

USCG Auxiliary  
Administrative & Management  
Specialist  
(AUX-MSAM)



Personal Qualification  
Standard (PQS) Study Guide



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# Auxiliary Administrative and Management Specialist

## INTRODUCTION

Upon successful completion of this Personal Qualification Standard (PQS) an Auxiliarist will hold the minimum competencies to successfully fill M staff positions in a Division, District or National post. This standard is not intended to be a mandatory prerequisite for any assignment. Instead, it is intended to be a professional development tool for any/all Auxiliarists interested in serving in an M post above Flotilla Staff Officer.

### **SPECIAL NATURE OF THE AUXILIARY MARINE SAFETY ADMINISTRATIVE & MANAGEMENT SPECIALIST (AUX-MSAM)**

ALCOAST 262/03 stated: "Because of the unique nature of the AUX-MSAM PQS subject matter, verification duties for this qualification will be performed only by Chief, Department of Marine Safety and Environmental Protection, USCG-AUX (DC-M) or Deputy Chief, Department of Marine Safety and Environmental Protection, USCG AUX (DC-MD)."

### **SPECIAL VERIFICATION PROCESS FOR AUX-MSAM PQS**

In order to implement the verification process in compliance with ALCOAST 262/03, the Chief, Marine Safety and Environmental Protection Department, USCG AUX (DC-M) has authorized the following verification process.

Each candidate for the Auxiliary Marine Safety Administrative & Management Specialist (AUX-MSAM) Personal Qualification Standard shall complete each requirement of the PQS workbook.

Acceptable proof of completion of Tasks in lieu of verification of the tasks by a verifying officer who holds the AUX-MSAM designation may be as follows:

**MSAM1** through **MSAM5** and **MSAM8** through **MSAM16** may be verified by the successful completion of the on-line test that is available on the test site at: [www.auxetrain.org](http://www.auxetrain.org)

**MSAM6** and **MSAM7** may be verified by furnishing a written statement signed by your Flotilla Commander or your DSO-MS attesting to the fact that you have successfully planned, organized, and presented a training program as required by these tasks.

A copy of the test results showing successful test completion and the written statement attesting to the completion of MSAM6 and MSAM7 shall be included within the application package.

The requirement for the Oral Board may be satisfied by a telephonic interview or, waived at the discretion of the M Department Chief.

The completed package with documentation for this PQS only, shall be submitted to the Auxiliary Marine Safety and Environmental Protection Department, attention: DVC-MO for review and processing. The Candidates shall include their address, phone contact information, e-mail address, and EMPLID with their submitted package.

Upon satisfactory completion of all requirements, the Chief or Deputy Chief, Auxiliary Marine Safety and Environmental Department shall issue a Letter of Designation to the member and provide a copy of the Letter of Designation to the sponsoring Flotilla Commander. The Flotilla Commander will then verify the designation and forward the designation letter to the attending DIRAUX, who will enter the designation into AUXDATA.

*MSAM1: Describe the working relationship between the Auxiliary Marine Safety staff positions and the active duty M positions.*

The working relationship between the Auxiliary Marine Safety staff and the active duty staff of the local Marine Safety Office depends on the specific geographical location and history and precedent of coordination between the Auxiliary and active duty components.

In the Coast Guard Authorization Act of 1996, Congress authorized the Auxiliary to participate and augment virtually any aspect of the Coast Guard except military and law enforcement. However, the specific working relationship is subject to the approval and support of the local Marine Safety Office command. In some areas, a memorandum of understanding has been prepared to memorialize the policies. **Reference - IMSEP Chapter 7, Section 7.2 Working with the Coast Guard: A Customer – based Approach.**

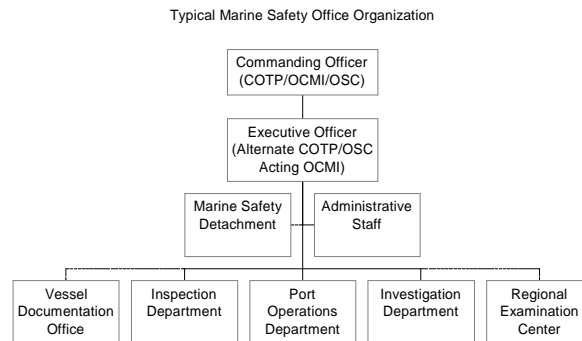
Many marine safety programs lend themselves easily to the use of the Auxiliarist as an assistant to an active duty staff person. Most of these programs require the participation of two persons in routine site visits, but only one of these persons needs to be an active duty, fully trained, staff person. These include container inspection, pollution investigation, harbor safety patrols, pollution response, facilities inspection and life raft inspection. The Auxiliary marine safety PQS system reflects these important roles of Auxiliary personnel, and this is a major area where the Auxiliary can act as a force multiplier in augmenting Coast Guard resources

