

Auxiliary Assistant License and Document Evaluator (AUX-LDEV)



Personal Qualification Standard (PQS) Workbook

[This page left intentionally blank]

Auxiliary Assistant License and Document Evaluator

INTENT

Upon successful completion of this personal qualification, a person will hold the minimum competencies to work in a Regional Examination Center and assist with processing applications for Mariners' Credentials. Completion of this personal qualification does not authorize Auxiliaries to issue or evaluate mariner license documents.

Marine Safety and Environmental Protection Training Guide Auxiliary Assistant License and Document Evaluator (AUX-LDEV)

This booklet is your personal on the job training (OJT) guide to qualification as an Auxiliary Assistant License and Document Examiner. It is your responsibility to document completed unit training items. For OJT, a person already holding this qualification code (called a verifying officer/mentor) is to review your qualifications and/or observe you perform each task and sign in the appropriate space provided in this booklet. It may be necessary to perform a task several times. The verifying officer will not give credit for any task that is not performed satisfactorily.

Multiple verifying officers may make entries in your manual. Every verifying officer/mentor must enter his or her name, rate/rank or Auxiliary qualification, signature, and initials in the Record of Verifying Officers section. When you have completed all of the items required by your command for this qualification, your command will issue a letter of designation.

Reference Materials: 46 CFR Subchapter B

[This page left intentionally blank]

[This page left intentionally blank]

Auxiliary Assistant License and Document Evaluator

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
GENERAL KNOWLEDGE OF ROLES AND HIERARCHY			
	State the roles and hierarchy of the Mariner Licensing and Documentation Program including:		
ALE1	<ul style="list-style-type: none"> • REC Chief • OCMI • District Commander • Area Commander • National Maritime Center • Commandant 	_____	_____
CUSTOMER SERVICE			
ALE2	Serve as the Customer Service Representative handling telephone inquiries/making appointments.	_____	_____
ALE3	Greet customer at service counter, determine customer's needs and initiate appropriate action.	_____	_____
ALE4	Demonstrate the ability to locate information or citations from the following resources:		
	a. U.S. Code (Statutory Law)	_____	_____
	b. Code of Federal Regulations (Regulatory)	_____	_____
	c. STCW Regulations	_____	_____
	d. Marine Safety Manual Vol. III	_____	_____
	e. COMDT Instructions	_____	_____
	f. NVICs	_____	_____
	g. District Instructions	_____	_____
	h. Local OCMI Policy Letters	_____	_____
	i. NMC Policy Letters	_____	_____
ALE5	Identify information that is, or is not releasable under the Freedom of Information (FOIA) and/or Privacy Acts. Demonstrate understanding of REC information policy. (i.e., FOIA requests, Privacy Act, Congressional Inquiries; appropriateness of discussing, or referral to unit FOIA Officer).	_____	_____
ALE6	Describe local chain of command and role of the National Maritime Center (NMC).	_____	_____

Auxiliary Assistant License and Document Evaluator

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
COMPUTER SKILLS			
ALE7	Demonstrate adding Mariners to MMLD		
	a. Open MMLD on Desktop	_____	_____
	b. Enter Mariner Maintenance	_____	_____
	c. Enter SSN to retrieve file or create new one	_____	_____
	d. Enter Mariner info/edit Mariner info	_____	_____
	e. Request NDR Check	_____	_____
	e. Validate	_____	_____
	f. Mariner Tracking System entries	_____	_____
	g. Locking files	_____	_____
ALE8	Demonstrate database entry		
	a. Enter Excel	_____	_____
	b. Access database	_____	_____
	c. Make Appropriate entries	_____	_____
ALE9	Demonstrate ability to use/print standard correspondence from MS Word.		
ALE10	Demonstrate ability to use/print E-Mail from MS Outlook.		
Demonstrate Knowledge of "General" MMD Requirements			
ALE11	Review contents of application package.		
ALE12	Application form	_____	_____
ALE13	National Driver's Register consent form	_____	_____
ALE14	Proof of citizenship	_____	_____
ALE15	Minimum age/under age requirements	_____	_____

