



D1-SR INST 16790.2B

1 Dec 04

### LETTER OF PROMULGATION

Subj: AUXILIARY QUALIFICATION EXAMINER (QE) PROGRAM MANUAL

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)  
(b) Auxiliary Boat Crew Qualification Guide, Volume I: Crewman, COMDTINST M16794.52 (series)  
(c) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)  
(d) Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series)  
(e) Boat Crew Seamanship Manual, COMDTINST M16114.5 (series)

1. PURPOSE. To establish policy and administrative procedures for the Auxiliary Qualification Examiners Program. This instruction assigns responsibilities and sets standard procedures for QE appointment, currency as a QE, the role of QEs and task signoffs, and administrative processes.
2. ACTION. Station COs and Officers in Charge participating in the Auxiliary Qualification Examiner Program and all Coast Guard Auxiliarists within the First Coast Guard District Southern Region shall adhere to the procedures outlined herein.
3. DIRECTIVES AFFECTED. Cancel D1-SR INST 16790.2A, dtd 6 APR 00
4. DISCUSSION. The Auxiliary's ability to function as a force multiplier is dependent on skilled boat crews, coxswains, and personal watercraft operators. A critical element of the boat crew and personal watercraft program is the Qualification Examiner. Their primary task is to ensure all boat crewmembers are initially qualified, and through the re-certification process, remain proficient in their skills. To enforce the standards, boat crew QEs must be expert coxswains and/or personal watercraft operators. QEs must be expert operators with impeccable integrity.
5. FORMS/REPORTS. All reports required by reference (a) through (d) shall be submitted to the appropriate office. See Appendix.

J. M. FELKER  
Commander, U. S. Coast Guard  
Director of Auxiliary  
First District Southern Region

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# CHAPTER I – WHAT IS A QUALIFICATION EXAMINER

## A. THE QUALIFICATION EXAMINER

### 1. AUXILIARY QUALIFICATION EXAMINER

- a. Qualification Examiner (QE) is the highest appointment in the Boat Crew and Personal Watercraft Programs. The role of the QE is to verify that Boat Crew trainees are able to satisfactorily perform as specified in reference (a) thru (d). When the QE is satisfied that the trainee is competent in performing the required tasks by evaluating his/her performance during a Dockside Oral Examination and an Underway Check ride, the QE will complete and sign the requisite forms. The member's package with the Area QEC's endorsement is forwarded to the Director via the QCMC (Qualification Currency Maintenance Coordinator) for certification. QEs also verify currency maintenance requirements for re-certification. The appointment term for a QE will be two years, with the option of reappointment, subject to the recommendations of the Area QEC, Chief QEC and District Qualification Officer (DQO) to the Director.
- b. The District Commodore (DCO), Vice Commodore (VCO), Rear Commodores (RCO), Division Captains (DCP), and Flotilla Commanders (FC) may recommend for appointment as a QE Auxiliarists who are outstanding coxswains or personal watercraft operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills, and impeccable integrity. Auxiliarists meeting these criteria can find the requirements for applying to become a QE in Chapter 3. Applications may be submitted any time and appointments will be made as needed. Applications will be held by the DIRAUX for two years.
- c. Areas of Responsibility may differ in requirements for the number of QEs needed to support Boat Crew and Personal Watercraft qualification missions. It is the responsibility of the OTO, DQO and Chief QEC to ensure there is an adequate number of QEs in each area. Area QECs, working with the Rear Commodore and working through the Division Captains may recruit Auxiliarists who meet the requirements to be a QE.

