A GUIDE: How to Request a QE in District 7

A Guide to using District 7 Help Desk to request a Qualifying Examination session for coxswain and boat crew certifications and re-certifications.

✓ What documents do I need?
✓ Where do I find them?
✓ How do I attach a file?
✓ How do I submit a ticket?
✓ How do I request the QE session?

Reminder –
d7help.cgaux.org
Check the QE Corner
for newest Bulletins

QE Request

Only the FC, FSO-MT or SO-MT
are authorized to request a QE.

The first step – be prepared!

Be Prepared – Date, Time & Location

- Set a location and address for the QE
- Set a primary and secondary date
- Set the show-up time
- Confirm dates & time with all candidates

Be Prepared – Other Assets Required

- ✓ Operational Facilities (OPFAC) needed
- ✓ OPFAC are legal in Auxdata
- ✓ Coxswain & Crew required
- ✓ Coxswain & Crew are legal in Auxdata, including AUXMT courses

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Be Prepared – Candidate Qualifications

- ✓ Visually Confirm PQS tasks are completed
- ✓ Confirm Auxdata entries for all requirements- (ICS, TCT, Nav Rules, Underway Hours, etc.)

This is required prior to requesting a QE session

Candidate Qualifications

- Ask FSO-IS for Individual Training Record of each candidate from Auxdata

  - Digital records are required for electronic attachment on the Help Desk ticket
  - For multiple candidates, rename each (such as JSmith_training)

The Help Desk

Now that you have the date, time, facilities, information and records,

let's go to the Help Desk

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Go to D7 Homepage

www.uscga-district-7.org/

Click on one of the

"D7 Help Desk" links

Now click on

"View entire knowledgebase"

Next page, click on

" 📁 QE's Corner"

Note to Self: Make this a Favorite!

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QE Bulletin # 1 - 01 January 2013 ★★★★★
Flotilla Pre- QE Audit Information FOR Division and Flotilla Commanders Commanders please pass this information to your MT and OP. 1. Prior to requesting a QE, the requester must, confirm that...

QE Bulletin # 2 - 13 February 2013 ★★★★☆
QE Bulletin #2 1. Coxswain initial or recertification must be on their own boat or similar in size. In the event the COX has no boat, then the one he/she uses the most.. 2. Please ensure there...

QE Bulletin # 3 - 01 September 2013 ★★★☆☆
QE Bulletin # 3 01 September 2013 BOAT CREW CERTIFICATION INFORMATION Guidelines for a successful Dockside and Underway check ride A successful boat crew Qualification Examiner mission is the las...

AQEC'S - Staff ★★★★☆
CQEC - Jerry D. Henderson 772 466-8591 AQEC East - Marc S. Brody 561 789-2833 (except Division 5) AQEC East - Janee R. Henderson 772 466-8591 (Division 5) AQEC North - Richard B. Da...

Transfers & Visitors to D7 ★★★★☆
Subject: TRANSFERS & VISITORS TO D7 This is a reminder that any "snowbird" who plans to visit D7, and wants to go on patrol, must have a QE check ride in D7. If not they will be ou...

Can I become crew qualified after failing my coxswain recertification three (3) times? ★★★★★
Can I become crew qualified after failing my coxswain recertification three (3) times? Members who are unsuccessful at re-certifying three (3) times as coxswain can still become crew certified by pas...

QE Request Form* ★★★☆☆
QE Request Form*

Coxswain Recertification Check Ride ★★★★★
Coxswain Recertification Check Ride

Coxswain Underway Check Ride ★★★★★
Coxswain Underway Check Ride

Crew Recertification Check Ride ★★★★★
Crew Recertification Check Ride

Crew Underway Check Ride ☆☆☆☆☆
Crew Underway Check Ride

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A GUIDE: How to Request a QE in District 7

PWC OPERATOR RECERTIFICATION CHECK RIDE FORM ☆☆☆☆☆
PWC OPERATOR RECERTIFICATION CHECK RIDE FORM

Duties of a QE ★★★★★
Duties of a QE

Download the QE Request Form

Come back later and check out the QE Corner memos

Click on the QE Request Form.