Other areas lend themselves to Auxiliarists working alone or with other Auxiliarists in outreach efforts which may be coordinated and performed under the authority of active duty marine safety personnel, but where the active duty personnel need not be present at the time of the outreach effort. These programs include Sea Partners, Commercial Fishing Vessel Safety Examination, and Ferry Audit programs.

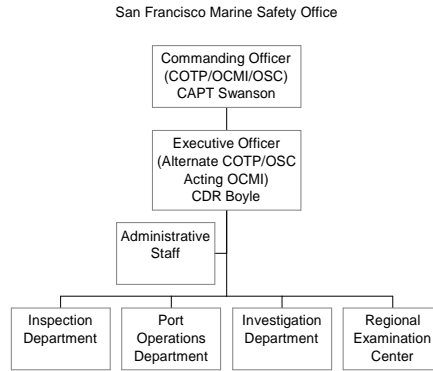
Marine Safety Office personnel also have worked with Auxiliary personnel to a lesser extent in harbor safety, facility inspections, container inspections, and pollution investigation activities.

*MSAM2: Describe the organizational structure and elements within a typical MSO.*

There are presently 43 Marine Safety Offices (MSOs) and 3 Strike Teams nationwide; in larger ports where consolidation is considered unwieldy, 3 Marine Inspection Offices (MIOs) remain. These are the operating units that carry out the "field" functions of the Commercial Vessel Safety (CVS) Program: vessel, facility, and factory inspections; casualty and personnel investigations; vessel and seamen certification; and vessel documentation. MSOs are generally subdivided into three departments: inspection, investigation, and port operations. MIOs do not deal with Port and Environmental Safety (PES) Program functions; hence, they do not have a port operations department. The personnel licensing and certification functions are carried out by regional offices within certain MSOs and MIOs. There are 17 of these regional examination centers (RECs). In certain zones, program requirements may exist in an area remote from the MSO/MIO. In such locations, sub-units are established. Sub-units of MSOs are termed **Marine Safety Detachments (MSDs)**; sub-units of **MIOs** are termed **Marine Inspection Detachments (MIDETs)**. **Reference - IMSEP Chapter 2, Section 2.4**



**Reference –Study Guide Chart. For national coverage, see:**  
[http://www.uscg.mil/hq/g-m/gifs/msoMap\\_files/slide0001.htm](http://www.uscg.mil/hq/g-m/gifs/msoMap_files/slide0001.htm)

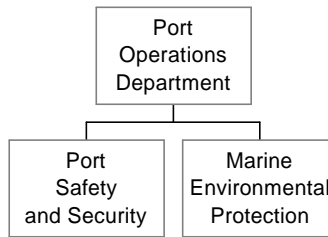


*MSAM3: Describe the Port Operations Department of a local MSO.*

The Port Operations Department is usually divided into two divisions: Port Safety and Security and Marine Environmental Protection. Each of these divisions can be further divided into branches, such as for facilities inspections, boardings, etc.

Reference - IMSEP 8.1 Para6 Pg70

Typical Port Operations Department



*MSAM4: Describe the relationship between an MSO and an MSD.*

An MSD is a "Marine Safety Detachment". An MSD may be formed as part of an MSO in order to provide a specialized presence at a relatively remote geographical area within the MSO's area of responsibility. For example, MSD Massena provides a special enforcement presence at the U.S. – Canadian border on the St. Lawrence River, to assist in the enforcement of ballast water regulations to identify and prevent substandard vessels from entering the United States. MSD Massena operates under the authority of MSO Buffalo, but its strategic location allows it to provide more focus, attention, and expertise than might be provided by the MSO without a special detachment organization.

