

U.S. Coast Guard Auxiliary Marine Safety Administrative and Management Specialist (MSAM) Study Guide

Introduction

Upon successful completion of the Personal Qualification Standard (PQS) an Auxiliarist will hold the minimum competencies to successfully fill Prevention (formerly Marine Safety) staff positions in a Division, District or National post. This standard is not intended to be a mandatory prerequisite for any assignment. Instead, it is intended to be a professional development tool for any/all Auxiliarists interested in serving in a Prevention (P) post above Flotilla Staff Officer.

Special Nature of the Auxiliary Marine Safety Administrative and Management Specialist (AUX-MSAM) PQS

Each candidate for the Auxiliary Marine Safety Administrative and Management Specialist PQS shall complete each requirement of the PQS workbook; no waivers shall be granted. Every candidate shall work with an Auxiliary Verifying Officer; the Verifying Officer must hold the MSAM PQS, and shall be responsible for signing off PQS tasks as they are satisfactorily completed by the candidate. The Regional DIRAUX may impose additional requirements for acting as a Verifying Officer. Check via the Marine Safety staff chain to see if additional requirements are in effect in your District.

Acceptable proof of completion of Tasks 5.1 and 5.2 shall consist of a formal letter on official letterhead from the Commanding Officer of the unit at which the training is presented; the letter shall include the date, time and place as well as the topic presented and a description of the audience to whom it was presented. The letter shall be included with the application package sent to the DSO-MS for review. A copy of the material presented (lesson plan, PowerPoint, handouts, etc.) should also be provided.

Upon completion of the PQS Task Sign-off Workbook, the candidate will sit for an Oral Board consisting of at least three Auxiliarists who hold the MSAM PQS, and who are designated to conduct the Oral Board by the DSO-MS. The Oral Board may be conducted by phone or electronic meeting if distance prohibits a face-to-face gathering.

Once the Oral Board has been successfully completed, the entire signed MSAM PQS package, together with copies of all supporting documentation, shall be submitted to the DSO-MS for review and signature. A cover letter with the candidate's name, address, phone contact information, email address, Division and Flotilla, and EMPLID shall be submitted with the completed PQS package. Once signed, the DSO-MS shall forward the entire package to the District DIRAUX with a request for his/her signature, the issue of a Letter of Designation, and entry into AUX DATA. ALCOAST 45/10 states: "Due to the unique nature of the AUX-MSAM and AUX-MEES PQS subject matter, Letters of Designation for these qualifications will be reviewed and signed by Regional Directors of the Auxiliary."



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1.0 Coast Guard Prevention (Marine Safety) Structure and Function

1.1 Describe the working relationship between the Auxiliary Prevention staff positions and the active duty Prevention positions.

The working relationship between the Auxiliary Marine Safety staff and the active duty staff of the local Sector depends on the specific geographical location and history, and precedent of coordination between the Auxiliary and active duty components. In the Coast Guard Authorization Act of 1996, Congress authorized the Auxiliary to participate and augment virtually any aspect of the Coast Guard except military and law enforcement. In some areas, a memorandum of understanding has been prepared to memorialize the policies.

Many marine safety programs lend themselves easily to the use of the Auxiliarist as an assistant to an active duty staff person. Most of these programs require the participation of two persons in routine site visits, but only one of these persons needs to be an active duty, fully trained, staff person. These include container inspection, pollution investigation, pollution response, facilities inspection and life raft inspection. The Auxiliary marine safety PQS system reflects these important roles of Auxiliary personnel, and this is a major area where the Auxiliary can act as a force multiplier in augmenting Coast Guard resources.

Other areas lend themselves to Auxiliarists working alone or with other Auxiliarists in outreach efforts which may be coordinated and performed under the authority of active duty marine safety personnel, but where the active duty personnel need not be present at the time of the outreach effort. These programs include Sea Partners, America's Waterway Watch and Commercial Fishing Vessel Safety Examinations as well as the Uninspected Passenger Vessel Examinations.

Ideally, the District Staff Officer for Prevention (DSO-MS) is the primary contact between the Sector Prevention, Response and Logistics Staff; in Districts where there is an Auxiliary Sector Coordinator (ASC), this relationship may be established through the ASC and the Active Duty Auxiliary Liaison Officer (AUX LO) as the single Auxiliary-Sector points of contact.

