



# U. S. Coast Guard Sector



## Auxiliary Assistant Pollution Responder

# Performance Qualification Standard

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## **Sector Training Guide**

### **Auxiliary Assistant Pollution Responder Performance Qualification Standard**

#### **Qualification Code: AUX-ED**

This booklet is one section of your personal 'on the job training' (OJT) manual. It is your OJT guide to qualification as a Pollution Responder. It is your responsibility to document completed unit training items.

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

A Verifying Officer shall observe your successful performance of each task and document such with date and initials in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The Verifying Officer will not give credit for any task that is not performed satisfactory.

*Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will compromise the limitations on the member's authority.*

Certain tasks may require participation in an actual incident response, but the unit's response activity may preclude you from accomplishing these tasks. Therefore, with the approval of the Command and Verifying Officer, you may utilize exercises and/or training as a means of accomplishing the requisite participation in order to fulfill the task requirements.

When you have completed all of the items required for this qualification, your command will issue a Letter of Qualification. You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA.

*Should any item be waived the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Marine Safety (Trident) device.*

The Program Managers for this PQS are Commandant (CG-533, CG-545 and CG-542) and Auxiliary National Prevention Department.

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## Auxiliary Assistant Pollution Responder

<b>RECORD OF VERIFYING OFFICERS</b>		
Title	Verifying Officer's Name	Initials

<b>RECORD OF MAJOR TASKS COMPLETED</b>		
Task Number	Major Tasks	Date Completed
1.0	Basics for Pollution Investigation & Response	
2.0	Preliminary Assessment & Initiation of Action	
3.0	Investigation & Response Efforts	
4.0	Complete Incident Investigation Activity	
5.0	Recommend Enforcement Actions	

<b>RECORD OF COMPLETION</b>		
Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of resident training course (recommended but not required): 1. Pollution Incident Response Course		
B. Completion of the following courses: 1. ICS 100 2. ICS 200 3. ICS 300 4. ICS 700 5. ICS 800 6. Hazardous Materials training- Operational level (minimum 8 hours)		
B. Completion of PQS Workbook.		
C. Successful completion of unit level oral board.		
D. Qualification Letter submitted for approval.		

All qualification requirements have been satisfactory completed by \_\_\_\_\_.

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# Auxiliary Assistant Pollution Responder

## References

The following references will aid you in completing the majority of tasking in this PQS.

- Area Contingency Plan
- Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), (42 USC §§ 9601-9675)
- Emergency Response Guidebook
- Federal Water Pollution Control Act (FWPCA), (33 U SC §§1251-1387)
- Freedom of Information Act (5 USC §552)
- Maritime Transportation Security Act (46 USC §701),
- Oil Pollution Act of 1990 (33 USC §§2701-2761)
- Privacy Act (5 USC §552A)
- Refuse Act (33 USC §407),
- Resource Conservation and Recovery Act (RCRA) (42 USC §§1801-1812)
- The International Convention for Pollution from Ships, 1973, as modified by the Protocol of 1978 (MARPOL 73/78)
- The International Convention for the Safety of Life at Sea (SOLAS)
- Title 29 Code of Federal Regulations, Part 1910.120
- Title 33 Code of Federal Regulations, in particular:
  - Subchapter A – General
  - Subchapter H – Maritime Security
  - Subchapter L – Waterfront Facilities
  - Subchapter M – Marine Pollution Financial Responsibility and Compensation
  - Subchapter O – Pollution
  - Parts 160, 328 and 329
- Title 40 Code of Federal Regulations, in particular:
  - Subchapter I – Environmental Protection Agency
- Title 46 Code of Federal Regulations, in particular:
  - Subchapter A – Procedures Applicable to the Public
- Title 49 Code of Federal Regulations, Part 172
- Title 46 United States Code
  - Chapter 61 – Reporting Marine Casualties
- U. S. Coast Guard Civil Penalty Hearing Officer Procedures, COMDTINST 16200.5 (series)
- U. S. Coast Guard Chemical Hazards Response Information System (CHRIS), COMDTINST M16465.12 (series)
- U. S. Coast Guard Civil Penalty Procedures and Administration, COMDTINST 16200.3 (series)
- U. S. Coast Guard Hearing Office’s Case File Assembly Guidelines
- U. S. Coast Guard Confined Space Entry, COMDTINST 5100.48A (series)
- U. S. Coast Guard Criminal Enforcement of Environmental Laws, COMDTINST M16201.1 (series)
- U. S. Coast Guard Critical Incident Communications, COMDTINST 3100.8A (series)
- U. S. Coast Guard Freedom of Information and Privacy Acts Manual, COMDTINST M5260.3 (series)
- U. S. Coast Guard Guidance and Procedures for Administering and Enforcing the Oily Waste Reception Facility Program, COMDTINST M16450.27 (series)
- U. S. Coast Guard Incident Command System, COMDTINST 3120.14 (series)