Another example is MSD Santa Barbara, which operates under the authority of MSO Los Angeles Long Beach, inspecting vessels and marine facilities for



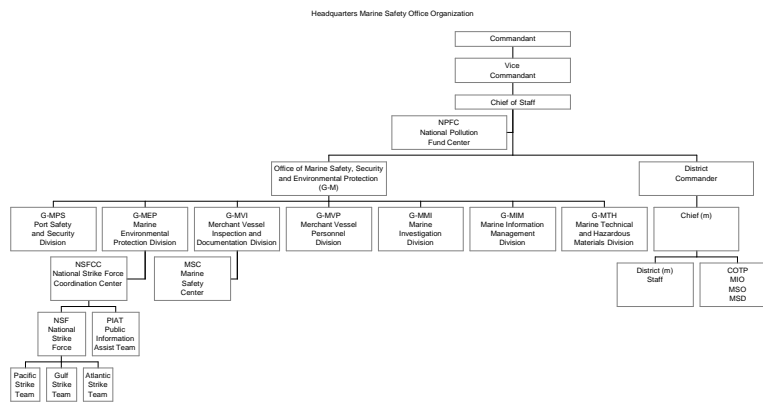
compliance with federal laws and regulations, and investigating marine accidents and coastal oil and hazardous substance releases within the Santa Barbara Channel Islands geographical area.

The 17<sup>th</sup> District has 5 MSDs, due to its widespread geographical area of responsibility, in the following areas: Kenai, Ketchikan, Kodiak, Sitka, and Unalaska. These are divided between the MSOs in Juneau and Valdez.

Other MSDs include Cincinnati, OH; Nashville, TN; St. Thomas VI and Marathon, FL.

Reference - MSM V1 Ch3 Para3.B.4

*MSAM5: Describe the organizational structure within the Coast Guard's "M" program, from Headquarters (G-M) through local MSOs and MSDs.*



Reference Study Guide Chart

*MSAM6: Plan and organize a training program involving one of the following areas of the MS/MEP field: Pollution, Port Operations, or Harbor Safety.*

The Auxiliarist shall plan and organize a training program as stated above.

*MSAM7: Present the training listed above at a flotilla, division, district or national level.*

The Auxiliarist shall present the training planned and organized in MSAM6 to a Flotilla, Division or District level audience.

*MSAM8: Describe the purpose of the Auxiliary mentoring program for MS qualifications.*

The purpose of the mentoring program is to provide an experienced member of the marine safety organization to work with a candidate to review and understand the policies and practices of the Marine Safety Office, and to assist the member in locating and becoming active in support assignments in the marine safety and environmental protection areas.

Reference - IMSEP Appendix B-4, Revised.\*

*MSAM9: Who can be a Verifying Officer?*

As stated within ALCOAST 262/03 the Active Duty Training Coordinator at each M Field Unit will serve as the initial mentor and verifying officer in a "Train the Trainer" approach. Upon certification, Auxiliarists will serve as the mentor and verifying officer for successive Auxiliarists seeking qualification in a particular PQS. NOTE: Mentors can serve as verifying officer only for those qualifications in which they themselves are certified.

Reference - IMSEP Appendix B-4, Revised\* See also ALCOAST 262/03

In close coordination with District Marine Safety staff, Auxiliary mentors will conduct training and familiarization workshops for Auxiliary members on the Marine Safety and Environmental Protection Programs, their education and practical experience requirements, and will facilitate the placement and effective utilization of Auxiliary members in support assignments with the local Marine Safety Office. Reference - IMSEP Appendix B-4, Revised.\*

*MSAM10: List the training and experience requirements for becoming a mentor.*

Auxiliarists must earn the qualification in which they will serve as a mentor. The requirements for all PQSs include the requirement that the candidate shall have completed the Introduction to Marine Safety and Environmental Protection Course, and others, along with PQS Specific training.

Reference - IMSEP Appendix B-4, Revised\* and ALCOAST 262/03 and PQS Workbooks.

*MSAM11: Describe 3 typical mentoring activities.*

To conduct training and familiarization workshops, facilitate placement and effective utilization of Auxiliary members in support assignments with the local MSO, review members training records, execute duties in a positive and enthusiastic manner, lead by example.

Reference - IMSEP Appendix B-4, Revised.\*

*MSAM12: List the mission areas in the "M" field that can be claimed/documentated in AUXDATA.*

The Auxiliarist should be thoroughly familiar with all mission areas in the "M" field that may be documented in AUXDATA.

Reference - Form ANSC 7030.

*MSAM13: Counsel an Auxiliary member on the proper use of the AUX 7030 form for documenting involvement in the M field.*

The Auxiliarist must be completely knowledgeable of the proper use and completion of AUX FORM 7030 for the reporting and documentation of M missions and shall be able to counsel an Auxiliary member on its use.

Reference Form ANSC 7030.

