

# Auxiliary Assistant License and Document Examiner (AUX-LDEX)



## Personal Qualification Standard (PQS) Workbook

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## **Auxiliary Assistant License and Document Examiner**

### **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 proctoring mariner licensing exams. Completion of this personal qualification does not authorize Auxiliarists to issue or evaluate mariner license documents.

### **Marine Safety and Environmental Protection Training Guide Auxiliary Assistant License and Document Examiner (AUX-LDEX)**

This booklet is your personal 'n 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

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## Auxiliary Assistant License and Document Examiner

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>CUSTOMER SERVICE</b>			
ALE1	Serve as the Customer Service Representative handling telephone inquiries/making appointments	_____	_____
ALE2	Greet customer at service counter, determine customer's needs and initiate appropriate action	_____	_____
ALE3	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 (NMC Policy Ltrs, NVICs, e.)	_____	_____
	f. District Instructions	_____	_____
	g. Local OCMI Policy Letters	_____	_____
	h. SIP Policy Letters	_____	_____
ALE4	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)	_____	_____
ALE5	Describe local chain of command and role of the National Maritime Center (NMC)	_____	_____
<b>COMPUTER SKILLS</b>			
ALE6	Demonstrate adding Mariners to MMLD.	_____	_____
ALE7	Demonstrate database entry in Excel and Access.	_____	_____
ALE8	Demonstrate ability to use/print standard correspondence from MS Word.	_____	_____
ALE9	Demonstrate ability to use/print E-Mail from MS Outlook.	_____	_____

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<b>TEST MATERIAL SECURITY REQUIREMENTS</b>			
ALE10	Describe procedures for secure stowage and daily custodial control	_____	_____
ALE12	State procedures to be used in case of exam compromise	_____	_____
<b>PREPARE EXAMINATION</b>			
ALE14	Demonstrate familiarity with NMC pubs "Deck/Engineering Guides to Administer License Examinations"	_____	_____
ALE15	Select appropriate NMC examination modules	_____	_____
ALE16	Select appropriate NMC exam and locally prepared examination questions as required	_____	_____
ALE17	Demonstrate downloading procedure through MMLD.	_____	_____
ALE18	Select appropriate renewal exercise.	_____	_____
ALE19	Select appropriate visual signal examination.	_____	_____
ALE20	Identify all supplies needed (stocks of charts, plotting equipment, reference materials, etc.	_____	_____
ALE21	Fax test authorization to other REC.	_____	_____
<b>GIVE INSTRUCTIONS TO APPLICANT</b>			
ALE22	Locally prepared instruction on conduct of examination	_____	_____
ALE23	Specify location of reference materials	_____	_____
ALE24	Specify time limits	_____	_____
ALE25	Advice on testing	_____	_____
ALE26	Inform procedures for Comments/Protests	_____	_____
<b>PROCTOR EXAMINATION</b>			
ALE27	Operate audio-visual signal devices.	_____	_____
ALE28	Demonstrate proper conduct.	_____	_____
ALE29	Answer queries in a prescribed manner so as not to give the answers away.	_____	_____
ALE30	Administer oral examination to applicant.	_____	_____
ALE31	Maintain and provide instructions for comment sheets.	_____	_____

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ALE32	Maintain exam log book.	_____	_____
ALE33	Enter scores in applicant's file.	_____	_____
ALE34	Process answer sheets.	_____	_____
ALE35	Identify protest procedures through NMC.	_____	_____
ALE36	Monitor an exam for another REC.	_____	_____
ALE37	Complete appropriate MMLD entries regarding license exam failures.	_____	_____
ALE38	Make appropriate entries in Access database.	_____	_____
<b>GRADE EXAMINATION AND PROVIDE FEEDBACK</b>			
ALE39	Demonstrate answer sheet has been properly coded (e.g. module code and SSN).	_____	_____
ALE40	Apply appropriate answer key.	_____	_____
ALE41	Advise candidate of results.	_____	_____
ALE42	Identify procedure for sending protests to NMC for evaluation.	_____	_____
<b>FIRST CLASS PILOTS EXAMS</b>			
ALE43	Demonstrate knowledge of requirements for First Class Pilots Exams.	_____	_____
<b>AB – KNOT TYING EXAMINATION</b>			
ALE45	Demonstrate ability to tie the following knots:	_____	_____
	a. Bowline	_____	_____
	b. Square knot	_____	_____
	c. Clove hitch	_____	_____
	d. Sheet bend	_____	_____
	e. Carrick bend	_____	_____
	f. Rolling hitch	_____	_____
	g. Stopper hitch	_____	_____
	h. French bowline	_____	_____
	i. Stage hitch	_____	_____



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j.	Running bowline	_____	_____
k.	Bowline on a bight	_____	_____
l.	Fisherman's bend	_____	_____
m.	Timber hitch	_____	_____
n.	Figure eight	_____	_____
o.	Barrel hitch	_____	_____
p.	Round turn and 2 half hitches	_____	_____
q.	Double Becket	_____	_____

