

# U. S. Coast Guard Auxiliary



## Auxiliary Marine Safety Administrative and Management Specialist

## Performance Qualification Standard

Revision Date: 01 January 2023

## **Auxiliary Training Guide**

### **Auxiliary Administrative and Management Specialist Performance Qualification Standard**

**Qualification Code: AUX-MSAM**

#### **Introduction**

Upon successful completion of the Marine Safety Administrative and Management Qualification an Auxiliarist will hold the minimum competencies to successfully fill Marine Safety staff positions in a Flotilla, Division, District or National post, or participate in Marine Safety and Environmental Protection missions to support US Coast Guard goals and objectives. This qualification is not intended to be a mandatory prerequisite for any assignment. Instead, it is intended to be a professional development tool for any/all Auxiliarists interested in serving in Prevention missions in a knowledgeable, professional manner.

#### **Special Nature of the Auxiliary Marine Safety Administrative and Management Specialist Qualification (AUX-MSAM)**

Candidates for the Auxiliary Marine Safety Administrative and Management Specialist Qualification (MSAM) shall complete each requirement of the PQS workbook; no waivers shall be granted.

Candidates shall work with an Auxiliary Verifying Officer (VO). Auxiliary 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. The VO must hold the MSAM Qualification and shall be responsible for signing off PQS tasks as they are satisfactorily completed by the candidate. The VO shall observe the 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 VO will not give credit for any task that is not performed satisfactorily. Simply taking the online set of Qualification Modules does **not** meet the requirement for demonstrating successful performance. *The VO will also examine and verify all supporting documents required and initial the space for that verification in the Record of Completion.*

To find a qualified Verifying Officer, the member should ask their FSO-MS for help; the FSO-MS should check to see if there is a qualified VO within the Flotilla first. If not, then the FSO-MS should check AUC Officer for a member holding the qualification. If there is no properly qualified VO within the District, the DSO-MS should send a request for assistance locating a VO to the Division Chief, Communications and Education, in the national Prevention Directorate.

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Acceptable proof of completion of Practical Tasks shall consist of a letter on official letterhead from the CG supervising the task observation or an email from the FC, VFC or IS Officer. *A copy of the material presented (lesson plan, PowerPoint, handouts, etc.) should be reviewed by the VO prior to signing off the task.*

Upon completion of the PQS Workbook, the candidate will request that the VO organize an oral board. The VO shall work with the candidate's DSO-MS to select members of the oral board and convene the board at a date agreeable to all involved. The Oral Board shall consist of at least three Auxiliarists who hold the MSAM qualification. Active Duty Officers may participate and ask questions pertaining to the structure and function of the USCG. The Oral Board may be conducted by phone or electronic meeting if distance or other consideration prohibits a face-to-face gathering. If the VO cannot meet with the candidate for the Oral Board, then an elected Officer from the member's Flotilla or one of the Oral Board Examiners may sit with the candidate for the Oral Board exam.

Once the Oral Board has been successfully completed, the signed MSAM qualification package, together with copies of all supporting documentation, shall be submitted to the DSO-MS for review and signature. A cover letter with the candidate's name, address, phone contact information, email address, Division and Flotilla, and EMPLID shall be submitted with the completed PQS package. Once signed, the DSO-MS shall forward the entire package to the District DIRAUX with a request for his/her signature, the issue of a Letter of Designation, and entry into AUX DATA. ALCOAST 45/10 states: "Due to the unique nature of the AUX-MSAM and AUX-MEES PQS subject matter, Letters of Designation for these qualifications will be reviewed and signed by Regional Directors of the Auxiliary." (April 2013)

### **Procedure for Completion of This Qualification**

Proper procedure for completion of this qualification requires the use of three documents: the Study Guide, the PQS Booklet which contains the tasks to be signed off by the Verifying Officer, and the online MSAM Qualification Modules which accompany the Study Guide.

The member will be required to complete the online MSAM Qualification Modules, submitting the required documents and proof of completion to the Verifying Officer to receive a sign off for the last task in the PQS booklet for each section. The online Qualification Modules must be completed in order and before the member may move to the next MSAM Qualification Section in either the Study Guide or the online modules.

Once all of the Study Guide Sections and the online Qualification Modules have been completed and properly signed off by the Verifying Officer in the PQS Booklet, the member is ready to apply to take the oral board.