Auxiliary Assistant License and Document Evaluator

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ALE16	Minors: A notarized statement of consent of a parent or legal guardian is required for all minor applicants.	_____	_____
ALE17	Original social security card	_____	_____
ALE18	Passport size photograph	_____	_____
ALE19	Drug screen (DOT 5-panel drug screen <i>or</i> random drug testing programs)	_____	_____
ALE20	Physical		
	a. Physical form, <i>or</i>	_____	_____
	b. Medical fitness form	_____	_____
ALE21	Demonstrate ability to correctly apply National Driver's Register (NDR) procedures and guidelines for evaluating/implementing assessment periods for criminal convictions, alcohol abuse, drug use/possession/trafficking, and/or NDR related offenses.		
	a. Prepare fingerprint cards and take fingerprints (original issue)	_____	_____
	b. Operate live-scan equipment (if applicable)	_____	_____
	c. Applicable fees	_____	_____
	d. Oath conducted before Coast Guard official	_____	_____
IDENTIFY BASIS FOR DENIAL OF MMD			
ALE22	Criminal record review	_____	_____
ALE23	National Driver's Register	_____	_____
DEMONSTRATE KNOWLEDGE OF "GENERAL" LICENSE REQUIREMENTS			
ALE24	Review contents of application package	_____	_____
ALE25	Application form	_____	_____
ALE26	Discharges, sea service letter, or forms	_____	_____
ALE27	Recency of service	_____	_____
ALE28	First Aid and CPR	_____	_____
ALE29	National Driver's Register consent form	_____	_____
ALE30	Proof of citizenship	_____	_____
ALE31	Citizenship requirements	_____	_____

Auxiliary Assistant License and Document Evaluator

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
ALE32	Minimum age requirements	_____	_____
ALE33	Original Social Security card	_____	_____
ALE34	Character Check and References	_____	_____
ALE35	Passport size photo (if needed for STCW)	_____	_____
ALE36	Drug Screen (DOT 5-panel drug screen <i>or</i> random drug testing programs)	_____	_____
ALE37	Physical	_____	_____
DEMONSTRATE KNOWLEDGE OF REQUIREMENTS FOR RENEWAL OF MMDs			
ALE42	Application	_____	_____
ALE43	Fitness	_____	_____
ALE44	NDR check	_____	_____
ALE45	Sea service requirements	_____	_____
ALE46	Physical requirements	_____	_____
ALE47	Drug test	_____	_____
ALE48	Re-issuance after expiration	_____	_____
ALE49	Renewal in advance/by mail	_____	_____
ALE50	Options for renewing without appropriate service (Exams, approved courses, etc.)	_____	_____
ALE51	Renewal for continuity only	_____	_____
ALE52	Appropriate fees	_____	_____
DEMONSTRATE ABILITY TO CONDUCT TRAVELING EXAMINATION TEAM (TET) TRIPS			
ALE53	Designate coordinator at site and have Letter of Undertaking (LOU) signed.	_____	_____
ALE54	Request approval from NMC and obtain Travel Order Number.	_____	_____
ALE55	Verify evaluations of applicants complete.	_____	_____
ALE56	Determine type and number of exam modules needed:	_____	_____

Auxiliary Assistant License and Document Evaluator

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
a.	Log out exam modules	_____	_____
b.	Pack appropriate reference materials	_____	_____
c.	Set-up "exam Site"	_____	_____
d.	Log in exam modules when returned	_____	_____
e.	Maintain security of exams	_____	_____
f.	Provide sponsor with results of exams	_____	_____
g.	Complete travel log	_____	_____
DEMONSTRATE ABILITY TO PERFORM COURSE OVERSIGHT AND SITE APPROVAL			
ALE57	Course Oversight		
a.	Conduct review of REC course file	_____	_____
b.	Interview instructors and students	_____	_____
c.	Conduct review of exams/attendance records held	_____	_____
d.	Inspect availability/operation of training aids	_____	_____
e.	Submit letter of oversight results to school, copy to NMC	_____	_____
f.	Submit annual oversight report to NMC	_____	_____
g.	State OCMI actions for non-compliance	_____	_____
h.	State NMC actions for non-compliance	_____	_____
ALE58	Site Approval		
a.	Determine maximum number of applicants for facility	_____	_____
b.	Determine lighting and workspace	_____	_____

[This page left intentionally blank]