United States Coast Guard Auxiliary
Seventh Coast Guard District

HELP DESK

Knowledgebase

CGAUX Seventh District > D7 Auxiliary Help Desk > Knowledgebase

Ask a question: [   ] **Search Help**

QE Request Form *

Solution

QE Request Form:

Download the attached form to your computer. Complete the form and attached to the D7 Help Desk ticket as an attachment.

Attachments:
QE_request_form_v2G.pdf

Save it to your <u>Desktop</u> - you will go there next to fill out the form

Was this article helpful? yes / no

A Guide: How to Request a QE in District 7

Find the QE Request Form on your desktop – Open it.

FC, SO-MT or FSO-MT fills out "Mission Contact"

Enter "Mission Information" date, alternate date, time and specific location.
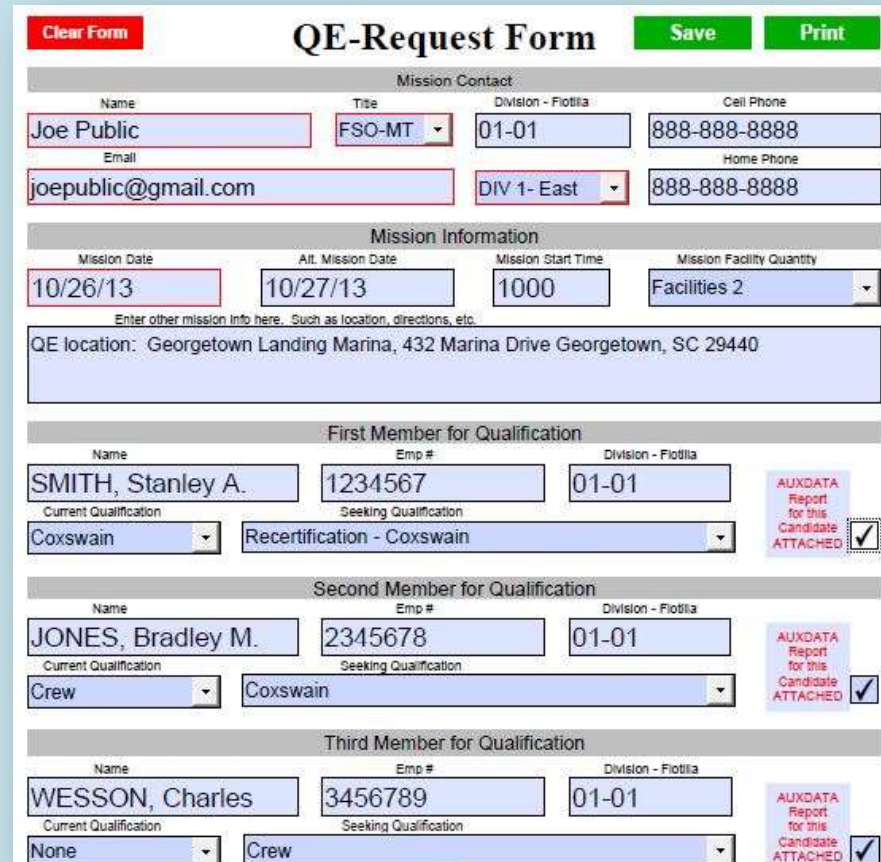
Enter "Member for Qualification" name, Aux ID, and Division-Flotilla number.

USE THE DROP DOWN MENUS
Click on the small arrow pointed down –
Then choose from the available items

CHECK THE AUXDATA BLOCK -
You will attach the Individual Training Records
LATER – but not right now.

| Clear Form | QE-Request Form | Save | Print |

Mission Contact

| Name | Title | Division - Flotilla | Cell Phone |
| Joe Public | FSO-MT | 01-01 | 888-888-8888 |

| Email | | | Home Phone |
| joepublic@gmail.com | DIV 1- East | | 888-888-8888 |

Mission Information

| Mission Date | Alt. Mission Date | Mission Start Time | Mission Facility Quantity |
| 10/26/13 | 10/27/13 | 1000 | Facilities 2 |

Enter other mission info here. Such as location, directions, etc.

