



# U. S. Coast Guard Sector



## Auxiliary Port State Control Dispatcher Performance Qualification Standard

## **Auxiliary Port State Control Dispatcher**

### **INTENT**

Upon successful completion of this personal qualification, a person will hold the minimum competencies necessary to perform the vetting and dispatch functions in the Port State Control office of a Vessel Safety Branch.

### **Marine Safety and Environmental Protection Training Guide**

#### **Auxiliary Port State Control Dispatcher (AUX-PSC)**

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Container Inspector. 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 Sector 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 satisfactorily.

*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.*

When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation. 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 Trident device.

## Auxiliary Port State Control Dispatcher

**Auxiliary Port State Control Dispatcher (AUX-PSC) Tasks:**

*(Optional items may be added at the discretion of individual commands)*

|  | Date Completed | Verifying Officer |
|--|----------------|-------------------|
| A. Completion of required training courses (attach copy of completion certificates):         |                |                   |
| 1. Complete Introduction to Marine Safety and Environmental Protection Course                | _____          | _____             |
| B. Favorable DO PSI if required by COTP/OCMI   | _____          | _____             |
| C. Completion of <b>OPTIONAL</b> local training  | _____          | _____             |
| D. Oral board (unit level)   | _____          | _____             |
| E. Completed package with documentation submitted to Training Officer/Coordinator for review | _____          | _____             |

*All qualification requirements have been satisfactorily completed.*

\_\_\_\_\_  
 Training Officer/Coordinator      Date

**Record of Verifying Officers:**

| <i>Date:</i> | <i>Name/Signature:</i> | <i>Initials:</i> | <i>Rate/Rank/Office:</i> |
|--------------|------------------------|------------------|--------------------------|
|              |                        |                  |                          |
|              |                        |                  |                          |
|              |                        |                  |                          |
|              |                        |                  |                          |
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|              |                        |                  |                          |
|              |                        |                  |                          |
|              |                        |                  |                          |

**References:**

Introduction to Marine Safety and Environmental Protection (Operations Directorate, Office of Auxiliary, and Marine Safety Directorate, Office of Field Operations, July, 2002), Chapter 2.  
 33 CFR 160

## Auxiliary Port State Control Dispatcher

| <i>Task No.</i>        | <i>OJT Task</i>   | <i>Date Completed</i> | <i>Verifying Officer's Initials</i> |
|------------------------|---|-----------------------|-------------------------------------|
| <b>GENERAL</b>         |   |                       |                                     |
| PSC1                   | Describe the organization of a typical Sector   | _____                 | _____                               |
| PSC2                   | State the purpose and responsibilities of Port State Control                                    | _____                 | _____                               |
| <b>BOARDINGS</b>       |   |                       |                                     |
| PSC3                   | Describe the categories of vessels that can be boarded by Port State Control personnel          | _____                 | _____                               |
| PSC4                   | Explain why vessels are boarded by PSC personnel  | _____                 | _____                               |
| PSC5                   | List the different types of Port State Control boardings  | _____                 | _____                               |
| <b>BOARDING MATRIX</b> |   |                       |                                     |
| PSC6                   | Determine which vessels need to be boarded by PSC   | _____                 | _____                               |
| PSC7                   | Describe the matrix for assigning boarding priority   | _____                 | _____                               |
| PSC8                   | Describe the criteria that determine a vessel's boarding priority                               | _____                 | _____                               |
| PSC9                   | Describe the actions taken for the different boarding priority levels                           | _____                 | _____                               |
| <b>DISPATCHING</b>     |   |                       |                                     |
| PSC10                  | Describe the responsibilities of the dispatcher   | _____                 | _____                               |
| PSC11                  | State the four primary sources of information used by the dispatcher                            | _____                 | _____                               |
| <b>DOCUMENTATION</b>   |   |                       |                                     |
| PSC12                  | List the vessel documents that the dispatcher is required to check                              | _____                 | _____                               |
| PSC13                  | Define ANOA   | _____                 | _____                               |
| PSC14                  | Explain the purpose of an ANOA  | _____                 | _____                               |
| PSC15                  | Describe the required components of an ANOA   | _____                 | _____                               |
| PSC16                  | Describe the reporting time requirements for a vessel subject to Port State Control enforcement | _____                 | _____                               |
| PSC17                  | Define and describe ISM   | _____                 | _____                               |
| PSC18                  | List and describe the two documents that comprise ISM, and how long they are valid              | _____                 | _____                               |