### 2. ACTIVE DUTY/RESERVE QE

Station COs/OINCs are encouraged to participate in the Qualification Examiner program by recommending their active duty/reserve personnel to serve as Boat Crew QEs, assisting the Auxiliary in qualifying personnel for the boat crew program. The role of the Station QEs shall be the same as their Auxiliary counterparts to verify a trainee's qualification level for performing prescribed tasks. Recommendations must be in writing, email preferable, and submitted to the Director of Auxiliary (DIRAUX). The QE appointee must be a qualified coxswain, adhere to the requirements in this instruction, and be familiar with references (a), (b), (c), and (d). Station QEs must be appointed by DIRAUX and will function under the guidance of the Area QEC. The QE appointee will undergo a familiarization session with the Area QEC regarding District QE policies and practices. The Station CO/OINC shall establish an Auxiliary Liaison that shall keep the Area QEC advised of all Station QE activities and missions.

## B. RESPONSIBILITIES OF THE QE

1. EVALUATE CANDIDATES for the Boat Crew and Personal Watercraft programs to the standards established by the Boat Crew Qualification Program.

2. SUBMIT REQUIRED PAPERWORK to the Area QEC within 5 business days of the mission.

3. NOTIFY DIRAUX IN WRITING, through the QE chain of communication, when a certified crewmember or coxswain is in question for reasons of incompetence, questionable qualification, physical inability to perform mission requirements, or administrative reasons and /or as specified in the CGD1SR INST 16798.3 BOAT CREW FITNESS

4. ACT AS A MENTOR and trainer as specified in the D1SR Mentor Program.

### C. THE CHIEF QEC

1. THE CHIEF QEC is appointed by the Director of Auxiliary for two years and is the Executive Auxiliary Coordinator of the QE Program responsible to the District Qualification Officer. Reappointment is subject to Director approval.

### 2. RESPONSIBILITIES

- a. Work directly for the District Qualification Officer (DQO) in all aspects of the Boat Crew Qualification Program.
- b. Maintain appropriate records necessary to administer the Boat Crew Qualification Program.
- c. In consultation with the members of the Boat Crew Advisory Board, recommend the number of QEs required to carry out the Boat Crew Program.
- d. Recommend to DIRAUX the appointment of Area QECs after due consideration of input from appropriate sources.
- e. Manage Area QECs

### D. THE AREA QEC

#### 1. APPOINTMENT OF AREA QECs

The Area QEC is appointed by the Director for a two-year term. The CQEC will submit nominations for each Area QEC to the DQO for review and submission to the Director of Auxiliary for approval. The Area QEC acts as the CQEC's direct representative for an assigned area of responsibility.

#### 2. RESPONSIBILITIES

- a. Evaluate the number of QEs required to adequately administer the QE Program within their area of responsibility. Requests for additional QEs will be submitted to the CQEC for action.
- b. Organize and conduct QE workshops annually or more often as may be necessary.
- c. Conduct training programs for new QEs and coordinate the training of QE-ITs in their area.
- d. Act as the liaison between Division and Flotilla Member Training Officers, scheduling QE missions and, if necessary, assign a QE-IN-CHARGE to head each mission.
- e. Maintain accurate records for each mission as performed by QEs in their area, including the number of hours and the number of qualifying members for each mission performed by a QE.
- f. Act as the liaison with the Station CO/OINC and monitor the activities of the Active Duty/Reserve QEs and missions performed in conjunction with their QE duties. Area QECs shall keep the Active Duty/Reserve QEs advised of any changes to the Auxiliary Boat Crew Program.

- g. Provide support, training and oversight to the mentors throughout his/her AOR.
- h. Provide a list to the OTO for upcoming QE check-rides within their AOR.
- i. Set up mission with designated member in flotilla or division and with that member arrange the following:
  - (1). Date(s) of mission
  - (2). Starting and ending times of mission
  - (3). Arrangements for location of mission/signoffs
  - (4). Send travel directions to other QEs if necessary
  - (5). Coordinate and ensure that arrangements have been made for equipment that will be needed for each task.
  - (6). Coordinate and ensure that arrangements have been made for the appropriate number of manned operational facilities for the task(s) being evaluated.

#### E. THE QE-IN-CHARGE

1. WHEN THERE ARE MULTIPLE BOATS involved in a check-ride session requiring one QE on each boat, a QE-In Charge is appointed by the Area QEC to manage all tasks, facilities, and members involved in a specific mission.

