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9 May 2013

## MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive ADM-13-04

Subj: QUALIFICATION EXAMINER (QE) TRAVEL

Ref: (a) Auxiliary Manual, COMDTINST M16790.1 (series)  
(b) Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series)

1. **PURPOSE.** The purpose of this directive is to state the policy for travel reimbursement associated with conducting Qualification Examiner (QE) sessions by certified QEs in Eighth District Coastal Region (D8CR).

2. **DIRECTIVES AFFECTED.** None.

3. **DISCUSSION.** Qualification Examiners (QE) are an essential component of the Auxiliary Boat Crew Training program. QEs are responsible for ensuring that coxswains, boat crew members and personal watercraft operators meet the established standards, so that these members can safely and professionally execute both Coast Guard mission support and carry out the Auxiliary's primary role of recreational boating safety. Often this requires QEs to travel long distances within their divisions, to other divisions entirely and in some instances to other regions. Naturally, when leaders, such as QEs, stand up for additional responsibilities where travel is required, these members need to be reimbursed for out of pocket expenditures. However, the need to be good stewards of the tax payer's dollar is imperative. Also, QE travel may be competing for other authorized travel requests. Waste of travel funds may find QE travel funds expended before the close of the fiscal year.

4. **POLICY.** When QE travel funds are available, the following action requirements apply.

- a. The Director may authorize mileage, per diem and lodging for travel greater than 50 miles in distance one way from the member's home address, when conducting QE missions.
- b. Travel 50 miles or less is not authorized for reimbursement.
- c. A QE session location that is the same location where the QE normally reports to for small boat or other assignments to duty as a regular member does not qualify for QE travel reimbursement regardless of distance travelled.
- d. As funds exist, QE travel outside a QE's own division can be authorized for reimbursement.
- e. QE support requested by another adjacent Auxiliary Region shall be paid for by the requesting Auxiliary Region. Should D8CR request QE assistance from another District Eight Eastern Region, such QE travel shall be funded by the Director. This QE travel reimbursement will have priority for funding above all other QE travel.

- f. Should QE funding fall short of the membership's needs during the fiscal year, divisions and flotillas may reimburse QEs for their travel. The Director will be unable to reimburse divisions and flotillas for such expenditures.
- g. When booking travel arrangements, QE shall use Carlson Wagonlit Travel/SATO travel (CWT SATO), or any other future mandated travel contractor, when and where applicable.
- h. QEs shall understand that only items listed on their travel orders shall be reimbursable. Any other expenses accrued in travel may not be reimbursed without prior approval. Therefore, it is essential that QEs read and understand their travel order documents prior to traveling.
- i. After travel is completed, QEs have 30 calendar days to complete a travel claim. After 30 days has elapsed without filing a travel claim, the open travel order will be closed and the member will not be reimbursed. QEs are responsible for maintaining and potentially submitting any and all receipts associated with the travel performed. QEs should retain all travel claim documentation for three years for planning and audit purposes.
- j. Requests for QE travel orders after a session has been conducted will not be entertained.
- k. Qualification Examiner - In Training (QE-IT) travel will be funded on a case by case basis. Though growing the future health of the QE program is of paramount concern, funds are limited. QE-IT travel should incorporate multiple QE session candidates vice sessions with only one boat crew member needs examination. QE-IT should be prepared to ride as passenger in a qualified QE's personal vehicle. Barring gender issues, and any other appropriate concerns, the QE-IT should be prepared to share a hotel room with a certified QE who is authorized lodging.

5. REQUESTS PROCESS.

- a. When the Area Qualification Examiner Coordinator (AQEC) receives Appendix G: QE Request Form for a member or for a group of members, the AQEC shall assign a QE(s) to the session and schedule the QE session on the division calendar. The AQEC shall immediately forward these dates to the Chief Qualification Examiner Coordinator (CQEC). Once the AQEC has done this, the QE session is considered approved. By this action the AQEC is approving the QE session, not issuing a travel order or authorizing travel reimbursement. The AQEC is responsible for forwarding the division's QE session to the CQEC whether reimbursable travel is to be incurred or not. AQECs are tasked with planning QE sessions in a manner that best manages funds expenditures. Weekly trips to a remote flotilla should be substituted with one trip to conduct a session for multiple members. Keeping in mind a QE can't conduct a QE session on members of the QE's own flotilla, unless the Operations Training Officer or CQEC is present, the next closest QE should be employed.
- b. Once a QE has been assigned for a scheduled session by the AQEC, the QE shall request travel orders as soon as possible. If more than one QE requires orders, then all QEs scheduled requiring travel orders shall submit their requests at nearly the same time as possible. QEs shall submit their request for orders via the D8CR website. QEs should not contact the Director's Office by e-mail or telephone requesting travel orders.
- c. Once travel is completed and before 30 days after travel has expired, the QE shall contact the Director's Office, Mr. Granger at (504) 671-2143, for assistance in completing the travel claim.
- d. The Director will not issue non-reimbursable or 'no cost' travel orders for travel not requiring reimbursement. There is no reason or benefit to the member to do so. In accordance with ref (a) when the session is scheduled on the division calendar and the calendar for QE sessions has been accepted by the CQEC, the member is considered assigned to duty and is therefore 'covered' against claims. The QE should be listed on AuxData Orders Management (AOM) orders for assignment to duty while underway.

6. **CHAIN OF LEADERSHIP.** Questions, concerns and/or recommendations regarding this policy should be directed through the chain of leadership to the Chief Qualification Examiner Coordinator (CQEC).



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