## **Auxiliary Assistant Pollution Responder**

- U. S. Coast Guard Incident Management Handbook, COMDTPUB P3120.17A (series)
- U. S. Coast Guard Information and Life Cycles Management Manual, COMDTINST M5212.12 (series)
- U. S. Coast Guard Legal Authorities, COMDTPUB 5850.2 (series)
- U. S. Coast Guard Marine Casualty / Pollution Incident Investigations Job Aid
- MISLE Incident Investigation and Enforcement Process Guide:  
[http://mislenet.osc.uscg.mil/misle\\_user\\_guides.aspx](http://mislenet.osc.uscg.mil/misle_user_guides.aspx)
- MISLE Incident Investigation and Enforcement User Manual:  
[http://mislenet.osc.uscg.mil/misle\\_user\\_guides.aspx](http://mislenet.osc.uscg.mil/misle_user_guides.aspx)
- U. S. Coast Guard Marine Safety Laboratory Sample Handling and Transmittal Guide:  
<http://www.rdc.uscg.gov/msl/Documents/tabid/221/Default.aspx>
- U. S. Coast Guard Marine Safety Manuals, COMDTINST M16000 (series)
  - Volume V – Investigations and Enforcement
  - Volume IX – Marine Environmental Protection
  - Volume X – Interagency Agreements and Acronyms
- U. S. Coast Guard Navigation and Inspection Circulars (NVIC)
- U. S. Coast Guard Notice of Violation User's Guide, COMDTINST 5582.1 (series)
- U. S. Coast Guard Sector PQS: Maritime Enforcement Officer
  - Letters of Warning
  - Notice of Violations
  - Civil Penalties
- U. S. Coast Guard Office of Investigations and Analysis (CG-545) Policy Letters
- U. S. Coast Guard Office of Vessel Activities (CG-543) Policy Letter 06-01: Guidance for the Enforcement of MARPOL Annex I During Port State Control Examinations
- U. S. Coast Guard Public Affairs Manual, COMDTINST 5728.2 (series)
  - Chapter 113 Official Logbooks
  - Chapter 115 Offenses and Penalties



## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>1.0</b>	<b>Basics for Pollution Investigation &amp; Response</b>		
1.1	<b>Demonstrate</b> ability to use applicable United States Code, Code of Federal Regulations, Marine Safety Manuals, and Coast Guard Policy Letters.	_____	_____
1.2	<b>Discuss</b> and <b>demonstrate</b> a working knowledge of all listed references. To include the following: <ul style="list-style-type: none"> <li>• The National Oil and Hazardous Substance Pollution Contingency Plan</li> <li>• Unit Area Contingency Plan(s) and Annexes</li> <li>• Vessel and Facility Response Plans and Requirements</li> <li>• Outer Continental Shelf Oil Spill Response Plans and Requirements if applicable</li> </ul>	_____	_____
1.3	<b>Identify</b> and <b>explain</b> the differences for the following terms: <ul style="list-style-type: none"> <li>• Hazardous Waste</li> <li>• Hazardous Substance</li> <li>• Hazardous Material</li> <li>• Oil</li> <li>• Release and discharge</li> </ul>	_____	_____
1.4	<b>Define</b> “harmful quantity” and “reportable quantity” as found in the FWPCA and CERCLA.	_____	_____
1.5	<b>Define</b> the term Responsible Party	_____	_____
1.6	<b>Define</b> the following terms as they apply to FWPCA: <ul style="list-style-type: none"> <li>• Coastal zone</li> <li>• Inland zone</li> <li>• Coastal waters</li> <li>• Inland waters</li> <li>• Navigable Waterway</li> <li>• Exclusive Economic Zone</li> <li>• Territorial Sea</li> <li>• Contiguous Zone</li> </ul>	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.7	<p><b>Discuss</b> and <b>explain</b> the purpose or use of the following official documents found aboard U.S. and foreign commercial vessels:</p> <ul style="list-style-type: none"> <li>• Certificate of Inspection (COI)</li> <li>• Certificate of Documentation (COD)</li> <li>• Declaration of Inspection (DOI)</li> <li>• International Oil Pollution Prevention Certificate (IOPP)</li> <li>• Shipboard Oil Pollution Prevention Emergency Plan (SOPEP)</li> <li>• Oil Record Book (ORB)</li> <li>• Certificate of Financial Responsibility (COFR)</li> <li>• Official Log Book</li> <li>• Cargo Record Book</li> <li>• Shipboard Marine Pollution Emergency Plan (SMPEP)</li> <li>• Oil Transfer Procedures</li> </ul>	_____	_____
1.8	<p><b>Explain</b> the Freedom of Information Act (FOIA):</p> <ul style="list-style-type: none"> <li>• The procedure a public citizen must follow to obtain information under FOIA</li> <li>• What information cannot be released under FOIA</li> <li>• Who can deny the release of information under FOIA</li> <li>• Who has the authority to release information on an incident investigation</li> </ul>	_____	_____
1.9	<p><b>Explain</b> the purpose of the Privacy Act:</p> <ul style="list-style-type: none"> <li>• What information is protected</li> <li>• Who is subject to the Privacy Act</li> </ul>	_____	_____
1.10	<p><b>Define</b> the following spill categories for inland and coastal spills and <b>identify</b> any reporting requirements associated with them:</p> <ul style="list-style-type: none"> <li>• Minor</li> <li>• Medium</li> <li>• Major</li> </ul>	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
1.11	<b>Define</b> the following terms, citing examples, and describe the related jurisdictional issues: <ul style="list-style-type: none"> <li>• Marine Casualty</li> <li>• Reportable Marine Casualty</li> <li>• Significant Harm to the Environment</li> </ul>	_____	_____
1.12	<b>Describe</b> the following forms and <b>demonstrate/describe</b> their proper use: <ul style="list-style-type: none"> <li>• Notice of Federal Interest</li> <li>• National Response Center Incident Report</li> <li>• Report of Marine Casualty (CG-2692)</li> <li>• Barge Addendum (CG-2692A)</li> <li>• Alcohol Testing Following a Serious Marine Incident (CG-2692B)</li> </ul>	_____	_____
1.13	<b>Describe</b> the safe work practices and other measures needed to provide an acceptable level of safety during pollution investigation and response activities.	_____	_____
1.14	<b>Discuss</b> the various levels of investigations and when they are required. (MSM Vol V Chapter B8) <ul style="list-style-type: none"> <li>• Data Entry Exception</li> <li>• Data Collection</li> <li>• Informal</li> <li>• Formal</li> </ul>	_____	_____
<b>2.0</b>	<b>Preliminary Assessment &amp; Initiation of Action</b>		
2.1	<b>List</b> possible sources of pollution reports and means of reporting, including: <ul style="list-style-type: none"> <li>• National Response Center</li> <li>• Sector Command Center</li> <li>• Telephone</li> <li>• Report of a Marine Casualty (CG-2692 )</li> </ul>	_____	_____
2.2	<b>Discuss</b> the information contained in a NRC report	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.3	<b>Describe how to process</b> a MISLE notification. <b>Describe how to link</b> the NRC report and determine incident type.	_____	_____
2.4	<b>Describe how to Identify</b> and <b>coordinate</b> external and internal notifications.	_____	_____
2.5	<b>Explain</b> the Purpose of the Preliminary Investigation.	_____	_____
2.6	<b>Assist in conducting</b> a preliminary investigation, including: <ul style="list-style-type: none"> <li>• <b>Determining</b> required level of investigation</li> <li>• <b>Determining</b> authority / jurisdiction</li> <li>• <b>Determining</b> appropriate actions based on classification (minor, medium, major)</li> <li>• <b>Reviewing</b> Responsible Party history</li> <li>• <b>Reviewing</b> vessel and/or facility history</li> <li>• <b>Identifying</b> the five pollution elements of a violation</li> <li>• <b>Notifying</b> IO shop (vessels &amp; credentialed mariners)</li> </ul>	_____	_____
2.7	<b>Assist in Developing</b> a response strategy for all classifications of pollution incidents.	_____	_____
2.8	<b>Forecast</b> the trajectory of a floating pollutant in your AOR using current technology.	_____	_____
2.9	<b>Determine</b> if hazardous substance release meets or exceeds the reportable quantity.	_____	_____
2.10	<b>Describe</b> the HAZWOPER safety requirements.	_____	_____
2.11	<b>Determine</b> necessary Personal Protective Equipment (PPE) and investigative equipment.	_____	_____