#### 2. RESPONSIBILITIES

- a. Assign candidates to operational facilities (if applicable).
- b. Insure required paperwork is submitted to the Area QEC within five business days after the QE mission.
- c. Insure all operational facilities being utilized are under orders from the operational commander.
- d. Insure that all personnel aboard are physically and medically fit and able to perform the duties and actions required in the evolutions.

#### F. THE BOAT CREW ADVISORY BOARD

1. THE DISTRICT BOAT CREW ADVISORY BOARD (BCAB) consists of the following permanent voting members:

- a. District Qualification Officer (DQO)
- b. Chief QEC (CQEC)
- c. Operations Training Officer (OTO)
- d. District Staff Officer - Operations (DSO-OP)
- e. District Staff Officer – Member Training (DSO-MT)
- f. District Directorate Operations – Operations and Marine Safety (DDO-OMS)
- g. Chief Mentor Coordinator – (CHMC)

- h. District Vice Commodore (VCO *or appointed representative from District Executive Committee*)
- i. Additional members (e.g. Area QECs; District Staff) may be invited by the District Qualifications Officer for their area of expertise to attend a particular meeting.

2. THE BCAB MEETS quarterly on the dates corresponding to those of the District Board. Subject to approval by the Director, the Board may meet if a boat crew policy or qualification needs immediate attention.

3. RESPONSIBILITIES

- a. Recommend District policy and procedures to the Director for governing the Boat Crew Qualification Program.
- b. Evaluate QE applicants
- c. Administer QE reappointments
- d. Determine Boat Crew certification for a member due to questionable actions or performance.

## CHAPTER II - INITIAL REQUIREMENTS

### A. BOAT CREW QUALIFICATION EXAMINER

1. TO BECOME A QUALIFICATION EXAMINER (QE) in the boat crew program, the candidate must meet the following requirements:

- a. Must be a currently certified Auxiliary coxswain for at least one year.
- b. Must be a currently certified Auxiliary instructor for at least one year.
- c. Must have passed the Auxiliary specialty courses for Auxiliary Search and Rescue (AUXSAR), Auxiliary Patrol (AUXPAT), Auxiliary Communications (AUXCOM), and Auxiliary Navigation A & B (AUXNAV A & B) prior to being assigned to QE-IT status.
- d. Must be AUXOP qualified prior to being certified as a QE. Current QEs must meet this requirement not later than 31 December 06
- e. Must have completed at least 8 hours of Team Coordination Training within the last 2 years.

### B. PERSONAL WATERCRAFT OPERATOR(PWO) QE

1. TO BECOME A PERSONAL WATERCRAFT OPERATOR (PWO) QUALIFICATION EXAMINER (PWO-QE), the candidate must meet the following requirements:

- a. Must be a qualified Qualification Examiner (SEE “BECOMING A QUALIFICATION EXAMINER” Sec. A. 1a–e).
- b. Must be a certified PWC Operator for one year prior to being appointed as a PWO-QE.

## CHAPTER III - APPLICATION PROCESS

### A. GENERAL

1. TO BECOME A QUALIFICATION EXAMINER a boat crew coxswain must complete the QUALIFICATION EXAMINER APPLICATION FORM and submit it to the Boat Crew Advisory Board via the Chief QEC with endorsements from his/her Flotilla Commander, Division Captain, Rear Commodore, and Area QEC. (SEE APPENDIX A.)

### B. QE APPLICANT EVALUATION PROCESS:

1. THE BOAT CREW ADVISORY BOARD shall review each application. The Operations Training Officer will review the personnel file.

