

A GUIDE: How to Request a QE in District 7



Reminder -
d7help.cgaux.org
check the QE corner
for newest Bulletins

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?

A Guide: How to Request a QE in District 7

QE Request

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

The first step – be prepared!



A Guide: How to Request a QE in District 7

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



A Guide: How to Request a QE in District 7

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



A Guide: How to Request a QE in District 7

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

A Guide: How to Request a QE in District 7

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)

A Guide: How to Request a QE in District 7

The Help Desk

Now that you have the date, time,
facilities, information and records,
let's go to the Help Desk

A Guide: How to Request a QE in District 7

Go to D7 Homepage
www.uscga-district-7.org/

Click on one of the
“D7 Help Desk” links

U.S. Department of Homeland Security
United States Coast Guard Auxiliary

AUX HOME | JOIN US NOW! | LEADERSHIP | AUX MEMBERS | DIRECTORATES | UNITS | AUX ASSOC.

COAST GUARD

Sunday, November 01, 2015

Seventh District

Find us on Facebook

Tablet and Ipad Touch Screens

Bridge

Directorates

Auxiliary District 7

Auxiliary District Coordinator - IC 5

Member Resources

Forms

Online Magazines

Public Information

Safe Boating Classes

District 7 Help Desk

Video Section

What's New

District 7 C-School

Past Division Captain and Commander Association

District 7 RBS Committee

District Divisions and Flotillas

CONTACT US

2012 IT

SEARCH NATIONAL SITE

Enter Search Term(s)

Search

SECURITY LEVELS

MARSEC LEVEL

1 2 3

SIGNIFICANT RISK

Web Site

Commodore Bob Weskerna

Chief of Staff Judith Hudson

Hello and Welcome to District 7, United States Coast Guard Auxiliary

Judith Hudson and I welcome your visit to our District 7 webpage, and urge you to explore this electronic resource for information on how to join our organization or to find resources for seasoned members.

Our 16 Coast Guard Districts, and D7 Auxiliary is dedicated to provide Recreational Boating Safety services to our members serve by filling support roles on Coast Guard the Seventh District. Our many opportunities include communication, watermanaging, public affairs services, maritime surface patrols, air operations, public education, Marine Safety, language interpreters, and more but there are many additional opportunities for service available to interested members. We consider ourselves to be America's Volunteer Lifesavers. If you think this service could be of interest to you, please find the button under the banner at the top of this page entitled "JOIN US NOW." Click this and learn more about how to join us in service to the Coast Guard and the boating public. I look forward to meeting you soon should you decide to join us.

Commodore Robert A. Weskerna


District Seven Auxiliary

Updated 09/21/2015

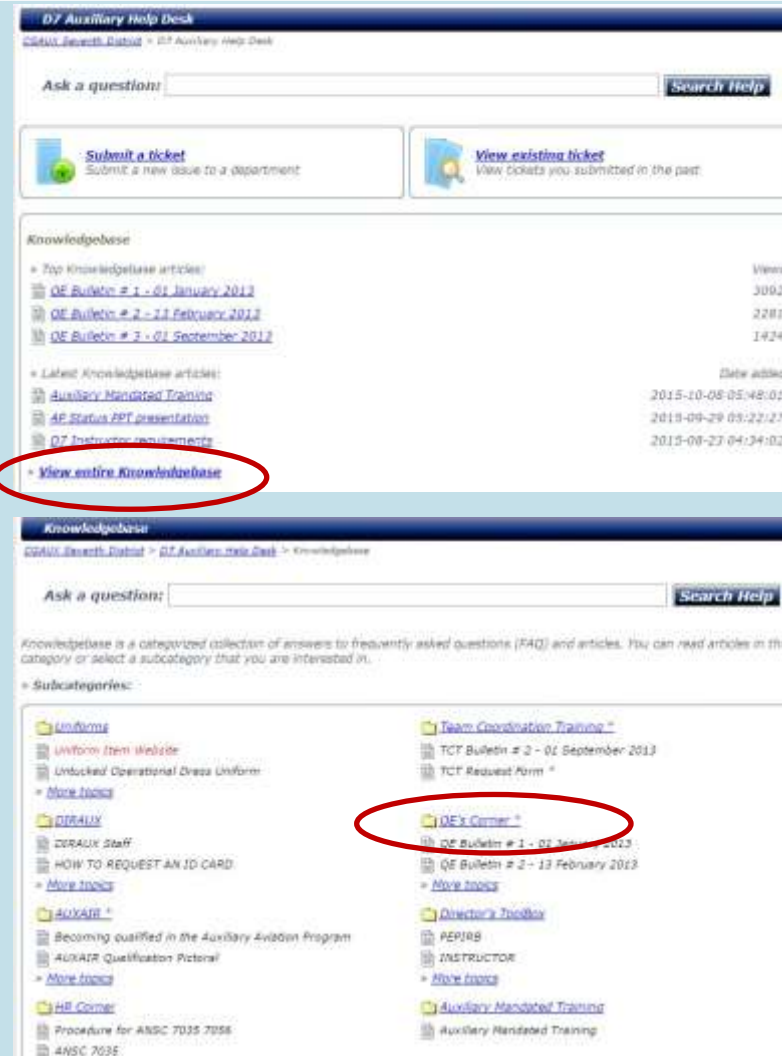
District 7 FN-1 Form		LEGAL DSO	
HR CORNER	AWARDS	MANUALS	AUX-INFO
D7 HELP DESK	AVIATION	MEMBER TRAINING	INFORMATION SERVICES
PUBLIC AFFAIRS	COMMUNICATION	PROGRAM VISITOR	DISTRICT 7 DASHBOARD
PUBLIC EDUCATION	SURFACE OPERATIONS	STATE LIAISON	PUBLICATION
COMMUNICATION SERVICES	MARINE SAFETY	VESSEL EXAMINATION	D7 OFFICERS DIRECTORY
MATERIALS	HISTORIAN	NAVIGATION SYSTEMS	HUMAN RESOURCES

