CHARGE (QE-IC):** A QE-IC may be assigned by the AQEC when multiple boats involved in a check ride session requiring a QE on each boat. Tasks include:

- Pre-check ride coordination with participating QEs
- Managing all tasks, facilities, and members involved in a specific mission



5. **QUALIFICATION EXAMINER (QE):** Specific tasks include:

- When performing the role of a QE, the QE will follow the above Chain of Leadership
- Evaluating the Boat Crew & PWC program candidates
- Verifying Patrol Orders are issued for all facilities being used in a QE session
- Acting as a mission Safety Officer
- Evaluating Boat Crew for the “Operational Excellence Award” or for any other similar programs
- Reporting to the AQEC any questionable performance observed on the part of any certified Boat Crew members and assisting the AQEC in determining the course of action that should be taken
- Notifying the OTO in writing through the QE Chain of Communications when a Boat Crew certification is at risk for reasons of incompetence, physical inability or questionable qualification to perform mission requirements.
- Submit monthly email report to AQEC with hours, missions, location of QE missions.

6. **QUALIFICATION EXAMINER IN TRAINING (QE-IT):** The QE-IT will demonstrate the following skills:

- Knowledge and understanding of the Auxiliary Boat Crew Training Manual (ABCTM) for Crew, Coxswain, and PWC.
- Set up, under guidance of a QE Mentor, a dockside oral exam and underway check ride for a candidate.
- Demonstrate to the QE Mentor integrity, expertise, diplomacy and experience while assisting at Boat Crew Qualification sessions.
- Demonstrate the ability to fill out all appropriate and required paperwork.

7. **BOAT CREW ADVISORY BOARD (BCAB):** The Boat Crew Advisory Board shall consist of the following members:

- OTO Responsible for the area (Shall also chair the BCAB)
- Chief QE Coordinator (CQEC)
- Area QE Coordinator (AQEC)
- DCO or his/her designee
- District Staff Officer, Operations (DSO-OP)
- District Staff Officer, Member Training (DSO-MT)

## CHAPTER 3. QE APPOINTMENT

### A. QE APPOINTMENTS AND DURATION

- Recommended by OTO and appointed by DIRAUX
- Appointed for a **three** year period with an option of reappointment. Renewal is at the discretion of the DIRAUX/OTO, CQEC, and AQEC see section H of this chapter for specific details.
- Elected leaders may recommend Auxiliarists for appointment
- Area QE Coordinators may work with elected leaders to recruit Auxiliarist who meet the requirements
- QEs may request to surrender their appointment
- Low levels of activity may indicate to the OTO that an appointment should be cancelled

**B. REQUIREMENTS** The desire to become a QE is not sufficient grounds for the appointment. The requirements are rather strict for the purpose of ensuring the best coxswains are in the QE leadership role. Potential candidates must meet these requirements:

- Be a currently-certified coxswain for at least **ONE** year
- Have taken the 4-hour TCT AUX workshop in the last two years
- Complete the QE Application Form and submit it to the CQEC via the AQEC with endorsements as specified by the Boat Crew Advisory Board
- Have at least 12 hours underway/orders each of the last 3 years. Any exemption shall be approved by the OTO
- Be skilled in instructional techniques
- **RECOMMENDED** to have at least 100 hours underway as a coxswain/ crewman prior to appointment
- Have passed either AUX SAR, AUX SC&E or AUXNAV be TCO certified and be current in the navigation Rules (NAVRULES)

**C. DIRAUX EXPECTATIONS** Part of the commitment in accepting appointment as a QE is a willingness to assist members in completing required tasks. QEs are expected to travel up to 50 miles from their home, without reimbursement, to perform QE missions.

*Travel farther than 50 miles and/or lodging can be reimbursed when necessary... All TVL requiring TVL Orders must be endorsed by the AQEC, CQEC and approved by the OTO.*

**D. DISMISSAL** The dismissal of a QE is at DIRAUX discretion. The reasons for dismissal include:

- Not meeting annual coxswain qualifications

- Not meeting sufficient QE Missions to stay proficient
- Repeated improper paperwork submission
- Unprofessional conduct
- Breach of ethical behavior
- Inability to safely perform duties of QE

**E. TRAINING PROCESS (QE-IT)**

- Complete Appendix H – QE Application Form
- Complete Appendix I – QE-IT Check Off Sheet
- Complete the QE-IT training program within 1 year
- Perform a series of underway actual check rides for candidates, under the supervision of a QE mentor
- Demonstrate the ability to fill out all of the appropriate and required paperwork

**F. CERTIFICATION** Upon completion of all required tasks, the QE will be designated in writing and the certification will be reflected in AUXDATA. The QE is solely responsible for maintaining his/her currency maintenance requirements. There will be no waivers for QEs failing to meet Currency Maintenance requirements.

**G. QE CURRENCY MAINTENANCE** QEs must maintain coxswain currency and the expected levels of QE activity as defined by the OTO, and this guide to remain qualified as a QE.

- Attendance at QE Workshops
- Underway hours
- QE Missions performed (MINIMUM OF 5)
- Maintenance history of Coxswain (e.g. any REYR)
- Trainee Feedback

**H. QE EVALUATION** All QEs must go through an evaluation by the OTO or his/her designee every three years in order to be Re-Appointed. This evaluation is usually done by the OTO but may be delegated, if necessary to the Chief QE Coordinator (CQEC) or an AQEC. The evaluation will require the OTO or his designee observing the QE performing a dockside oral exam, an underway check ride of a crew or coxswain candidate, and their Coxswain currency checkride. The QE must complete these tasks to the satisfaction of the observer to remain certified as a QE.

- QEs must provide the OTO, through the AQEC, their scheduled currency checkride and QE session information at least 3 weeks prior to scheduled date
- The OTO will either be present to observe the checkride/QE session, or will

designate an additional QE to observe.

## CHAPTER 4. BOAT CREW QUALIFICATION PROCESS

**A. INTRODUCTION** The Flotilla Leadership in conjunction with the support of the FSO-MT and the Mentor are responsible for guiding the boat crew candidate through the learning process.

- Each member must complete all required tasks as outlined in the Auxiliary Boat Crew Training Manual.(ABCTM).
- When the candidate has completed the training process the FC, FSO-MT, or Flotilla designee shall request the services of a QE using Appendix G – QE Request Form.

**B. PRE-OE REQUIREMENTS** A candidate for crew and coxswain must have fulfilled all required tasks (initialed by the mentor) in their qualification guide **prior** to scheduling a QE/(QEs) for either the dockside oral examination or the underway check ride.

- The QE will check to see if all forms are present and completed as required.
- ADMIN Check Lists are provided in the enclosures to assist the QE in verifying all forms/tasks have been completed.

### **C. REQUIRED NUMBER OF OEs ON A MISSION**

- When multiple facilities are used as qualification platforms during a single session, a QE must be aboard each vessel if possible.
- All auxiliary personnel participating in check rides must be attached to patrol orders.
- **The QE must be listed by name and member number in the COMMENTS block of the patrol orders. Failure to properly record the observing QE may result in a lost event for the QE.**

**D. QE-IC** In special situations, when multiple QEs are involved with multiple boats for a check ride session requiring a QE on each boat, a QE-in-Charge (QE-IC) is assigned by the AQEC.

The responsibilities of the QE-IC are:

- Conducting an overall mission briefing with the QEs
- Assigning QEs to facilities for the mission
- Ensuring that only QEs and candidates are present at the Dockside Examination. The exception is a QE-IT
- Ensuring that only QEs, crew, and candidates are present for the check ride
- Managing all tasks, facilities, and members involved in a specific mission

**E. WALK-IN CANDIDATES** Qualification events are typically a carefully planned, well-orchestrated schedule of activities, therefore, walk-in candidates shall not normally be allowed to participate. However, a non-scheduled candidate may, at the QE discretion, be allowed to participate if their prerequisites are complete.

**F. SCHEDULING A QE**

- **How are QEs scheduled?**
  1. The flotilla shall request the assignment thru the Area QE Coordinator (AQEC) by using Appendix G.
  2. If the QE accepts a walk-in, the Appendix G must still be routed through the AQEC.
  
- **How much in advance should a QE be scheduled?** Recommend a minimum of two weeks lead-time for the Appendix G to be filed at DIRAUX.

**G. PATROL ORDERS** No session will be performed without orders for ALL facilities with properly assigned minimum crews. The QE will verify that the correct Patrol Order with proper Patrol Type designation has been issued for all facilities being used in a QE session.

Any person or vessel not under patrol orders may not have legal coverage by the USCG in the event of a mishap.

**H. COXSWAIN-OF-RECORD** The QE cannot serve as facility Coxswain or Crew while performing QE duties, thusly a separate Coxswain-of-Record will be assigned to the mission. The QE must focus on the mission of evaluating a candidate and overseeing safety during evolutions. This attention cannot be split with simultaneous duties and responsibilities required of the Coxswain-of-Record.

**I. QE/FACILITY OWNER** The QE can offer his/her own vessel for this type of mission, but another authorized coxswain must be Coxswain-of-Record.

**J. QE's ROLE DURING EVOLUTION/OBSERVER** The QE must be on the same vessel as the candidate being evaluated.

The role of the QE, in addition to being the main Safety Officer, is to interject required tasks and grade the coxswain or crew candidate on their performance. This means they observe and do not conduct the mission. The patrol should be carried out by the crew as if no QE is on board. This allows the QE to observe the normal processes, crew resource management, and levels of proficiency.

**K. QE/MENTOR ROLE/SAME FLOTILLA** A QE is a mentor by default. QEs are among the "best" or most-skilled coxswains in the boat crew program. They can be

highly effective in training new boat crew candidates. However, QEs should not sign off for on-the-water tasks if they are the same QE for the check ride on the QE mission. A best practice is for the QE to remain independent and let other mentors sign off for all tasks.

A professional ethics issue to keep in mind is that if a QE has been more than casually involved in a member's training, the QE probably should not be the one evaluating the candidate in an underway check ride.

A QE session with a QE and candidate from the same flotilla must have prior approval from the AQEC. - *D5-NR Policy*

**L. UNIFORM** The QE should be the first to set the example of the proper uniform. The QE must check with the coxswain ahead of time to determine the specific uniform used for the check ride.

The crew must be in the same uniform. This includes the QE.

**M. SAFETY** The number one concern on a QE Check ride or any Auxiliary operational mission is SAFETY. During a QE Mission the QE is responsible for overall safety.

