

UNITED STATES COAST GUARD
FIFTH DISTRICT – NORTHERN REGION
AUXILIARY POLICY MANUAL

QUALIFICATION EXAMINER (QE) PROGRAM



DEPARTMENT OF
HOMELAND SECURITY

**United States
Coast Guard
Auxiliary**



MMS-PR-AUX (D5NR 16791) -A-CHAPTER 15-(01)

U.S. Department of
Homeland Security

United States
Coast Guard

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FIFTH DISTRICT INSTRUCTION MMS-PR-AUX (D5NR 16791)-A-CHAPTER 15-(01)

Subj: FIFTH DISTRICT NORTHERN REGION (D5NR) AUXILIARY POLICY MANUAL –
QUALIFICATION EXAMINER (QE) PROGRAM

Ref: (a) Coast Guard Fifth District Northern Region Auxiliary Policy Manual, MMS-PR-AUX (D5NR 16791)-A-(series)
(b) Coast Guard Auxiliary Manual, COMDTINST M16790.1 (series)
(c) Coast Guard Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series)
(d) Auxiliary Boat Crew training Manual, COMDTINST M16794.51 (series)
(e) Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16194.52 (series)
(f) Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series)
(g) Auxiliary Boat Crew Qualification Guide, Volume III: Coxswain, COMDTINST M16794.54 (series)
(h) Boat Crew Seamanship Manual, COMDTINST M16114.5C (series)

1. **PURPOSE.** This manual outlines policies and procedures for the Coast Guard Auxiliary within Fifth District Northern Region (D5NR) per reference (a). The Auxiliary D5NR is comprised of Auxiliary units and the District Auxiliary staff in the state of Delaware, in areas of Pennsylvania and New Jersey that are within the Coast Guard Sector Delaware Bay area of responsibility. This manual supplements national level guidance provided by reference (b) and (c).
2. **ACTION.** Commanders, Commanding Officers, Officers in Charge, Director of Auxiliary and Auxiliarists within D5NR shall comply with the provisions of this instruction.
3. **DIRECTIVES AFFECTED.** The previous edition of the D5NR Policy Manual Chapter 15 (D5NRINST M16790.1d of 13 Mar 2012) is cancelled.
4. **DISCUSSION.** This manual has been revised due to recent changes in Coast Guard and Coast Guard Auxiliary. The D5NR Policy Manual (POLMAN) addresses policies and programs locally. It should be reviewed by regional Auxiliary leadership and referred to frequently for clarification and guidance, particularly in the support and execution of references (b) thru (h).

5. CHANGES. Recommendations for changes to this instruction are encouraged and forwarded to the Director of Auxiliary via the chain of leadership and management. A list of recent changes are included.
6. PROCEDURES. Official distribution of this manual will be via electronic copy to the Auxiliary Executive Committee (EXCOM) and e-mailed for distribution. An electronic version will be located at: <https://5nr.org/diraux-guidelines-policies-and-manuals/>
7. PRIVACY COMPLIANCE. When completed, the numerous forms identified or referred to in this instruction contain Personally Identifiable Information (PII). The Privacy Act of 1974, 5 U.S.C. 522a, mandates that agencies establish administrative, technical, and physical safeguards to ensure the integrity of records maintained on individuals. The Privacy Act also requires the protection against any anticipated threats which could result in substantial harm, embarrassment, or compromise to an individual. In order to maintain the public's trust and prevent privacy breaches, the Coast Guard has a duty to safeguard all types of PII in its possession. Unintended disclosure or compromise of an individual's PII constitutes a Privacy Incident and must be reported in accordance with COMDTINST 5260.5 (series), Privacy Incident Response, Notification, and Reporting Procedures for Personally Identifiable Information.
8. RESPONSIBILITY. Commander, Fifth Coast Guard District, Director of Auxiliary (dpa-n), is responsible for the content and upkeep of this instruction. Questions or concerns about this material contained in manual should be emailed to Director of Auxiliary (D5NR) at D05-SMB-NRDIRAUX@USCG.MIL
9. DISCLAIMER. This instruction is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational direction for Coast Guard personnel and is not intended nor does it impose legally-binding requirements on any party outside the Coast Guard.
10. RECORDS MANAGEMENT CONSIDERATIONS. All data and documents created for Coast Guard use and delivered to, or falling under the legal control of the Coast Guard are Federal records. Ensure that all records created as a result of processes described in this directive are maintained and disposed of in accordance with the Coast Guard Information and Life Cycle Management Manual, COMDTINST M5212.12 (series).
11. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. This directive will not have any of the following: significant cumulative impacts on the human environment; substantial controversy or substantial change to existing environmental conditions; or inconsistencies with Federal, State, or local laws or administrative determinations relating to the environment. All future specific actions resulting from general policies in this Manual must be individually evaluated for compliance with the National Environmental Policy Act (NEPA), Council on Environmental Policy NEPA regulations at 40 CFR Parts 1500-1508, DHS and Coast Guard NEPA policy, and compliance with all other environmental mandates.

12. FORMS AVAILABILITY. Most if not all required forms can be downloaded from the D5NR website. <https://5nr.org/member-links/d5nr-forms>, or may be ordered from the Auxiliary National Supply Center.