The DSO-MS should have a good working relationship with the Active Duty heads of those three Departments, each of which contains separate duties, functions and responsibilities formerly grouped together under a Marine Safety Office. Since the US Coast Guard reorganization into Sectors, these legacy Marine Safety functions have been divided among Prevention, Response and Logistics Departments. The Prevention Department deals with Investigations and Inspections; the Response Department deals with Environmental Response, and the Logistics Department deals with Contingency Planning.

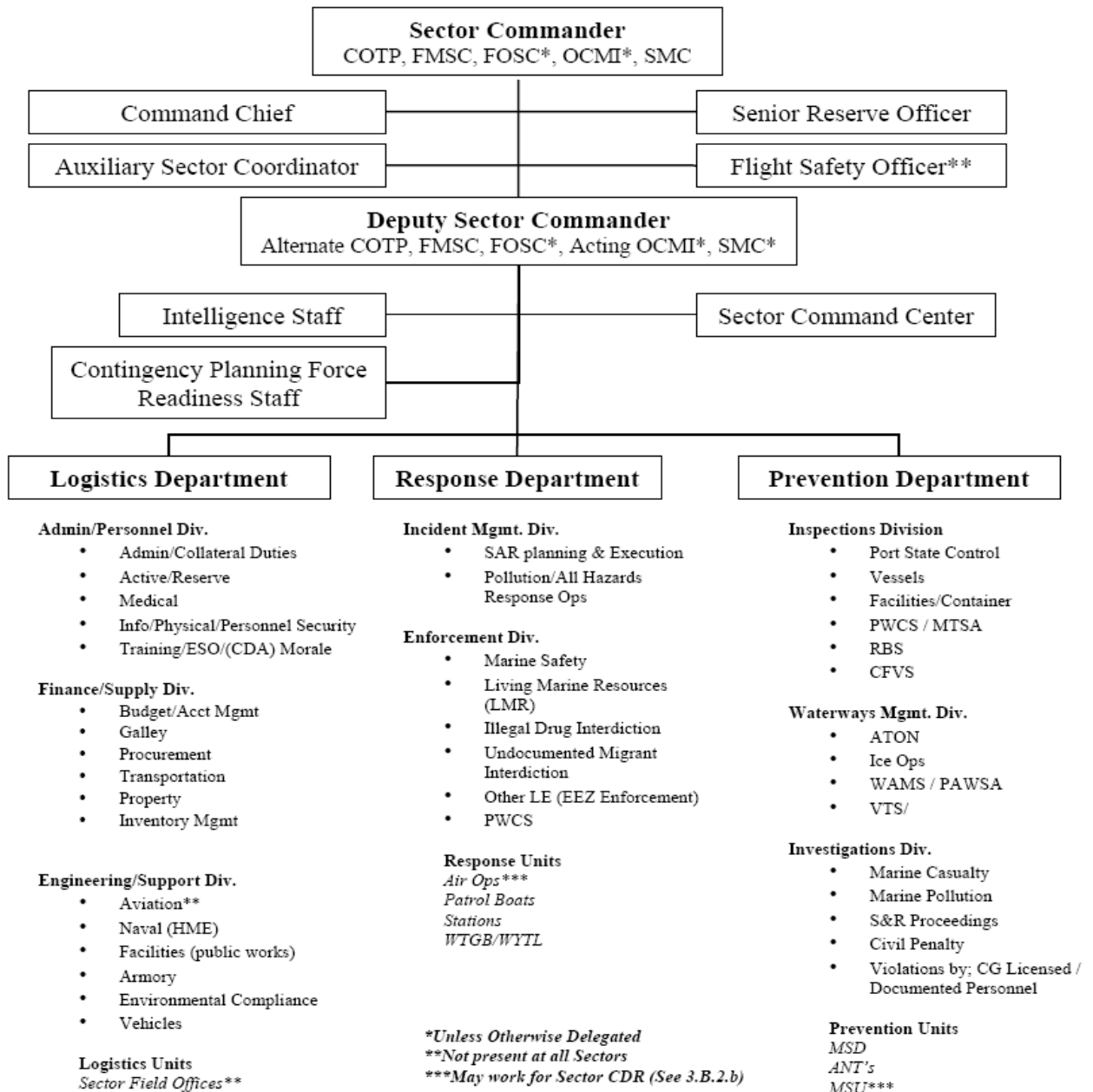
It is the responsibility of the DSO-MS to secure information about Sector needs for assistance either directly from Prevention, Response and Logistics staff or through the ASC and then see that the information is made available to interested, qualified Auxiliarists so that the missions can be successfully completed.