- The QE will point out and correct any observed safety issues.
- For safety there should be no trainees on a QE Mission except the candidate being evaluated
- The facility should be manned with the minimum crew requirements per vessel size, candidate and QE. Minimum crew will vary depending on facility. **The QE SHALL not fulfill the minimum requirements for crew on a patrol facility.**
- The QE can terminate the session due to safety concerns and negligent operations

**N. DISAGREEMENTS** Disagreements on technicalities may occasionally arise during a check ride. The QE must refrain from getting into debates or arguments with other QEs, Flotilla/Division representatives or candidates. The QE should not allow a situation to escalate or get out-of-control, instead they should terminate the mission and ensure a safe return of the facility and crew to a safe mooring. The issue will then be referred to the AQEC, who will then notify the CQEC.

**O. DISTRACTIONS/DISRUPTIONS** Do not allow distractions during the exercise. It is easy for the crew to become focused on some outside distraction. This is both non-productive and can become a safety violation.

There will be times when you may have a disruptive member aboard. This can be the Coxswain or a crew member. The distraction may be a member who means no harm. It may also be a member who deliberately distracts the QE from the particular evolution.

If distractions occur the QE can explain how the distraction is affecting the checkride and what consequences could result.

**P. ETHICAL CONSIDERATIONS** Acceptance of Gifts, Meals, and Lodging.

**Gifts**

- Under no circumstances are gifts of any kind to be accepted from a candidate or potential candidate.

**Meals**

- Under no circumstances will a QE accept offers of meals at a candidate's private home during a QE mission.
- The meal logistic should be worked out with the coxswain. Please see chapter 6 regarding meal reimbursements.

**Lodging**

- Under no circumstances will a QE accept offers of lodging at a candidate's private home during a QE mission.

**Q. STANDARDIZATION** The goal of D5-NR is to have the entire QE Corps operating at a consistent high level of professionalism. It is critical that standardization occurs across the QE cadre. A candidate qualifying on the coast should expect the same standards and experience as on the Lakes.



## CHAPTER 5. CHECK RIDE PROCESS

A. **PLANNING** A well-planned mission is essential for the smooth execution of the check ride. The FSO-OP should establish a line of communication with the AQEC & the candidate.

Items may include:

- Point of Contact (POC) phone numbers and e-mails
- AQEC instructions if applicable
- Cancellation procedures
- Avoid multiple candidates during check rides

### **Final Coordination/Critical Information for the QE**

- Date/Time/Site of Dockside Oral Exam
- Date/Time of check ride underway
- Specific launch site address
- Coxswains and crew names for both facilities.
  - QE testing facility must be manned by minimum crew. No observers are allowed. (W/exception of a QE-IT).
  - Disabled vessel must have the required minimum crew and be on orders
  - There must be a certified coxswain and crew aboard in order to get u/w for a patrol.
  - A crew member in REYR is not a legitimate crew and is considered a trainee.
- Facility (2), names, descriptions, and call signs
- Uniform of the Day

B. **GEAR/SUPPLIES** Gear to be considered for a QE mission:

- Type III PFD with PPE. Check any device that requires a battery to ensure it is operational
- PLB
- Rain gear
- Sunglasses
- Binocular (optional)
- Float Coat such as a Mustang Bomber Jacket (weather dependent)
- Mustang Anti-Exposure Suit – weather dependent
- QE kit with complete checklist, forms, and note paper

- Forms: The QE must ensure the correct documents are carried to the event to ensure a proper collection, recording, and submission of the requirements. A checklist of items required for each particular level of event is recommended.
- References: Often legitimate questions may arise regarding the correct answer to a question on the Docksides Oral Exam or the Underway Check Ride.
  - A best practice is for the QE to carry the necessary references in a waterproof bag.
  - Another best practice is for the QE to anticipate difficult points in either event and prepare a short answer based directly from the reference. This can be integrated into the QE's 3-ring binder for ready reference.

### **C. DOCK SIDE EXAMINATION (DOE)**

- It is critical that the QE conduct a full DOE and not cut corners with the process. During the DOE the QE must demonstrate a calm, controlled demeanor. By staying calm the QE can help/guide the candidate through the process without undue stress. Auxiliary Boat Crew Qualification Guides, I, II, III, COMDINST M16794.52A, 53.A, and 54.A contain a DOE guide for initial crew, coxswain and PWC qualifications. Information for its use is included in the document.
- The QE should introduce himself or herself and attempt to put the candidate at ease before starting the session. Place yourself in the candidate's position. It is normal for the person to be nervous. No matter what is said to ease the stress the candidate will see the event as a test instead of a check.
- Docksides Oral Exam (DOE)
  - The DOE should only include the candidate and the QE. An exception would be a QE-IT. A quiet comfortable setting is preferred. Docksides usually does not offer those conditions.
  - A best practice is to complete the DOE the day prior to the actual water activities if possible.
  - If the QE conducts a DOE the day before the check ride and the candidate fails a couple of tasks, a redo of those tasks can be done at any time before the check ride to assess the competency of the candidate.
  - If, during the DOE, it is apparent the candidate is not prepared the QE can terminate the session. This also stops the check ride.
- **No initial DOE or Check Ride shall be given to a candidate until he/she has successfully completed all the required tasks. This must be verified by closely inspecting the sign-off sheets.**

**D. PRE-UNDERWAY** Before getting underway the QE should know the basics of how to operate the SPECIFIC facility on which he/she will be conducting the QE Mission.

Every facility has its own peculiarities. It is helpful to know those ahead of time. Some of the familiarization will take place as part of the standard crew brief of the facility.

If the coxswain is the facility owner or the owner is on board and becomes a medical emergency the QE can take over the controls and drive the facility to the nearest port for an evacuation by an emergency medical team.

- **Multiple Boat Operations** Because QE Missions are multiple boat operations the QE should ensure all coxswains coordinate before getting underway. This includes:
  - Communication procedures... Cell Phone, VHF Radio...
  - Coordination of evolution sequence
- **The Pre-Underway Check** A pre-underway check of the facility's equipment and Personal Protection Equipment (PPE) must be done by the crew with the QE present before starting the check ride.
  - If the facility does not have the required equipment on board at the time of the check ride, the QE will cancel the activity.
  - For minor discrepancies of PPE the QE may continue the mission at his/her discretion. The discrepancies must be discussed in the crew debrief.
- **Coxswain at the Helm Situation** A particular situation occurs when the QE Mission involves coxswain qualifications and the candidate is not the boat owner. Who drives the boat is a peculiar situation.
  - The coxswain is supposed to be at the helm, but can delegate it to a crew.
  - The facility owner usually wants to be at the helm and can be the designated crew.
  - The candidate coxswain can be designated as the helm
  - The candidate coxswain can take the helm if the facility owner is comfortable with the arrangement.

*The Issue: How does a coxswain candidate demonstrate Boat handling skills when qualifying if not on the helm?*

**E. CHECK RIDE** Unless the QE sees a task accomplished or hears the correct answer they are not allowed to sign off the task.

Prior to the Underway Check Ride the QE should review the complete task list of required items for the level of qualification. There are differences between tasks for a coxswain, basic crew member or PWC Operator. There are differences between an initial check ride and a 3-year recertification.

The QE is to use good judgment on whether the candidate has demonstrated the desired level of expertise, taking into account that safety is paramount.

**The Check Ride conditions shall be:**

- Performed in “Calm” seas <1 foot.
- Minimal wind

*Take into account current conditions. “Strong currents” are currents that have a visible effect on the vessel.*

**The Check Ride Standards are:**

- The candidate must answer questions on, and perform the required evolution tasks to the QE’s satisfaction.
- Performed with no prompting by other crew members...
- Performed without the use of manuals or reference materials.

*The exception to references: A check list such as boat gear may be used for pre-underway crew briefing. The Risk Management (GAR) form is another example of a usable form that may be used.*

See Enclosure 13-16 for Underway Currency Maintenance/Recertification Check Ride “Check Lists” for Crew, Coxswain, and PWC.

*It is critical to qualification that each task be performed EXACTLY as required in the Operations Manual. Three examples of where crews often fail to follow procedures are:*

- *Patrol Initiation – failure to enforce the jewelry policy*
- *Towing – failing to connect lines IAW Cox’s direction*
- *Anchoring – failure to properly calculate the required scope*

**F. TASK WAIVERS**

- There ARE NO WAIVERS of any tasks in D5-NR unless authorized by the OTO.
- In the cases where the task cannot be performed because of circumstances beyond their control, the candidate must be able to explain how to perform the task. An example would be if there were no locks in the area of operation.

**G. INCIDENT DURING CHECK RIDE**

If an incident occurs during a QE Mission, the QE will ensure that proper steps are taken in the event of any injuries and make sure the COXN notifies their OIA (Station or Sector DELBAY COMCEN) of the situation. Also, the QE will advise the AQEC by phone when the situation permits. Examples of incidents are:

- A crew member falls overboard
- Severe injury
- Health related problem
- Vessel accident
- Other risk management issue

Again, in all cases the OIA must be kept current of the situation.

Upon completion of the QE mission the QE shall inform the CQEC through the AQEC with an info copy to the D5NR OTO explaining the incident and the corrective actions taken.

#### **H. POST CHECK RIDE**

The check ride is not over until certain actions take place. The QE maintains control of the situation until three actions take place.

#### **Crew Debrief**

According to good TCT practices a crew de-brief is held at the end of each patrol. The coxswain candidate may ask:

- What went well
- What did not go well
- What will the crew do different next time

#### **Securing the Facility**

Similar to the initiation of a patrol there is a reverse procedure for securing the facility. This is a good opportunity for the QE to observe teamwork and the spirit of cooperation among the patrol crew.

#### **Termination of the Patrol**

Did the coxswain candidate properly secure the patrol with the radio guard station?

