

EIGHTH DISTRICT EASTERN REGION QUALIFICATION EXAMINER'S HANDBOOK



Qualification Examiner's
Handbook

TABLE of CONTENTS

PART 1 GENERAL

- Section 1 - Purpose Page 4
- Section 2 - Discussion Page 4

PART 2 QE COORDINATOR

- Section 1 - General Page 4
- Section 2 - Duties & Responsibilities Page 4

PART 3 QE's

- Section 1 - Candidates Page 5
- Section 2 - Appointments Page 6
- Section 3 - QE Candidate Requirements Page 7
- Section 4 - QE Currency Requirements Page 7
- Section 5 - Travel Reimbursements Page 7
- Section 6 - Complaints on QE Performance Page 8

PART 4 POLICIES

- Section 1 - General Page 8
- Section 2 - Reporting of Time Page 9
- Section 3 - Record Keeping Page 9
- Section 4 - Scheduling Sessions Page 10
- Section 5- Renewal Sessions Page 10
- Section 6 - Initial Sign Off Sessions Page 11
- Section 7 - Waived Tasks Page 13
- Section 8 - Operations Policy

PART 5 RECOMMENDED EQUIPMENT

PART 6 CURRENCY MAINTENANCE

- Section 1 - General Requirements Page 13
- Section 2 - Third Currency Year Page 14
- Section 3 - Navigation Rules Page 14

TABLE of CONTENTS

Section 4 Lapsed Certification Page 14

ENCLOSURES

Suggested Crew Oral Exam Questions and Answers Enclosure 1

Suggested Coxswain Oral Exam Questions and Answers Enclosure 2

Suggested Annual Currency Maintenance Form Enclosure 3
(Coxswain, Crew & PWC Operator)

Suggested Fifth Year Currency Maintenance Form Enclosure 4
(Coxswain, Crew & PWC Operator)

Suggested Form for Grading a Check-Ride Enclosure 5

Suggested QE Recommendation Form Enclosure 6

Suggested Operations Policy Manual Questions and Answers Enclosure 7
(Required for boat coxswains)

ART 1 GENERAL:

SECTION -1- PURPOSE:

To provide guidance and a job aide for Qualification Examiners in implementing the Boat Crew Qualification Program. This guide in no way supersedes or modifies any Coast Guard Publication or Commandant Instruction. If there are any conflicts between this Guide and any current or future Commandant Instruction, the Commandant Instruction takes precedence.

SECTION -2- DISCUSSION:

To a large part the auxiliary's ability to function as a force multiplier is dependent on skilled boat crews. To this end we require a professional qualification program. Perhaps the most critical element of the Boat Crew Program is the qualification process. Qualification Examiners (QE) play a vital role in every aspect of the region's Boat Crew Qualification Program. They ensure the integrity and continuity of the program and guarantee that only auxiliars who perform each part of every task without assistance, with confidence, and with little or no hesitation are qualified in the program. This is the only way we can ensure the safety of our internal and external customers.

PART 2 - QE COORDINATOR:

SECTION -1- GENERAL:

The QE Coordinator is an auxiliars, appointed by the Director with the concurrence of the District Commodore, to work with the Director and Operations Training Officer (OTO) in administering the Boat Crew Training Program.

SECTION -2- DUTIES & RESPONSIBILITIES:

QE Coordinator duties include, but are not limited to, the following:

- a. Work directly with the Director and the OTO in all aspects of the Program.
- b. Audit an appropriate number of QE missions each year to ensure standardization and to identify trends. Feedback from these audits shall be provided to the OTO.
- c. Monitor these missions to equalize the workload among QE's and to prevent favoritism or the appearance of favoritism.