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Assistant District Staff Officers (ADSOs) may be assigned by the DSO-MS to work with specific Active Duty departments within a Sector, in which case the ADSO-MS will act as the liaison in lieu of the DSO-MS, but will keep the DSO-MS informed at all times. This is particularly true where an Auxiliary District is comprised of more than one Sector and/or covers a very large geographic area. If ADSOs are assigned to a geographic area, they may deal with one or more Sector Departments within a single Sector; if ADSOs are assigned by topic, such as Inspections, because of their training, then they may have contact with the Inspections Departments of all Sectors within the District.

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1.2 Describe the organizational structure and elements within a typical Coast Guard Sector.



The diagram above illustrates the common structure of a Coast Guard Sector, with brief outlines of the responsibilities of each subdivision or position.

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The Sector Commander is responsible for all activities within the Sector, including (but not limited to) the day to day operations of any ports, law enforcement activities, incident response activities, facility and vessel inspections, investigations, environmental protection and response activities, force training and readiness, and contingency planning for the Sector's geographic Area of Responsibility.

The Sector Commander is aided by the Deputy Sector Commander and those additional personnel who comprise the Intelligence Staff, the Command Center Staff, the Contingency Planning Force Readiness Staff, the Command Chief, the Senior Reserve Officer, the Flight Safety Officer and (if appointed in a particular District) the Auxiliary Sector Coordinator, who is responsible for conveying Sector needs to the Auxiliary District.

Each Sector is comprised of a Prevention Department (responsible for Investigations, Inspections and Waterways Management), a Response Department (responsible for Enforcement and Incident Management) and a Logistics Department (responsible for Finance and Supply, Engineering and Support, Contingency Planning and Personnel/Administration).

1.3 Describe the responsibilities of the Sector Prevention Department

The Sector Prevention Department focuses largely on gaining compliance with regulatory standards and the design and maintenance of waterway systems to prevent incidents.

Prevention functions include:

- (a) Inspections/examinations of vessels and waterfront facilities to ensure compliance with federal safety, security, and environmental regulations.
- (b) Investigations of marine casualties to determine the cause of accidents, pursuing Maritime Personnel Actions/Civil Penalties, and to serve as a feedback loop into compliance inspections and regulatory development.
- (c) Development and maintenance of the waterway navigation infrastructure (i.e. Aids to Navigation (ATON)).
- (d) Management of traffic through Vessel Traffic System (VTS) centers and the use of Captain of the Port Orders, Limited Access Areas, and Regulated Navigation Areas.

1.4 Describe the responsibilities of the Sector Response Department

The Sector Response Department focuses on command and control activities associated with an emergency incident response and/or heightened threat situation that requires swift enforcement

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actions. Response requires proficiency in high tempo command, control and communications processes; and the exercise of response and security enforcement expertise to accomplish incident command and crisis management.

Response functions include:

- (a) Search and Rescue (SAR)
- (b) Marine Environmental Protection - responding to oil spills to monitor and supervise clean-up operations
- (c) Incident management
- (d) Law enforcement.

1.5 Describe the responsibilities of the Sector Logistics Department

The Sector Logistics Department provides the capabilities to support Sector operational missions and prevention activities through the coordinated balance between asset maintenance, personnel management, medical readiness, food preparations, and financial aspects of planned and unscheduled operations.

Logistics functions include:

- (a) Administration & Personnel management of Sector Staff and subordinate commands.
- (b) Responsibility for Naval and Facilities Engineering (public works) programs for Sector and subordinate commands.
- (c) Financial management of Sector budget and disbursement to subordinate commands.
- (d) Responsibility for Medical clinic if assigned.
- (e) Responsibility for unit Sector and AOR tenant internal environmental compliance requirements.

1.6 List which legacy Marine Safety functions moved to the Response Department of the Sectors.

The legacy Marine Safety functions that moved to the Response Department of the Sectors are:

- Pollution / All hazards response operations,
- Living Marine Resources – response to reports

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1.7 Describe the relationship between a Sector and its MSU/MSD.

