

U.S. Department of
Homeland Security

United States
Coast Guard



U. S. Coast Guard Sector



Auxiliary Port State Control Dispatcher Performance Qualification Standard

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Auxiliary Port State Control Dispatcher

INTENT

Upon successful completion of this personal qualification, a person will hold the minimum competencies necessary to perform the vetting and dispatch functions in the Port State Control office of a Vessel Safety Branch.

Marine Safety and Environmental Protection Training Guide

Auxiliary Port State Control Dispatcher (AUX-PSC)

This booklet is one section of your personal on the job training (OJT) manual. It is your OJT guide to qualification as an Auxiliary Assistant Container Inspector. It is your responsibility to document completed unit training items.

Verifying Officers shall be experienced and qualified personnel who have demonstrated the ability to evaluate, instruct, and observe other personnel in the performance task criteria. Verifying Officers must be certified in the competencies for which they are to verify and must be Sector command designated. Verifying Officers must enter their title, name, and initials in the Record of Verifying Officers section before making entries in your workbook.

A Verifying Officer shall observe your successful performance of each task and document such with date and initials 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.

Auxiliarists do not have law enforcement authority. They cannot independently exercise COTP, OCMI, FMSC or FOSC authority and may become personally liable for actions they take outside of prescribed directives. Do not allow an Auxiliarist to be placed in a position that will compromise the limitations on the member's authority.

When you have completed all of the items required for this qualification, your COTP will issue a Letter of Designation and your Active Duty Unit Training Coordinator will record and certify the your qualification in Training Management Tool (TMT). You must forward a copy of your Letter of Designation to your DIRAUX for entry into AUXDATA. Should any item be waived the qualification is considered local and will not be entered into AUXDATA and may not be used toward qualification for the Trident device.

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Auxiliary Port State Control Dispatcher

Auxiliary Port State Control Dispatcher (AUX-PSC) Tasks:

(Optional items may be added at the discretion of individual commands)

	Date Completed	Verifying Officer
A. Completion of required training courses (attach copy of completion certificates):		
1. Complete Introduction to Marine Safety and Environmental Protection Course	_____	_____
B. Favorable DO PSI	_____	_____
C. Completion of OPTIONAL local training	_____	_____
D. Oral board (unit level)	_____	_____
E. Completed package with documentation submitted to Training Officer/Coordinator for review	_____	_____

All qualification requirements have been satisfactorily completed.

 Training Officer/Coordinator Date

Record of Verifying Officers:

<i>Date:</i>	<i>Name/Signature:</i>	<i>Initials:</i>	<i>Rate/Rank/Office:</i>

References:

Introduction to Marine Safety and Environmental Protection (Operations Directorate, Office of Auxiliary, and Marine Safety Directorate, Office of Field Operations, July, 2002), Chapter 2.
 33 CFR 160

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Auxiliary Port State Control Dispatcher

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
GENERAL			
PSC1	Describe the organization of a typical Sector	_____	_____
PSC2	State the purpose and responsibilities of Port State Control	_____	_____
BOARDINGS			
PSC3	Describe the categories of vessels that can be boarded by Port State Control personnel	_____	_____
PSC4	Explain why vessels are boarded by PSC personnel	_____	_____
PSC5	List the different types of Port State Control boardings	_____	_____
BOARDING MATRIX			
PSC6	Determine which vessels need to be boarded by PSC	_____	_____
PSC7	Describe the matrix for assigning boarding priority	_____	_____
PSC8	Describe the criteria that determine a vessel's boarding priority	_____	_____
PSC9	Describe the actions taken for the different boarding priority levels	_____	_____
DISPATCHING			
PSC10	Describe the responsibilities of the dispatcher	_____	_____
PSC11	State the four primary sources of information used by the dispatcher	_____	_____
DOCUMENTATION			
PSC12	List the vessel documents that the dispatcher is required to check	_____	_____
PSC13	Define ANOA	_____	_____
PSC14	Explain the purpose of an ANOA	_____	_____
PSC15	Describe the required components of an ANOA	_____	_____
PSC16	Describe the reporting time requirements for a vessel subject to Port State Control enforcement	_____	_____
PSC17	Define and describe ISM	_____	_____
PSC18	List and describe the two documents that comprise ISM, and how long they are valid	_____	_____