PART 2 Chief QE COORDINATOR:

SECTION -2- DUTIES & RESPONSIBILITIES cont.:

- d. Serves on the Boat Crew Advisory Board.
- e. Recommend appointment reappointment and dismissal of QE's.
- f. Maintain all records necessary to administer the QE's.
- g. Keep current with changes to the Boat Crew Program.
- h. Coordinate with the Operational Training Officer and Commandant (G-OCX-2) in interpreting Boat Crew Program requirements.
- i. Recommend the number of QE's needed in the region to properly carry out the Boat Crew Program.
- j. Organize and conduct QE Workshops.
- k. Coordinate Training for new QE's.
- l. Investigate complaints against any QE and attempt to resolve at the lowest level. Complaints that cannot be resolved at this level shall be forwarded to the OTO.
- m. Arrange for travel orders if required

Note: Assistant QE Coordinators may be appointed as required to aid the QE Coordinator in those duties assigned by the QE Coordinator.

PART 3 QE's:

SECTION -1- CANDIDATES:

- a. Only an auxiliary or active duty Coast Guard member who meets the qualification requirements may be considered as a candidate for appointment as a QE.
- b. The Director appoints QE's at the recommendation of the Boat Crew Advisory Board which consists of the following: OTO (chair), CQEC, DSO-OP, DSO-MT, and the DCO or his designee.

PART 3 QE's:

SECTION -2- APPOINTMENTS:

- a. The Director generally appoints an auxiliary as a QE for a period of two years. The Director may reappoint an auxiliary as a QE based on effectiveness and the level of activity as a QE.
- b. Any individual in the candidates elected Chain of Leadership and Management may recommend nominees. Individual auxiliary may also request appointment via the Chain of Leadership and Management. 1. All recommendations should state why the person would make a good QE and must include a listing of the candidate's qualifications and experience. 2. The DCDR shall comment on all recommendations from his/her division and forward the recommendation to the DCO for comment. The DCO must comment and forward requests to the CQEC for consideration by the Boat Crew Advisory Board. See Appendix H for a form that may be used for applicants.
- c. The Boat Crew Advisory Board must verify that all requirements outlined under "QE QUALIFICATION REQUIREMENTS" has been met before confirming an appointment. The board should also obtain input, if possible, from other operational members in the candidate's division. (For example: Unit OIC's, SO-OP, SO-MT, FSO-OP, etc.)
- d. When a new QE is appointed, the individual shall be assigned to work with an experienced QE in their area for the first few months to get a feel for how to handle various situations. The mentoring QE shall report observations to the AQEC. (Area QE Coordinator) QEIT'S have up to one year to complete their training
- e. DCDR's requesting additional QE's in their division must justify their need. The Boat Crew Advisory Board shall be careful not to have too many QE's.
- f. The Boat Crew Advisory Board should take note of the availability and the physical and mental condition of all QE's in a division or area. Care should be taken to add members to replace those QE's that no longer can or desire to perform their QE responsibilities. The board should also try to add QE's to replace those that indicate that they are nearing the end of their career as a QE.

PART 3: QE's

SECTION -3- QE CANDIDATE REQUIREMENTS:

- a. Candidates for QE should be highly regarded by other auxiliars and the Auxiliary leadership. They should possess years of operations experience and some managerial experience. They should have a high interest in the training and examination of auxiliars to prepare them to carry out the duties of the Boat Crew Program.
- b. QE candidates must be recognized as having high moral standards by other auxiliars and exhibit good leadership qualities.
- c. QE candidates shall possess the following qualifications:
 1. Have been awarded the Coxswain Pin and maintain certification as required in the Boat Crew Program.
 2. Must have completed at least 8 hours of TCT training in the past 2 years.
 3. The candidate must be willing and able to devote the time required to serve. It is recommended that new QE candidates should not hold, or intend to run for, an elected office due to the time requirements necessary to perform QE duties. .

It is desirable, but not necessary, for a QE candidate to be Instructor qualified

SECTION -4- QE CURRENCY REQUIREMENTS

- a. Maintain a minimum of 12 hours per year **underway** on orders. On the water time as a QE during sign off sessions (Category 07C) will count towards this requirement.
- b. Attend QE workshops or training sessions when offered by the Region/District.
- c. Attend 8 hours of TCT training biennially.
- b. Be active as a QE – Inactivity within a two year period may result in replacement. Inactivity is defined as opting not to conduct more than 50% of requested QE sign off sessions.