Marine Safety Units (MSUs) operate under the direct supervision of the Sector, but may be geographically removed from Sector Offices. MSUs specialize in port security, marine inspections, environmental response, maritime investigations, and waterways management. They also may conduct some limited Response missions such as search and rescue and pollution response. Some MSUs still retain OCMI, COTP and FOOSC authority over a designated portion of the Sector's area of responsibility. Marine Safety Detachments (MSDs) are smaller than MSUs and focus primarily on port safety and security, marine environmental protection and commercial vessel safety missions.

1.8 Describe the organizational structure within the Coast Guard's "P" program, from Headquarters (CG-DCO) down to Sectors and MSUs.

The following is the organization chart of the Coast Guard's "P" program:

Deputy for Operations Policy and Capabilities (CG-DCO-D)

Emerging Policy Staff (CG-DCO-X)

Director of Global MOTR Coordination Center (CG-DCO-G)

Director of Commercial Regulations & Standards (CG-5PS)

Deputy Director of Commercial Regulations & Standards (CG-5PS-D)

Office of Design & Engineering Standards (CG-ENG)

Human Element & Ship Design Division (CG-ENG-1)

Naval Architecture Division (CG-ENG-2)

Systems Engineering Division (CG-ENG-3)

Life Saving & Fire Safety Division (CG-ENG-4)

Hazardous Materials Division (CG-ENG-5)

Office of Operating & Environmental Standards (CG-OES)

Marine Personnel Qualifications Division (CG-OES-1)

Vessel & Facilities Operating Standards Division (CG-OES-2)

Environmental Standards Division (CG-OES-3)

Deep Water Port Standards Division (CG-OES-4)

Office of Standards Evaluation & Development (CG-REG)

Standards Evaluation & Analysis Division (CG-REG-1)

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Project Development Division (CG-REG-2)

Assistant Commandant for Response (CG-5R)

Director of Law Enforcement, Maritime Security, and Defense Operations Policy (CG-5RE)

Office of Law Enforcement Policy (CG-MLE)
Plans, Analysis & Budget Division (CG-MLE-1)
Maritime Homeland Security, General Law Enforcement & Policy
Standards Division (CG-MLE-2)
Drug & Migrant Interdiction Division (CG-MLE-3)
Living Marine Resources & Marine Protected Species Enforcement
Division (CG-MLE-4)

Office of Maritime Security Response Policy (CG-MSR)
Maritime Security (Antiterrorism) Division (CG-MSR-1)
Maritime Security Planning Division (CG-MSR-2)
Maritime Force Protection Division (CG-MSR-3)

Office of Counterterrorism & Defense Operations Policy (CG-DOD)
National Defense Strategy Division (CG-DOD-1)
Maritime Security (Counterterrorism) Division (CG-DOD-2)

Director of Incident Management and Preparedness Policy (CG-5RI)

Deputy Director of Incident Management and Preparedness Policy (CG-5RI-D)

Office of Environmental Response Policy (CG-MER)
Policy Development Division (CG-MER-1)
International Spill Coordination Division (CG-MER-2)
Industry and Interagency Coordination Division (CG-MER-3)

Office of Search & Rescue (CG-SAR)
Policy Division (CG-SAR-1)
Coordination Division (CG-SAR-2)

Office of Crisis and Contingency Planning and Exercise Policy (CG-CPE)
Exercise Policy Division (CG-CPE-1)
Incident Management and Cross Contingency Division (CG-CPE-2)
Exercise Evaluation & Analysis Division (CG-CPE-3)

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Assistant Commandant for Prevention (CG-5P)

Traveling Inspector Staff (CG-5P-TI)

Director of Inspections and Compliance (CG-5PC)

Office of International and Domestic Port Assessment (CG-PSA)
International Port Security Evaluation Division (CG-PSA-1)
Domestic Port Security Evaluation Division (CG-PSA-2)

Office of Auxiliary & Boating Safety (CG-BSX)
Coast Guard Auxiliary Division (CG-BSX-1)
Administration Branch (CG-BSX-11)
Operations Branch (CG-BSX-12)
Boating Safety Division (CG-BSX-2)
Program Management Branch (CG-BSX-21)
Program Operations Branch (CG-BSX-22)
Recreational Boating Product Assurance Branch (CG-BSX-23)
Grants Management Branch (CG-BSX-24)

