



Qualification Examiner Appointment Letter SAMPLE

U.S. Department of
Homeland Security



United States
Coast Guard

Commander
United States Coast Guard
Coast Guard District _____

Street Address
City, St. Zip Code
Phone: (XXX) XXX-XXXX
Email:

BQH 16794.53A
dd Mmm yyyy

MEMORANDUM

From: B. A. Director
CGD _____ (dpa)

To: Name of Member

Subj: APPOINTMENT AS QUALIFICATION EXAMINER (QE)

Ref: (a) Auxiliary Boat Crew Qualification Handbook, ABQH 16794.52 (series)

1. Congratulations! Having completed all qualification requirements in accordance with reference (a), you are hereby appointed a Qualification Examiner in the _____ Coast Guard District.

2. To ensure your capability to perform the duties that may be encountered while under orders, you are required to maintain the ability, mobility, and endurance to safely perform all standard qualifying tasks as trained for each certified position. As a Qualification Examiner (QE) you are charged with the responsibility to professionally and accurately evaluate trainees based on their ability to safely complete the qualifying tasks required, in the manner prescribed in the appropriate qualification guide(s) without bias for any reason. If at any time you are unable to perform these duties, or recommended by a physician not to perform these duties or the physical equivalent of these duties for any reason, either temporary or permanently, you must notify this office.

3. You will be scheduled for QE missions by _____. Prior to getting underway in any Auxiliary surface facility, you must verify that the Order Issuing Authority has issued appropriate orders.

4. Your appointment as a Qualification Examiner is effective as of the date of this letter and will remain in effect for _____ years unless rescinded by this office or higher authority.

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Copy: District _____ Commodore