2.12	<b>Identify</b> the most common oil and hazardous materials transported in your zone and their associated safety hazards	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.13	<p><b>Define</b> the following characteristics which may be considered prior to and during a spill response:</p> <ul style="list-style-type: none"> <li>• Hazard Class</li> <li>• Reactivity</li> <li>• Physical State</li> <li>• Specific Gravity</li> <li>• Vapor Density</li> <li>• Paths (or Routes) of Entry</li> <li>• Threshold Limit Values (TLV)/Recommended Exposure Limits (REL)/Permissible Exposure Limits (PEL)</li> <li>• Short Term Exposure Limits (STEL)</li> <li>• Immediately Dangerous to Life and Health Concentrations (IDLH)</li> <li>• Lethal Concentration 50% (LCD50)/Lethal Dose 50% (LD50)</li> <li>• Bioaccumulation</li> <li>• Bio-oxygen Demand</li> <li>• Lower Explosive Limit (LEL)/Upper Explosive Limit (UEL) and Lower Flammable Limit (LFL)/Upper Flammable Limit (UFL)</li> <li>• Flash Point</li> <li>• Vapor Pressure</li> <li>• Boiling Point</li> </ul>	_____	_____
2.14	<p><b>Identify</b> potential sources and the hazards associated with the following:</p> <ul style="list-style-type: none"> <li>• Benzene</li> <li>• Carbon Dioxide</li> <li>• Carbon Monoxide</li> <li>• Hydrogen disulfide (H<sub>2</sub>S)</li> <li>• Polycyclic aromatic hydrocarbon (PAH)</li> <li>• Enriched or Lack of oxygen</li> </ul>	_____	_____
<b>3.0 Investigation &amp; Response Efforts</b>			
3.1	<p><b>Assist in conducting</b> initial assessment on scene and verify pollution report details.</p>	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
3.2	<b>Demonstrate</b> familiarity with the Water Pollution Incident Report Workbook (i.e., Blue Book)	_____	_____
3.3	<b>Obtain</b> on-scene data, including: <ul style="list-style-type: none"> <li>• Wind conditions</li> <li>• Tides and Currents</li> <li>• Temperature</li> <li>• Cloud Coverage</li> <li>• Precipitation</li> </ul>	_____	_____
3.4	<b>Assist in briefing</b> command and providing a recommended course of action.	_____	_____
3.5	<b>Describe</b> the situations in which additional assistance would be required from: <ul style="list-style-type: none"> <li>• Federal On-Scene Coordinator Representative</li> <li>• Marine investigations</li> <li>• Marine inspections</li> <li>• District legal</li> <li>• Other agencies</li> </ul>	_____	_____
3.6	<b>Illustrate</b> and <b>state</b> the advantages and disadvantages of the following physical containment methods: <ul style="list-style-type: none"> <li>• Physical barriers (non-boom)</li> <li>• Diking/berming</li> <li>• Trenching</li> <li>• Overflow and underflow dams</li> </ul>	_____	_____
3.7	<b>Explain</b> the advantages and disadvantages of the different types of boom.	_____	_____
3.8	<b>Illustrate</b> and <b>explain</b> the advantages and disadvantages of the different types of booming strategies: <ul style="list-style-type: none"> <li>• Exclusion</li> <li>• Diversion</li> <li>• Collection</li> <li>• Containment</li> </ul>	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
3.9	<b>Illustrate</b> and <b>explain</b> the mode of operation of the following common skimmer types: <ul style="list-style-type: none"> <li>• Weir</li> <li>• Suction</li> <li>• Submersion</li> <li>• Vortex/Centrifugal</li> <li>• Belt skimmer</li> <li>• Rope mop skimmer</li> </ul>	_____	_____
3.10	<b>Explain</b> the effects the following factors will have on skimmer performance: <ul style="list-style-type: none"> <li>• Sea State</li> <li>• Water Depth</li> <li>• Debris</li> <li>• Oil thickness</li> <li>• Oil viscosity</li> </ul>	_____	_____
3.11	<b>Define</b> adsorbent and absorbent and <b>explain</b> the difference between the two terms.		
3.12	<b>Define</b> and <b>identify</b> the following sorbent types: <ul style="list-style-type: none"> <li>• Organic</li> <li>• Inorganic</li> <li>• Synthetic</li> </ul>	_____	_____
3.13	<b>Identify</b> common dimensions and appropriate uses for the following forms of sorbents: <ul style="list-style-type: none"> <li>• Boom</li> <li>• Pad, roll, and blanket</li> <li>• Sock, pillow and sweep</li> <li>• Snare/pom-pom</li> <li>• Particulate</li> </ul>		
3.14	<b>Explain</b> why CG personnel shall not operate non-CG owned equipment (i.e. vessel's or facility's shut-off valves, hose nozzle, etc.)	_____	_____
3.15	<b>Explain</b> the contents of a Site Safety Plan.	_____	_____
3.16	<b>Explain</b> the applicability of a Site Safety Plan during a spill.	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
3.17	<b>Assist in conducting</b> a shoreline cleanup assessment.	_____	_____
3.18	<b>Complete</b> an ICS Form 201 (Incident Briefing Form)	_____	_____
3.19	<b>Describe</b> the following types of evidence and give examples: <ul style="list-style-type: none"> <li>• Documentation</li> <li>• Physical</li> <li>• Oil Samples</li> </ul>	_____	_____
3.20	<b>Describe</b> the handling and processing procedures that are unique to each of the following: <ul style="list-style-type: none"> <li>• difference between civil and criminal evidence</li> <li>• oil samples</li> <li>• witness statements</li> <li>• photographs and/or video</li> <li>• diagrams and charts</li> <li>• vessel and/or facility logs</li> </ul>	_____	_____
3.21	<b>List</b> the types of samples necessary to provide the Marine Safety Laboratory with sufficient physical evidence to perform “fingerprint” identification.	_____	_____
3.22	<b>Define</b> confined spaces and <b>describe</b> the hazards associated with confined spaces. <ul style="list-style-type: none"> <li>• <b>Describe</b> the Coast Guard policy concerning confined space entry.</li> </ul>	_____	_____
3.23	<b>Describe</b> the occasions and policies for entry onto private property. <ul style="list-style-type: none"> <li>• Secured (locked gate)</li> <li>• Unsecured (open gate)</li> </ul>	_____	_____
3.24	<b>Describe Interviewing</b> witnesses and <b>preparation</b> a written statement based on a verbal interview and how it is attached in MISLE.	_____	_____
3.25	<b>Describe</b> how to record a Time Line and capture the Actions, Conditions, and Events in MISLE.	_____	_____
3.26	<b>Explain</b> the purpose and use of the following: <ul style="list-style-type: none"> <li>• Captain of the Port Order</li> </ul>	_____	_____



## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
	<ul style="list-style-type: none"> <li>• Administrative Order (response document)</li> </ul>		
<b>4.0</b>	<b>Complete Incident Investigation Activity</b>		
4.1	<b>Describe how to Create</b> a Notification and an Incident Investigation Activity (IIA) in MISLE.	_____	_____
4.2	<b>Describe how to Prepare</b> a written statement summarizing an investigation.	_____	_____
4.3	<b>Describe</b> how to enter evidence into the IIA.	_____	_____
4.4	<b>Describe</b> how to locate involved parties/subjects in MISLE and make them referential	_____	_____
4.5	<b>Describe</b> the required File Details for: <ul style="list-style-type: none"> <li>• Known pollution source</li> <li>• Mystery spill</li> </ul>	_____	_____
4.6	<b>Describe how to Create</b> an Enforcement Referral and understand the differences between: <ul style="list-style-type: none"> <li>• Letter of Warning</li> <li>• Notice of Violation</li> <li>• Civil Penalty</li> </ul>	_____	_____
4.7	<b>Describe how to Complete</b> IIA and submit it to the Senior Investigating Officer (or Investigations Division Chief) via your appropriate supervisor.	_____	_____
<b>5.0</b>	<b>Recommend Enforcement Actions</b>		
5.1	<b>Describe</b> the elements of the following: <ul style="list-style-type: none"> <li>• Civil Penalty violation</li> <li>• 'Failure to notify' violation</li> <li>• Class II civil penalty</li> <li>• Criminal violation</li> <li>• Refuse Act violation</li> <li>• MARPOL violation</li> <li>• Notice of Violation (NOV or ticket)</li> </ul>	_____	_____