## CHAPTER 6. QE ADMINISTRATION

**A. REQUIRED FORMS/ADMINISTRATION** For the QE the certification is not over until the paperwork is complete. The required forms and documentation to complete the qualification process and forward to the DIRAUX are:

### For an Initial Check Ride – Coxswain

- **Appendix C, U.S. Coast Guard Auxiliary Boat Crew Program Qualification Letter, with COXSWAIN circled.**
- Attachments:
  - Mentor Task Sign Off Page B1
  - Mentor Task Sign Off Pages B2-6 (Documentation – originals returned to candidate)
  - Proof of 28 hours underway
  - Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of completion of ICS Courses 100, 200, 210 or 300, 700 and 800 (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of completion Nav Rules Exam (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of Completion of Ops Policy Manual & National SAR Plan open book exam Online Exam
  - Signed Dockside Oral Exam Pages 2-95 and 2-96 with FULL Name, Initial, and Member Number attached to the top of each page
  - Signed Underway Check Ride Pages 2-97 and 2-99 with FULL Name, Initial, and Member Number attached to the top of each page

### For an Initial Check Ride – Crew

- **Appendix C, U.S. Coast Guard Auxiliary Boat Crew Program Qualification Letter, with CREW circled**
- Attachments:
  - Mentor Task Sign Off Pages B-1
  - Mentor Tracking Task Sign Off Pages B2-5 (Documentation – originals returned to candidate)
  - Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of Completion of ICS Courses: 100 and 700 (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of BQ Member (Documentation of authorized Boating Skills)

Course) This also qualifies for Task BCM-08-01-AUX Basic Knowledge of Boating Skills Page 2-75 that must be signed by the QE. (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**

- Signed Dockside and Written Examination, Pages 2-78 and 2-79
- Signed Underway Check Ride, Pages 2-80 and 2-81)

### **For an Initial Check Ride – PWC**

- Appendix C U.S. Coast Guard Auxiliary Boat Crew Program Qualification Letter with **PWC Operator circled**
- Attachments:
  - Mentor Task Sign Off Page B-1
  - Mentor Task Sign Off Pages B-2- B-4
  - Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of Completion of ICS Courses 100, 200, 210 or 300, 700, 800 (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of Completion of Nav Rules Exam(closed book) (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of Completion of Ops Policy Manual & National SAR Plan open book exam Online Exam. **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Proof of BQ Member (Documentation of authorized Boating Skills Course) This also qualifies for Task BCM-08-01-AUX Basic Knowledge of Boating Skills Page 2-75 that must be signed by the QE (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**
  - Signed Dockside Oral Exam Pages 2-58 and 2-59 with FULL Name, Initial, and Member Number attached to each page
  - Signed Underway Check Ride Pages 2-60 and 2-61 with FULL Name, Initial, and Member Number attached to top of each page

### **For a 3-Year Currency Check Ride – Coxswain**

- Appendix F, COMDINST M16794.51A Third Year Currency Maintenance (Documentation with **COXSWAIN** Block, Nav Rules test date, and FSO-IS initials for underway hours)
- Underway Currency Maintenance/ Recertification Checkride (Encl (2) to COMDTINST M16794.51A. Full Name Initial and Member Number at top of each page provided by the QE)
- Proof of Team Coordination Training (AUXDATA print out)

**\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**

**For a 3-Year Currency Check Ride – Crew**

- Appendix F Third Year Currency Maintenance, (Documentation with **CREW** block and FSO-IS initials)
- Underway Currency Maintenance/Recertification Check Ride (Encl (1) to COMDINST M16794,51A, FULL Name, Initial, and Member Number at top of each page provided by the QE)
- Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**

**For a 3-Year Currency Check Ride – PWC**

- Appendix F Third Year Currency Maintenance, (Documentation with **PWC** Block and Nav Rules test date, and FSO-IS initials for underway hours)
- Underway Currency Maintenance/Recertification Check Ride (Encl (3) to COMDINST M16794,51A, FULL Name, Initial, and Member Number at top of each page provided by the QE)
- Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**

**For an Annual Currency Maintenance – PWC Operator**

- Appendix F Third Year Currency Maintenance, (Documentation with **PWC** Block and Nav Rules test date, and FSO-IS initials for underway hours)
- Underway Currency Maintenance/Recertification Check Ride (Encl (3) to COMDINST M16794,51A, FULL Name, Initial, and Member Number at top of each page provided by the QE)
- Proof of Team Coordination Training (AUXDATA print out) **\*\*NOTE\*\* mbr must provide to QE prior to QE mission; do not fwd to DIRAUX.**

**B. OE MEAL REIMBURSEMENT AND CREDIT HOURS**

**Meals**

- Under orders: The QE will be reimbursed for the meals with Per Diem.
- Not under orders:



- Under the AOM system the QE must be listed in the PATROL as crew. This is for liability and meal reimbursement.  
**\*\*NOTE\*\* the QE cannot fulfill the minimum crew requirements of the facility.**
- The QE may bring his/her own meals independent of the facility

### **QE Hours**

- Hours are tracked by the QE submitting ANSC-7030 for the QE mission time referencing the Patrol Order Number.
- TBD: QE HOURS COUNTING AS COXSWAIN HOURS IS BEING DISCUSSED AT THE HEADQUARTERS LEVEL.

### **C. APPLICATION PROCESS**

- Upon completion of the required tasks the QE will complete the Qualification Form Letter, Oral and Check Ride forms and Appendix of completed tasks and send them to the DIRAUX within 5 working days.
- The candidate member keeps the Qualification Guides with the signed tasks, and ensures a copy is submitted to DIRAUX.
- The QE submits to DIRAUX a copy of any travel orders and vouchers associated with the mission.

### **Application Delay**

Applications are delayed entry into AUXDATA for the following common reasons:

- Wrong form used for the event
- Failure of the mentor to initial spaces on Pages B-1 through B-6
- Failure of the QE to sign the required documents
- Missing proof of task completion such as the ICS courses

A best practice for the QE to expedite the complete cycle of certification is to use the check list provided and prepare the package in accordance with the sequence listed. This ensures completeness of the documents and signature/initials. Upon receipt the DIRAUX can easily track the requirements and expedite the document.

### **Application Denied**

Applications are denied at DIRAUX and returned to the candidate through the QE for the following reasons.

- Course work or required certification not completed
- Evaluation comments and recommendations to deny written by the QE

#### **D. MONTHLY REPORTS:**

The QE shall email the AQEC with QE mission data for the month including the following:

- Trainee Name
- Hours U/W
- Location of QE session

#### **D. FAILURES, COMPLAINTS, AND DISPUTES**

##### **Failures**

During your tenure as a QE there will be cases of where the candidates are not ready or are not capable of completing the qualification tasks to the required level of competence. In these cases the QE must maintain a professional demeanor while describing the specific reasons the candidate did not complete the task satisfactorily. Be prepared to discuss, but not debate, the failing points. Remember, how the message is delivered is equal to the content of the message.

- If a candidate fails a check ride or oral exam the member should have the reason explained to them with an emphasis on the corrective action/training required.
- The same information should be given to the unit FC and FSO-MT.
- The QE sends a report to the AQEC as a matter of record.
- The AQEC, CQEC, or OTO may do the follow-up check ride. As a matter of protocol this allows the candidate a second set of eyes on the evaluation process.

*To eliminate potential disputes, the AQEC may consider assigning a different QE to administer a second check ride.*

##### **Complaints and Disputes**

All complaints or disputes concerning the QE process, mission, QE, AQEC, or CQEC must be submitted in writing through the Chain of Communications to the OTO.

#### **E. FINAL APPROVAL AND NOTIFICATION**

- Upon receipt of the application package the CQEC checks for completeness, signs off as required and forwards to the OTO.
- The OTO then conducts a final check and enters the information into AUXDATA.
- The package is then filed and a letter is prepared for the Director's signature and forwarding to the candidate notifying them of successful completion of the qualification.





**Section A**  
***Crew Efficiency Factors, Risk Factors and Team Coordination***

<b>Task</b>	<b>Description</b>	<b>QE Initials</b>	<b>Date</b>
COX-01-01-AUX	Perform Twenty-Eight Hours Underway As Crew Member		
COX-01-02-AUX	Complete The Incident Command System (ICS) Courses		

**Section B**  
***Boat Characteristics, Stability, and Engineering***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-02-01-AUX	Describe The Indicators Of Approaching Heavy Weather		
COX-02-02-AUX	Recognize Warning Signs Of An Unstable Vessel		
COX-02-03-AUX	State The Procedures To Follow If Engine Will Not Start		
COX-02-04-AUX	State The Procedures To Follow For Loss Of Electrical Power		
COX-02-05-AUX	State The Procedures To Follow For High Engine Temperature		
COX-02-06-AUX	State The Procedures To Follow For Low/No Engine Oil Pressure		
COX-02-07-AUX	State The Procedures To Follow For Defective Charging System		
COX-02-08-AUX	State The Procedures To Follow For Shaft Vibration		
COX-02-09-AUX	State The Procedures To Follow For A Steering Casualty		

<b>Section C</b> <b>Boat Handling</b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-03-01-AUX	State The Forces That Affect Boat Handling		
COX-03-02-AUX	State The Basic Principles Of Boat Handling		
COX-03-03-AUX	State The Operational Limitations And Characteristics Of The Facility		
COX-03-04-AUX	Complete A Pre-Underway Check Off For The Facility		
COX-03-05-AUX	Get The Boat Away From The Dock		
COX-03-06-AUX	Operate The Boat And Apply Its Handling Characteristics In Following, Head And Beam Seas		
COX-03-07-AUX	Maneuver A Boat In A Narrow Channel Or A River <b>(Waiverable By DIRAUX)</b>		
COX-03-08-AUX	Maneuver The Boat Alongside Another Boat With No Way On		
COX-03-09-AUX	Moor The Boat To A Dock		
COX-03-10-AUX	Anchor The Boat		
COX-03-11-AUX	Weigh The Boat's Anchor		

<b>Section D</b> <b>Rules of the Road</b>			
<b>Task</b>	<b>Description</b>	<b>Mentor/QE Initials</b>	<b>Date</b>
COX-04-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam		
COX-04-02-AUX	Execute Commonly Used Sound Signals		
COX-04-03-AUX	Set The Proper Navigation Lights For Common Operational Boat Evolutions		

**Section E**  
**Piloting and Navigation**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-05-01-AUX	Identify Navigational Publications		
COX-05-02-AUX	Obtain A Visual Fix		
COX-05-03-AUX	Determine A Compass Course From True Course		
COX-05-04-AUX	Sketch A Chart Of The Local Operating Area		
COX-05-05-AUX	Pilot The Boat Using Dead Reckoning Techniques		
COX-05-06-AUX	Pilot A Boat Using “Seaman’s Eye”		
COX-05-07-AUX	Determine The Position Of A Boat Using Radar Ranges And Bearing <b>(If Equipped)</b>		
COX-05-08-AUX	Determine The Position Of A Boat Using GPS/DGPS <b>(If Equipped)</b>		
COX-05-09-AUX	Determine The Position Of A Boat Using LORAN C <b>(If Equipped)</b>		
COX-05-10-AUX	Determine Course To Steer And Speed Over Ground (SOG), Allowing For Set And Drift		
COX-05-11-AUX	River Sailing, (Locks, Dams And Flood Warnings), And Pass Through A Lock <b>(Waiverable By DIRAUX)</b>		