A Guide: How to Request a QE in District 7

Now click on
“View entire knowledgebase”

Next page, click on
“ QE's Corner”

Note to Self:
Make this a
Favorite!



D7 Auxiliary Help Desk
Click Search Button > D7 Auxiliary Help Desk

Ask a question: **Search Help**

Submit a ticket
Submit a new issue to a department

View existing ticket
View tickets you submitted in the past

Knowledgebase

• Top Knowledgebase articles:

	Views
QE Bulletin # 1 - 01 January 2013	3062
QE Bulletin # 2 - 13 February 2013	2281
QE Bulletin # 3 - 01 September 2013	1424

• Latest Knowledgebase articles:

	Date added
Auxiliary Mandated Training	2015-10-05 05:48:01
AP Status PPT presentation	2015-09-29 03:22:27
D7 Instructor Requirements	2015-08-27 04:34:02

• [View entire Knowledgebase](#)

Knowledgebase
Click Search Button > D7 Auxiliary Help Desk > Knowledgebase

Ask a question: **Search Help**

Knowledgebase is a categorized collection of answers to frequently asked questions (FAQ) and articles. You can read articles in this category or select a subcategory that you are interested in.

• Subcategories:

Uniforms	Team Coordination Training
Uniform Item Website	TCF Bulletin # 2 - 01 September 2013
Undocked Operational Dress Uniform	TCF Request Form
• More topics	
D7RAUX	QE's Corner
D7RAUX Staff	QE Bulletin # 1 - 01 January 2013
HOW TO REQUEST AN ID CARD	QE Bulletin # 2 - 13 February 2013
• More topics	• More topics
AUXAIR	Director's Toolbox
Becoming qualified in the Auxiliary Aviation Program	PEPIRB
AUXAIR Qualification Pictures	INSTRUCTOR
• More topics	• More topics
HB Corner	Auxiliary Mandated Training
Procedure for ANSC 7035 7056	Auxiliary Mandated Training
ANSC 7035	

A Guide: How to Request a QE in District 7

Download the
QE Request
Form

[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

[A GUIDE: How to Request a QE in District 7](#)



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

Come back later
and check out
the QE Corner
memos

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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:

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 Desktop - 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.