2. EACH APPLICANT will be either accepted for further evaluation or rejected.

- a. If the applicant is not accepted by the Boat Crew Advisory Board, his/her application package will be forwarded for review to the Director.
- b. The Director will notify unsuccessful applicants in writing. Unsuccessful applicants may reapply one year after the date of notification by the Director.
- c. The CHIEF QEC will notify, in writing, those applicants accepted for an interview. The Boat Crew Advisory Board will interview each applicant. The interview with the applicant shall include questions about theoretical QE situations, member training related topics, and points relating to the following publications:

(1). D1-SR Auxiliary Qualification Examiner Program Manual (D1-SR INST 16790.2B)

(2). Auxiliary Operations Policy Manual COMDTINST M16798.3D

(3). Boat Crew Seamanship Manual COMDTINST M16114.5

(4). Auxiliary Boat Crew Qualification Guides for Crewman, Coxswain and PWC Operator, COMDTINST M16794.53/54/5 (series)

(5). The Addendum to the National SAR Manual

(6). Other relevant D1-SR policies

3. ON COMPLETION OF THE INTERVIEW, the Committee will discuss and evaluate the suitability of the applicant(s). A decision will be made by majority consensus whether or not to recommend the applicant(s). The DQO shall forward the applicant's file and the Committee's written recommendation to the Director.

4. THE DIRECTOR shall take the Committee's recommendation under advisement. The Director will notify the applicant in writing as to the final disposition of his/her application. The Director will make his/her decision known to the DCO, DQO, and CQEC. A successful applicant will be designated as a QE-in-Training (QE-IT.)

## CHAPTER IV - QUALIFICATION PROCEDURES

### A. INITIAL TRAINING

1. THE QE-IT will have two years to complete the QE training program. (*SEE APPENDIX E*) The QE-IT will demonstrate before a QE Mentor selected by the Area QEC the following skills:
  - a. Demonstrate knowledge and understanding of the Auxiliary Boat Crew Training Guide and the Qualification Guides for Crewman and Coxswain.
  - b. Set up, under the guidance of a QE Mentor, a dockside oral exam.
  - c. Set up, under the guidance of a QE Mentor, an underway check ride.
  - d. Demonstrate to the QE Mentor the following qualities expected of QEs: integrity, diplomacy, experience, and expertise while assisting at qualification sessions.
  - e. Demonstrate the ability to fill out all appropriate and required paperwork.  
*SEE APPENDIX B.*
  - f. Attend and participate in an AMLOC course.
2. ON SUCCESSFUL COMPLETION of the QE Training program, the Area QEC, Chief QEC, and DQO will recommend to the District Director of Auxiliary that the QE-IT be appointed as a Qualification Examiner.

### B. REAPPOINTMENT

1. REAPPOINTMENT OF A QE is subject to meeting the following requirements:
  - a. QEs will attend an annual QE workshop. (Exceptions require a waiver from DIRAUX)
  - b. QEs will perform QE missions as requested and assigned by the Area QEC.
  - c. QEs must be current in all requirements for Coxswain. The Area QEC or his/her designate will supervise the fifth year (5<sup>th</sup>) QE Currency Maintenance of each QE.
  - d. QEs must complete eight (8) hours of TCT training every 2 years.
  - e. QEs must be current in all requirements as an Auxiliary Instructor.
  - f. QEs will be evaluated while conducting an underway QE mission by the OTO or his/her designee, at least once every five (5) years.
2. THE COEC WILL ANNUALLY, or as otherwise necessary submit a list of QEs to be re-appointed to the Boat Crew Advisory Board. The Board will recommend reappointment to the Director.

### C. INACTIVE STATUS

1. QES MAY REQUEST for personal reasons up to one year of inactive status.. This request must be submitted in writing to the Director through the QE chain of communication. To maintain inactive QE status, the requirements are as follows:

- a. The QE must attend an annual QE workshop.
- b. The QE must be qualified as a Coxswain. (The QE does not have to retain annual certification.)

2. TO RETURN TO ACTIVE STATUS all requirements for maintaining active QE status must be satisfied. This includes re-certifying as a Coxswain if certification has lapsed.