**NOTE: Completion of the online Qualification Modules does NOT confer the MSAM qualification; all work must be signed off by the Verifying Officer, including the Study Guide discussions, demonstrations and required OJT activities.**

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<b>RECORD OF VERIFYING OFFICERS</b>		
<b>Title</b>	<b>Verifying Officer's Name</b>	<b>Initials</b>

<b>RECORD OF MAJOR TASKS AND ONLINE MODULES COMPLETED</b>		
<b>Task Number</b>	<b>Major Tasks</b>	<b>Date Completed</b>
1.0	US Coast Guard Prevention (Marine Safety) Structure and Function	
2.0	USCG Auxiliary Structure and Function	
3.0	Prevention Directorate Structure and Function	
4.0	MS Staff Officer Duties and Responsibilities	
5.0	MS/MEP Training Program: A Three-Pronged Approach	
6.0	Resources	
7.0	Designating and Identifying Verifying Officers (VOs) for MSAM and Other Auxiliary MS/MEP Qualifications	
8.0	AUXDATA II	
9.0	Assignment to Duty and USCG Orders	
10.0	Practicum and On-the-Job Training	
11.0	Oral Board	

<b>RECORD OF COMPLETION</b>		
<b>Training Prerequisites</b>	<b>Date</b>	<b>Training Coordinator's Signature</b>
A. Completion of correspondence courses:		
1. Introduction to Marine Safety and Environmental Protection (IMSEP)		
2. Good Mate Course		
3. a. ICS 100		
b. ICS 200		
c. ICS 210 <i>or</i> ICS 300		
d. ICS 700		
e. ICS 800		
4. Complete one of the following: APC, LAMS, AUXMIN or AUXLEA course.		
B. Completion of PQS Workbook with documentation.		
C. Successful completion of oral board.		
D. PQS Booklet submitted to DSO-MS for signature.		
E. PQS Booklet submitted to DIRAUX for Letter of Designation and entry into AUXDATA II.		

All qualification requirements have been satisfactorily completed by \_\_\_\_\_

## Auxiliary Marine Safety Administrative and Management Specialist

Task Number                      AUX-MSAM Task                      Date Completed                      Verifying Officer's Initials

<b>1.0</b>	<b>U.S. Coast Guard Marine Safety Structure and Function</b>		
1.1	Briefly describe the major structure of USCG Headquarters and the functions of each of the five sections.	_____	_____
1.2	Briefly describe the and primary responsibilities of the Operations section of USCG Headquarters organization, emphasizing the Prevention Division. State where the office of the Chief Director of the Auxiliary is found and describe the functions of that office.	_____	_____
1.3	Describe the Chain of Command and Communication from USCG Headquarters down to USCG Districts and their Sectors.	_____	_____
1.4	Briefly describe the structure of a Coast Guard District and the functions of the major Departments with an emphasis on Prevention.	_____	_____
1.5	Describe the structure of a USCG Sector and the functions of major sections with an emphasis on Prevention.	_____	_____
1.6	Describe the structure and function of both an MSU and an MSD, and the relationship of each to a Sector.	_____	_____
1.7	Describe the position and role of the AUX-LO within a Sector.	_____	_____
1.8	Complete online MSAM Qualification Module 1 and the assignment at the end of the Module.	_____	_____

## Auxiliary Marine Safety Administrative and Management Specialist

Task Number                      AUX-MSAM Task                      Date Completed                      Verifying Officer's Initial

<b>2.0</b>	<b>U.S. Coast Guard Auxiliary Structure and Function</b>		
2.1	Demonstrate how to access and navigate the Auxiliary website to access information about both National and District structure as well as locate your Auxiliary District website.	_____	_____
2.2	Describe the major structure and function of the National Auxiliary organization using links and charts on the Auxiliary website as references.	_____	_____
2.3	Identify and describe the major structure and function of an Auxiliary District in general terms using links and charts found on both the Auxiliary website and in the Auxiliary Manual as references.	_____	_____
2.4	Discuss the differences between National and District structure and function both in general terms and with reference to your own District.	_____	_____
2.5	Identify and describe four Auxiliary Marine Safety and Environmental Protection activities using the links provided in the Prevention Directorate website.	_____	_____
2.6	Name the seven courses available for training in MS/MEP missions and qualifications; discuss the relevance of each.	_____	_____
2.7	Identify the MS/MEP training course that qualifies for 2 points toward the AUXOP qualification and explain why it is valued that way.	_____	_____
2.8	Identify and describe at least four MS/MEP qualifications that may be earned by working with an Active Duty Verifying Officer. State why a member must work with the USCG to earn these qualifications and who may sign the Letter of Designation.	_____	_____
2.9	Name and describe the two Auxiliary-only qualifications; explain how they differ from the other MS/MEP qualifications. State who may sign the Letters of Designation and why.	_____	_____