## Auxiliary Port State Control Dispatcher

| <i>Task No.</i>                           | <i>OJT Task</i>  | <i>Date Completed</i> | <i>Verifying Officer's Initials</i> |
|---|--|-----------------------|-------------------------------------|
| PSC19                                     | Define and describe a COC, and how long it is valid  | _____                 | _____                               |
| PSC20                                     | State who is ultimately responsible for insuring that a vessel has a valid COC                         | _____                 | _____                               |
| PSC21                                     | Define and describe an OSRO  | _____                 | _____                               |
| PSC22                                     | Define and describe a Vessel Response Plan   | _____                 | _____                               |
| PSC23                                     | Describe the type of vessels that are required to have an OSRO and a Vessel Response Plan              | _____                 | _____                               |
| <b>VETTING AND DISPATCHING PROCEDURES</b> |  |                       |                                     |
| PSC24                                     | Define SANS  | _____                 | _____                               |
| PSC25                                     | Print a vessel arrival list from SANS  | _____                 | _____                               |
| PSC26                                     | Describe the Qualships 21 Program  | _____                 | _____                               |
| PSC27                                     | Identify a Qualships vessel  | _____                 | _____                               |
| PSC28                                     | Locate and identify in SANS two places where information on a vessel's previous ports may be found     | _____                 | _____                               |
| PSC29                                     | Demonstrate the ability to determine and record the ISSC status of a vessel                            | _____                 | _____                               |
| PSC30                                     | Print a copy of a vessel's ANOA  | _____                 | _____                               |
| PSC31                                     | Compare the owner, operator and class of a vessel with the targeted list                               | _____                 | _____                               |
| PSC32                                     | Explain the steps to follow if the owner, operator or class is on the targeted list                    | _____                 | _____                               |
| PSC33                                     | Locate and confirm the validity of a vessel's Safety Management Certificate and Document of Compliance | _____                 | _____                               |
| PSC34                                     | Describe MISLE   | _____                 | _____                               |
| PSC35                                     | Locate a vessel in MISLE   | _____                 | _____                               |
| PSC36                                     | Describe a COFR (including term of validity)   | _____                 | _____                               |
| PSC37                                     | Determine whether a vessel has a valid COFR  | _____                 | _____                               |
| PSC38                                     | Determine the Coast Guard boarding history of a vessel   | _____                 | _____                               |

## Auxiliary Port State Control Dispatcher

| <i>Task No.</i>                          | <i>OJT Task</i>  | <i>Date Completed</i> | <i>Verifying Officer's Initials</i> |
|--|--|-----------------------|-------------------------------------|
| PSC39                                    | Determine whether a vessel is due for an examination and what type of examination is needed            | _____                 | _____                               |
| PSC40                                    | Find a vessel's deficiency history and determine if it has outstanding deficiencies                    | _____                 | _____                               |
| PSC41                                    | Check ISM documents in MISLE and compare to ISM dates in SANS  | _____                 | _____                               |
| PSC42                                    | Enter vessel arrivals in MISLE   | _____                 | _____                               |
| PSC43                                    | Describe why the dispatcher may change a vessel's priority   | _____                 | _____                               |
| PSC44                                    | Change a vessel's priority in MISLE  | _____                 | _____                               |
| <b>FOLLOWUP AND REPORTING PROCEDURES</b> |  |                       |                                     |
| PSC45                                    | Describe apparent ANOA violations that should be reported  | _____                 | _____                               |
| PSC46                                    | State who ANOA violations should be reported to  | _____                 | _____                               |
| PSC47                                    | Call an agent to verify ETA information for a vessel and inform the agent that a boarding will be made | _____                 | _____                               |
| PSC48                                    | Call another U.S. Port State Control to verify whether an examination was conducted                    | _____                 | _____                               |
| PSC49                                    | Schedule boarding appointments in calendar   | _____                 | _____                               |
| PSC50                                    | Record vessel arrivals for the day in the appropriate location   | _____                 | _____                               |

## Auxiliary Port State Control Dispatcher

### Log of qualifying watches

|    | Date Watch stood | Verifying Officer |
|----|------------------|-------------------|
| 1  |                  |                   |
| 2  |                  |                   |
| 3  |                  |                   |
| 4  |                  |                   |
| 5  |                  |                   |
| 6  |                  |                   |
| 7  |                  |                   |
| 8  |                  |                   |
| 9  |                  |                   |
| 10 |                  |                   |





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: DESIGNATION AS AUXILIARY PORT STATE CONTROL DISPATCHER

Ref: Auxiliary Port State Control Dispatcher Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Port State Control Dispatcher. You are authorized to carry out the responsibilities of an Auxiliary Assistant Machinery Inspector 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 Port State Control Dispatcher Qualification Code "AUX-PSC".

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