## CHAPTER V - COMPLAINTS

### A. GENERAL

1. ALL COMPLAINTS concerning the QE process, mission or a QE must be submitted in writing to the Area QEC for review with copies to the Chief QEC, DQO, OTO, and the Director.
2. THE AREA QEC will review the complaint; attempt to correct the problem at this level or else forward it to the Chief QEC with his/her recommendations for further action. If the problem has been resolved at this level the Area QEC will notify, in writing, the Chief QEC, DQO, OTO and the Director of his/her action.
3. THE CHIEF QEC will review unresolved complaints that have been forwarded; correct the problem at this level or else forward it to the DQO with his/her recommendations for further action. If the problem has been resolved at this level the Chief QEC will notify, in writing, the DQO, OTO and the Director of his/her action.
4. THE DQO will review unresolved complaints and may recommend a special convening of the Boat Crew Advisory Board to further review the complaints.
5. THE BOAT CREW ADVISORY BOARD will do the following:
  - a. Review complaints about the QE process
  - b. Review complaints about individual QEs
  - c. Provide recommendations to the Director via the DQO
6. THE CONSENSUS OF THE BOARD will be forwarded to the Director for final disposition.

# CHAPTER VI – STANDARD OPERATING PROCEDURES FOR QE MISSIONS

## A. GENERAL RULES

1. A QUALIFICATION EXAMINER is required for dockside oral examinations and underway check rides for Crewman, Coxswain and PWC Operator. Additionally a QE will review and sign any boat crew tasks that require a Qualification Examiner signature. Where more than one QE is required, the QEC will designate one as the QE-in-Charge.
2. QUALIFICATION EXAMINERS are discouraged from conducting dockside oral examinations/underway check rides for members of their own flotilla.
3. QUALIFICATION EXAMINERS may sign off task BCM-08-01-AUX, Basic Knowledge of Boating Skill, on receipt of certification showing the member has completed an approved boating safety course. QEs may sign off task COX-04-01-AUX, Successfully Complete the Navigation Rules of the Road, with written documentation of a passing NavRules grade. In lieu of passing the NavRules examination, a member may submit proof of a Merchant Marine License. Only initial licenses are acceptable. A copy of license must be submitted with the completed paperwork.
4. QUALIFICATION EXAMINERS are expected to be dressed in proper uniform and to set a good example. Underway check rides will be performed under reimbursable orders. Candidates and all involved boat crewmembers will be in proper uniform. Minor uniform discrepancies will not be reason for disqualification.
5. TASK INTERPRETATION
  - a. The term "moderate seas" are waves 1 to 4 feet. The QE will use his/ her judgment as to whether the candidate has demonstrated the desired level of expertise, taking into account that safety is paramount.
  - b. The term "strong currents" includes currents normally found in bays, inlets and rivers in our areas of responsibility. 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.
6. THERE ARE NO WAIVED TASKS
7. COMPLETION OF OPTIONAL TASKS is the decision of the trainee. It is highly recommended trainees complete all Optional Tasks.
8. QE SESSIONS are scheduled by:
  - a. E-mailing, mailing or faxing the "QE REQUEST FORM," or similar document, *SEE APPENDIX C*, to the Area QEC by the FSO-MT/MENTOR/FC via the SO-MT.
  - b. Emailing, mailing, or faxing the pertinent information to the Area QEC if the request form is not available.
  - c. Telephoning the Area QEC with the essential information when there are time restraints
  - d. Responding to opportunities of the moment with the permission of the QE on scene. This applies to 5<sup>th</sup> year Currency Maintenance sessions, only. QEs may not be the coxswain of record and must notify the QEC at the earliest possible time when this action has been taken.

