



16794  
01 Dec 2013

## MEMORANDUM

From:   
C. L. Sumrok, CDR  
Director of Auxiliary

To: All Auxiliary Divisions, Flotillas, and Members

Subj: D11N AUXILIARY QUALIFICATION EXAMINER PROGRAM

Ref: (a) Auxiliary Boat Crew Training Manual, COMDTINST 16794.51 (series)

1. Qualification Examiners (QE's) have obtained the highest appointments in the Boat Crew and Personal Watercraft programs and are critical members of the Surface Operations Program. QE's verify that trainees can satisfactorily perform as specified in the training guides for each position by evaluating members via dockside oral examinations and underway check rides. QE's also verify currency maintenance requirements for re-certification and perform other tasks such as verifying performance criteria for the Award of Operational Excellence. The Operations Training Officer (OTO) shall serve as the primary manager and mentor of QE's and the Boat Crew Training Program.
2. Coast Guard Active Duty/Reserve QE's may be recommended by Station OIC/CO's and appointed by the Operations Training Officer (OTO) as Auxiliary QE's. DIRAUX will fund, pending availability, active duty/reserve QE travel when needed to perform those duties or attend periodic workshops. The OTO shall review and validate active duty/reserve QE's annually in order to ensure that they have maintained currency and are still assigned to the local station. Active Duty / Reserve QE's will normally only be utilized when Auxiliary QE's are unavailable or when the examination is done on a Coast Guard vessel.
3. All QEs must complete either the 4-Hr or 8-Hr TCT course every two years. Record of complete TCT training is to be maintained in AUXDATA. In addition, current QE's and QE's in training must attend periodic workshops as scheduled by the OTO.
4. All QE's are to be evaluated by the OTO, or designee, every three (3) years for reappointment. The OTO, or designee, must observe the QE performing a dockside oral exam and an underway check ride of an initial crew, PWO, or coxswain candidate. QE's are not guaranteed reappointment.
5. Current QE's must maintain their coxswain certification as well as participate in at least one qualification / requalification examination for initial crewman, coxswain, or PWO operator that includes an oral examination and check ride annually. A waiver of this requirement may be granted on a case by case basis by the OTO or by DIRAUX should the OTO be unavailable.
6. The Chief QE Coordinator (CQEC) is nominated by the District Commodore (DCO) in consultation with the OTO. Designation will be via separate correspondence.
7. The OTO may direct designation of Area QE Coordinators (AQEC) based on geographic and demographic factors. The current make-up and distribution of surface operations personnel does not currently justify the need for AQEC's. The CQEC will perform those duties listed in ref (a).

01 Dec 2013

The CQEC should not assign QE's to evaluate candidates of the QE's home Flotilla or candidates that are well known to or have been trained by the QE.

8. QE's shall perform all duties listed in Article 6.B.4 of ref (a). All documentation and worksheets shall be submitted to the CQEC no more than three (3) working days following a QE session.

9. The Boat Crew Advisory Board (BCAB) shall be designated in writing with the OTO serving as the chairperson.

10. In addition to the basic requirements outlined in Articles 6.C.2-3 of ref (a), the BCAB has specified the following additional courses and tasks that must be completed prior to being designated as a Qualification Examiner-in training (QE-IT):

a. Obtain AUXOP status

b. Be a current and qualified instructor

c. Have a minimum of 100 underway hours as a certified coxswain, or PWO in the past four years. Waivers to this requirement may be granted by the OTO on a case by case basis.

11. QE-IT's will have one calendar year to complete the training program. This period may only be extended by the OTO not to exceed 180 days.

12. The OTO shall forward complete QE applications with endorsements to the Director only after the candidate has successfully completed the requirements in ref (a).

13. DIRAUX is responsible for implementing any changes to this policy. Any questions should be directed to the Operations Training Officer. Competence, dedication, diplomacy and integrity are the QE's watchwords.

14. QE's shall complete and use the attached exercise pre-brief in Enclosure (4) when briefing OPTREX participants.

#

Enclosure: (1) QE Application Form  
(2) D11N QE currency tracking worksheet  
(3) D11N QE OPTREX Pre-Brief