***Section F***  
***Search and Rescue***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-06-01-AUX	Organization And Responsibility		
COX-06-02-AUX	Legal Aspects And USCG Policies		
COX-06-03-AUX	SAR Emergency Phases		
COX-06-04-AUX	State The Basic Concepts Related To Search Planning		
COX-06-05-AUX	Plot A Single Unit Expanding Square Search Pattern (SS)		
COX-06-06-AUX	Plot A Single Unit Sector Search Pattern (VS)		
COX-06-07-AUX	Plot A Single Unit Parallel Search Pattern(PS)		
COX-06-08-AUX	Plot A Single Trackline Return Search Pattern (TSR)		
COX-06-09-AUX	Execute A Search Pattern		
COX-06-10-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit		

***Section G***  
***Rescue and Assistance***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-07-01-AUX	Determine The Approach And Station Keep		
COX-07-02-AUX	Recover A Person From The Water Using The Direct Pick Up Method		
COX-07-03-AUX	Approach A Burning Boat And Recover Personnel		
COX-07-04-AUX	State The Action To Take If Your Boat Was Aground		



***Section H  
Towing and Salvage***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
COX-08-01-AUX	State General Towing Safety Precautions		
COX-08-02-AUX	State The Principle Forces That Effect Small Boat Towing		
COX-08-03-AUX	Inspect A Towline And Associated Hardware		
COX-08-04-AUX	Make Preparations For Taking A Vessel In Tow		
COX-08-05-AUX	Take A Vessel In Stern Tow		
COX-08-06-AUX	Use A Shackle Or Kicker/Skiff Hook Assembly Connection To Take A Vessel In Stern Tow		
COX-08-07-AUX	Take A Boat In Alongside Tow		
COX-08-08-AUX	Moor A Disabled Vessel In Tow To A Float Or Pier		

***Section I  
Auxiliary Specific Tasks***

<b>Task</b>	<b>Description</b>	<b>Mentor/QE Initials</b>	<b>Date</b>
COX-09-01-AUX	Discuss Auxiliary Patrol Commander's Duties <b>(Waiverable By DIRAUX)</b>		
COX-09-02-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)		
COX-09-03-AUX	Successfully Complete The Operations Policy Manual And National SAR Plan Open Book Exam		
COX-09-04-AUX	Perform A Night Navigation And Piloting Exercise <b>(Waiverable by DIRAUX)</b>		
COX-09-05-AUX	Dockside Oral Examination		
COX-09-06-AUX	Underway Check Ride		





**Section A**  
**Crew Efficiency Factors, Risk Factors and Team Coordination**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-01-01-AUX	Crew Fatigue		
BCM-01-02-AUX	Personal Physical Requirements And Policy		
BCM-01-03-AUX	Team Coordination Training		
BCM-01-04-AUX	Complete The Incident Command System (ICS) Courses		

**Section B**  
**Physical Fitness, First Aid and Survival**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-02-01-AUX	Crew First Aid Responsibility		
BCM-02-02-AUX	Sun And Heat Related Factors		
BCM-02-03-AUX	State The Symptoms And Treatment For Shock		
BCM-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)		
BCM-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding		
BCM-02-06-AUX	State The Signs And Treatment For Burns		
BCM-02-07-AUX	State The Symptoms And Treatment For Hypothermia		
BCM-02-08-AUX	Type III PFD, Anti-Exposure Coverall Or Dry Suit Swim		
BCM-02-09-AUX	Identify Boat Crew Survival Equipment		
BCM-02-10-AUX	Use The Emergency Signaling Mirror		
BCM-02-11-AUX	Describe The Use Of Hand Held Distress Flares		
BCM-02-12-AUX	Describe The Use Of Aerial Flares		
BCM-02-13-AUX	Operate The Personal Marker Light (PML) or Strobe Light		
BCM-02-14-AUX	State Survival Procedures In Event The Boat Capsizes or Swamps		

***Section C***  
***Marlinespike Seamanship And Boat Nomenclature***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling		
BCM-03-02-AUX	Tie Various Knots, Hitches And Bends		
BCM-03-03-AUX	Secure Lines To Cleats, Bitts And Posts		
BCM-03-04-AUX	Assist The Coxswain With A Pre-Underway Check-Off Aboard An Auxiliary Facility		

***Section D***  
***Boat Handling***

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-04-01-AUX	Assist In Anchoring The Boat		
BCM-04-02-AUX	Assist In Weighing The Boat's Anchor		
BCM-04-03-AUX	Identify Common Navigation Lights Displayed By Ships And Boats		
BCM-04-04-AUX	Identify Common Sound Signals Used By Ships And Boats		
BCM-04-05-AUX	Identify And Describe Accepted Maritime Distress Signals		
BCM-04-06-AUX	Stand A Lookout Watch		
BCM-04-07-AUX	Act As A Helmsman And Steer A Compass Course		
BCM-04-08-AUX	Cast Off And Stow Lines And Fenders		
BCM-04-09-AUX	Prepare For, Moor And Secure The Boat To A Dock		

<b><i>Section E</i></b> <b><i>Communications</i></b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-05-01-AUX	Operate A VHF-FM Radiotelephone		
BCM-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
<b><i>Section F</i></b> <b><i>Navigation</i></b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
BCM-06-01-AUX	Identify The Basic Parts, Symbols And Abbreviations Found On A Nautical Chart		
BCM-06-02-AUX	Identify Common Aids To Navigation Used In Small Boat Piloting		
BCM-06-03-AUX	Identify Local Landmarks Used In Piloting On A Nautical Chart		
BCM-06-04-AUX	Plot A Position Using Latitude And Longitude		
BCM-06-05-AUX	Plot A Magnetic Course On A Nautical Chart		
BCM-06-06-AUX	Measure Distance On A Nautical Chart		
BCM-06-07-AUX	Compute Time, Speed And Distance		
BCM-06-08-AUX	Determine The Depth Of Water Using A Fathometer And/Or Sounding Pole		
<b><i>Section G</i></b> <b><i>Mission Oriented Operations</i></b>			
<b>Task</b>	<b>Description</b>	<b>Mentor initials</b>	<b>Date</b>
BCM-07-01-AUX	Participate In A Man Overboard Evolution As A Pointer		
BCM-07-02-AUX	Participate In A Man Overboard Evolution As A Recovery/Pickup Man		
BCM-07-03AUX	Bend A Heaving Line To A Bridle And Pass The Heaving Line To Another Boat		
BCM-07-04-AUX	Pass A Towline (Bridle) To Another Boat And Take In Stern Tow		
BCM-07-05-AUX	Stand A Towing Watch		

***Section G***  
***Mission Oriented Operations (continued)***

<b>Task</b>	<b>Description</b>	<b>Mentor initials</b>	<b>Date</b>
BCM-07-06-AUX	Connect A Towline To A Trailer Eye Bolt Using A Shackle Or Kicker/Skiff Hook		
BCM-07-07-AUX	Take A Boat In Alongside Tow		
BCM-07-08-AUX	Moor A Towed Vessel		
BCM-07-09-AUX	Identify The Different Classes Of Fires And State The Fuel And Primary Extinguishing Agents Associated With Each		
BCM-07-10-AUX	Locate And Operate The Boat's Dewatering Equipment		
BCM-07-11-AUX	Operate A CO2 Fire Extinguisher (Simulate)		
BCM-07-12-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)		

***Section H***  
***Auxiliary Specific Tasks***

<b>Task</b>	<b>Description</b>	<b>Mentor/Q E Initials</b>	<b>Date</b>
BCM-08-01-AUX	Basic Knowledge Of Boating Skills		
BCM-08-02-AUX	Perform As A Crewmember During A Night Navigation And Piloting Exercise (Waiverable by DIRAUX)		
BCM-08-03-AUX	Dockside Oral Examination		
BCM-08-04-AUX	Underway Check Ride		







<b>Section A</b> <b>Crew Efficiency Factors, Risk Factors and Team Coordination</b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-01-01-AUX	Crew Fatigue		
PWC-01-02-AUX	Sun And Heat Related Factors		
PWC-01-03-AUX	Team Coordination Training		
<b>Section B</b> <b>Physical Fitness, First Aid and Survival</b>			
<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-02-01-AUX	Personal Physical Requirements And Policy		
PWC-02-02-AUX	Crew First Aid Responsibility		
PWC-02-03-AUX	State The Symptoms And Treatment For Shock		
PWC-02-04-AUX	State The Symptoms And Treatment For Anaphylactic Shock (Allergic Reaction)		
PWC-02-05-AUX	Demonstrate Direct Pressure, Pressure Points And Tourniquet Method To Control Bleeding		
PWC-02-06-AUX	State The Signs And Treatment For Burns		
PWC-02-07-AUX	State The Symptoms And Treatment For Hypothermia		
PWC-02-08-AUX	Identify Boat Crew Personal Survival Equipment		
PWC-02-09-AUX	Use The Emergency Signaling Mirror		
PWC-02-10-AUX	Operate The Personal Marker Light (PML) or Strobe Light		
PWC-02-11-AUX	Type III PFD Or Dry Suit Swim		

**Section C**  
**Marlinespike Seamanship, Boat Nomenclature and Basic Stability**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-03-01-AUX	Identify The Different Parts Of A Line And The Hitches Used In Line Handling		
PWC-03-02-AUX	Tie Various Knots, Hitches And Bends		
PWC-03-03-AUX	Secure Lines To A Cleat		
PWC-03-04-AUX	State The Operational Limitations And Characteristics Of The PWC		
PWC-03-05-AUX	Conduct A Pre-Underway Check Off On A PWC Facility		

**Section D**  
**Boat Handling**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-04-01-AUX	Dismount And Remount PWC In Deep Water		
PWC-04-02-AUX	Explain How To Re-right And Remount A Capsized PWC		
PWC-04-03-AUX	Maneuver Through A Buoyed Slalom Course		
PWC-04-04-AUX	Shallow Water Operations		
PWC-04-05-AUX	Maneuver A PWC In Tight Quarters		
PWC-04-06-AUX	Identify And Describe Accepted Maritime Distress Signals		

**Section E**  
**Communications**

<b>Task</b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-05-01-AUX	Operate A VHF-FM Radiotelephone		
PWC-05-02-AUX	Use The VHF-FM Radiotelephone To Give A Position Or Ops Normal Report		
PWC-05-03-AUX	Obtain Distress Information And Pass To The Controlling Shore Unit		

<b><i>Section F</i></b> <b><i>Navigation</i></b>			
<b><i>Task</i></b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-06-01-AUX	Successfully Complete The Navigation Rules Of The Road Exam		
PWC-06-02-AUX	Sketch A Chart Of The Local Operating Area		
<b><i>Section G</i></b> <b><i>Mission Oriented Operations</i></b>			
<b><i>Task</i></b>	<b>Description</b>	<b>Mentor Initials</b>	<b>Date</b>
PWC-07-01-AUX	Legal Aspects And USCG Policies		
PWC-07-02-AUX	Pick Up A Conscious Person And Transport To Shore		
PWC-07-03-AUX	Take Another PWC In Stern Tow		
PWC-07-04-AUX	Identify The Different Classes Of Fires, State The Fuel And Primary Extinguishing Agents Associated With Each		
PWC-07-05-AUX	Operate A Dry Chemical Fire Extinguisher (Simulate)		
<b><i>Section H</i></b> <b><i>Auxiliary Specific Tasks</i></b>			
<b><i>Task</i></b>	<b>Description</b>	<b>Mentor/QUE Initials</b>	<b>Date</b>
PWC-08-01-AUX	Complete The Incident Command System (ICS) Courses		
PWC-08-02-AUX	Basic Knowledge Of Boating Skills		
PWC-08-03-AUX	Complete Administrative Tasks (Reports, Orders, Etc.)		
PWC-08-04-AUX	Complete the Operations Policy Manual and National SAR Plan Open Book Exam		
PWC-08-05-AUX	Dockside Oral Examination		
PWC-08-06-AUX	Underway Check Ride		



Name: \_\_\_\_\_

**Task COX-09-05-AUX**

**Task** **Dockside Oral And Written Examination**

**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
 District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions** Performed ashore or aboard a moored facility.