9. ONCE THE MISSION IS COMPLETE, the QE is required to:

- a. Forward all pertinent information regarding the mission to the Area QEC.
- b. Submit to DIRAUX a copy of the QE Travel Orders, (*these are issued on an annual basis to all QEs*) and a completed Travel Voucher, DD 1351-2 (*See Appendix C*), within 3 days after the event. **For missions requiring an overnight stay submit the travel request form to DIRAUX. Annual orders do not cover lodging or meals.**

## B. QE REQUIREMENTS ON THE DAY OF THE SESSION

1. INTRODUCE YOURSELF as the QE/QE-in-Charge and explain how the session will proceed.

2. MEET WITH MEMBER(S) Put the candidate at ease. Spend a few minutes to become acquainted before starting the session.

3. THE QE WILL REVIEW candidate's Record of Completed Tasks, and reserve the right to examine the candidate's Qualification Guide book to ensure all tasks have been completed and signed with the name and member number of the mentor(s) who signed the tasks.

4. THE QE'S TASK is to determine and examine a candidate's knowledge and skills as they relate to the Auxiliary Boat Crew Program. It is important to emphasize the positive.

5. NO SEE, NO HEAR, NO SIGN. Unless a QE sees a task accomplished or hears the correct answer he/she may not signoff the task. Competence, dedication, diplomacy and integrity are the QEs' watchwords.

6. CONFIRM THAT ALL VESSELS are under orders and properly equipped and crewed.

7. STRESS SAFETY!! SAFETY!! SAFETY!! PFDs are to be worn at all times while onboard a facility.

8. MAKE SURE all radios work before leaving the docks.

9. EXPLAIN THAT THE QE, COXSWAIN, OR FACILITY OWNER can abort any evolution at any time. (*At the option of QE or QE-in-Charge, they may explain the error(s) and provide opportunity to re-perform task.*)

10. STESS COMMUNICATION on board. (Coxswain to crew/crew to coxswain)

11. DISPUTES: If a dispute arises, the QE/QE-in-Charge and the candidate should discuss the problem and try to resolve the problem. If the problem is not resolved:

- a. The member may verbally appeal to the QEC.
- b. The member may file a written complaint through the QE chain of communication as specified in Chapter V.

12. A QE NOT RECOMMENDING A CANDIDATE for qualification or re-certification shall discuss the reason(s) with the candidate. Recommendations for areas where improvement is necessary should be given.



## **QUALIFICATION EXAMINER APPLICATION**

Provide the following information:

(Last Name)	(First Name)	(MI)	(EMPID)
(Street Address)	(City)	(State)	(Zip)
(Home Telephone #)	(Work Telephone #)		
(Fax #)	(Email Address)		

1. I would like to be considered for an appointment as a Qualification Examiner (QE).
2. I am active in the Auxiliary Operations Program. I have completed \_\_\_\_\_ operational patrols as coxswain within the last year. *(Note: An applicant must have completed at least five (5) patrols to be considered for an appointment as a QE-IT.)*
3. I wish to submit the following resume of my Auxiliary and life experiences that will attest to my abilities in holding a QE appointment. I have included the dates of certification of my qualifications. *(Note: "IT" and Coxswain qualifications are prerequisites for consideration for appointment. Candidates must also have passed the AXPAT, AUXCOM, AUXSAR and AUXNAV A&B courses.)*

## **QUALIFICATION EXAMINER APPLICATION(cont)**

4. The following is a brief summary of my Auxiliary Operational experience during the previous three (3) years.

5. I am available and willing to devote time to the QE program. My availability for day, night and weekend assignments is as follows:

I certify that the above information is factual and accurate.

---

Signature

Date

---

**QUALIFICATION EXAMINER APPLICATION(cont)**

**RECOMMENDATIONS AND ENDORSEMENTS**

---

**FLOTILLA COMMANDER:**

(Signature)

(Date)

(Yes/No)

---

**DIVISION CAPTAIN:**

(Signature)

(Date)

(Yes/No)

---

**REAR COMMODORE:**

(Signature)

(Date)

(Yes/No)

---

**AREA QEC:**

(Signature)

(Date)

(Yes/No)

---

**BOAT CREW ADVISORY BOARD:**

**DQO or CQEC**

(Signature)

(Date)

(Yes/No)

