



16794
20 Mar 2013

MEMORANDUM

Eighth Coast Guard District Coastal Region, Auxiliary Policy Directive TRNG-13-01A

Subj: MINIMUM QUALIFICATION EXAMINER IN TRAINING PREREQUISITES

Ref (a): Auxiliary Boat Crew Training Manual, COMDTINST M16794.51A

1. **PURPOSE.** To provide a measure of proficiency and mastery of the boat crew program to be met by candidates desiring appointments as Qualification Examiners In-Training (QE-IT) in District Eight Coastal Region.
2. **DIRECTIVES AFFECTED.** None. These requirements take effect October 1st 2013.
3. **DISCUSSION.** As per ref (a), Qualification Examiners (QE's) must be outstanding coxswains, have a strong operational background, possess exceptional instructor abilities and effective interpersonal skills as well as maintain impeccable integrity. This same reference states that a member must serve at least one year as a coxswain prior to applying for a QE-IT appointment and completed 8 hours of Team Coordinated Training within the last two years. It also provides for additional requirements as specified by the Boat Crew Advisory Board.
4. **ADDITIONAL REQUIREMENTS.** In addition to meeting the above stated requirements, a candidate must also meet the following prerequisites prior to an appointment as a QE-IT:
 - a. Be a qualified and certified Auxiliary Instructor (IT)
 - b. Successfully complete the Auxiliary Patrols Specialty Course (AUXPAT)
 - c. Accumulate 240 underway hours, a minimum of which must be 120 coxswain hours. Of these 120 hours, 30 hours may be served as a Personnel Water Craft Operator. There is no time limit on obtaining underway hours, however the emphasis is on recency and proficiency, not hours accumulation, at the discretion of the Operations Training Officer (OTO).
5. **ACTION.** It is the responsibility of the Area Qualification Examiner Coordinators (AQEC) to ensure candidates meet these QE-IT prerequisites prior to submitting QE-IT applications to the Chief Qualification Examiner Coordinator (CQEC). Waiver request for these prerequisites will be entertained at the discretion of the OTO and regional Director of Auxiliary. Documented mastery of craft and proficiency must be provided for consideration.
6. **TIMELINES:** Validating the candidate's QE-IT package remains the AQEC's primary role in the QE-IT process. However, candidates are owed a timely answer to their requests.
 - a. Upon receipt of a completed QE-IT package, the applicable AQEC has 15 days to review the package, confirm its accuracy, ensure prerequisites have been met and submit the package along with the AQEC's recommendation to the CQEC. Should the AQEC be unable to meet this

- timetable due to a need to further investigate the QE-IT application, the AQEC shall notify the CQEC with the date that the AQEC received the package and the reason for the delay.
- b. The CQEC shall forward the QE-IT package with an endorsement to the Boat Crew Advisory Board within 7 days of receipt from the AQEC.
 - c. The Boat Crew Advisory Board has 14 days to recommend or not recommend a candidate for the QE-IT program once it has been presented by the CQEC.
 - d. A candidate has one year to complete the QE-IT Performance Qualification Standard from the date of the candidates QE-IT Appointment Letter.



R. F. HELLSTERN
Commander, U. S. Coast Guard
Director of Auxiliary
Eighth Coastal District, Coastal Region