



10 March 2008

MEMORANDUM

To: All Sector N.C. QE's and Mentors

Subj: Documentation required to be submitted by QE to the Area QE Coordinator for various Boat Crew Qualifications

The following documentation is required to be submitted as indicated below for the various upgrades and advancement in the Boat Crew Program. The APPENDIX G is the only form NOT submitted by the evaluating QE in the candidates completed package to the Sector QE Coordinator. Submission of APPENDIX G is required for **ALL** QE services including NAVRULES Exams and Mentor Workshops. Submitting PHOTOCOPIES of Certificates, Letters, email or Auxdata printouts when providing proof of completion of courses, BQ etc., will eliminate the need for Diraux to research this and speed the Certification process for each candidate.

INITIAL BOAT CREWMEMBER:

M16794.51A-APPENDIX G- QE REQUEST FORM-Prepared by FC/FSO-MT/BCTC/SO-MT and submitted to the Sector QE Coordinator 2 Weeks in advance of the QE mission.

M16794.51A, APPENDIX C - Prepared by the Evaluating QE

M16794.52A, APPENDIX B- Candidate presents all pages to the assigned QE prior to beginning the session. All mentors and QE's signature should be properly affixed. (Note: M16794.52-APPENDIX A- Only task completed in 2006 or previously should be on these pages. M 16794.52A- APPENDIX B-Only task completed in 2007 and any new task not completed in M6794.52 should be on these pages.

TASK BCM-08-04-AUX- DOCK SIDE ORAL EXAM- Blank form (pages 2-78 and 2-79) furnished by candidate to evaluating QE.

TASK BCM-08-05-AUX- UNDERWAY CHECK RIDE-Blank form (pages 2-80 and 2-81) furnished by candidate to evaluating QE

TASK BCM-08-01-AUX- Candidate provides proof of completion of ICS Courses 100 and 700. (Certificate/letter/email or Auxdata printout).

TASK BCM-08-02-AUX - Provided by candidate to QE-Candidate must show proof of being a BQ member having completed an authorized Boating Skills Course.

THIRD YEAR CREWMEMBER RECERTIFICATION

M16794.51A-APPENDIX G- QE REQUEST FORM-Prepared by FC/FSO-MT/BCTC/SO-MT and submitted to the Sector QE Coordinator 2 weeks in advance of the QE mission.

M16794.51A-APPENDIX F- Prepared by FSO-IS and presented to QE by the candidate(s).

M16794.51A Crewmember-Underway Currency Maintenance/Recertification Check Ride Encl (1)- blank form provided to QE by the candidate(s).

TASK BCM-08-01 AUX- Candidate provides proof of completion of ICS Courses 100 and 700. (Certificate/letter/email or Auxdata printout).

BOAT CREW DOCUMENTATION (Cont)

INITIAL COXSWAIN

M16794.51A -APPENDIX G- QE REQUEST FORM-Prepared by FC/FSO-MT/BCTC/SO-MT and submitted to the Sector QE Coordinator 2 weeks in advance of the QE mission.

M16794,51A-APPENDIX C- Prepared by the Evaluating QE

M16794.53A-APPENDIX B- Candidate presents all pages to the assigned QE at the beginning of the session. All mentors and QE'S signatures must be properly affixed. (Note: M16794.53 –only t ask completed in 2006 or previous should be on these pages)(M16794.53A-Only task completed in 2007 and later should be affixed on these pages.

COX-09-03-AUX- Candidate must show proof of satisfactory completion of OPS Policy Manual and National SAR Plan Open Book Exam.

COX-09-04-AUX- Candidate must show proof of completion of ICS Exams 100,200,700, and 800.

COX-04-01-AUX- QE must proctor closed book Nav Rules Exam. Candidate must receive a passing score of 90%. QE must complete and sign this task- page 2-34. Candidate must show proof of satisfactory completion to assigned QE at time of evaluation.

COX-09-06-AUX- Dockside Oral Exam Form-Blank (pages 2-96 and 2-97) furnished by candidate to evaluating QE.

COX 09-07-AUX Underway Check Ride Form-Blank (pages 2-98 -2-100) furnished by candidate to evaluating QE.

COXSWAIN-THIRD YEAR RECERTIFICATION

M16794,51A-APPENDIX G- QE REQUEST FORM-Prepared by FC/FSO-MT/BCTC/SO-MT and submitted to the Sector QE Coordinator 2 weeks in advance of the QE mission.

M16794.51A-APPENDIX F- Prepared by FSO-IS and presented to the QE by the candidate.

COX-09-04-AUX Recertification Nav Rules Exam is open book and may be proctored by a QE or taken on line. Candidate must show proof of currency at time of 3rd year Recertification.

M1679451A- Underway Currency Maintenance Recertification Check Ride (Encl 2) blank form provided to QE by candidate at time of evaluation.