Office of Vessel Activities (CG-CVC)
Domestic Vessels Division (CG-CVC-1)
Foreign & Offshore Vessels Division (CG-CVC-2)
Fishing Vessels Division (CG-CVC-3)
Mariner Credentialing Program Policy Division (CG-CVC-4)

Office of Port & Facility Activities (CG-FAC)
Domestic Ports Division (CG-FAC-1)
Cargo & Facilities Division (CG-FAC-2)

Office of Investigations and Casualty Analysis (CG-INV)
Investigation Division (CG-INV-1)
Compliance Analysis Division (CG-INV-2)
Data Administration & FOIA Division (CG-INV-3)

Director of Marine Transportation Systems (CG-5PW)

Deputy Director of Marine Transportation Systems (CG-5PW-D)

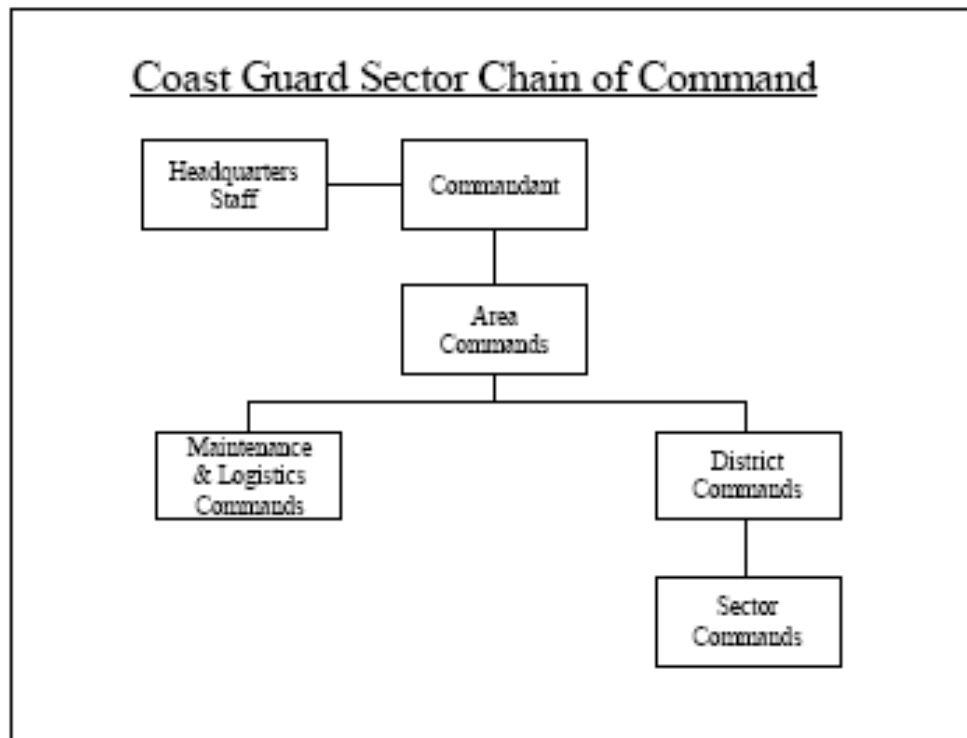
Office of Bridge Programs (CG-BRG)
Alterations Division (CG-BRG-1)
Permits Division (CG-BRG-2)
Engineering Division (CG-BRG-3)

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Office of Waterways and Ocean Policy (CG-WWM)
Waterways Policies and Activities Division (CG-WWM-1)
Great Lakes Pilotage Division (CG-WWM-2)
Mobility and Ice Operations Division (CG-WWM-3)

Office of Navigation Systems (CG-NAV)
Visual Navigation Division (CG-NAV-1)
Electronic Navigation Division (CG-NAV-2)
Navigation Standards Division (CG-NAV-3)

The following chart shows the chain of command from Headquarters to Sectors.



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1.9 Describe the term “as needed” when applied to the training and use of the Auxiliary in Prevention (Marine Safety) qualifications.