*MSAM14: Evaluate a completed 7030 and determine if it was completed correctly.*

The Auxiliarist shall be able to examine a completed 7030 and determine if it is completed correctly. If the form is not completed correctly, the Auxiliarist must be able to identify the items that are not correctly completed.

Reference Form ANSC 7030.

*MSAM15: Describe the steps necessary to obtain the Aux "M" Pro device.*

1. Complete the Introduction to Marine Safety and Environmental Protection entry-level course.
2. Complete the four advanced course series:
  - a. Initial Indoctrination to Port Operations
  - b. Initial Indoctrination to Marine Inspection
  - c. Incident Command System 100
  - d. Good Mate Course

3. Complete Personal Qualification Standards (PQSs) in at least four program areas.
4. Complete 4 years of sustained support to the MS/MEP program with at least 96 hours of service per year.
5. Review and certification of member educational attainment, program area qualifications, and verification of member records for sustained program support.

Reference: IMSEP Appendix B-1, Revised \* Trident Program Summary.

*MSAM16: Describe the application process to obtain the Aux "M" Pro device.*

Complete application/check off sheet and forward to DSO-MS for review and endorsement and if found satisfactory, will forward to DIRAUX, attention OTO, for approval and entry into Member's record and processing of award.

Reference: IMSEP Appendix B-3 Revised,\* Criteria for Award of Marine Safety Device.

\* Refer to Introduction to Marine Safety and Environmental Protection Course web posting for Revised Appendices.

The following is extracted from the PQS Workbook and is included for the convenience of the student.  
 Should any part of the following conflict with the latest approved edition of the PQS Workbook, the Workbook shall govern.

**Auxiliary Administrative and Management Specialist**

**Auxiliary Administrative and Management Specialist (AUX-MSAM) Training Requirements:**  
*(Optional items are at the discretion of individual commands)*

	<b>Date Completed</b>	<b>Verifying Officer</b>
<b>A.</b> Completion of training courses (attach copy of completion Certificates):		
1. Complete Introduction to Marine Safety and Environmental Protection Course		
2. Complete "Good Mate" Course		
3. Complete ICS-100		
4a. Complete 2 yrs in Staff position: _____ or		
4b. Complete 2 yrs in Elected Office: _____		
5. Complete one of the following: <b>APC, AUXMIN, LAMS or AUXLEA</b> course.	_____	_____
<b>B.</b> Oral board (unit level)	_____	_____
<b>C.</b> 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 Offices:**

Date:	Name/Signature:	Initials:	Rate/Rank/Office:


**Auxiliary Administrative and Management Specialist**

<i>Task No.</i>	<i>OJT Task</i>	<i>Date Completed</i>	<i>Verifying Officer's Initials</i>
<b>COAST GUARD MS/MEP STRUCTURE AND FUNCTION</b>			
MSAM1	Describe the working relationship between the Auxiliary marine safety staff positions and the Active duty M positions.	_____	_____
MSAM2	Describe the organizational structure and elements within a typical MSO	_____	_____
MSAM3	Describe the responsibilities of the Port Operations Department of a local MSO	_____	_____
MSAM4	Describe the relationship between an MSO and an MSD	_____	_____
MSAM5	Describe the organizational structure within the Coast Guards M program, from Headquarters (G-M) through local MSOs and MSDs.	_____	_____
<b>AUXILIARY MS/MEP PROGRAM MANAGEMENT</b>			
MSAM6	Plan and organize a training program involving one of the following areas of the MS/MEP field: Pollution, Port Operations or Harbor Safety	_____	_____
MSAM7	Present the training listed above at a flotilla, division, district or national level.	_____	_____
<b>VERIFYING OFFICER PROGRAM STRUCTURE AND FUNCTION</b>			
MSAM8	Describe the purpose of the Auxiliary verifying officer program for MS qualifications.	_____	_____
MSAM9	Who can be a verifying officer?	_____	_____
MSAM10	List the training and experience requirements for becoming a verifying officer.	_____	_____
MSAM11	Describe 3 typical verifying officer activities.	_____	_____
<b>AUXDATA DOCUMENTATION AND MANAGEMENT</b>			
MSAM12	List the mission areas in the "M" field that can be claimed/documentated in AuxData.	_____	_____
MSAM13	Counsel an Auxiliary member on the proper use of the AUX 7030 form for documenting involvement in the M field.	_____	_____
MSAM14	Evaluate a completed 7030M and determine if it was completed	_____	_____



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