



3500
CG-CVC Policy Letter
15-02

MEMORANDUM

OCT 16 2015

From: 
K. P. McAvoy, CAPT
COMDT (CG-CVC)

To: Distribution

Subj: DEFINITION OF APPRENTICE, JOURNEYMAN, ADVANCED JOURNEYMAN
MARINE INSPECTOR

Ref: (a) ALCOAST 089/09 Coast Guard Marine Safety Feeder Ports
(b) Annual Update Supplement to the Marine Safety Performance Plan FY 2009-2014
(c) ALPSC 139/14 Release of Revised Officer Specialty Requirements Form
(d) Maritime Prevention Program Billet Concerns For Assignment To Marine Inspection
And Investigations Billets memo dated 24 Oct 11
(e) U.S. Coast Guard Competency Management System Manual, COMDTINST
M5300.2A

1. PURPOSE. This Memo establishes interim policy defining marine inspector titles for incorporation into the next update to the Marine Safety Manual.
2. ACTION. Sector Commanders shall ensure compliance with the provisions of this policy letter and incorporate the applicable parts into unit training plans and training and qualification programs per reference (a) and (b). Marine Inspections Training Officers (MITOs) and unit verifying officers shall enforce the policy as outlined, and enter and certify attainment of competencies into Direct Access (DA) in accordance with reference (e) for members who meet the requirements. Internet release is authorized.
3. DIRECTIVES AFFECTED. Old definitions of different levels of marine inspections competency attainment in previous policy and guidance are replaced with the new standard terms and their corresponding definitions as outlined below: "Apprentice Marine Inspector" (AMI/PCSO APPRENTICE); "Journeyman Marine Inspector" (JMI/PCSO JOURNEYMAN); and "Advanced Journeyman Marine Inspector" (AJMI/PCSO ADV JRNYMN).
4. BACKGROUND. In reference (a), (b), (c), and (d) there are many different titles used for Marine Inspectors, Apprentice, Journeyman, and Master or Advanced Journeyman Marine Inspector. No policy exists that applies a standard to these titles, causing confusion in the field and in policy.
5. DISCUSSION. Marine inspector titles used for competency codes, OSMS designations, and other training documentation shall conform to the definitions as outlined below.
 - a. Apprentice Marine Inspector (AMI/PCSO APPRENTICE): Officers, Chief Warrant Officers, and Civilians entering a field Prevention Department shall be designated as an Apprentice Marine Inspector (AMI) upon assignment to an operational marine inspections

program and completion of the CG eLearning Confined Space Entry Course and unit specific safe work practices (including local confined space entry practices).

Note: Apprentices are expected to acquire skills and detailed knowledge of US and International vessels, maritime laws, regulations, policies and the maritime industry with the goal of attaining a minimum of four competencies, at least one of which is domestic and one of which is a foreign competency or an advanced competency as defined in the AJMI description.

b. Journeyman Marine Inspector (JMI/PSCO JOURNEYMAN): Officers, Chief Warrant Officers, and Civilians with a minimum of **three years working experience** conducting marine inspections as an AMI or Enlisted Assistant Marine Inspector (EAMI) and attainment of **four inspection competencies**, at least one of which is domestic and one of which is a foreign competency or an advanced competency as defined in the AJMI description.

Note: Journeymen are expected to continue professional development, pursue Verification Officer status and train and assess new inspectors and vessel examiners. The following competencies do not apply to JMI designation: Port State Control Examiner (PSCE), Life Raft Inspector (LR), Uninspected Passenger Vessel Examiner (UPV), and Fishing Vessel Safety Examiner (FVSE).

Note: In order to maintain a diverse workforce of Marine Inspectors, it is imperative that MITOs and command leadership qualify individuals in BOTH domestic and port state competencies as available to the vessel types within the unit's AOR.

c. Advanced Journeyman Marine Inspector (AJMI/PSCO ADV JRNYMN): Officers, Chief Warrant Officers, and Civilians with a **minimum of three years working experience as a JMI** and attainment of **five inspection competencies**, including one or more of the following **advanced competencies**:

- (1) Drydock Inspector (DI)
- (2) Hull Inspector (HI)
- (3) Hull Tankship (HT)
- (4) Machinery Inspector (MI)
- (5) Machinery Steam Inspector (MS)
- (6) MODU Inspector (MU)
- (7) OSV Inspector (OI)
- (8) Foreign Chemical Tank Vessel Examiner (FCTE)
- (9) Foreign Gas Carrier Examiner (FGCE)
- (10) Foreign Passenger Vessel Examiner (FPVE)

Note: Advanced Journeymen are the technical experts for marine inspections and should be sought in difficult inspection situations and for command technical advisement. AJMIs would be expected to mentor and assist with group training opportunities and development of AMIs as well as JMIs and Verifying Officers.

d. Competency Codes: The following Competency Codes are being added to reference (e) and shall be assigned to individuals as they progress through the Inspections program.