Sector Commanders have final say when Auxiliarists request to train and/ or work at a Sector office. Auxiliarists are welcomed if they are “needed” to assist in fulfilling the missions of the Sector.

Not all Sectors have the same geographic, environmental and cultural issues with which to deal on a daily or infrequent basis; for example, Sector Los Angeles/Long Beach is one of the largest container ports in the country so there are many active duty Container Inspectors. This job requires a team of two, and if the Auxiliary can train and supply members who are qualified “Auxiliary Assistant Container Inspectors”, then the number of Inspection teams could be doubled in that port area.

Sector San Diego, to the immediate south of Sector Los Angeles/Long Beach, is not a container port; therefore, the Sector Command would not need Auxiliary members to perform the duties of an “Auxiliary Assistant Container Inspector”.

Sectors will train and use Auxiliarists in missions where the Coast Guard needs help – where there is a “need” for assistance from properly trained Auxiliarists – but will not expend time or resources if no “need” for a particular type of mission activity exists.

2.0 Auxiliary Prevention (Marine Safety) Structure and Function

2.1 Describe the different Divisions of the National Prevention Department and their specific areas of responsibility.

Port & Facility Activity Division

This Division includes Marine Safety and Security, Facility Safety and Security, Container Inspections, Special Projects and Regional Exam Center Support.

Communications and Education Division

The Communication & Education Division handles new projects, communication, performance analysis, training and general support for the staff within the "P" Department.

Prevention Outreach Division

This Division is responsible for Auxiliary support of America's Waterway Watch, Aquatic Nuisance Species and Sea Partners, including Clean Boating Practices, Marine Debris, Small Spills and Education.

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Navigation Systems Division

This division is responsible for checking ATONs and PATONs, Chart Updating (CU) and Bridge Administration Program (BAC).

2.2 Describe the working relationship between the Auxiliary Prevention staff levels from National to Flotilla.

Auxiliary National Staff personnel work within one of the four Divisions, each of which is headed by a Chief; National Staff communicate with and assist the Prevention personnel at the District level, acting as both an information resource and assisting with the resolution of questions and issues that may not be answered at the District level. They also act as interpreters of national Auxiliary Prevention policy and regulations, provide training for the District Staff Officers and provide some specialized resource materials.

Each District Staff Officer for Marine Safety (DSO-MS), is responsible for the Marine Safety and Marine Environmental Protection program within their own District, and may rely on the National Prevention Staff for answers to questions, help with resources for training and teaching, training in the duties and responsibilities of the District Staff Officer position, and other activities and materials. The DSO-MS should file a monthly report with the National Staff and include information from the National Staff in their monthly report to the District. They should also pass that information down to the next level, the Division Staff Officer for Marine Safety (SO-MS). In addition, the DSO-MS may provide training workshops for Assistant District Staff Officers, Division Staff Officers and Flotilla Staff Officers, maintain a Prevention web page on the District website containing information for the use of Staff Officers at all levels as well as member resources and references, conduct oral boards for Auxiliary-only PQSs, and review applications for the Marine Safety Training Ribbon and the Auxiliary Marine Safety (Trident) pin (also known as the Auxiliary M-Pro Pin).

The Division Staff Officer for Marine Safety should, in turn, pass any relevant, necessary information on down to the Flotilla Staff Officers (FSO-MS) within their own Divisions and make sure that their FSOs-MS have the necessary training and resources to manage the Prevention program and its activities at the Flotilla level. This completes the Chain of Responsibility within the Prevention Staff from National to Flotilla levels; likewise, if an FSO-MS has a question or concern, it will go first to the Division level (SO-MS), then to the District level (DSO-MS) and finally to the appropriate National Prevention Staff Officer if cannot be answered or dealt with at a lower level, or if it involves a National policy or regulation.

2.3 Describe the different Divisions (if any) of your District Prevention Department and their specific areas of responsibility.

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This will be different from District to District depending on the needs and activities of the Sector(s) within the Auxiliary District, and may be organized geographically or by topic, or perhaps a combination of both.

