

QE REQUEST FORM

May be sent via e-mail, USPS or fax

From: FC/FSO-MT or SO-MT: _____

Email: _____ Phone: _____

To: _____ AQEC

Candidate's Name _____ Empid _____ Flotilla _____
Use separate form for each member

PRIMARY MENTOR: _____

I am requesting a QE for the following purpose:

- | | |
|---|---|
| <p>INITIAL CERTIFICATION</p> <p>Crew Checkride <input type="checkbox"/></p> <p>Coxswain Checkride <input type="checkbox"/></p> <p>PWO Checkride <input type="checkbox"/></p> <p>Nav Rules 70 Exam <input type="checkbox"/></p> | <p>CURRENCY MAINTENANCE</p> <p>Three-year Crew <input type="checkbox"/></p> <p>Three-year Coxswain <input type="checkbox"/></p> <p>Three-year PWO <input type="checkbox"/></p> |
|---|---|

Request date: (Not sooner than 14 days) Date _____ Time _____

Alternate date: (Not sooner than 21 days) Date _____ Time _____

Location: _____

Facility 1: _____ Facility 2: _____
Facility Name & Facility Registration/Documentation #

The candidate has been trained to the standards set forth in the appropriate publication(s) and is ready to perform the required tasks before a QE

- Initial Qualification {
- I have inspected the candidate's Boat Crew Qualification Guide (Vol. 1, 2 or 3 as appropriate) and paperwork
 - The *Record of Completed Tasks* -Appendix B is complete; a mentor has initialed/dated each appropriate task
 - The candidate is BQ/AX as verified in AUXDATA
 - **All items shown on the Crew/Coxswain/PWO Checklist, Section A are attached**
 - The AUXDATA Individual Member Training Record Report is attached**
 - The AUXDATA Individual Training Status Report (Coxswain only) is attached**
 - The 1SR 7 Form (Crew Only) is attached**
 - The Operations Policy Exam completion letter (Coxswain /PWO) is attached**

- 3RD Year CM {
- Member must have completed and bring forms to Currency Maintenance Evaluation
 - Appendix F - Third Year Currency Maintenance (COMDTINST M16794.51A) Signed by FSO/SO-IS
 - Enclosure 1,2 or 3, as appropriate (COMDTINST M16794.51A)

Signed: FC/FSO-MT or SO-MT _____
Date

Date Replied: _____ QE Assigned: _____

QE Assigned: _____

Tel: _____ E-mail: _____

Tel: _____ E-mail: _____