



# U. S. Coast Guard Auxiliary



## Auxiliary Marine Safety Administrative and Management Specialist

## Performance Qualification Standard

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## **Auxiliary Training Guide**

### **Auxiliary Administrative and Management Specialist Performance Qualification Standard**

#### **Qualification Code: AUX-MSAM**

This booklet is one section of your personal on the job-training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Administrative and Management Specialist. It is your responsibility to document completed unit training items.

Auxiliary 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 hold the MSAM qualification. 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. Simply attending a class does not meet the requirement for demonstrating successful performance. The Verifying Officer will not give credit for any task that is not performed satisfactorily.

When all of the items required for this qualification have been completed, submit your PQS and documentation to your DSO-MS who will forward it to your District Director of Auxiliary who in turn will issue your letter of designation and enter it into AUXDATA. **No** item in this qualification may be waived.

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## Auxiliary Administrative and Management Specialist

### RECORD OF VERIFYING OFFICERS

Title	Verifying Officer's Name	Initials

### RECORD OF MAJOR TASKS COMPLETED

Task Number	Major Tasks	Date Completed
1.0	Coast Guard Prevention (Marine Safety) Structure and Function	
2.0	Auxiliary Prevention (Marine Safety) Program Management	
3.0	PQS Verifying officer program, structure and function	
4.0	AUXDATA documentation and management	
5.0	Training skills	

### RECORD OF COMPLETION

Training Prerequisites	Date	Training Coordinator's Signature
A. Completion of correspondence courses:		
1. Introduction to Marine Safety and Environmental Protection (IMSEP)		
2. Good Mate Course		
3. a. ICS 100		
b. ICS 200		
c. ICS 210 <i>or</i> ICS 300		
d. IS 700		
e. IS 800		
4. Complete 2 yrs in either an Auxiliary staff or elected office		
4. Complete one of the following: APC, LAMS, AUXMIN or AUXLEA course.		
B. Completion of PQS Workbook.		
C. Successful completion of oral board.		
D. Designation Letter submitted for approval.		
E. Once Designation Letter is signed, enter certification AUXDATA.		

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

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# Auxiliary Marine Safety Administrative and Management Specialist

<u>Task Number</u>	<u>AUX-MSAM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
<b>1.0</b>	<b>Coast Guard Prevention (Marine Safety) structure and Function</b>		
1.1	Describe the working relationship between the Auxiliary Prevention staff positions and the active duty Prevention positions.	_____	_____
1.2	Describe the organizational structure and elements within a typical Coast Guard Sector.	_____	_____
1.3	Describe the responsibilities of the Sector Prevention Department	_____	_____
1.4	Describe the responsibilities of the Sector Response Department	_____	_____
1.5	Describe the responsibilities of the Sector Logistics Department	_____	_____
1.6	List which legacy Marine Safety functions moved to the Response Department of the Sectors.	_____	_____
1.7	Describe the relationship between a Sector and its MSU/MSD.	_____	_____
1.8	Describe the organizational structure within the Coast Guard's "M" program, from Headquarters (CG-5) down to Sectors and MSUs.	_____	_____
1.9	Describe the term "as needed" when applied to the training and use of the Auxiliary in Prevention (Marine Safety) qualifications.	_____	_____
<b>2.0</b>	<b>Auxiliary Prevention (Marine Safety) Structure and Function</b>		
2.1	Describe the different Divisions of the National Prevention Department and their specific areas of responsibility.	_____	_____

# Auxiliary Marine Safety Administrative and Management Specialist

<u>Task Number</u>	<u>AUX-MSAM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
2.2	Describe the working relationship between the Auxiliary Prevention staff levels from National to Flotilla	_____	_____
2.3	Describe the different Divisions (if any) of your District Prevention Department and their specific areas of responsibility.	_____	_____
2.4	Describe the chain of communications from National Staff down to the Flotilla staff.	_____	_____

## 3.0 Verifying officer program, structure and function

3.1	Describe the purpose of the Auxiliary verifying officer program for MS qualifications.	_____	_____
3.2	Who can be a verifying officer?	_____	_____
3.3	List the training and experience requirements for becoming an Auxiliary verifying officer.	_____	_____
3.4	Describe 3 typical verifying officer functions.	_____	_____
3.5	Who must sign a letter of designation for those qualifications not listed as Auxiliary qualification only?	_____	_____
3.6	Who must sign letters of designation for Auxiliary only qualifications?	_____	_____
3.7	What is the responsibility of the District Staff officer in the verification process?	_____	_____

# Auxiliary Marine Safety Administrative and Management Specialist

<u>Task Number</u>	<u>AUX-MSAM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
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## 4.0 AUXDATA documentation and management

- |     |  |       |       |
|-----|--|-------|-------|
| 4.1 | List the mission areas in the “Legacy Marine Safety” field that can be claimed/documentated in AUXDATA.                | _____ | _____ |
| 4.2 | Demonstrate the appropriate mission category to report specific mission hours on a 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.  | _____ | _____ |
| 4.5 | Demonstrate the correct use of the OPCON field on both the 7030 and 7038 forms and explain the purpose for that field. | _____ | _____ |
| 4.6 | Describe the requirements necessary to obtain the Auxiliary “MS” training ribbon                                       | _____ | _____ |
| 4.7 | Describe the application process to obtain the Auxiliary “MS” training ribbon  | _____ | _____ |
| 4.8 | Describe the tasks necessary to qualify for the Auxiliary “M” Pro device.  | _____ | _____ |
| 4.9 | Describe the application process to obtain the Auxiliary “M” Pro device.   | _____ | _____ |

## 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 Americas Waterways Watch. | _____ | _____ |
| 5.2 | Present the training listed above at a flotilla, division, district or national level.  | _____ | _____ |

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# SAMPLE LETTER OF DESIGNATION

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, CDR  
Unit's Name

Reply to  
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ADMINISTRATIVE MANAGEMENT  
SPECIALIST

Ref: Auxiliary Administrative and Management Specialist Performance Qualification  
Standard Workbook

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

2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Administrative and Management Specialist Qualification Code "AUX-MSAM".

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