Victoria L Taylor-Davies, COL

V.L.TAYLOR-DAVIES
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Director of Auxiliary

02 Sep 2021

Significant changes to the D5NR Policy Manual made in this revision:

Chapter 15 – QUALIFICATION EXAMINER (QE) PROGRAM

1. Updated per MMS-PR-AUX(D5NR 16791)-A-03
2. Spelled out acronyms for first time use
3. Updated outdated systems to currently used systems

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CHAPTER 15

QUALIFICATION EXAMINER (QE) PROGRAM

- A. Purpose of the Qualification Examiner (QE) Program. The Auxiliary's ability to function as a force multiplier is dependent on skilled boat crews, coxswains, personal watercraft operators and a professional qualification program. A critical element of the boat crew and personal watercraft programs is the QE qualification process. To set the standards, boat crew QEs must be expert coxswains and personal watercraft QEs must be expert operators with impeccable integrity.
- B. Roles of the QE. This chapter outlines the role of the qualification examiner and provides guidance for selecting and managing qualification examiners.
1. The Qualification Examiner (QE) is the highest appointment in the Boat Crew Program. QE's are outstanding coxswains or Personal Watercraft Operators having strong operational backgrounds, exceptional instructor abilities, effective interpersonal skills and impeccable integrity.
 2. The role of the QE is to verify that the Boat Crew trainees are able to satisfactorily perform as specified in references (d) thru (g) by evaluating members through Dockside Oral Examinations and Underway Check Rides. QEs also verify currency maintenance requirements for re-certification and verify performance criteria for the Award of Operational Excellence.
 3. Active duty and reserve coxswains are encouraged to participate in the Qualification Examiner Program. The member's Commanding Officer/Officer-in-Charge should recommend they serve as Boat Crew QEs and assist the Auxiliary in qualifying personnel for the Boat Crew Program by contacting the Operations Training Officer (OTO). The OTO will then make arrangements to personally visit with the Active Duty QE candidate to go over the program requirements and the proper documentation procedures.
 4. The role of the active duty QEs shall be the same as their Auxiliary counterparts to verify a trainee's qualification level for performing prescribed tasks. Recommendations for assigning active/reserve QEs should be in writing and submitted to the Director of Auxiliary. The QE appointee must be a qualified coxswain, adhere to the requirements in this instruction and be familiar with references (d) through (h).
- C. Appointments of the QE. The Commodore will provide the Director of Auxiliary's (DIRAUX) office with one to three qualified and willing members for consideration to become the Chief QE. The QE will be appointed by the Director of Auxiliary and function under the guidance of the OTO and Area QE Coordinator (AQEC). The appointee will undergo a familiarization

session with the OTO or the AQEC regarding District QE policies, practices, and documentation. Once certified to sign off trainee tasks and check rides they must keep the OTO and AQEC advised of all QE activities, missions, and file the appropriate paperwork with the Director of Auxiliary office.

D. Training.

1. All QEs must complete the Team Coordination Training (TCT)-QE course every two (2) years and this training must be entered in AUXDATA II. For Active Duty QE's, the annual TCT session is captured in TMT.
2. All QEs must go through an evaluation by the OTO or his/her designee every three years. This evaluation is usually done by the OTO but may be delegated, if necessary to the Chief QE Coordinator (CQEC) or an AQEC. This evaluation will require observing the QE performing a dockside oral exam and an underway check ride of a crew or coxswain candidate. The QE must complete these tasks to the satisfaction of the observer to remain certified as a QE.

E. Oversight.

1. Oversight of the QE program shall be the responsibility of the OTO. The Auxiliary QE positions are: Chief QE Coordinator (CQEC), Area QE Coordinator (AQEC) and Qualification Examiner (QE). These Auxiliary positions are appointed by the Director of Auxiliary for a period of three (3) years. The duties and responsibilities of these individuals are as outlined in reference (a).
2. A Boat Crew Advisory Board (BCAB) has been established by this district and consists of the OTO, CQEC and the 3 AQECs. Their responsibilities are to review district policies and procedures governing the QE program, make recommendations for review and implementation, evaluate QE applicants, administer QE reappointments, and determine Boat Crew certification for a member due to questionable actions or performance and review complaints referred by the CQEC.

- F. QE Application: The prerequisites and application procedures for members wishing to become a D5NR QE are listed in Chapter 6, Section C of reference (d). An applicant must be a certified Coxswain/PWC/PC Operator for at least two (2) years; have completed the eight (8) hour TCT course within the last 2 years; complete and submit an application to the CQEC endorsed by the members appropriate AQEC; be current in the Instructor Qualification; completed the Auxiliary Search & Rescue (AUXSAR or AUXSC&E), Auxiliary Navigation (AUXNAV), Auxiliary Communications (AUXCOM or TCO), and Auxiliary Patrols (AUXPAT) AUXOP courses; and be current in the Navigation Rules (Navrules). For new programs authorized by the District, the OTO shall appoint an Interim QE for that program in order to facilitate program qualification and certification.

1. QE applicants shall write a letter requesting to become a QE to the Chief Qualification Examiner Coordinator (CQEC) via the Flotilla Commander, Division Commander and appropriate District Captain. The letter must include the following:
 - a. A statement why the member wants to be a QE.
 - b. A resume of the member's experience in the Auxiliary.
 - c. USCG Auxiliary Annual Member Summary and Status Report for the past two years.
 - d. A statement of related skills (CG or FCC licenses) and a brief summary of the member's boating or personal watercraft experience.
 - e. A statement of the member's availability to do QE missions on weekends through the year. (Include any seasonal commitments out of the region)
 - f. The member's home address, phone numbers (plus a FAX number and electronic mail address, if available).
2. The D5NR Boat Crew Advisory Board (BCAB) shall meet at least annually to consider all QE applicants and will make arrangements to interview each candidate. After all candidates have been interviewed and all applications have been evaluated by the BCAB, the CQEC shall provide a letter to the Director of Auxiliary outlining the BCABs opinions and recommendations on which QE candidates should be allowed to proceed forward and be designated as a QE-in-Training (QE-IT).
3. Those recommended by the BCAB and approved by the Director shall be notified in writing and may then continue with the QE qualification process outlined in reference (d).