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*Note: Any persons within the Chain of Communication that cannot recommend this individual for appointment as a QE must provide documentation. Submit your reasons for non-approval in writing. Attach any endorsements directly to this application. Forward the application up through the Chain of Communication.*

APPENDIX A

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QUALIFICATION EXAMINER LETTER OF COMPLETION

**FIRST ENDORSEMENT**

16794.3

Date \_\_\_\_\_

From: \_\_\_\_\_  
AreaQEC Name (print)

To: Director of Auxiliary, First Southern Region

1. \_\_\_\_\_ has successfully completed the QE-IT training  
QE-IT Name (print)  
program.

I hereby ( recommend / do not recommend ) that he/ she be appointed as a QE within the First District  
Southern Region.

\_\_\_\_\_  
Area QEC Signature

**SECOND ENDORSEMENT**

Date \_\_\_\_\_

**From:** Operations Training Officer, First District - Southern Region

**To:** \_\_\_\_\_  
QE-IT Name (print)

Has been approved and is hereby appointed as a Qualification Examiner within the First District Southern  
Region

\_\_\_\_\_  
Operations Training Officer Signature

*Note: Any form forwarded not recommending approval must be accompanied by supporting  
documentation.*

**Copy:**  
Member Record  
CQEC

APPENDIX C

# TRAVEL VOUCHER OR SUBVOUCHER

Read Privacy Act Statement, Penalty Statement and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. Do Not use pencil. If more space is needed, continue in remarks.

1. PAYMENT Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check <input type="checkbox"/> Split Disbursement: Amt to Govt Tvl <input type="checkbox"/> Charge Card E <input type="checkbox"/>		2. TYPE OF PAYMENT (X as applicable) TDY <input type="checkbox"/> Other <input type="checkbox"/> Employee Dependent(s) <input type="checkbox"/> PCS DLA <input type="checkbox"/>			3. FOR D.O. USE ONLY		
4. NAME (Last, First, Middle Initial) (Print or type)		5. GRADE <b>AUX</b>	6. SSN		a. D.O. VOUCHER NUMBER		
7. ADDRESS. a. NUMBER AND STREET		b. CITY	c. STATE	d. ZIP CODE		c. PAID BY	
8. DAYTIME TELEPHONE NUMBER AREA CODE <b>860 464-8193</b>		9. TRAVEL ORDER NUMBER <b>13042441 5D/</b>	10. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES				
11. ORGANIZATION AND STATION <b>DIRECTOR OF AUXILIARY (01-SR)</b>						13. DEPENDENTS' ADDRESS ON RECEIPT OF	
12. DEPENDENT(S) (X and complete as applicable)							
ACCOMPANIED		UNACCOMPANIED					
a. NAME (Last, First, Middle initial)		b. RELATIONSHIP	DATE OF BIRTH		14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? Yes No (Explain in Remarks)		
15. ITINERARY						d. COMPUTATIONS	
a. DATE	b. PLACE <i>(Home, Office, Base, Activity City and State; City and Country, etc.)</i>		MEANS MODE OF	REASON FOR "TOP"	LODGING COST		POC MILES
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
	DEP						
	ARR						
16. POC TRAVEL ( ) (one) OWN/OPERATE PASSENGER							17. DURATION OF TDY TRAVEL
18. REIMBURSABLE EXPENSES						19. GOVERNMENTWIDE DUCT] BILE MEALS	
a. DATE	b. NATURE OF EXPENSE		c. AMOUNT	d. ALLOWED	a. DATE		b. NO. OF MEALS
20.a. CLAIMANT SIGNATURE						b. DATE	
21.a. APPROVING OFFICER SIGNATURE						c. SUPERVISOR SIGNATURE	
						, CDR, USCG	
22. ACCOUNTING CLASSIFICATION						d. DATE	
2/1/401/101/30/0/5D/71830/2155						b. DATE	
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY	26. TRAVEL ORDER POSTED BY	RECEIVED (Payee Signature and Date or Check No.)		28. AMOUNT PAID	

Exception to SF 1012 approved by GSA/IRMS 12-91.