**Standards** The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A – I) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the trainee is fully ready to be qualified.

**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Section A, COX-01-\_\_\_\_-AUX
- \_\_\_\_\_ 2. Section B, COX-02-\_\_\_\_-AUX
- \_\_\_\_\_ 3. Section C, COX-03-\_\_\_\_-AUX
- \_\_\_\_\_ 4. Section D, COX-04-\_\_\_\_-AUX
- \_\_\_\_\_ 5. Section E, COX-05-\_\_\_\_-AUX
- \_\_\_\_\_ 6. Section F, COX-06-\_\_\_\_-AUX
- \_\_\_\_\_ 7. Section G, COX-07-\_\_\_\_-AUX
- \_\_\_\_\_ 8. Section H, COX-08-\_\_\_\_-AUX

**Task COX-09-05-AUX** (Continued)

\_\_\_\_\_ 9. Section I, COX-09-\_\_\_\_-AUX

\_\_\_\_\_ 10. COX-\_\_\_\_-\_\_\_\_-AUX

**Accomplished**    **QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_

**Comments**





Name: \_\_\_\_\_

**Task BCM-08-03-AUX**

<b>Task</b>	<b>Dockside Oral Examination</b>
<b>References</b>	<p>Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)</p> <p>Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)</p> <p>Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)</p> <p>District Standard Operating Procedures, Policy Manuals, and other local Instructions</p>
<b>Conditions</b>	Performed ashore or aboard a moored facility. Trainee must accomplish task without prompting or use of a reference.
<b>Standards</b>	The trainee must successfully demonstrate knowledge of qualification tasks selected by the QE. The QE will select at least one task from each section (A- G) of the Qualification Guide, plus at least three tasks of the QE’s choice, as outlined by the performance criteria below. The QE may ask additional questions based on tasks to ensure that the trainee is fully ready to be qualified.

<b><u>Completed</u></b>	<b><u>Performance Criteria</u></b>
_____	1. Section A, BCM-01-____-AUX
_____	2. Section B, BCM-02-____-AUX
_____	3. Section C, BCM-03-____-AUX
_____	4. Section D, BCM-04-____-AUX
_____	5. Section E, BCM-05-____-AUX
_____	6. Section F, BCM-06-____-AUX
_____	7. Section G, BCM-07-____-AUX

**Task BCM-08-03-AUX** (Continued)

\_\_\_\_\_ 8. BCM-\_\_\_\_ - \_\_\_\_ -AUX

\_\_\_\_\_ 9. BCM-\_\_\_\_ - \_\_\_\_ -AUX

\_\_\_\_\_ 10. BCM-\_\_\_\_ - \_\_\_\_ -AUX

**Accomplished**    **QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments:**

Name: \_\_\_\_\_

**Task PWC-08-05-AUX**

<b>Task</b>	<b>Dockside Oral Examination</b>
<b>References</b>	Boat Crew Seamanship Manual, COMDTINST M16114.5 (series) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series) Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) District Standard Operating Procedures, Policy Manuals, and other local Instructions
<b>Conditions</b>	Performed ashore. Candidate must accomplish task without prompting or use of a reference.
<b>Standards</b>	The candidate must successfully demonstrate knowledge of the qualifications tasks selected by the QE. The QE will select at least one task from each section (A – G) of the Qualification Guide, plus one task of the QE’s choice, as outlined by the performance criteria below. The QE may ask questions based on additional tasks as required to ensure that the candidate is fully ready to be qualified.

**Completed**

**Performance Criteria**

- |       |                               |
|-------|-------------------------------|
| _____ | 1. Section A, PWC-01-____-AUX |
| _____ | 2. Section B, PWC-02-____-AUX |
| _____ | 3. Section C, PWC-03-____-AUX |
| _____ | 4. Section D, PWC-04-____-AUX |
| _____ | 5. Section E, PWC-05-____-AUX |
| _____ | 6. Section F, PWC-06-____-AUX |
| _____ | 7. Section G, PWC-07-____-AUX |

**Task PWC-08-05-AUX** (Continued)

\_\_\_\_\_ 8. PWC-\_\_\_\_\_-\_\_\_\_\_-AUX

\_\_\_\_\_ 9. PWC-\_\_\_\_\_-\_\_\_\_\_-AUX

\_\_\_\_\_ 10. PWC-\_\_\_\_\_-\_\_\_\_\_-AUX

**Accomplished**    **QE signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**QE signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments**

Name: \_\_\_\_\_

**Task COX-09-06-AUX**

**Task**                      **Underway Check Ride**

**References**              Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
 District Standard Operating Procedures, Policy Manuals, and other local  
 Instructions

**Conditions**              Performed underway on an Auxiliary Facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference. COX-01-01-AUX through COX-09-04-AUX **must** be satisfactorily completed prior to conducting this underway check ride.

**Standards**              In response to the QE and being overseen by the Coxswain, the trainee must answer questions on, and perform the below listed evolutions, for the Coxswain position.  
**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee’s readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

**Completed**

**Performance Criteria**

- |  |   |
|--|---|
|  | 1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.   |
|  | 2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as: <ul style="list-style-type: none"> <li>a. Wearing of jewelry</li> <li>b. Team coordination and communication</li> <li>c. Operational Risk Management</li> </ul> |
|  | 3. Ensured all crewmembers wore PFDs and had a good understanding of the requirements and use of the personnel survival equipment.  |
|  | 4. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.   |

**Task COX-09-06-AUX** (Continued)

- \_\_\_\_\_ 5. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.
- \_\_\_\_\_ 6. Assigned lookout watch(es) and verified the safety of the facility based on the reports made by lookout.
- \_\_\_\_\_ 7. Responded to a Man-Overboard drill, and safely recovered a simulated PIW. (A life ring, life-like dummy, or other floating object can be used as PIW).
- \_\_\_\_\_ 8. Demonstrated proficiency and safety during a stern tow, including:
- a. Making preparations for taking a vessel in tow.
  - b. Communication with crewmembers.
  - c. Towing approach and station keeping.
  - d. Proper speed and towline considered.
  - e. Safety of and communications with personnel on towed boat.
- \_\_\_\_\_ 9. Demonstrated proficiency and safety during an alongside tow.
- \_\_\_\_\_ 10. Safely moored a disabled vessel in tow to a float or a pier.
- \_\_\_\_\_ 11. Correctly plotted and ran three legs of a search pattern designated by the QE.
- \_\_\_\_\_ 12. Demonstrated proficiency while anchoring and weighing anchor.
- \_\_\_\_\_ 13. Used appropriate navigational sound signals when needed.
- \_\_\_\_\_ 14. Correctly piloted and labeled navigational charts during a three leg course run given by the QE. Some or all of the following were demonstrated, as needed, during the run:
- a. Correctly converted from true to compass course.
  - b. Speed, Time, and Distance computed.
  - c. ETA computed within a reasonable time.
  - d. Set and Drift calculated to correct course and speed.
  - e. Fixes taken and properly labeled to verify facility's position.
- \_\_\_\_\_ 15. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.

**Task COX-09-06-AUX** (Continued)

- \_\_\_\_\_ 16. Efficiently and safely moored the boat.
- \_\_\_\_\_ 17. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, patrol commander’s duties).
- \_\_\_\_\_ 18. Discussed and demonstrated knowledge of filling out and processing required reports.

**Accomplished**    **QE’s signature** \_\_\_\_\_    **Date** \_\_\_\_\_  
                                 **QE’s signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments**

**NOTE-** Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the “Accomplished” and “Date” line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

**(Additional comments may be recorded on a separate sheet and attached to the checklist)**







Name: \_\_\_\_\_

**Task BCM-08-04-AUX**

**Task** Underway Check Ride

**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
 Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
 District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions** Performed underway on an Auxiliary Facility in calm sea conditions. Trainee must accomplish task without prompting or use of a reference.

**Standards** In response to the QE and as directed by the coxswain, trainee must answer questions on, and perform the below listed evolutions as the crewmember.  
**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a trainee’s readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Assisted coxswain with a pre-underway check-off.
- \_\_\_\_\_ 2. Participated in a pre-underway brief.
- \_\_\_\_\_ 3. Correctly donned a PFD and demonstrated an understanding of the use of personnel survival equipment.
- \_\_\_\_\_ 4. Efficiently and safely handled mooring lines while getting underway and secured the boat for sea.
- \_\_\_\_\_ 5. Stood an alert helm watch, with the correct responses to the coxswain’s commands.