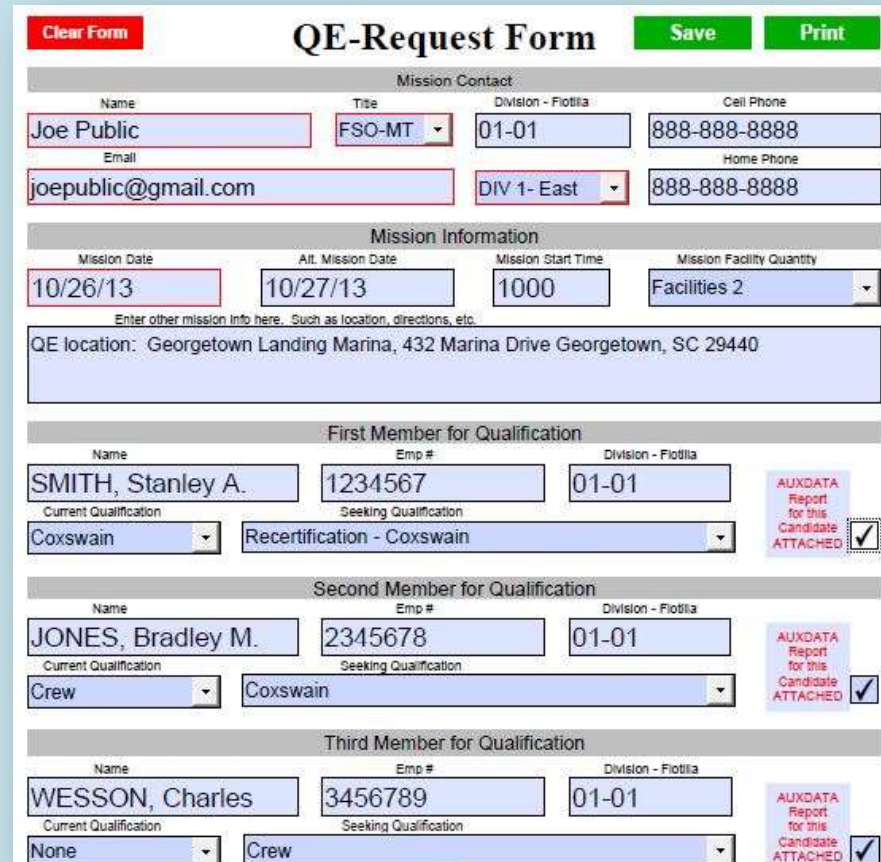
Enter “Member for Qualification” name, Aux ID, and Division-Flotilla number.

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.



The screenshot shows the "QE-Request Form" interface. At the top, there are buttons for "Clear Form", "Save", and "Print". The form is divided into several sections:

- Mission Contact:** Fields for Name (Joe Public), Title (FSO-MT), Division - Flotilla (01-01), Cell Phone (888-888-8888), Email (joepublic@gmail.com), and Home Phone (888-888-8888).
- Mission Information:** Fields for Mission Date (10/26/13), Alt. Mission Date (10/27/13), Mission Start Time (1000), and Mission Facility Quantity (Facilities 2). A text area for "Enter other mission info here. Such as location, directions, etc." contains "QE location: Georgetown Landing Marina, 432 Marina Drive Georgetown, SC 29440".
- First Member for Qualification:** Fields for Name (SMITH, Stanley A.), Emp # (1234567), Division - Flotilla (01-01), Current Qualification (Coxswain), and Seeking Qualification (Recertification - Coxswain). An "AUXDATA Report for this Candidate ATTACHED" checkbox is checked.
- Second Member for Qualification:** Fields for Name (JONES, Bradley M.), Emp # (2345678), Division - Flotilla (01-01), Current Qualification (Crew), and Seeking Qualification (Coxswain). An "AUXDATA Report for this Candidate ATTACHED" checkbox is checked.
- Third Member for Qualification:** Fields for Name (WESSON, Charles), Emp # (3456789), Division - Flotilla (01-01), Current Qualification (None), and Seeking Qualification (Crew). An "AUXDATA Report for this Candidate ATTACHED" checkbox is checked.

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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	DIV 1- East		Home Phone				
joepublic@gmail.com			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	AUXDATA Report for this Candidate ATTACHED <input checked="" type="checkbox"/>				
SMITH, Stanley A.	1234567	01-01					
Current Qualification	Seeking Qualification						
Coxswain	Recertification - Coxswain						
Second Member for Qualification							
Name	Emp #	Division - Flotilla	AUXDATA Report for this Candidate ATTACHED <input checked="" type="checkbox"/>				
JONES, Bradley M.	2345678	01-01					
Current Qualification	Seeking Qualification						
Crew	Coxswain						
Third Member for Qualification							
Name	Emp #	Division - Flotilla	AUXDATA Report for this Candidate ATTACHED <input checked="" type="checkbox"/>				
WESSON, Charles	3456789	01-01					
Current Qualification	Seeking Qualification						
None	Crew						

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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

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Go back to D7 Help Desk

Click “Submit a ticket”



The screenshot shows the top of a web page for the United States Coast Guard Auxiliary, Seventh Coast Guard District. The header features the organization's logo and the text "United States Coast Guard Auxiliary Seventh Coast Guard District" and "HELP DESK". Below the header is a dark blue bar with the text "D7 Auxiliary Help Desk". Underneath this bar is a breadcrumb trail: "CGAUX Seventh District > D7 Auxiliary Help Desk". A search bar is present with the placeholder text "Ask a question:" and a "Search Help" button. At the bottom, there are two main action buttons. The first button, "Submit a ticket", is circled in red and includes the subtext "Submit a new issue to a department". The second button is "View existing ticket" with the subtext "View tickets you submitted in the past".