QE location: Georgetown Landing Marina, 432 Marina Drive Georgetown, SC 29440

First Member for Qualification

| Name | Emp # | Division - Flotilla | |
| SMITH, Stanley A. | 1234567 | 01-01 | AUXDATA Report for this Candidate ATTACHED ✓ |

| Current Qualification | Seeking Qualification |
| Coxswain | Recertification - Coxswain |

Second Member for Qualification

| Name | Emp # | Division - Flotilla | |
| JONES, Bradley M. | 2345678 | 01-01 | AUXDATA Report for this Candidate ATTACHED ✓ |

| Current Qualification | Seeking Qualification |
| Crew | Coxswain |

Third Member for Qualification

| Name | Emp # | Division - Flotilla | |
| WESSON, Charles | 3456789 | 01-01 | AUXDATA Report for this Candidate ATTACHED ✓ |

| Current Qualification | Seeking Qualification |
| None | Crew |

A Guide: How to Request a QE in District 7

Complete it.

Review it.

Save It!

You can find it on your Desk Top.

Up to 5 candidates can be requested on each QE-Request form.

| Clear Form | QE-Request Form | Save | Print |

Mission Contact

Name	Title	Division - Flotilla	Cell Phone
Joe Public	FSO-MT	01-01	888-888-8888

Email			Home Phone
joepublic@gmail.com	DIV 1- East		888-888-8888

Mission Information

Mission Date	Alt. Mission Date	Mission Start Time	Mission Facility Quantity
10/26/13	10/27/13	1000	Facilities 2

Enter other mission info here. Such as location, directions, etc.

QE location: Georgetown Landing Marina, 432 Marina Drive Georgetown, SC 29440

First Member for Qualification

Name	Emp #	Division - Flotilla	
SMITH, Stanley A.	1234567	01-01	AUXDATA Report for this Candidate ATTACHED ✓

Current Qualification	Seeking Qualification	
Coxswain	Recertification - Coxswain	

Second Member for Qualification

Name	Emp #	Division - Flotilla	
JONES, Bradley M.	2345678	01-01	AUXDATA Report for this Candidate ATTACHED ✓

Current Qualification	Seeking Qualification	
Crew	Coxswain	

Third Member for Qualification

Name	Emp #	Division - Flotilla	
WESSON, Charles	3456789	01-01	AUXDATA Report for this Candidate ATTACHED ✓

Current Qualification	Seeking Qualification	
None	Crew	

Now you have all the documents ready and saved on your Desktop

- ✓ QE Request Form completed
- ✓ Individual Training Records

Next step – Return to D7 Help Desk

Go back to D7 Help Desk

Click "Submit a ticket"

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Complete the ticket.

Submit a ticket

CGAUX Seventh District > D7 Auxiliary Help Desk > Submit a ticket

Please use the form below to submit a ticket. Required fields are marked with *

Name: * Joe Public

E-mail: * joepublic@gmail.com

Category: * QE Requests - East

Priority: * High

Use the drop down menu choices

Director's WebSite: This is the official D7 Director's WebSite.

Enter Flotilla #: * 01-01

Comcast: If you have a Comcast email account you

Email Notice: may not receive a reply to your ticket.

Be specific and clear with your wording

Subject: * QE REQUEST

Message: *

THIS IS TO REQUEST A QE SESSION ON 26OCT13 AT GEORGETOWN LANDING MARINA, 432 MARINA DRIVE, GEORGETOWN, SC FOR THE FOLLOWING:

STANLEY A. SMITH (1234567) COXSWAIN RE-CERTIFICATION

BRADLEY M. JONES (2345678) CREW TO COXSWAIN CERTIFICATION

CHARLES WESSON (3456789) INITIAL BOAT CREW CERTIFICATION

Scroll down ticket to complete these items

Attachments: [ ] Browse...
[ ] Browse...
[ ] Browse...
[ ] Browse...