**Completed**

**Task BCM-08-04-AUX** (Continued)

- \_\_\_\_\_ 6. Stood an alert lookout watch, correctly reporting distance and relative bearings of objects and sounds encountered.
- \_\_\_\_\_ 7. Correctly responded to and acted as a pointer in a Man Overboard drill.
- \_\_\_\_\_ 8. Correctly responded to and acted as a recovery/pickup man in a Man Overboard drill.
- \_\_\_\_\_ 9. Demonstrated proficiency and safety while performing duties during a stern tow and a towing watch.
- \_\_\_\_\_ 10. Demonstrated proficiency and safety while performing duties during an alongside tow.
- \_\_\_\_\_ 11. Demonstrated proficiency in knot tying and line handling.
- \_\_\_\_\_ 12. Demonstrated proficiency in anchoring and weighing anchor.
- \_\_\_\_\_ 13. Assisted the coxswain with safe navigation, identifying aids to navigation and local landmarks encountered on a chart of the operating area.
- \_\_\_\_\_ 14. Correctly made a scheduled Position and Ops Normal report, on the facility's VHF-FM radiotelephone.
- \_\_\_\_\_ 15. Efficiently and safely positioned fenders and handled mooring lines while the boat moored.
- \_\_\_\_\_ 16. Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.

**QE's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**NOTE-** Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

Name: \_\_\_\_\_

**Task PWC-08-06-AUX**

**Task** **Underway Check Ride**

**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
 Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
 Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
 District Standard Operating Procedures, Policy Manuals, and other local Instructions

**Conditions** Performed underway on an Auxiliary Facility in calm sea conditions. Candidate must accomplish task without prompting or use of a reference. PWC-01-01-AUX through PWC-08-03-AUX **must** be satisfactorily completed prior to conducting this underway check ride.

**Standards** In response to the QE, the candidate must answer questions on, and perform the below listed evolutions for the PWC Operator position.  
**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a candidate’s readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Conducted a pre-underway check.
- \_\_\_\_\_ 2. Conducted a pre-underway brief. Assessed physical capabilities to perform mission, discussed safety issues, team coordination and communication
- \_\_\_\_\_ 3. Properly donned PFD and had a good understanding of the requirements and use of the personnel survival equipment.
- \_\_\_\_\_ 4. Efficiently and safely handled the PWC and communicated effectively with the tandem facility while getting underway.
- \_\_\_\_\_ 5. Demonstrated ability to remount PWC in deep water.
- \_\_\_\_\_ 6. Demonstrated ability to complete five buoy slalom course.

**Task PWC-08-06-AUX** (Continued)

- \_\_\_\_\_ 7. Responded to and safely recovered a Person In the Water (PIW).
- \_\_\_\_\_ 8. Demonstrated proficiency and safety during a stern tow, including:
  - a. Making preparations for taking another PWC in tow.
  - b. Safety of and communications with personnel on towed PWC.
- \_\_\_\_\_ 9. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.
- \_\_\_\_\_ 10. Efficiently and safely moored the PWC.
- \_\_\_\_\_ 11. Satisfactorily answered QEs questions on policies, procedures and requirements practiced by an Auxiliary PWC Operator. Questions are limited to knowledge required by the qualification guide tasks (e.g. engine casualties, SAR organization and responsibilities, MSAP, and salvage policy).
- \_\_\_\_\_ 12. Discussed and demonstrated knowledge of filling out and processing required reports.

**Accomplished**    **QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_  
**QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments**    **NOTE-** Comments should be made in detail. Tasks that were not performed to standards require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task sheet should accompany the letter for Recommend for Certification, to the Operations Training Officer.

**Coxswain - Underway Currency Maintenance / Recertification Check Ride**

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**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
District SOPs, Policy Manuals, and other local Instructions

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**Conditions** Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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**Standards** In response to the QE the member must answer questions on, and perform the below listed evolutions for the Coxswain position.

**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for recertification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

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**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Conducted a pre-underway check off and confirmed the facility was within its stated operational limitations to perform the assigned mission.
- \_\_\_\_\_ 2. Conducted a pre-underway brief. Assessed crewmembers physical capabilities to perform mission, discussed safety issues, such as:
- a. Wearing of jewelry
  - b. Team coordination and communication
  - c. Operational Risk Management
- \_\_\_\_\_ 3. Ensured all crewmembers wore PFD's and had a good understanding of the requirements and use of the personnel survival equipment.
- \_\_\_\_\_ 4. Efficiently and safely handled the facility and communicated effectively with the crew while getting underway.

- \_\_\_\_\_ 5. Gave proper commands to the helm watch, used navigational charts, aids to navigation, and installed electronic navigation gear.
- \_\_\_\_\_ 6. Assigned lookout watch (es) and verified the safety of the facility based on the reports made by lookout.
- \_\_\_\_\_ 7. Responded to a Man-Overboard drill, and safely recovered a simulated PIW. (A life ring, life-like dummy, or other floating object can be used as PIW).
- \_\_\_\_\_ 8. Demonstrated the following knots:
  - a. Bowline.
  - b. Clove Hitch.
  - c. Sheet Bend.
  - d. Round Turn and Half Hitch.
- \_\_\_\_\_ 9. Demonstrated proficiency and safety during a stern tow, including:
  - a. Making preparations for taking a vessel in tow.
  - b. Communication with crewmembers.
  - c. Towing approach and station keeping.
  - d. Proper speed and towline considered.
  - e. Safety of and communications with personnel on towed boat.
- \_\_\_\_\_ 10. Demonstrated proficiency and safety during an alongside tow.
  - a. Making preparations for taking a vessel in tow.
  - b. Communication with crewmembers.

- c. Towing approach and station keeping.
- d. Proper speed and towline considered.
- e. Safety of and communications with personnel on towed boat.

\_\_\_\_\_ 11. Correctly plotted and ran three legs of a search pattern designated by the QE.

\_\_\_\_\_ 12. Demonstrated proficiency while anchoring and weighing anchor.

\_\_\_\_\_ 13. Used appropriate navigational sound signals when needed.

\_\_\_\_\_ 14. Kept the controlling unit informed of mission operations and conducted scheduled Position and Ops Normal Reports.

\_\_\_\_\_ 15. Efficiently and safely moored the boat.

\_\_\_\_\_ 16. Satisfactorily answered QEs questions on policies and procedures. Questions are limited to knowledge required by the qualification guide tasks, (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, and patrol commanders' duties).

\_\_\_\_\_ 17. Discussed and demonstrated knowledge of filling out and processing required reports.

**Accomplished**    **QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments**

**(Additional comments may be recorded on the back of this sheet)**

**NOTE-** Comments should be made in detail. Tasks that were not performed to standards, require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. **Only those tasks not successfully completed must be redone during the next QE Evaluation session.** The session should be conducted in a reasonable time frame. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task should accompany the letter for Recommend for Recertification, to the Director.



**Crewmember - Underway Currency Maintenance / Recertification Check Ride**

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**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
District SOPs, Policy Manuals, and other local Instructions

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**Conditions** Performed triennially while underway on an Auxiliary Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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**Standards** In response to the QE and as directed by the coxswain, member must answer questions on, and perform the below listed evolutions as the crewmember.

**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

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**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1 Assisted coxswain with a pre-underway check-off.
- \_\_\_\_\_ 2 Participated in a pre-underway brief.
- \_\_\_\_\_ 3 Correctly donned a PFD and demonstrated an understanding of the use of personnel survival equipment.
- \_\_\_\_\_ 4 Efficiently and safely handled mooring lines while getting underway and secured the boat for sea.
- \_\_\_\_\_ 5 Stood an alert helm watch, with the correct responses to the coxswain's commands.
- \_\_\_\_\_ 6 Stood an alert lookout watch, correctly reporting distance and relative bearings of objects and sounds encountered.

- \_\_\_\_\_ 7 Correctly responded to and acted as a pointer in a Man Overboard drill.
- \_\_\_\_\_ 8 Correctly responded to and acted as a recovery/pickup man in a Man Overboard drill.
- \_\_\_\_\_ 9 Demonstrated the following knots:
  - a. Bowline.
  - b. Clove Hitch.
  - c. Sheet Bend.
  - d. Round Turn and Half Hitch.
- \_\_\_\_\_ 10 Demonstrated proficiency and safety while performing duties during a stern tow and a towing watch.
- \_\_\_\_\_ 11 Demonstrated proficiency and safety while performing duties during an alongside tow.
- \_\_\_\_\_ 12 Demonstrated proficiency in line handling.
- \_\_\_\_\_ 13 Demonstrated proficiency in anchoring and weighing anchor.
- \_\_\_\_\_ 14 Efficiently and safely positioned fenders and handled mooring lines while the boat moored.
- \_\_\_\_\_ 15 Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks.

**Accomplished**    **QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**QE's signature** \_\_\_\_\_    **Date** \_\_\_\_\_

**Comments**



**PWC - Underway Currency Maintenance / Recertification Check Ride**

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**References** Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)  
Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)  
District SOPs, Policy Manuals, and other local Instructions

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**Conditions** Performed triennially while underway on an Auxiliary PWC Facility in calm sea conditions. Member must accomplish task without prompting or use of a reference.

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**Standards** In response to the QE and as directed by the coxswain, member must answer questions on, and perform the below listed evolutions as the crewmember.  
**NOTE:** The QE may add tasks to the performance criteria if he/she feels it necessary to evaluate a member's readiness for qualification. The addition of any tasks will be reported to Commandant (CG-3PCX-2) via the Director of Auxiliary for possible inclusion in future revisions of the program.

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**Completed**

**Performance Criteria**

- \_\_\_\_\_ 1. Conducted a pre-underway check
- \_\_\_\_\_ 2. Conducted a pre-underway brief. Assessed physical capabilities to perform mission, discussed safety issues, team coordination and communication.
- \_\_\_\_\_ 3. Correctly donned a PFD and demonstrated an understanding of the use of personal survival equipment.
- \_\_\_\_\_ 4. Efficiently and safely handled the PWC and communicated effectively with the crew while getting underway.
- \_\_\_\_\_ 5. Demonstrated ability to remount PWC in deep water.
- \_\_\_\_\_ 6. Demonstrated ability to complete five buoy slalom course.
- \_\_\_\_\_ 7. Responded to and safely recovered a Person in the Water (PIW).
- \_\_\_\_\_ 8. Demonstrated proficiency and safety during a stern tow, including:
  - a. Making preparations for taking another PWC in tow.

\_\_\_\_\_

9. Safety of and communications with personnel on towed PWC.

\_\_\_\_\_

10. Efficiently and safely moored the PWC

\_\_\_\_\_

11. Satisfactorily answered QEs questions on policies and procedures. Questions should pertain to knowledge required by the above qualification tasks. (e.g. engine casualties, SAR organization and responsibilities, MSAP, salvage policy, and patrol commanders' duties)

\_\_\_\_\_

12. Discussed and demonstrated knowledge of filling out and processing required reports.

\_\_\_\_\_

QE's signature \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**Accomplished**

QE's signature \_\_\_\_\_

**Comments**

**(Additional comments may be recorded on the back of this sheet)**

**NOTE-** Comments should be made in detail. Tasks that were not performed to standards, require specific comments addressing what the deficiencies were and why, and what corrective action must be taken to be successful at the next check ride. **Only those tasks not successfully completed must be redone during the next QE Evaluation session.** The session should be conducted in a reasonable time frame. Each QE should initial on the line by the task that was successfully accomplished during the check ride they evaluated and then sign on the "Accomplished" and "Date" line. A copy of this task should accompany the letter for Recommend for Recertification, to the Director.