PART 3: QE's

SECTION -5- TRAVEL REIMBURSEMENTS:

- a. QE's will normally not be reimbursed for local travel to do check-offs. Local travel is anything under 50 miles radius from the QE's home.
- b. Requests for travel reimbursement for distances over 50 miles should be made in advance through the CQEC. Requests should be made 2 or more weeks in advance.
- c. *Subject to funds availability* reimbursement will at be the established rates for the district. If lodging is authorized, lodging reimbursement will be based on the authorized Federal lodging rates for the area.

SECTION -6- COMPLAINTS of QE PERFORMANCE:

- a. Complaints about a QE mission should be submitted to the CQEC. writing.
- b. The CQEC will review the complaint and either resolve the problem or forward the complaint to the Director/OTO for further action.
- c. When complaints are unresolved by the CQEC (Chief QE Coordinator) the Director will conduct and investigation.
- d. The Director may present the issue to the Boat Crew Advisory Board for recommendation or the Director may make a final determination.
- e. The Director will notify all parties of the final determination.

PART 4: POLICIES:

SECTION -1- GENERAL:

- a. The flotilla leadership, in conjunction with the support of the FSO-MT, Boat Crew Training Coordinator (BCTC) and Mentor are responsible for guiding the candidate through the learning process. When the candidate has completed the training process, the FC, FSO-MT or BCTC should request the services of a QE to complete the qualification process. This should be done far enough in advance (at least two weeks) for scheduling and for orders to be provided for the QE and the boat crews required the check-ride.

PART 4: POLICIES:

- b. In the auxiliary, certification is done by the Director, relying on the integrity of the QE. QE's make a risk management decision when recommending certification. The decision to recommend certification is serious and has consequences for the member, Auxiliary and public. It is not to be taken lightly. Bearing this in mind, while QE's are authorized to sign off members of their own flotilla, it is recommended that a QE from a different flotilla conduct examinations whenever possible. **No QE may sign off a candidate for whom they were the mentor or for candidates that are members of the QE's family.**
- c. QE's must check the candidate's sign off sheets (Appendix A) before commencing a session. The QE should note that the mentor has signed off tasks before starting. If the mentor has not signed off all tasks, the QE should not proceed with the session. The QE should be thorough with the oral exam and the underway check-offs to ensure the knowledge and skill level of the candidate. The QE may ask the candidate as many oral questions as the QE feels necessary to be comfortable with the candidate's knowledge and skill. The QE may ask the candidate to perform any or all tasks covered in the Boat Crew Training Program. The QE may not add any questions or ask candidates to perform any tasks not covered in this program.
- d. A candidate must successfully cite, from memory, the required information. See the enclosed list of suggested questions for both crew and coxswain oral exams. The QE must ask at least one question from each section of appendix A of the Qualification Guide.

SECTION -2- REPORTING QE TIME:

QE's shall report all QE time as follows:

- a. Time spent administering the NAVRULS exams will be reported on form 7030 as category 07B (QE shore side checks).
- b. All dockside check-offs, (on land or dockside) will be reported on form 7030 as category 07B (QE shore side checks).
- c. On the water, underway check-offs will be reported on form 7030, category 07C (QE Underway Checks). The QE must also enter facility registration and Patrol Order numbers to get credit for underway time.

SECTION 3 – RECORD KEEPING:

All QE's should keep copies of the following for his tenure as a QE or 5 years whichever is less:

PART 4: POLICIES:

- a. Records of check-ride results, passed and failed
- b. Copies of Appendix A sent to DIRAUX.
- c. Copies of all correspondence concerning a member's qualifications.

SECTION -4- SCHEDULING QE SESSIONS:

The SO-MT or the FSO-MT has the responsibility to provide the following information to the AQEC which shall be recorded on the Appendix G.