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<u>Task Number</u>	<u>AUX-MSAM Task</u>	<u>Date Completed</u>	<u>Verifying Officer's Initials</u>
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2.10	Define and describe MS/MEP missions that are authorized and recorded in AUX DATA II; identify the proper codes for at least three of these missions and indicate where that information may be found.	_____	_____
2.11	Identify and describe restrictions placed on Auxiliary members for participation in MS/MEP missions, giving reasons for those restrictions. Identify the source authorizing those restrictions.	_____	_____
2.12	Describe the position and role of the Auxiliary Sector Coordinator in an Auxiliary District; how does that Staff Officer affect member participation in MS/MEP missions and Sector augmentation? Give examples from your own District.	_____	_____
2.13	Complete online MSAM Qualification Module 2 and the assignment at the end of the Module.	_____ _____	_____ _____



## Auxiliary Marine Safety Administrative and Management Specialist

Task Number                      AUX-MSAM Task                      Date Completed                      Verifying Officer's Initials

<b>3.0</b>	<b>Prevention Directorate Structure and Function</b>		
3.1	Demonstrate the ability to access the Prevention Directorate website and locate information requested by your Verifying Officer.	_____	_____
3.2	Discuss and compare the definition of the term “prevention” as it is used in Marine Safety vs. its meaning and use in Recreational Boating Safety (RBS).	_____	_____
3.3	Identify and discuss the two main program areas in the Prevention Directorate.	_____	_____
3.4	Identify the five Divisions of the Prevention Directorate and describe the responsibilities of each.	_____	_____
3.5	Identify the Prevention Directorate Staff positions and discuss the responsibilities of each.	_____	_____
3.6	Describe the Auxiliary Prevention activities that support achievement of Directorate mission goals.	_____	_____
3.7	Identify and describe the structure and function of Auxiliary Marine Safety program at the District level. How is the District Prevention structure different from that of the national Prevention Directorate? What is the relationship between the District MS Staff and the national Prevention Directorate Staff? Between the District MS Staff and the Division MS Staff?	_____	_____
3.8	Identify and describe the structure and function of the Division MS Staff; what is the relationship between the SO-MS and the Flotilla MS Staff?	_____	_____
3.9	Identify and describe the structure and function of the Flotilla MS Staff.	_____	_____

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3.10	What MS/MEP activities are available for member participation? What are the requirements, if any, for participation in these activities?	_____	_____
3.11	Complete online MSAM Qualification Module 3 and the assignment at the end of the Module.	_____	_____

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<b>4.0</b>	<b>Marine Safety Staff Officer Duties and Responsibilities</b>		
4.1	Locate and access resources on the National Auxiliary website pertaining to Marine Safety Staff Officers and their duties/responsibilities.	_____	_____
4.2	Identify the MS/MEP Staff structure from District to Flotilla level.	_____	_____
4.3	Define “communication” and describe the various types of communication.	_____	_____
4.4	Discuss the importance of clarity and shared understanding of the content of a communication. Give an example to support your answer.	_____	_____
4.5	Why is communication key to program and mission success? Give examples to support your answer.	_____	_____
4.6	Describe the Chain of Communication within the MS/MEP Staff structure and discuss the importance of maintaining good communication in both directions.	_____	_____
4.7	Discuss the training available to all MS Staff Officers; what is desirable at each level and why?	_____	_____
4.8	Describe and discuss the duties and responsibilities of the District Staff Officer (DSO-MS). Where is this information found?	_____	_____
4.9	Describe and discuss the duties and responsibilities of the Division Staff Officer (SO-MS). Where is this information found?	_____	_____
4.10	Describe and discuss the duties and responsibilities of the Flotilla Staff Officer (FSO-MS). Where is this information found?	_____	_____
4.11	What MS/MEP program resources are available to all MS Staff Officers and where are they found? Give examples to support your answer.	_____	_____
4.12	Complete online MSAM Qualification Module 4 and the assignment at the end of the Module.	_____	_____

