

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

### **Section 7: Designating and Identifying Verifying Officers (VOs)**

#### **For MSAM Qualification and Other Qualifications**

#### **Learning Objectives**

**Upon completion of Section 7, the member will be able to:**

- 1 – Define the term “Verifying Officer” (VO) for Auxiliary Marine Safety training programs.
- 2 – State what the requirements are to serve as a Verifying Officer.
- 3 – State what the duties and responsibilities of a Verifying Officer are.
- 4 – State who appoints Verifying Officers for the MSAM and MEES qualifications and why.
- 5 – Identify who can serve as a Verifying Officer for the Auxiliary MSAM and MEES qualifications and why.
- 6 – Explain how a member may request a Verifying Officer for either the MSAM or MEES qualification.
- 7 – Identify who can serve as a Verifying Officer for the remaining Marine Safety qualifications found on the Prevention Directorate website and why.
- 8 – State who appoints Verifying Officers for the remaining Marine Safety qualifications found on the Prevention Directorate website and why.
- 9 – Explain how a member may request a Verifying Officer for any of the remaining Marine Safety qualifications.

## **7.0 Designating and Identifying Verifying Officers (VOs) for MSAM and Other Auxiliary MS/MEP Qualifications**

### **7.1 Verifying Officers (VOs)**

#### **7.1.1 Definition of a Verifying Officer**

A Verifying Officer (VO) is a USCG or Auxiliary member who holds a particular MS/MEP qualification, verified by a Letter of Designation (LOD) for that qualification.

#### **7.1.2 Designating and Identifying a Verifying Officer**

Verifying Officers may be designated in one of two ways: 1) an Auxiliary member who holds a Letter of Designation for an MS/MEP qualification may be appointed to serve as a VO by either DIRAUX or the Sector Training Officer or 2) a USCG member who holds an Active-Duty Letter of Designation for a particular MS/MEP qualification may be appointed by the Sector Training Officer.

#### **7.1.3 Duties and Responsibilities of a VO**

A VO serves as a mentor to an Auxiliary member wishing to earn a particular MS/MEP qualification and guides that member's study as well as practical service. The VO is responsible for ensuring that the member has the necessary tools and learning opportunities to practice and master the knowledge base and skill set required to successfully complete task sign-offs and pass the oral board to obtain the LOD. The VO signs off tasks in the PQS booklet as the member successfully completes them and also assists the member to find both training and service opportunities for the particular qualification. More than one VO may assist a member with task sign-off for a particular MS/MEP qualification; each VO will initial the PQS booklet in addition to any task signatures. The VO will also assist the member to request an oral board either through the DSO-MS or the Sector depending on what qualification is being earned. Once the member has successfully earned the qualification, the VO may assist the member to identify

service opportunities either within the Auxiliary, at public events or venues or with the Sector.

## **7.2 AUX MSAM and AUX MEES Qualifications**

### **7.2.1 AUX MSAM and AUX MEES Verifying Officers**

The AUX MSAM and AUX MEES qualifications do not have USCG-equivalent qualifications and are therefore considered to be Auxiliary-only qualifications for that reason. This means that VOs for these two qualifications must be Auxiliary members who hold a Letter of Designation (LOD) for those qualifications. A member wishing to earn the MSAM qualification must work with an Auxiliary VO who has an LOD for the MSAM qualification; a member wishing to earn the AUX MEES qualification must likewise work with a VO who holds an LOD for the AUX MEES qualification.

### **7.2.2 Appointment of AUX MSAM and AUX MEES Verifying Officers**

Members who hold either qualification are authorized by virtue of the LOD to act as VOs, but general courtesy is to request such appointment from the DIRAUX so that DIRAUX is aware of who is providing training to members within the District. This avoids the possibility of a member who does not hold the LOD training other members and signing off tasks which would void the qualification.

### **7.2.3 Requesting a VO for AUX MSAM or AUX MEES Qualifications**

A member who wishes to earn one of these two MS/MEP qualifications should request a VO for the appropriate qualification through the FSO-MS for their Flotilla; if there is no one qualified to act as a VO in the Flotilla, the FSO-MS should send the request to the Division SO-MS who will attempt to find a Division member who holds the qualification. If there is no one in the Division who is qualified, the SO-MS will contact the DSO-MS for assistance in finding a qualified VO to work with the member. Many of the tasks, most of the

mentoring and the oral board can be done remotely, either by phone or the use of virtual platforms.

### **7.3 Other Auxiliary MS/MEP Qualifications**

#### **7.3.1 Auxiliary MS/MEP Qualifications**

For the remaining MS/MEP qualifications found on the Prevention Directorate website, the member will work with a VO who is either Active Duty or Reserve USCG, or an Auxiliary member who holds the Auxiliary form of the qualification; those remaining qualifications mirror the Active Duty qualifications minus law enforcement, combat and some other restrictions such as confined space entry and HAZMAT incidents (refer to IMSEP, Chapter 12).

#### **7.3.2 Appointment of a Verifying Officer for Auxiliary Qualifications**

A qualified VO will be appointed by the Sector Training Officer or the Chief of Prevention, Response or Contingency Planning as designated by the Captain of the Port (COTP) who commands the Sector. The VO will be responsible for the training, service opportunities, task sign-offs and oral board for the Auxiliary candidate; there may be more than one VO who works with the member.

The oral board may be composed of Active-Duty USCG members, USCG Reserve members and appropriately-qualified Auxiliarists.

#### **7.3.3 Requesting a VO for Auxiliary MS/MEP Qualifications**

A member wishing to earn one of the remaining MS/MEP qualifications listed on the Prevention Directorate website should request permission from the Sector to undertake the necessary training for a specific qualification; this is done by asking the FSO-MS to pass the request up the MS Chain to the DSO-MS who will contact the Sector Prevention or Response Department through the Auxiliary Sector Coordinator (ASC). The ASC will have information about what qualifications are needed by the Sector and whom to contact to request a VO for

the specific qualification desired. If a Sector does not have need for assistance in the specific missions covered by the qualification, training will not be offered. The Sector will assign a VO to work with the member; this may be an Active Duty or Reserve USCG member or an Auxiliarist who holds the appropriate LOD and has been appointed to act as a VO by the Sector.