

**Auxiliary Marine Safety Administrative and Management Specialist
Qualification**

Section 10: Practicum and OJT

Learning Objectives

Upon completion of Section 10, the member will be able to:

- 1.0 Demonstrate mastery of information and the ability to apply the information through successful completion of the practical exercises.
- 2.0 Develop and deliver a presentation to an Auxiliary unit consisting of an overview of the Auxiliary Marine Safety and Environmental Protection program, training and missions.
- 3.0 Describe at least two MS/MEP missions in separate programs that do NOT require a qualification for participation.
- 4.0 Describe at least three MS/MEP missions in separate programs that REQUIRE a qualification for participation and how these missions differ from those in item 3.0.

10.0 Practicum and OJT

10.1 General Notes

This section is intended to demonstrate: 1) mastery of information, 2) ability to apply information and 3) exposure to a variety of MS/MEP missions through On-the-Job Training (OJT) as well as completion of MS/MEP activities under the guidance of a Verifying Officer. The member must provide written documentation of mission completion in the form of a letter from the person in charge which includes the date, time, place, activity, audience and any other pertinent information. A Verifying Officer will not sign off on a task until the member is able to complete the task fully in a satisfactory manner. Some tasks will be performed under the direct supervision of a Verifying Officer while others will be performed under the supervision of public organization personnel, USCG personnel or other qualified Auxiliary members.

10.2 General MS/MEP Program Knowledge

A member wishing to earn the Auxiliary Marine Safety Administrative and Management Specialist qualification (MSAM) must understand the breadth and scope of the MS/MEP program; this is achieved through the MS/MEP training program outlined in Section 5 which includes education, qualifications and service in missions of interest to the member. In addition, this qualification requires one Auxiliary Leadership course as shown in the Prerequisites section of the Records page. A member holding this qualification may serve as a Marine Safety Staff Officer at any level and should be able to give an overview of the program to an Auxiliary unit. A member Training Officer might request someone who holds this qualification to make such a presentation to an Auxiliary unit either at a unit meeting or as part of a Division or District training event. A member who holds the Letter of Designation for this qualification might also serve in administrative/management positions at a DIRAUX office, or as part of a Sector if such capabilities are needed by a Sector in either the Prevention or Response Departments. In addition, a member holding this qualification may serve as a Verifying Officer for other members wishing to earn the MSAM qualification.

10.2.1 MS/MEP Overview Presentation – Required

A member wishing to earn the MSAM qualification should be knowledgeable enough about the MS/MEP program, training opportunities and missions to develop an overview presentation for any Auxiliary unit as Member Training and answer questions from the audience about the program. To satisfy this MSAM task, the member will develop such a presentation, make the presentation, and provide a letter from the FC, DCDR or DCOS confirming date, place, audience and topic.

10.3 MS/MEP Missions That Do NOT Require a Qualification

Not all missions require an MS/MEP qualification; members who have an interest in Prevention activities may participate in Public Affairs events by standing a watch at a booth to provide and discuss MS/MEP information or put on demonstrations of various environmental protection activities and answer questions about marine safety in general. They may also engage boaters at Vessel Safety Check events or Public Education classes in discussions about MS/MEP topics; if Crew-qualified, members on patrol may pick up marine debris for proper disposal using standard safety precautions. There are several missions within the Outreach program that members may participate in without an MS/MEP qualification as well. Below are four examples of such missions; choose two and engage in those missions. Provide a note or an email from the person in charge of each activity to verify your completion of this task; the note or email must include date, place, time, type of activity, audience (if any), and what was accomplished. Your verifying Officer will use these two communications to sign off the task when both activities have been completed.

10.3.1 Auxiliary Waterways Clean-up

Plan and run a waterway cleanup using the Beach Cleanup Guide, Risk Management Training, ICS structure and function. Duration of activity should be a minimum of 2-3 hours at a coastal area, lake, river, shoreline,

wetland or marina area. Per the Beach Cleanup Guide, this should be an Auxiliary-only member activity which is not open to non-members. Resources for this activity can be found on the Prevention Directorate website under Outreach.