## Auxiliary Assistant Pollution Responder Tasks

<u>Task Number</u>	<u>ED Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
5.2	<b>Define</b> each of the following penalty procedures and <b>list</b> the circumstances in which each might be applied: <ul style="list-style-type: none"><li>• Letter of Warning</li><li>• Notice of Violation</li><li>• Class I Civil Penalty</li><li>• Class II Civil Penalty</li><li>• Judicial Civil Penalty</li></ul>	_____	_____
5.3	<b>Describe</b> the purpose of a Letter of Undertaking: <ul style="list-style-type: none"><li>• When would this be issued?</li><li>• What are the requirements for issuing?</li><li>• Issuance authority?</li></ul>	_____	_____
5.4	<b>Describe</b> the purpose of a Surety Bond: <ul style="list-style-type: none"><li>• When would this be issued?</li><li>• What are the requirements for issuing?</li><li>• Issuance authority?</li></ul>	_____	_____



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U.S. Department of  
Homeland Security

United States  
Coast Guard  
Command's Name



Street Address  
City, State Zip Code  
Staff Symbol:  
Phone:  
Email:

1601  
DATE

## MEMORANDUM

From: I. M. Frank, CAPT  
Unit's Name

Reply to  
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: QUALIFICATION AS AUXILIARY ASSISTANT POLLUTION RESPONDER

Ref: Auxiliary Assistant Pollution Responder Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of a Auxiliary Assistant Pollution Responder. You are authorized to carry out the responsibilities of an Auxiliary Assistant Pollution Responder within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.

2. This Letter of Qualification should be retained as part of your personal Training Record and you will be assigned the Pollution Responder's Qualification Code "AUX-ED".

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