REQUIREMENTS BEFORE REQUESTING
A QUALIFICATION EXAMINER

GUIDE FOR FLOTILLA AND DIVISION   QE CHECK-OFF SHEET

All tasks in the AUX Boat Crew Qualification Handbook are to be signed off by a Mentor.
The below tasks are included in the AUX Boat Crew Qualification Handbook for Crew, Coxswain, and PWC.
All tasks are to be completed prior to requesting a Qualification Examiner.

CREW:	**COXSWAIN:**
ICS 100	Not be in REYR as a Crew Member
ICS 700	28 Hours underway as a qualified Crew Member with a minimum of 4 hours at night
Current in All Core Value Training Courses	Operations Policy Test
Introduction to Risk Management #100202	TCT/RM Refresher Training (Current year)
TCT/RM Refresher Training (Current year)	Initial Closed Book NAV RULES
Auxdata reflects satisfactory PPE inspection	IS-200, IS-210 or IS-300, ICS-800
	Current in All Core Value Training Courses
	Auxdata reflects satisfactory PPE inspection

PWC Operator:	**Schedule for Three-Year Re-Qualifications:**
Operations Policy Test	Last check ride 2021 - due 2024
TCT Refresher (Current year)	Last check ride 2022 - due 2025
Initial **Closed Book NAV Rules**	Last check ride 2023 – due 2026
ICS 100, ICS 700, ICS 200, ICS 800, ICS 210	*Please have your FSO-IS check the status of when you are due, enough underway hours, TCT, Workshops, etc., and plan accordingly.*
Current in All Core Value Training Courses	
Auxdata reflects satisfactory PPE inspection	

Note: All candidates must have completed Current-Year Workshops.

FC or appointed event organizer (OP or MT Staff Officer) arranges for Facilities that have qualified Crew and Coxswains to staff the vessels. **(NOTE: QE CAN NOT COUNT AS PART OF QUALIFIED CREW)** **If "Night Certification" is wanted by any candidate, this MUST be indicated on the Vetting Form.**	FC (or appointee) contacts CQEC COMO Wally Smith for OPTREX date approval. Once approved, FC contacts District Calendar Coordinator DCOS and requests the desired date, along with an alternate OPTREX date. Once a date is approved, names of candidates are sent to AQEC Paul Verveniotis. Please plan ahead and request 30 or more days prior to the event.	Proficiencies both dockside and on the water will be demonstrated for the QE's signature. If candidates come from more than one Flotilla, please have all candidates' names on one form. IS officers should also show verification that all tasks have been completed. **Only one form per QE session including all candidates & facilities.** The Flotilla Commander is responsible to assure that candidates have completed all required tasks prior to requesting a Qualification Examiner.

The Flotilla Commander is responsible that all candidate tasks are completed before a Qualification Examiner is requested. Candidate list is to go to DSO-OP at least 30 days prior to the approved date of the event.

Only one person should be requesting Qualification Examiner(s) (QEs) for each event.