- a. Number and names of candidates to be examined.
- b. Date of sign off session desired.
- c. Level of qualification desired; i.e., crew, coxswain, or PWC operator. (Initial or Renewal Sign-off or both)
- d. Closest suitable lodging available if needed.
- e. The size and type of facilities to be used, proposed location for the check-off and coxswain's name and member number. Ensure that orders are issued for the facilities. ***QE's are not to proceed with the sign offs if operational orders are not available***.

SECTION -5- RENEWAL SIGN-OFF SESSIONS:

Members that are renewing their qualification, (Third Year) for coxswain or PWC Operator, must first ensure they have a current NAVRULS letter on file. Upon verification of a current NAVRULS letter, QEs shall adhere to the following:

- a. QE's are required for the purpose of renewing a qualified member's Crew, Coxswain or PWC Operator's qualification every third year.
- b. Each member must perform all required tasks as outlined in the Boat Crew Training Manual, COMDTINST M16794.51 to the standards required in the appropriate Qualification Guide, COMDTINST M16794.
- c. Upon satisfactory completion, the QE will complete and forward the Appendix F form, to the OTO. The QE and member should keep a copy.

PART 4: POLICIES:

SECTION -5- RENEWAL SIGN OFF SESSIONS cont:

- d. Members that fail to perform the renewal tasks at the prescribed standard level should be informed immediately and the sign off session terminated.
- e. The FC, FSO-MT, FSO-OP and AQEC shall be informed so that the member may get additional training.
- f. Should a member fail to re-qualify due to a lack of ability of any other member of the participating boat crew, the candidate should be rescheduled with another crew. The member or members that caused the problem should be referred to the flotilla leadership for additional training. Report should also be made to the Director/OTO via the Chief QE Coordinator.

SECTION -6- INITIAL SIGN OFF SESSIONS:

- a. QE sign off sessions are for the sole purpose of qualifying candidates, ***not for training!***
- b. All underway tasks required for a check-ride must be completed on a single day. A candidate must successfully perform all manual tasks with little or no hesitation and **without** prompting or assistance from the QE or any other member of the crew.
- c. QE's should have the candidate complete and pass the dockside oral exam **prior to** the check-ride. Before signing off a coxswain candidate, the closed book NAVRULS exam must be passed before scheduling the oral exam and check-ride.
- d. **It is the QE's responsibility to ascertain if a candidate is, or is not, capable of meeting the performance standards.**
- e. If a candidate does not perform at the standard level of performance, the candidate must be informed of his/her failure. Preferably, this should be done in private and the reasons for failure explained to the candidate. The FSO-MT or BCTC should be informed of the failure and the reason for failure. This is done so that the mentor knows the areas where the candidate needs additional training.

PART 4: POLICIES:

SECTION -7- INITIAL SIGN OFF SESSIONS cont.:

- f. It is the responsibility of the flotilla leadership and the mentor to provide the candidate that fails the sign off process with the additional training. This is not the responsibility of the QE. QE's should explain to the FSO-MT, BCTC, or Mentor a detailed description of the areas where a candidate is needs improvement. It would be useful for this to be done in writing.
- g. **All candidates for coxswain and crew shall complete 8 hours of TCT training before they are certified along with all required ICS courses.**
- h. Oral exams *shall* be completed with only one candidate at a time. Other candidates may be signed off on the same day but care should be maintained that only one candidate at a time is with the QE for the oral exam. If at all possible, check-rides should only be done with one candidate at a time.
- i. It is the responsibility of the coxswain to ensure a crew and facility are standing by for the check-ride at the appointed time.
- j. A pre-underway check of the facility and personal safety equipment must be done with the QE present before commencing the check-ride. If a facility does not have all the required equipment on board at the time of the check-ride the QE shall cancel the check-ride.
- k. On rare occasions a candidate may fail "their" check-ride due to the lack of ability on the part of the certified coxswain or crew. When this happens, the QE should reschedule the candidate for a check-ride with a different facility, coxswain, and/or crew. The QE should then contact the candidate's FC and the CQEC via the AQEC about the certified member that caused the problem. The Chief QE Coordinator, in concert with the Director/OTO, will schedule the certified member for a check-ride and may recommend additional training for that member to be re-certified.
- l. Sometimes coxswains may fail to take appropriate action believing that the QE is in charge. Before a check-ride starts, the QE's must inform the coxswain that while the QE may act as a safety observer it is the coxswain's responsibility to ensure the safety of the facility and personnel aboard. The bottom line is to keep everyone safe.