**Attach Individual Training Records
And QE Request Form here**

Accepted file types: *.csv, *...c, *.docx, *.gif, *.jpg, *.pdf, *.png, *.rar, *.txt, *.xls
Max. file size: 8192 Kb (8.00 Mb)

TYPE USCG IN THE BOX *

[ ]

4 3 0 8 9

Please enter the number displayed above: * [ ]

Before submitting please make sure of the following

- All necessary information has been filled out.
- All information is correct and error-free.

We have:

- 70.193.14.200 recorded as your IP Address
- recorded the time of your submission

Submit ticket

HOW TO ATTACH A FILE

1. Click on "Browse" in the first field

    (Browse means " go find the file that I need to attach here".
    You saved the files on your Desktop-let's look there.)

Attachments: _____ Browse...
_____ Browse...
_____ Browse...
_____ Browse...
Accepted file types: *.csv, *.doc, *.docx, *.gif, *.jpg, *.pdf, *.png, *.rar, *.txt, *.xls
Max. file size: 8192 Kb (8.00 Mb)

HOW TO ATTACH A FILE

2. Click on "Desktop" & click on "QE_Request_Form_v2G"

3. Verify the file name is QE_Request_Form_v2G" below

4. Click on "Open"

HOW TO ATTACH A FILE

5. <u>QE_Request_Form_v2G</u>" shows up in the first attachment field

6. **Repeat** the process for each file, including the individual training records for each person.

HOW TO ATTACH A FILE

Let's say you need a QE session for 3 members.

You should have 4 attachments to your Ticket:

1 QE Request Form

3 Individual Training Records

Scroll down ticket

Type USCG in the box

Enter the numbers in the box

Click "Submit Ticket"

Attachments: C:\Users\Barbara Burchfield\Desktop\QE_request_f Browse...
C:\Users\Barbara Burchfield\Desktop\Jones_trainin Browse...
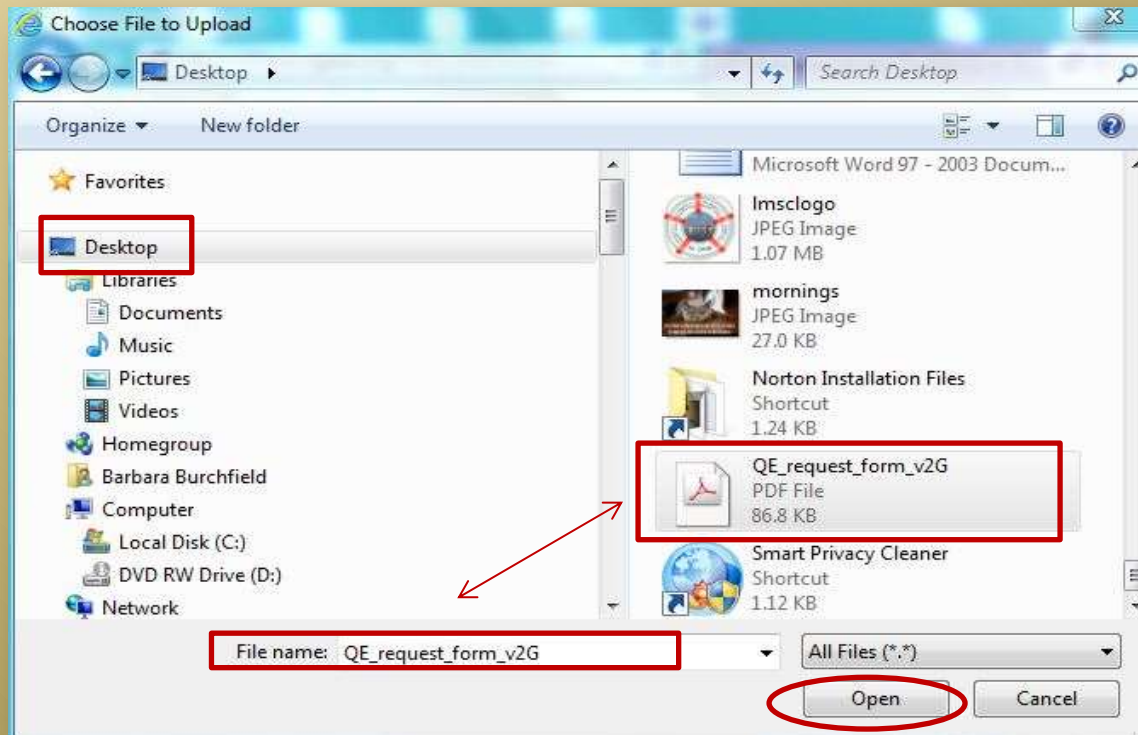C:\Users\Barbara Burchfield\Desktop\Smith_trainin Browse...
C:\Users\Barbara Burchfield\Desktop\Wesson_trair Browse...