# INITIAL BOAT CREW COXSWAIN ADMIN CHECK OFF

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_

Name of Candidate as Listed in AUXDATA

[  ] **INDIVIDUAL TRAINING REPORT:** Auxdata report going back to show 8 hr TCT, Nav Rules, ICS Courses.

▪ **M16794.53A (Auxiliary Boat Crew Qualification Guide-APPENDIX B) TASK SIGN-OFF PAGES**

[  ] Candidate presents all pages to the assigned QE at the beginning of the session. All mentors and QE's name, signature, initials, and date should be properly affixed to the signature **page B-1**.

▪ **M16794.53A (Auxiliary Boat Crew Qualification Guide-APPENDIX B) TASK SIGN-OFF PAGES**

[  ] Candidate presents all pages to the assigned QE at the beginning of the session. All mentors and QE's name, signature, initials, and date should be properly affixed to the signature **page B-2 through B-6**.

[  ] QE verified original individual task sheets were properly prepared, signed and returned to the candidate.

*Legible member name( as shown in AUXDATA) and number should be affixed to all task sign-off pages (both sides) for Appendix B.*

▪ **TASK COX 01-01-AUX (Auxiliary Boat Crew Qualification Guide – APPENDIX B)**

[  ] **UNDRWAY HOURS AS CREW:** QE must sign-off on **28** underway hours on ordered patrols as certified AUX or C.G. boat crew member. Candidate must show proof of satisfactory completion to assigned QE at time of evaluation (as shown in Auxdata- Reports/Underway Crew)

▪ **TEAM COORDINATION TRAINING:** [  ] 8 Hr (within 5 years) [  ] 1 Hr Annual TCT Refresher (If 8 hr taken in current year, 1 hr TCT refresher is waived). (Shown in AUXDATA Individual Training Record)

▪ **TASK COX-01-02 (AUX Boat Crew Qualification Guide- Appendix B):**

[  ] **ICS COURSES:** Candidate provides proof of completion of ICS Courses: **100,200, 210 or 300, 700, 800**. (Certificate/ letter/ or AUXDATA Individual Training Record print out)

▪ **TASK COX-04-01-AUX (AUX Boat Crew Qualification Guide- Appendix B):**

[  ] **NAV RULES EXAM:** Candidate must provide proof of receiving a passing score of 90%.

▪ **TASK COX-09-03-AUX (AUX Boat Crew Qualification Guide- Appendix B):**

[  ] **OPS POLICY MANUAL EXAM:** Candidate must show proof of satisfactory completion of OPS Policy Manual and national SAR Plan Open book Exam (Letter of completion)

▪ **TASK COX-09-05-AUX (AUX Boat Crew Qualification Guide- Appendix B):**

[  ] **DOCKSIDE ORAL EXAM:** Blank form (**Pages 2-95 and 2-96**) furnished by candidate to evaluating QE with legible member name (as shown in AUXDATA) and number affixed to each page.

▪ **TASK COX-09-06-AUX (AUX Boat Crew Qualification Guide- Appendix B):**

[  ] **UNDERWAY CHECKRIDE:** Blank form (**Pages 2-97 and 2-99**) furnished by candidate to evaluating QE with legible member name (as shown in AUXDATA) and number affixed to each page.

▪ **M16794.51A (Auxiliary Boat Crew Training Manual- Appendix C)**

[  ] **QUALIFICATION LETTER:** Prepared by the evaluating QE.

## INITIAL BOAT CREW MEMBER ADMIN CHECK OFF

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_

Name of Candidate as Listed in AUXDATA

- **INDIVIDUAL TRAINING REPORT:** Auxdata report going back to show 8 hour TCT and ICS Courses.
  
- **M16794.52A (Auxiliary Boat Crew Qualification Guide - APPENDIX B – Mentor Tracking Form)**  
[  ] **TASK SIGN OFF PAGES:** Candidate presents all pages to the assigned QE prior to beginning the session. All mentors and QE's name, signature, initials, and date should be properly affixed to the signature page **B-1**.
  
- **M16794.52A (Auxiliary Boat Crew Qualification Guide - APPENDIX B – Mentor Tracking Form)**  
[  ] **TASK SIGN OFF PAGES:** Candidate presents all pages to the assigned QE prior to beginning the session. All mentors and QE's initials, and date should be properly affixed to pages **B-2** through **B-5**.
  
- [  ] QE verified original individual task sheets were properly prepared, signed and returned to the candidate.

*Legible member name (as shown in Auxdata) and number should be affixed to all task sign-off pages (both sides) for Appendix B.*

- **TEAM COORDINATION TRAINING:** [  ] 8 Hr (within 5 years) [  ] 1 Hr Annual TCT Refresher (If 8 hr taken in current year, 1 hr TCT refresher is waived). (Shown in AUXDATA Individual Training Record)
  
- **TASK BCM-01-04-AUX: (Auxiliary Boat Crew Qualification Guide Appendix B)**  
[  ] **ICS COURSES:** **ICS 100 AND 700**. (Candidate Provides proof of completion)
  
- **TASK BCM-08-01-AUX (Auxiliary Boat Crew Qualification Guide Appendix B)**  
[  ] **BOATING SKILLS COURSE:** Provided by Candidate to QE - Candidate must show proof of being a BQ member having completed an authorized Boating Skills Course. (Copy of certificate or card)
  
- **TASK BCM-08-03-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **DOCKSIDE ORAL EXAM:** Blank form (Page **2-78** and **2-79**) furnished by candidate to evaluating QE with legible member name (as shown in Auxdata) and number affixed to each page.
  
- **TASK BCM-08-04-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **UNDERWAY CHECKRIDE:** Blank form (Page **2-80** and **2-81**) furnished by candidate to evaluating QE with legible member name (as shown in Auxdata) and number affixed to each page.
  
- **M16794.51A (Auxiliary Boat Crew Training Manual – APPENDIX C)**  
[  ] **QUALIFICATION LETTER:** Letter prepared by evaluating QE
  
- [  ] **QE VERIFICATION:** QE verifies above documentation before sending to DIRAUX.

# INITIAL PWC OPERATOR ADMIN CHECK OFF

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_

Name of Candidate as Listed in AUXDATA

- **INDIVIDUAL TRAINING REPORT:** AUXDATA report going back to show 8 hour TCT, Nav Rules and ICS Courses.
  
- **M16794.54A (Auxiliary Boat Crew Qualification Guide – APPENDIX B)**  
[  ] **TASK SIGN-OFF PAGES:** Candidate presents all pages to the assigned QE at the beginning of the session. All mentors and QE's names, signature, initials, and date should be properly affixed to the signature page **B-1**.
  
- **M16794.54A (Auxiliary Boat Crew Qualification Guide – APPENDIX B)**  
[  ] **TASK SIGN-OFF PAGES:** Candidate presents all pages to the assigned QE at the beginning of the session. All mentors and QE's names, signature, initials, and date should be properly affixed to the signature page **B-2** through **B-4**.  
  
[  ] QE verified original individual task sheets were properly prepared, signed and returned to the candidate.

*Legible member name (as listed in Auxdata) and number should be affixed to all task sign-off pages (both sides) for Appendix B.*

- **TASK PWC-01-03-AUX:** [  ] 8 HOUR (within 5 years) [  ] 1 HOUR ANNUAL TCT REFRESHER  
(If 8 hr taken in current year, 1 hr TCT refresher is waived) (Shown in Auxdata Individual Training Record)
  
- **TASK PWC-06-01-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **NAV RULES EXAM:** QE or other proctor (for online exam) must administer closed book Nav Rules Exam. Candidate must receive a passing score of 90%. Candidate must show proof of satisfactory completion to assigned QE at time of evaluation (Letter of completion or shown in Auxdata Individual Training Record).
  
- **TASK PWC-08-01-AUX (Auxiliary Boat Crew Qualification Guide – APPENDIX B)**  
[  ] **ICS COURSES:** Candidate provides proof of completion of ICS Courses: **100,200, 210 or 300, 700 and 800**.  
(Certificate/ Letter/ or shown in AUXDATA Individual Training Record).
  
- **TASK PWC-08-02-AUX (Auxiliary Boat Crew Qualification Guide-APPENDIX B)**  
[  ] **BOATING SKILLS COURSE:** Provided by Candidate to QE – Candidate must show proof of being BQ member having completed an authorized Boating Skills Course (Copy of certificate or card)
  
- **TASK PWC-08-04-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **OPS POLICY MANUAL:** Candidate must show proof of satisfactory completion of OPS Policy Manual and National SAR Plan Open Book Exam (Letter of completion).
  
- **TASK PWC-08-05-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **DOCKSIDE ORAL EXAM:** Blank form (Pages **2-58** and **2-59**) furnished by candidate to evaluating QE with legible member name (as shown in Auxdata) and number affixed to each page.
  
- **TASK PWC-08-06-AUX (Auxiliary Boat Crew Qualification Guide - APPENDIX B)**  
[  ] **UNDERWAY CHECKRIDE:** Blank form (Pages **2-60** through **2-61**) furnished by candidate to evaluating QE with legible member name (as shown in Auxdata) and number affixed to each page.
  
- M 16794.51A (Auxiliary Boat Crew Training Manual – APPENDIX C)  
[  ] **QUALIFICATION LETTER:** Prepared by the evaluating QE.  
[  ] **QE VERIFICATION:** QE verifies documentation before sending to DIRAUX.





## **THIRD YEAR RECERTIFICATION COXN ADMIN CHECK-OFF**

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_

Name of Candidate

- **INDIVIDUAL TRAINING REPORT:** Auxdata report going back to show most recent 8 hour TCT and Nav Rules.

- **M16794.51A (Auxiliary Boat Crew Training Manual - APPENDIX F)**

[  ] **THIRD YEAR CURRENCY MAINTENANCE - COXSWAIN:** (Verifies u/w hours & Nav Rules for currency) Prepared by FSO-IS and presented to the QE by the candidate.

Recertification Nav Rules Exam is open book or may be proctored by a QE or taken on-line. Candidate must show proof of currency at time of 3<sup>rd</sup> year Recertification (Letter of completion or shown in Auxdata Individual Training Record).