10.3.2 Good Mate Program

Present the Good Mate program to an Auxiliary unit for Member Training (MT) or to a public organization such as a yacht club or marina staff or residents. Resources for this program can be found on the Prevention Directorate website under Outreach.

10.3.3 Aquatic Nuisance Species Program (ANS)

Plan and present an Aquatic Nuisance Species program using local ANS to an Auxiliary unit for MT or to a local group such as a marina (staff and residents), yacht club, school group or social organization. Resources can be found on the Prevention Directorate website under Outreach and through your state Game and Fish Department.

10.4 MS/MEP Missions That REQUIRE a Qualification

Some Auxiliary missions, such as Auxiliary Container Inspector or Uninspected Passenger Vessel Examiner, require that the member earn a qualification to participate in that mission. Specialized knowledge is required to execute these missions, and the qualification is earned by working with a Verifying Officer who holds the qualification.

NOTE: It is necessary to understand that for the purpose of earning this MSAM qualification, the member is observing, or talking with, qualified members performing these missions to learn what is required and involved in that particular mission – **NOT** earning the qualification being observed. All in-person tasks must be done with the proper paperwork and permissions from the USCG Sector where the task is to be performed; this must be done in advance of the mission so that necessary ATD may be obtained through proper channels. Some missions may require a higher clearance and

the decision to allow a member to observe the mission will be at the discretion of the Sector. Pick and execute three (3) of the following observation/discussion missions. A letter or email confirming details must be obtained from the supervisory authority to verify each mission completion. Your VO will use these letters to sign off completion of this requirement. It is highly recommended that you read through the PQS Booklet for the missions you choose so that you have some understanding of what is involved prior to contacting an Auxiliarist to request their time and assistance with these tasks. The PQS booklets can be found on the Prevention Directorate website under “MS” in the side bar; you must use the “Members Only” portal to gain access to the PQS page.

10.4.1 Auxiliary Assistant Life Raft Inspector

10.4.2 Auxiliary Uninspected Passenger Vessel Examiner

10.4.3 Commercial Fishing Vessel Examiner

10.4.4 Auxiliary Assistant Container Inspector

10.4.5 Auxiliary Environmental Response Investigator (Virtual only) * (See note below)**

10.4.6 Auxiliary Waterways Management Representative

10.4.7 Uninspected Towing Vessel Examiner

10.4.8 Auxiliary Assistant K-Boat Inspector

10.4.9 Auxiliary Assistant T-Boat Inspector

10.4.10 Auxiliary Assistant Barge Inspector

10.4.11 Auxiliary Facility Inspector (Virtual only) * (See note below)**

***** NOTE:** In the event that permission cannot be obtained for the member to observe a mission in person, or if the member is unable to meet with a qualified Auxiliarist to observe the mission, the member may contact an Auxiliarist who holds the qualification chosen and have a virtual discussion with that member about the qualification. The discussion should include, but not be limited to, information about what must be done to earn the qualification, who does the training and where the training takes place, what equipment may be needed, information about how the mission is executed and how the results are documented and used. This conversation should be at least 20-30 minutes in duration to allow for adequate discussion of the suggested topics. The qualified Auxiliarist will send an email to the member including the qualified Auxiliarist’s name and qualification, the member’s name, date of the

observation/discussion, time, place and description of what was discussed or observed. This shall be given to the member's VO to verify that the task has been completed. A list of Auxiliary members holding specific MS/MEP qualifications can be generated by going to the Directory and entering both the unit being searched (Flotilla, Division or District level) and the qualification desired in the Search area. Bear in mind that not all qualified Auxiliarists may be willing to act as a mentor; you may request help finding a mentor through your FSO-MS or SO-MS. If the member earning the MSAM PQS already holds a Letter of Designation (LOD) for one of the OJT options listed, he/she may use that in lieu of observing or conversing with a qualified member; a copy of the LOD must be attached to the PQS booklet as verification of the task completion.