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<b>5.0</b>	<b>MS/MEP Training Program: A Three-Pronged Approach</b>		
5.1	Locate and access resources on the National Auxiliary website pertaining to the Marine Safety Training Program.	_____	_____
5.2	Identify the MS/MEP Training Program components.	_____	_____
5.3	Identify and describe the seven required courses in the MS/MEP Program, including the content, purpose and importance of each.	_____	_____
5.4	Describe the significance of the IMSEP course for the AUXOP qualification.	_____	_____
5.5	Define "Performance Qualification Standard" and explain how a qualification is earned.	_____	_____
5.6	Discuss the Auxiliary-only qualifications found on the Prevention Directorate website; state how and why they are different from the remaining qualifications.	_____	_____
5.7	Describe and discuss the Marine Safety qualifications that require on-the-job training by the Coast Guard; state how and why they are different from the Auxiliary-only qualifications.	_____	_____
5.8	Describe and discuss the purpose, requirements, and application process regarding the Marine Safety Training Ribbon.	_____	_____
5.9	Describe and discuss the purpose, requirements, and application process regarding the M-Pro Pin.	_____	_____
5.10	Discuss the service and mission opportunities available to members in Marine Safety and Environmental Protection, and any restrictions that may apply.	_____	_____
5.11	Complete online MSAM Qualification Module 5 and the assignment at the end of the Module.	_____	_____

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<b>6.0</b>	<b>Resources</b>		
6.1	Explain why it is better to access Coast Guard Marine Safety and Environmental Protection resources online rather than with hardcopy.	_____	_____
6.2	Compare and contrast those resources that pertain to Prevention with those for Response.	_____	_____
6.3	Explain why there may be variation between those resources found at the national, district, division and flotilla levels. State why is this important.	_____	_____
6.4	Describe the resources that are available from the Auxiliary National Supply Center and how one can access them.	_____	_____
6.5	Explain why the national Prevention Directorate website is the primary resource for MS/MEP information.	_____	_____
6.6	Describe the resources that are available from each of the Prevention Directorate's Divisions.	_____	_____
6.7	<p>Discuss the organizations that partner with the U.S. Coast Guard Auxiliary with respect to the resources they provide, where they are found and how they can be accessed:</p> <ul style="list-style-type: none"> <li>• The Ocean Conservancy</li> <li>• NOAA</li> <li>• NAMEPA</li> <li>• U.S. Fish and Wildlife Service</li> <li>• State agencies</li> <li>• Clean marina organizations</li> <li>• FEMA</li> <li>• Colleges and universities</li> </ul>	_____	_____
6.8	Complete online MSAM Qualification Module 6 and the assignment at the end of the Module.	_____	_____

## Auxiliary Marine Safety Administrative and Management Specialist

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<b>7.0</b>	<b>Designating and Identifying Verifying Officers (VOs) for MSAM and Other Qualifications</b>		
7.1	Define the term “Verifying Officer” (VO) for Auxiliary Marine Safety training programs.	_____	_____
7.2	State what the requirements are to serve as a Verifying Officer.	_____	_____
7.3	State what the duties and responsibilities of a Verifying Officer are.	_____	_____
7.4	State who appoints Verifying Officers for the MSAM and MEES qualifications and why.	_____	_____
7.5	Identify who can serve as a Verifying Officer for the Auxiliary MSAM and MEES qualifications and why.	_____	_____
7.6	Explain how a member may request a Verifying Officer for either the MSAM or MEES qualification.	_____	_____
7.7	Identify who can serve as a Verifying Officer for the remaining Marine Safety qualifications found on the Prevention Directorate website and why.	_____	_____
7.8	State who appoints Verifying Officers for the remaining Marine Safety qualifications found on the Prevention Directorate website and why.	_____	_____
7.9	Explain how a member may request a Verifying Officer for any of the remaining Marine Safety qualifications.	_____	_____
7.10	Complete online MSAM Qualification Module 7 and the assignment at the end of the Module.	_____	_____