Auxiliary Port State Control Dispatcher

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
PSC19	Define and describe a COC, and how long it is valid	_____	_____
PSC20	State who is ultimately responsible for insuring that a vessel has a valid COC	_____	_____
PSC21	Define and describe an OSRO	_____	_____
PSC22	Define and describe a Vessel Response Plan	_____	_____
PSC23	Describe the type of vessels that are required to have an OSRO and a Vessel Response Plan	_____	_____
VETTING AND DISPATCHING PROCEDURES			
PSC24	Define SANS	_____	_____
PSC25	Print a vessel arrival list from SANS	_____	_____
PSC26	Describe the Qualships 21 Program	_____	_____
PSC27	Identify a Qualships vessel	_____	_____
PSC28	Locate and identify in SANS two places where information on a vessel's previous ports may be found	_____	_____
PSC29	Demonstrate the ability to determine and record the ISSC status of a vessel	_____	_____
PSC30	Print a copy of a vessel's ANOA	_____	_____
PSC31	Compare the owner, operator and class of a vessel with the targeted list	_____	_____
PSC32	Explain the steps to follow if the owner, operator or class is on the targeted list	_____	_____
PSC33	Locate and confirm the validity of a vessel's Safety Management Certificate and Document of Compliance	_____	_____
PSC34	Describe MISLE	_____	_____
PSC35	Locate a vessel in MISLE	_____	_____
PSC36	Describe a COFR (including term of validity)	_____	_____
PSC37	Determine whether a vessel has a valid COFR	_____	_____
PSC38	Determine the Coast Guard boarding history of a vessel	_____	_____

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<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
PSC39	Determine whether a vessel is due for an examination and what type of examination is needed	_____	_____
PSC40	Find a vessel's deficiency history and determine if it has outstanding deficiencies	_____	_____
PSC41	Check ISM documents in MISLE and compare to ISM dates in SANS	_____	_____
PSC42	Enter vessel arrivals in MISLE	_____	_____
PSC43	Describe why the dispatcher may change a vessel's priority	_____	_____
PSC44	Change a vessel's priority in MISLE	_____	_____
FOLLOWUP AND REPORTING PROCEDURES			
PSC45	Describe apparent ANOA violations that should be reported	_____	_____
PSC46	State who ANOA violations should be reported to	_____	_____
PSC47	Call an agent to verify ETA information for a vessel and inform the agent that a boarding will be made	_____	_____
PSC48	Call another U.S. Port State Control to verify whether an examination was conducted	_____	_____
PSC49	Schedule boarding appointments in calendar	_____	_____
PSC50	Record vessel arrivals for the day in the appropriate location	_____	_____

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Auxiliary Port State Control Dispatcher

Log of qualifying watches

	Date Watch stood	Verifying Officer
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

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U.S. Department of
Homeland Security

United States
Coast Guard



Command's Name

Street Address
City, State Zip Code
Staff Symbol:
Phone:
Email:

1601
DATE

MEMORANDUM

From: I. M. Frank, CAPT
Unit's Name

Reply to
Attn of:

To: M. O. Ore, USCG Auxiliary

Subj: DESIGNATION AS AUXILIARY PORT STATE CONTROL DISPATCHER

Ref: Auxiliary Port State Control Dispatcher Performance Qualification Standard Workbook

1. Congratulations! You have completed all requirements necessary to perform the duties of an Auxiliary Port State Control Dispatcher. You are authorized to carry out the responsibilities of an Auxiliary Assistant Machinery Inspector within the scope of your qualifications. This is a significant milestone in your professional development and I commend your accomplishments.
2. This Letter of Designation should be retained as part of your personal Training Record and you will be assigned the Auxiliary Port State Control Dispatcher Qualification Code "AUX-PSC".

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