PART 4: POLICIES:

SECTION 8 - WAIVED TASKS:

Only the Director may waive a task.

SECTION -9- OPERATIONS POLICY:

Enclosure 7 Contains questions from the Operations Policy Manual, maritime Assistance Policy, and Coast Guard Addendum to the National SAR Plan. Although the manuals are not part of the boat crew training program all boat crew personnel must be familiar with the content. (See instructions on enclosure 7)

PART 5: EQUIPMENT

ITEM PROVIDER SOURCE

Large briefcase QE CG or Commercial
Navigation Kit QE CG or Commercial
Clip Board QE CG or Commercial
U.S.C.G. AUX. PFD QE Commercial
NAV RULE exams DIRAUX ANSC
Exam Answer Sheet DIRAUX ANSC
Auxiliary Manual MA Officer ANSC
Operations Policy Manual MA Officer ANSC
Boat Crew Seamanship Manual MA Officer ANSC
Boat Crew Training Guide MA Officer ANSC
Qualification Guides, Volumes 1, 2, & 3 MA Officer ANSC
Safety Equipment for PFD QE CG or Commercial
Navigation Rules MA Officer ANSC
QE Guide QE Coordinator QE Coordinator
Oral exams and answers QE Coordinator QE Coordinator
(Crew & Coxswain)

PART 6: CURRENCY MAINTENANCE REQUIREMENTS

SECTION -1- GENERAL REQUIREMENTS:

- a. In years one and two of the currency cycle:
 1. Complete twelve (12) hours underway on orders each calendar year at the highest level qualified.

PART 6: CURRENCY MAINTENANCE REQUIREMENTS

- a. In year three of the currency maintenance cycle:
 - 1. Perform all tasks from the appropriate enclosure from the Auxiliary Boat Crew Training Manual for the appropriate boat crew position.
- b. Satisfactory completion of the task requirements for the third year must be verified by a QE.

SECTION -3- NAVIGATION RULES EXAMINATIONS:

- a. The Director's office maintains NAVRULS exams. When this task is required, the Coxswain may schedule an exam to be given by a (QE) through the AQEC or they may take the NAVRULS re-exam on line. AUXOP'S may also proctor the NAVRUL exam.

SECTION-4- LAPSED CERTIFICATION:

- a. Members that have not completed their Annual Currency Maintenance for 1 or 2 years must complete all the required Currency Maintenance tasks with a certified Coxswain. This is done as a "Trainee." After completion of these tasks and 12 hours underway as a trainee the member can be re-certified by reporting the completion to the Director.
- b. A member who fails to meet currency requirements for 3 consecutive years may be recertified by meeting the annual currency requirements, and completing a check ride, Task BCM-08-04-AUX or COX-09-06-AUX. It is recommended that the check ride be signed off by a QE but a certified coxswain may sign it off if a QE is not reasonably available, as determined by the Director.
- c. Meeting the annual currency requirements and completing a check ride may recertify a member who fails to meet currency requirements for 4 consecutive years. The check ride must be signed off by a QE.
- d. Members that have not completed their Fifth Year Currency Maintenance requirements must do a complete check-ride with a QE. If the member is renewing a coxswain or PWC Operator qualification they must first complete the open-book renewal NAV-RULE exam with a score of 90% or better.
- e. After completing the requirements in items "a" or "b" or "c" above, all members must perform 12 hours underway on orders at their highest level of qualification to keep their certification for the next year.