- **M16794.51A (Auxiliary Boat Crew Training Manual)**

[  ] **UNDERWAY CURRENCY MAINTENANCE / RECERTIFICATION CHECKRIDE (Encl 2):**

Blank form provided to QE by candidate at time of evaluation with legible name (as shown in Auxdata) and member # on each page.

- **TEAM COORDINATION TRAINING:**[  ] 8 Hr (within 5 years) [  ] 1 Hr ANNUAL TCT REFRESHER

(If 8 hr taken in current year, 1 hr TCT refresher is waived). (Shown in Auxdata Individual Training Record)

[  ] **QE VERIFICATION:** QE verifies above documentation before sending to AQEC. QE can use space below or reverse side for notes.

## **THIRD YEAR RECERTIFICATION BOAT CREW ADMIN CHECK-OFF**

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_  
Name of Candidate

- **INDIVIDUAL TRAINING REPORT:** Auxdata report going back to show 8 hour TCT.
  
- **M16794.51A (Auxiliary Boat Crew Training Manual - APPENDIX F)**  
[ ] **THIRD YEAR CURRENCY MAINTENANCE:** (Verifies u/w hours for currency) Prepared by FSO-IS and presented to the QE by the candidate.
  
- **M16794.51A (Auxiliary Boat Crew Training Manual)**  
[ ] **UNDERWAY CURRENCY MAINTENANCE / RECERTIFICATION CHECKRIDE (Encl 1):**  
Blank form provided to QE by candidate at time of evaluation with legible name (as shown in Auxdata) and member # on each page.
  
- **TEAM COORDINATION TRAINING:**[ ] 8 Hr (within 5 years)[ ] 1 Hr ANNUAL TCT REFRESHER  
(If 8 hr taken in current year, 1 hr TCT refresher is waived). (Shown in Auxdata Individual Training Record)
  
- [ ] **QE VERIFICATION:** QE verifies above documentation before sending to AQEC. QE can use space below or reverse side for notes.

**THIRD YEAR RECERTIFICATION PWC ADMIN CHECK-OFF**

[Documentation needed for QE session]

Documentation for: \_\_\_\_\_  
Name of Candidate

- **INDIVIDUAL TRAINING REPORT:** Auxdata report going back to show 8 hour TCT and nav Rules.
- **M16794.51A (Auxiliary Boat Crew Training Manual – APPENDIX F)**  
[ ] **THIRD YEAR CURRENCY MAINTENANCE – COXSWAIN:** (Verify u/w hours & nav Rules for currency) Prepared by FSO-IS and presented to the QE by the candidate. Candidate must show proof of currency at time of 3<sup>rd</sup> year Recertification (Letter of completion or shown in AUXDATA Individual Training Record)
- **M16794.51A (Auxiliary Boat Crew Training Manual – Encl 3)**  
[ ] **UNDERWAY CURRENCY MAINTENANCE / RECERTIFICATION CHECKRIDE (Encl 3):** Blank form provided to QE by candidate at the time of evaluation with legible name (as shown in AUXDATA) and member number on each page.
- **TEAM COORDINATION TRAINING:** [ ] **8 Hr (within 5 yrs)** [ ] **1 Hr Annual TCT Refresher** (If 8 hr taken in current year, 1 hr TCT refresher is waived). (Shown in AUXDATA Individual Training Record).  
[ ] **QE VERIFICATION:** QE verifies above documentation before sending to DIRAUX.

## Appendix H QE Application Form

<b>NAME</b>	
<b>ADDRESS</b>	
<b>MBR NO.</b>	
<b>H. PH:</b>	
<b>W. PH:</b>	
<b>C. PH:</b>	
<b>e-mail</b>	

<b>DIST.:</b>		<b>DIV.:</b>		<b>FLTA.:</b>	
---------------	--	--------------	--	---------------	--

<b>EXPERIENCE (YEARS)</b>					
MBR	CRW	COX	PWC	IT	W/S

<b>OPERATIONAL HOURS</b>						
	Last Year	2 Years Ago	3 Years Ago	4 Years Ago	5 Years Ago	YEAR OF LAST TCT
<b>COX</b>						
<b>CREW</b>						
<b>PWC</b>						
<b>IT</b>						
<b>W/S</b>						

<b>YEAR QUALIFIED</b>						
AUXOP	AUXCOM	AUXPAT	AUXSAR	AUXSEA	AUXNAV	AUXWEA

<b>AUX. OFFICES HELD</b>	
----------------------------------	--

<b>OTHER JOBS &amp; SKILLS</b>	
--	--

**By signing below the applicant acknowledges the time commitment required to be a QE**

<b>APPLICANT'S SIGNATURE</b>	<b>DATE</b>

	REVIEWING SIGNATURES	DATE	APPROVED
<b>DCO</b>			YES/NO
<b>ACQE</b>			YES/NO
<b>BCAB/CQE</b>			YES/NO

**Please attach a page explaining why you want to be a Boat Crew Program Qualification Examiner (QE)**

# Appendix I Qualification Examiner In Training (QE-IT) Check Off Sheet

\_\_\_\_\_  
(QEIT NAME)

\_\_\_\_\_  
(QEIT EMPLID NO.)

1. You must contact your AQEC for instructions; they will instruct you on how you will be notified to participate on QE sessions, assignments of your mentors, and what will be expected of you while you are assigned on each QE-IT training session.

2. Initially you will participate in two evaluation sessions, one Dockside Oral Exam and an Underway Check Ride. An assigned QE Mentor will evaluate you on your seamanship knowledge and people skills. You must receive a favorable evaluation of these initial sessions in order to continue with the QE-IT Program.

Dockside session: \_\_\_\_\_  
DATE QE MENTOR SIGNATURE

Underway session: \_\_\_\_\_  
DATE QE MENTOR SIGNATURE

3. You must participate in two (2) Dockside signoff sessions with a QE:

Session #1 (Crew): \_\_\_\_\_  
DATE QE SIGNATURE

Session #2 (Cox): \_\_\_\_\_  
DATE QE SIGNATURE

4. You must participate in Two (2) underway check ride sessions with a QE:

Session #1 (Crew): \_\_\_\_\_  
DATE QE SIGNATURE

Session #2 (Cox): \_\_\_\_\_  
DATE QE SIGNATURE

Appendix I of COMDTINST M16794.51A

5. You must plan and coordinate one of the above underway QE sessions. You will establish initial contact with the qualifying member, schedule the sign-off session, and you will evaluate each performed task and provide your recommendation to your QE Mentor.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

6. You must participate in one (1) sign-off session.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

7. You must successfully complete and submit a complete set of all forms.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE

8. You must successfully complete and submit a candidate completion letter.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
QE SIGNATURE



## Appendix G QE Request Form

From: \_\_\_\_\_  
(FC/FSO-MT/BCTC/SO-MT)

To: \_\_\_\_\_  
(Area QE Coordinator)

AQEC Phone No.: \_\_\_\_\_

Area: \_\_\_\_\_ Date: \_\_\_\_\_

I am requesting a QE for the following purpose:

Nav Rules Testing: _____	Operational Excellence: _____
Crew Oral: _____	Coxswain Oral: _____
PWC Oral: _____	Crew Underway: _____
Coxswain Underway: _____	PWC Underway: _____
Third Year Crew: _____	Third Year Coxswain: _____
Third Year PWC: _____	

The requested time and date is: \_\_\_\_\_

Alternate time and date: \_\_\_\_\_

Requesting Division/flotilla: \_\_\_\_\_ Number of candidates: \_\_\_\_\_

Please list candidate names, EMPLID Number, and Division/Flotilla below:

NAME	EMPLID NO.	DIV / FLTA

The Record of completed tasks displays mentor signatures and dates for each task.

The candidate has completed all reading assignments and exercises.

Candidates name and mentor signature and date appear on each task as required.

Candidate possesses proof of completion of special tasks (Nav-Rules, etc.)

Candidate has been trained to the standards set forth in the appropriate publication.

FSO-IS has verified that member is not in REYR for Underway Hours.

\_\_\_\_\_  
NAME OF PERSON MAKING REQUEST

\_\_\_\_\_  
DATE

# Appendix C U. S. Coast Guard Auxiliary Boat Crew Program Qualification Letter

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Print QE Name)

To: Operations Training Officer, District: \_\_\_\_\_

Via: \_\_\_\_\_ Area: \_\_\_\_\_  
(Print AQEC)

Subject: TASK COMPLETION (Circle one) CREW / COXSWAIN / PWC OPERATOR

\_\_\_\_\_  
(Print Member's Name) (Member's 7 digit Number) (Division & Flotilla)

\_\_\_\_\_  
(QE's Signature) (Date Completed)

---

## FIRST ENDORSEMENT

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print AQEC) (Area)

To Operations Training Officer, \_\_\_\_\_

Forwarded for certification and entry into AUXDATA. A check of my records indicates all tasks for this qualification have been completed.

\_\_\_\_\_  
(AQEC's Signature)

---

## SECOND ENDORSEMENT

Date: \_\_\_\_\_

From Operations Training Officer, \_\_\_\_\_

To: \_\_\_\_\_  
(Member's Name)

I approved and certified as a CREW / COXSWAIN / PWC Operator in the USCG Auxiliary Boat Crew Program.  
(Circle one)

\_\_\_\_\_  
(OTO's Signature)

Copy: Member's file

# Appendix F Third Year Currency Maintenance

DATE: \_\_\_\_\_

Member Name: \_\_\_\_\_ Member Number: \_\_\_\_\_

Dist: \_\_\_\_\_ Div: \_\_\_\_\_ Flotilla: \_\_\_\_\_

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

*Verification of required underway hours and Navigation Rules testing must be completed by the FSO-IS prior to requesting a Qualification Examiner. QE is to submit the completed form and appropriate enclosure to the OTO for review/approval and entry into AUXDATA.*

**The above named Auxiliarist has demonstrated in my presence that they are physically and mentally capable of performing the currency maintenance requirements as marked below.**

***COXSWAIN***

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	
		FSO-IS Signature
Enclosure (1) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

***CREW***

Not in REYR for Underway Hours _____		
		FSO-IS Signature
Enclosure (2) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

***PWC OPERATOR***

Current Nav-Rules Test _____ (Date Completed)	Not in REYR for Underway Hours _____	
		FSO-IS Signature
Enclosure (3) of Ref (a) _____ Month / Year	_____	_____
	Q.E. Print Name	Q.E. Signature

Reviewed / Approved \_\_\_\_\_ AOXDATA \_\_\_\_\_  
OTO Signature Date Date Entered