For example, in the 8th Western Rivers District:

District Staff Officer	Assistant District Staff Officer
District Staff Officer for Marine Safety (DSO-MS)	ADSO – MS for Sector Lower Mississippi ADSO – MS for Sector Upper Mississippi ADSO – MS for Special Projects
District Staff Officer for Navigation Services (DSO-NS)	ADSO-NS for North Area ADSO-NS for South Area ADSO-NS for Central Area ADSO-NS for East Area

2.4 Describe the chain of communications from National Staff down to the Flotilla Staff.

Much like the working relationship from National Staff down to the Flotilla Staff level, the Chain of Communication follows Staff Officer levels. If there is national-level information that needs to go to any lower level, it will go first to the District Staff Officer (DSO-MS), and then down to the Division Staff Officer (SO-MS), and finally to the Flotilla Staff Officer (FSO-MS).

Likewise, if a Flotilla Staff Officer (FSO-MS) has a need or a question, it will go to the Division Staff Officer (SO-MS) first; if it cannot be taken care of at that level, it will be sent to the District Staff Officer (DSO-MS). If necessary, the DSO-MS will forward the need or question to the appropriate member of the National Staff for assistance or resolution.

3.0 Verifying Officer program, structure and function

3.1 Describe the purpose of the Auxiliary Verifying Officer program for MS qualifications.

The purpose of the Verifying Officer (VO) program is to provide an experienced member of the marine safety organization to work with a candidate to review and understand the policies and practices of the Prevention / Marine Safety structure and function, to sign off PQS tasks as they are successfully completed by the member, and to assist the member in locating and becoming active in support assignments in the marine safety and environmental protection areas.

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3.2 Who can be a Verifying Officer?

Auxiliarists may serve as Verifying Officers for a PQS for which they hold a valid Letter of Designation. Auxiliary Regional DIRAUXs and/or Sector Commanders may impose additional requirements. Check via your Marine Safety staff chain to see if this applies in your area.

Active Duty or Reserve personnel who hold an equivalent Active Duty rating may also serve as Verifying Officers, but they may not serve as VOs for either of the Auxiliary-only PQSs, the AUX-MSAM or the AUX MEES PQSs. Again, some Sectors may impose additional requirements, such as being specifically designated to act as a Verifying Officer for specific PQSs.

3.3 List the training and experience requirements for becoming an Auxiliary Verifying Officer.

Auxiliarists can serve as a Verifying Officer only for those qualifications in which they themselves are certified. Any additional requirements imposed by the Regional DIRAUX and/or Sector Commander also apply.

3.4 Describe 3 typical verifying officer functions.

In close coordination with District Marine Safety staff, Verifying Officers will review member training records, execute duties in a positive and enthusiastic manner, lead by example, conduct training and familiarization workshops for Auxiliary members on the Marine Safety and Environmental Protection Programs, their education and practical experience requirements, and will facilitate the placement and effective utilization of Auxiliary members in support assignments with the local Coast Guard Station. A VO will also discuss PQS requirements one-on-one with a member working on a particular PQS, and sign off the Task in the PQS workbook upon satisfactory completion by the member.

3.5 Who must sign a Letter of Designation for those qualifications not listed as Auxiliary-only qualifications?

Letters of Designation for qualifications not listed as Auxiliary-only qualifications must be signed by the Captain of the Port. If the COTP chooses to have someone else sign the Letters of Designation, the statement "By Direction of COTP" must be included.

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3.6 Who must sign Letters of Designation for Auxiliary-only qualifications?

The two Auxiliary-only qualifications, AUX-MSAM (Marine Safety Administration and Management Specialist) and AUX-MEES (Prevention Outreach Specialist) require a Letter of Designation signed by the District DIRAUX upon the review and recommendation of the DSO-MS.

3.7 What is the responsibility of the District Staff officer in the verification process?

The DSO-MS must review and confirm completion of the Auxiliary-only PQS task list and if found satisfactory, endorse and forward to DIRAUX (attention OTO) for approval, entry into Member's record and processing of the Letter of Designation. For all other PQSs, the DSO-MS shall request the member to send a copy of the Letter of Designation signed by the Captain of the Port to the DSO-IS for entry into AUXDATA.

