



16794
01 Sep 2019

MEMORANDUM

Christopher A. Robinson

From: C. A. Robinson, CWO4
District Thirteen (dpa)

To: Distribution
Thru:

Subj: DISTRICT THIRTEEN MINIMUM QUALIFICATION EXAMINER IN TRAINING
(QE-IT) PREREQUISITES

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

1. In accordance with reference (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. In accordance with chapter 6.B.5 of reference (a), The Boat Crew Advisory Board (BCAB) will review all nominations for QE-IT submitted by the member's chain of leadership through the Area Qualification Examiner Coordinator (AQEC) to the Chief Qualification Examiner Coordinator (CQEC).

2. 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 Exam (AUXPAT)
- c. Accumulate 150 underway hours, a minimum of which must be 100 coxswain hours.
 - (1) Of these 100 hours, 30 hours may be served as a Personal Watercraft Operator.
 - (2) There is no time limit in obtaining hours; however emphasis should be on proficiency in craft, and not accumulation.
- d. PWO QE-ITs who are not coxswains shall accumulate a minimum of 80 PWO hours.

3. It is the responsibility of the AQEC to ensure candidates meet these QE-IT prerequisites prior to submitting QE-IT applications to the CQEC. Waiver requests for these prerequisites will be entertained at the discretion of the Operations Training Officer (OTO) and Director of Auxiliary (DIRAUX). Documented mastery of craft and proficiency must be provided for consideration.

4. 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.

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- 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.

5. I encourage leaders at all levels within the organization to forward worthy nominations for QE-IT consideration through the channels listed above.

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Enclosures:

Dist: DCO
DC-R
DSO-OP
DCDR'S
D13 QE'S