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<b>8.0</b>	<b>AUXDATA II</b>		
8.1	Demonstrate how to access AUXDATA II to record mission hours, check personal record information and generate reports about personal records and other activities.	_____	_____
8.2	Describe how to record various types of MS/MEP mission hours correctly and where to do so.	_____	_____
8.3	Discuss the difference between code 99 and code 28, 70, 80, and 91C/D/G mission hours and state which ones count toward service hour requirements for the MSTR and MSI.	_____	_____
8.4	Identify the MS/MEP exceptions in the use of the 99 codes and explain why these are different from other disciplines.	_____	_____
8.5	Provide an example of properly recorded mission hours for various MS/MEP missions.	_____	_____
8.6	Demonstrate how to generate and retrieve a report of MS/MEP activity.	_____	_____
8.7	Complete online MSAM Qualification Module 8 and the assignment at the end of the Module.	_____	_____

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<b>9.0</b>	<b>Assignment to Duty and USCG Orders</b>		
9.1	Define the terms “Assignment to Duty” and “USCG Orders”.	_____	_____
9.2	Explain the difference between the two terms.	_____	_____
9.3	Define “Order Issuing Authority”.	_____	_____
9.4	Discuss the Sector versus the Auxiliary as “Order Issuing Authority”.	_____	_____
9.5	Find the information about both types of authorization in the Auxiliary Manual (AUXMAN) and the authorities for each.	_____	_____
9.6	Discuss the difference between “qualified for duty” and “Assignment to Duty” and state why this is important.	_____	_____
9.7	Discuss who has – and does not have – Assignment to Duty authority at the Auxiliary Flotilla, Division and District levels.	_____	_____
9.8	Discuss the consequences of an Auxiliary member performing any MS/MEP mission without USCG Orders or Assignment to Duty.	_____	_____
9.9	Discuss the types of MS/MEP Auxiliary missions conducted under Assignment to Duty and how those differ from MS/MEP missions requiring USCG orders.	_____	_____
9.10	Complete online MSAM Qualification Module 9 and the assignment at the end of the Module.	_____	_____



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<b>10.0</b>	<b>Practicum and OJT</b>		
10.1	<p>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. Candidate will design the presentation, provide training materials for review, make the presentation, and provide a letter from the FC, DCDR or DCOS confirming date, place, audience and topic.</p>	_____	_____
10.2	<p>Select and execute two MS/MEP missions that do NOT require a qualification from the following list. A note or email from the person in charge confirming details must be provided for verification of each task.</p> <p>A-Presentation on America's Waterways Watch to public organization or Auxiliary unit; this might include PA events, marinas, public service groups such as Rotary clubs or yacht clubs, etc.</p> <p>B-Plan and run an Auxiliary beach cleanup using the Beach Cleanup Guide, Risk Management Training, ICS structure and function. Duration of activity should be minimum of 2-3 hours at a coastal area, lake or river.</p> <p>C-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.</p> <p>D-Plan and present an ANS 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.</p>	_____	_____



## Auxiliary Marine Safety Administrative and Management Specialist

Task Number                      AUX-MSAM Task                      Date Completed                      Verifying Officer's Initials

<b>11.0</b>	<b>Oral Board</b>		
11.1	Define "Oral Board".	_____	_____
11.2	Explain the purpose of an oral board and describe when it is used.	_____	_____
11.3	State who conducts an Oral Board exam for either the Auxiliary MSAM or MEES qualification and why.	_____	_____
11.4	State who may serve as an Oral Board Examiner for either the Auxiliary MSAM or MEES qualification and why.	_____	_____
11.5	Discuss the process for obtaining a Letter of Designation following the Oral Board exam for either the Auxiliary MSAM or MEES qualification.	_____	_____
11.6	State who conducts an Oral Board exam for the remaining Auxiliary Marine Safety qualifications and why.	_____	_____
11.7	State who may serve as an Oral Board Examiner for the remaining Auxiliary Marine Safety qualifications and why.	_____	_____
11.8	Discuss the process for obtaining a Letter of Designation following the Oral Board exam for the remaining Marine Safety qualifications.	_____	_____
11.9	Discuss the process for entering a Letter of Designation and any Marine Safety qualification into AUX DATA II and who is responsible for doing so.	_____	_____
11.10	Complete online MSAM Qualification Module 11 and the assignment at the end of the Module.	_____	_____

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## SAMPLE LETTER OF DESIGNATION

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, CDR  
Unit's Name

Reply to  
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY ADMINISTRATIVE MANAGEMENT  
SPECIALIST

Ref: Auxiliary Administrative and Management Specialist Performance Qualification  
Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Administrative and Management Specialist. You are authorized to carry out the responsibilities of an Auxiliary Administrative and Management Specialist 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 Administrative and Management Specialist Qualification Code "AUX-MSAM".