United States Coast Guard Auxiliary
Seventh Coast Guard District

HELP DESK

D7 Auxiliary Help Desk

[CGAUX Seventh District](#) > D7 Auxiliary Help Desk

Ask a question: **Search Help**

 **[Submit a ticket](#)**
Submit a new issue to a department

 **[View existing ticket](#)**
View tickets you submitted in the past

A Guide: How to Request a QE in District 7

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: *

E-mail: *

Category: * ▼

Priority: * ▼

Director's WebSite:

Enter Flotilla #: *

Comcast:

Email Notice:

Subject: *

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

Use the drop down menu choices

Be specific and clear with your wording

A Guide: How to Request a QE in District 7

Scroll down ticket to complete these items

Attach Individual Training Records
And QE Request Form here

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)

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

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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:

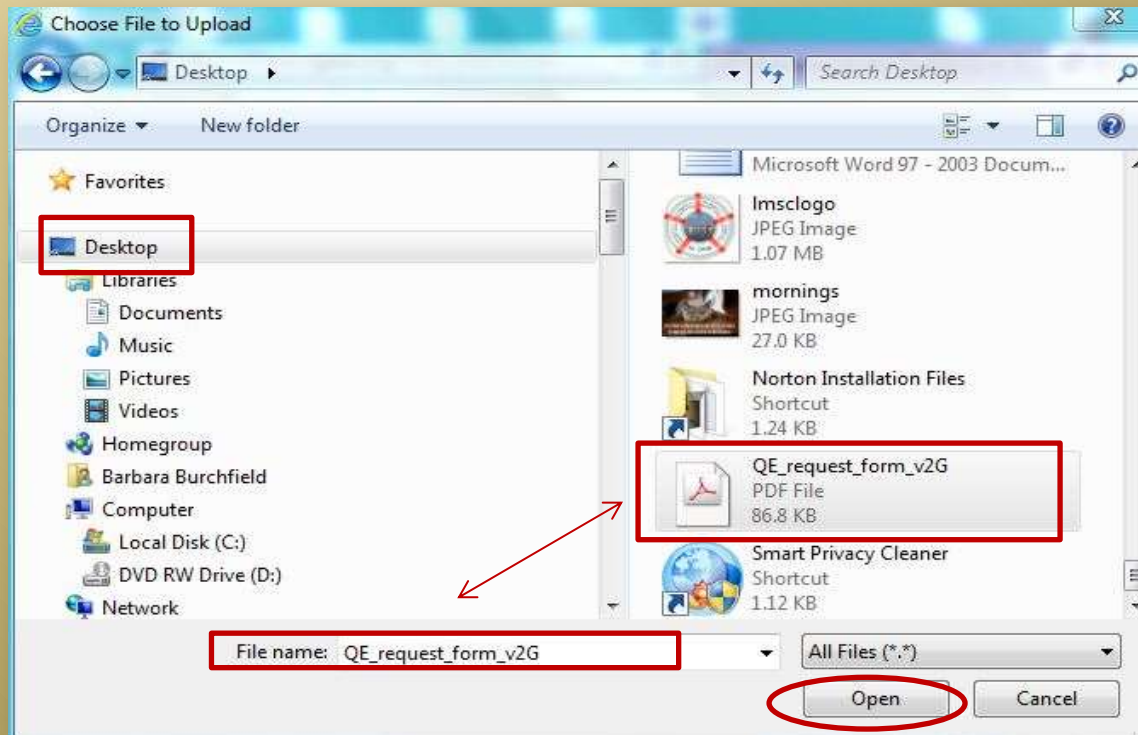
	Browse...
	Browse...
	Browse...
	Browse...

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

A Guide: How to Request a QE in District 7

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”



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HOW TO ATTACH A FILE

5. QE_Request_Form_v2G" shows up in the first attachment field



Attachments: C:\Users\Barbara Burchfield\Desktop\QE_request_1 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)

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

A Guide: How to Request a QE in District 7

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

A Guide: How to Request a QE in District 7

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_1 Browse...
C:\Users\Barbara Burchfield\Desktop\Jones_trainin Browse...
C:\Users\Barbara Burchfield\Desktop\Smith_trainin Browse...
C:\Users\Barbara Burchfield\Desktop\Wesson_train 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

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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.				

A Guide: How to Request a QE in District 7

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



United States Coast Guard Auxiliary
Seventh Coast Guard District

HELP DESK



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