Accepted file types: *.csv, *.doc, *.docx, *.gif, *.jpg, *.pdf, *.png, *.rar, *.txt, *.xls
Max. file size: 8192 Kb (8.00 Mb)

TYPE USCG IN THE BOX *
USCG

3 2 9 4 4

Please enter the number displayed above: * 32944

Before submitting please make sure of the following

- All necessary information has been filled out.
- All information is correct and error-free.

We have:

- 70.193.3.29 recorded as your IP Address
- recorded the time of your submission

Submit ticket

Ticket Submitted Successfully!

Click on "View your ticket" and print it.

D7 Help Desk will send you an email confirmation.

A Guide: How to Request a QE in District 7

✔ Advise candidates of D7 Uniform Policy

✔ Send candidates the QE Underway Checkride List

Don't be surprised!

Underway Check Ride lists for coxswain, crew & PWO certifications and re-certifications are available at the "QE Corner".

D7 Initial Crew Underway, JAN 2013

TASK BCM-08-05-AUX Underway Check Ride - JAN 2013   D7

Member Name & Number:

References:
Boat Crew Seamanship Manual COMDTINST M16114.5 (series)
Auxiliary Boat Crew Training Manual COMDTINST M16794.51 (series)
Auxiliary Operations Policy Manual COMDTINST M16798.3 (series)

Conditions:
Performed while underway on an Auxiliary Facility in calm sea conditions.
Member must accomplish tasks listed below with little or no hesitation.

Standards:
In response to the QE and under the direction of the coxswain, member must answer questions on, and perform the below listed tasks as crew.

Tasks:

NO.	Performance Criteria	SAT	UNSAT	Remarks	QE
1	Assisted coxswain with pre-underway check-off				
	a. Checked location of all required equipment				
	b. Checked on operating condition of all required equipment				
	c. Checked all required PPE equipment				
	d. Checked operating condition of all required PPE equipment				
2	Participated in pre-underway brief				
	a. Understood mission				
	b. Understood assigned duties				
	c. Demonstrated role in setting the GAR score				
3	Correctly donned PFD and demonstrated an understanding of the use of personal survival equipment.				
4	Efficiently and safely handled mooring lines while getting underway and secured the boat for sea.				

Great job – you've finished the QE Request!

After receiving email confirmation

- The Area QE will contact you

- Remember to request orders in AOM!

Be sure to visit the QE Corner for more

Information and resources!

Bowline

Figure 8 Knot

Square (Reef) Knot

Sheet Bend

Presentation by
Barbara Burchfield
17 October 2013
Updated 01 November 2015

Completed documents sent online
http://d7help.cgaux.org/

✓ QE Request Form
✓ Individual Training Records
✓ QE Session Requested
✓ Help Desk Ticket Received