Department of Homeland Security

U. S. Coast Guard Auxiliary

Date \_\_\_\_\_

From: \_\_\_\_\_

Print QE Name

To: Operations Training Officer, First District - Southern Region

Via: \_\_\_\_\_

Print QEC Name

AREA

Subj.: TASK COMPLETION CREW / COXSWAIN / PWO LEVEL

Circle ONE (1)

1. \_\_\_\_\_  
Print Member Name

Empid Number 014- -  
Flotilla

has completed all tasks in the CREW / COXSWAIN / PWO level of the Boat Crew Qualification

Circle ONE (1)

Program on \_\_\_\_\_  
Date

QE Signature

FIRST ENDORSEMENT

Date \_\_\_\_\_

From: \_\_\_\_\_

Print QEC Name

AREA

To: Operations Training Officer, First District - Southern Region

1. Forwarded for certification and entry in AUXDATA. A check of my records indicates all tasks for the qualification have been completed.

QEC Signature

SECOND ENDORSEMENT

Date \_\_\_\_\_

From: Operations Training Officer, First District - Southern Region

To: \_\_\_\_\_  
Member Name

1. Approved and certified as a CREW / COXSWAIN / PWO in the USCG Auxiliary Boat Crew Program.

Circle ONE (1)

Operations Training Officer Signature

Copy: Member record

REV. 08/01/03 (Previous editions are obsolete)



## REQUEST FOR A QUALIFICATION EXAMINER

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

To:

I am requesting a QE for the following purpose:

- Nav Rules Test /\_\_\_/
- Crew Oral /\_\_\_/
- Crew Underway /\_\_\_/
- Coxswain Oral /\_\_\_/
- Coxswain Underway /\_\_\_/
- Five-year Crew /\_\_\_/
- Five-year Coxswain /\_\_\_/

The examination is requested for this time and date: \_\_\_\_\_

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

Candidate's Name \_\_\_\_\_ Div-FI \_\_\_\_\_

Candidate's EMPID \_\_\_\_\_

I have inspected the candidate's Boat Crew Qualification Guide (Vol. 1, 2 or 3 as appropriate) and papers and have determined the following:

- The *Record of Completed Tasks* displays mentor signatures and dates for each task.
- The candidate has completed all reading assignments and exercises.
- Candidate's name and mentor signature and date appear on each task as required.
- Candidate has in his/her position proof of completion of special tasks such as the NavRules test.
- The candidate has been trained to the standards set forth in the appropriate publications.

\_\_\_\_\_  
Signature (FSO-MT/Mentor via SO-MT)

\_\_\_\_\_  
Date

**COAST GUARD AUXILIARY FIRST DISTRICT – SOUTHERN REGION**

**CREWMEMBER TRAINEE UNDERWAY MISSION RECORD**

MEMBER NAME: \_\_\_\_\_ EMPID: \_\_\_\_\_

FLOTILLA ID: \_\_\_\_\_

**MISSION # 1: GENERAL UNDERWAY TRAINING**

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FACILITY REG/DOC#: \_\_\_\_\_ ORDER #: \_\_\_\_\_

**MISSION # 2: TOWING EVOLUTIONS**

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FACILITY # 1 REG/DOC#: \_\_\_\_\_ ORDER #: \_\_\_\_\_

FACILITY # 2 REG/DOC#: \_\_\_\_\_ ORDER #: \_\_\_\_\_

**MISSION # 3: NIGHT NAVIGATION TRAINING**

DATE: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

FACILITY REG/DOC#: \_\_\_\_\_ ORDER #: \_\_\_\_\_

**CREW TRAINEE SIGNATURE** \_\_\_\_\_

This form is to be completed prior to an underway check-ride with a QE and will be submitted along with the rest of the qualification paperwork forwarded to the Operations Training Officer.

FORM 1SR-7