4.0 AUXDATA documentation and management.

4.1 List the mission areas in the "Legacy Marine Safety" field that can be claimed/documented in AUXDATA.

Legacy Marine Safety areas claimed or documented are:

- Commercial Vessel Safety, - AUXDATA Mission # 80(A)
- Port and Environmental Safety AUXDATA Mission # 70(V)
- Marine Environmental Response, AUXDATA Mission # 70(B)
- Waterways Management, - AUXDATA Mission # 70(F)

4.2 Demonstrate the appropriate mission category to report specific mission hours on an AUX 7030 form.

4.2 Counsel an Auxiliary member on the proper use of the AUX 7030 form.

4.3 Evaluate a completed 7030 form and determine if it was completed correctly.

4.4 Demonstrate the appropriate use of the AUX 7038 form for the reporting of Commercial Uninspected Vessel examinations.

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4.5 Demonstrate the correct use of the OPCON field on both the 7030 and 7038 forms and explain the purpose for that field.

The OPCON is the Sector-specific Operational Control number that identifies which Sector has responsibility for the mission activity reported on the 7030 and 7038 forms and can be obtained from the Operations Center at each Sector.

4.6 Describe the requirements necessary to obtain the Auxiliary “MS” Training Ribbon

Requirements include completion of the following courses:

- The Good Mate
- Introduction to Marine Safety and Environmental Protection (IMSEP)
- Initial Indoctrination to Marine Safety (IIMS) (**Note:** IIMS is not required if the IMSEP exam was successfully completed **after** 01 OCT 2010)
- ICS 100
- ICS 200
- ICS 210 or ICS 300
- ICS 700
- ICS 800
- One (1) Marine Safety PQS

4.7 Describe the application process to obtain the Auxiliary “MS” Training Ribbon

After the requirements for the Marine Safety Training Ribbon have been completed, the member submits the Marine Safety Training Ribbon application with all necessary documentation to the DSO-MS for review and signature. The DSO-MS will forward the signed application to the DIRAUX for signature, award and entry into AUXDATA.

4.8 Describe the tasks necessary to qualify for the Auxiliary “M” Pro device.

Currently the Auxiliary Marine Safety (“M” Pro device or Trident) requires:

- Completion of all requirements for the Marine Safety Training Ribbon,
- 5 years of service in MS/MEP categories with a minimum of 96 hours per year (4 years if granted prior to SEP 2010),
- Completion of at least four of the 27 Marine Safety Personal Qualification Standards (PQSs),
- DSO-MS endorsement
- Letter of Recommendation from COTP, and
- Approval by DIRAUX.

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No requirement is made for the five years of service to be consecutive. However, this changes when the award is given conditionally: then the remaining years of service must be done consecutively. Once a PQS is completed and a Letter of Designation (LOD) is received, that qualification is grandfathered in, even with a conditional award. However, if the requirements for education and/or service for the award change during the conditional period, such as the added requirement for ICS 210, then those new/changed requirements must be met to complete the requirements of the award. While allowed to wear the device conditionally, the member must remember that he/she is still working on the device, and subject to all changes in requirements, unless specifically exempted, with the exception of qualifications which have already been achieved. If one fails to meet all the existing terms of the conditional award (specifically the 96 hours per calendar year requirement which must be consecutive during the conditional period), the Sector will rescind the conditional award and require that the device is sent back to them. Note: with the extension of the requirement of years of service from 4 to 5, a specific exception to this paragraph was given to recipients of the conditional Trident award who received it prior to September 2010. The four year requirement has been grandfathered in for their Trident Pin.

For some of the PQSs a member may need a favorable Direct Operations Personal Security Investigation. Whether or not a DO is required depends upon the PQS being earned. Since the investigation may take 6 months or more to complete, the application process should be started as soon as the member has been selected to work on a PQS which requires the DO clearance. Check with the Flotilla HR Staff Officer if assistance with the DO clearance process is needed.

4.9 Describe the application process to obtain the Auxiliary “M” Pro device.

This Auxiliary “M” Pro device application is to be completed and submitted to the DSO-MS by the member. It must include the application page together with all necessary supporting documentation. The DSO-MS reviews and signs the application, then forwards it to DIRAUX, Attn: OTO, for entry into AUXDATA and processing of the award.

5.0 Training skills

5.1 Plan and organize a training program involving one of the following areas of the Prevention field: environmental protection, waterways management, or America’s Waterways Watch.

Materials used to develop the presentation will be reviewed prior to sign-off

5.2 Present the training listed above at a flotilla, division, district or national level.

Letter from the appropriate officer is required to show that the member has fulfilled this obligation. It will be included in the package