

## **Boat Crew Training Coordinator (BCTC) Guidelines for Planning QE Sessions in District 13**

- 1 The Boat Crew Training Coordinator (BCTC) should begin an informal dialog with the appropriate Area QE Coordinator 60 to 90 day's in-advance of an anticipated QE session to preliminarily agree on a date for the session: A "ballpark" estimate of the number of coxswains-under-exam, boat crew members-under-exam, and facilities involved is helpful to have at that time. (QEs are a finite resource and advance planning is often necessary to insure the proper number of QEs will be available when needed.)
- 2 Shore-side QE sessions may be scheduled to occur days in advance or on the same day prior to the on-the-water QE session. Advance coordination among the BCTC and the Area QE Coordinator is desired to insure adequate QE resources will be in-place.
- 3 All QE assignments (Auxiliary or USCG Active Duty) are made by the Area QE Coordinator: Individual QEs should not be contacted by BCTC regarding QE assignments prior to the QE session. Where practical and possible, QEs will not be assigned to examine members of their own flotilla.
- 4 The Area QE Coordinator will appoint a QE In-Charge for each session who will work with the BCTC regarding crew assignments and detailed of the session schedule and location.
- 5 At least 30 days prior to first exam date, the BCTC must submit a formal request for QE support. This is done by completing the on-line District 13 Member Training Request Form, located at: <http://www.d13cgaux.com/sites/members/Departments/Logistics/MemberTraining/MemberTrainingRequestForm.aspx> The names, member numbers, and type of exam needed (e.g., 3<sup>rd</sup>year coxswain check-ride, or initial crew member qualification) for all of the members needing exams needs to be listed on the form. The dates and locations of all sessions must be provided.
6. At least 10 days prior to the first exam date, all of the required tasks and training (e.g., RMTT/TCT, Nav Rules, mandatory training MT, ICS courses) for each member needing an exam must be complete and all REYR/REWK conditions (except those in REYR for only non-currency of a 3<sup>rd</sup>-year QE check-ride session) must be satisfied and properly recorded in AUXDATA. Please note that the member's Flotilla Commander may need to be involved in requesting REYR/REWK status flags reset by the DIRAUX office once the REYR/REWK conditions (except 3<sup>rd</sup>-year QE check-ride) have been satisfied. The member's Flotilla Commander may also need to be involved in notifying the DIRAUX office about ICS course completions (for entry into AUXDATA).
- 7 For those seeking initial boat crew member qualifications, the Basic Knowledge of Boating Skills (BCM-08-01-AUX) requirement can also be satisfied by completion or challenge of the About Boating Safely (ABS) 8-hour PE course. The QE sign-off for this task can be performed just prior to the shore-side exam for a member seeking initial qualification as crew member: The corresponding course completion certificate or card will need to be shown to the QE at that time. BQ status in itself is not necessarily a condition that satisfies the requirement of this task:

At least one of the courses listed for Task BCM-08-01-AUX (including ABS) must have been completed or challenged.

- 7 For those seeking initial boat crew member qualifications, all tasks in appropriate qualification guide (except those requiring a QE's signature) must be signed-off by an approved mentor. The candidates name must be listed at the top of each task in the appropriate fields on the page. An audit of the qualification guide will be made by the assigned QE just prior to the shore-side exam. The member's qualification guide will also need to be presented to the assigned QE for the on-the-water exam.
- 8 No more than one coxswain-under-exam and no more than 3 boat crew members-under-exam should be scheduled per facility per on-the-water exam session.
- 9 No more than two on-the-water exam sessions should be scheduled on the same facility per day. The BCTC may request the AQEC to grant an exception on a case-by-case basis.
- 10 All facilities on-the-water exam sessions should depart and return from the same joint location (marina, public dock, etc.).
- 11 All participating facilities must be under USCG-issued orders and the requisite number of qualified coxswain and boat crew members aboard. All facilities must have a current inspection and registration, and must have all required equipment aboard in serviceable condition.
- 12 All members aboard a facility during an exam must be in the proper uniform and possess the proper PPE for the environmental conditions at the start of the exam.
- 13 Members that reside at the same address should not, whenever possible, be allowed on the same facility during an on-the-water exam.
- 14 The QE In-Charge shall approve and/or make the final determination about on-the-water crew assignments to facilities.
- 15 No trainees other than those under exam for initial qualification may participate in an on-the water QE session.
- 16 Members-under-exam for a 3<sup>rd</sup>-Year QE Check-Ride should arrive at the QE session with a both an FSO-IS signed copy of the Appendix F (Auxiliary Boat Crew Training Manual) and a blank copy of the appropriate (coxswain or boat crew member) Enclosure 1 (Auxiliary Boat Crew Training Manual) in-hand.