Subj: DEFINITION OF APPRENTICE, JOURNEYMAN,
ADVANCED JOURNEYMAN MARINE INSPECTOR

(1) Apprentice Marine Inspector – CVSAMI. The **CVSAMI competency code** shall be entered and certified in Direct Access (DA) in accordance with reference (e) for members assigned to an operational marine inspections program and the completion of the CG eLearning Confined Space Entry Course (CC#100028) and unit specific safe work practices (including local confined space entry practices).

Note: The Confined Space Entry Safety Online course (CC# 100028) provides a minimal level of training and establishes a start date for the member's training program. Having a start date will allow policy makers and workforce managers to measure training efficiencies. If a member has already completed these two courses prior to reporting to the unit, the CVSAMI code should be assigned based on member's report date.

(2) Journeyman Marine Inspector – CVSJMI. The **CVSJMI competency code** shall be entered and certified in Direct Access (DA) in accordance with reference (e) for members who have meet the Journeyman requirements as outlined above.

Note: The CVSJMI code should be entered in concurrence with the entry of the member's fourth inspections competency and a minimum of 3 years working experience conducting marine inspections. This provides a completion date and establishes a metric to validate training time frames across the Coast Guard to allow policy makers and workforce managers to measure training efficiencies.

(3) Advanced Journeyman Marine Inspector – CVSAJMI. The **CVSAJMI competency code** shall be entered and certified in Direct Access (DA) in accordance with reference (e) for members who have meet the Advanced Journeyman requirements outlined above.

Note: The CVSAJMI code should be entered in concurrence with the entry of the members advance inspections competency/certification and/or the completion of a minimum of 3 years performing the duties of a Journeyman Marine Inspector. This provides a completion date and establishes a metric to validate training time frames across the Coast Guard to allow policy makers and workforce managers to measure training efficiencies.

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DEPARTMENT OF HOMELAND SECURITY
U. S. Coast Guard
REQUEST TO CREATE, CHANGE OR INACTIVATE A COMPETENCY

SECTION I. General Information (Complete for all requests)

1. Requesting Unit or Program CG-CVC		2. Date of Request 09/28/2015
3. POC Name (as shown in Global) Keith Core	4. Command Endorsement	5. Date of Endorsement
6. Nature of Request (Pick One) <input checked="" type="checkbox"/> Create New Competency (Complete Section II) <input type="checkbox"/> Modify Existing Competency (Complete Section III) <input type="checkbox"/> Inactivate Existing Competency (Complete Section IV)		
7. Provide brief explanation of why the competency is being created, changed, or inactivated This competency is being created to capture the knowledge, skills, and abilities of entry-level Marine Inspectors in accordance with the new CG-CVC definitions memo. Creating this competency also improves the management, tracking, and analysis of the prevention workforce.		

SECTION II. New Competency Information (Complete for creating a new competency only)

8a. Proposed Competency Title (30 character limit) Apprentice Marine Inspector	8b. Competency Type (AVI, LE, etc...) MARSAF	8c. Proposed Competency Code (8 character limit) CVSAMI
9. Full Competency Description (Carefully describe the competency and what the competency holder is qualified/able to do) Assigned to personnel who, as part of their primary duties, are marine inspectors in training. Apprentices are expected to acquire skills and detailed knowledge of US and International vessels, maritime laws, regulations, policies and the maritime industry with the goal of attaining a minimum of four competencies, at least one of which is domestic and one of which is a foreign or an advanced competency. This competency aligns with CG-OAP11(A) for officers O-1 and above.		
10. Qualification Requirements (What specific steps/qualifications/training courses/etc. must the person complete in order to obtain the competency) Officers, Chief Warrent Officers, and Civilians whose primary duties include obtaining the knowledge, skills, and abilities of a Coast Guard marine inspector and who have completed the Confined Space Entry & Shipyard Competent Person for Marine Inspection (CC# 100028) courses.		
11. For competencies requiring the completion of formal training, indicate USCG course code or outside training source and title Confined Space Entry & Shipyard Competent Person for Marine Inspection (CC# 100028)		
12. For competencies requiring the completion of formal education, list degree or course requirements, why the education is required, and supporting Adv Ed program None		
13. Target Audience (Explain which enlisted rating, officer specialty/sub-specialty, or civilian grade/series the competency applies to) Coast Guard officers (Rank CWO2 and above) and Coast Guard civilians assigned to an operational unit and performing the duties of a marine inspector.		
14. Competency Expiration Information (Once earned, is the competency permanent or does it expire after period of non-use?) Permanent		
15. Currency Requirements (Explain the requalification/recertification requirements to maintain currency in the competency) None		
16. Awarding Official (Indicate the title of the person authorized to certify the completion of requirements and grant the competency to individuals) Marine Inspector Training Officer or Chief, Inspections Division or above.		
17. Data Entry Information (Explain how the competency data will be entered into Direct Access; i.e., Unit admin office, PERSRU, TMT, etc...) Unit admin office into Direct Access, and unit training officer into TMT.		

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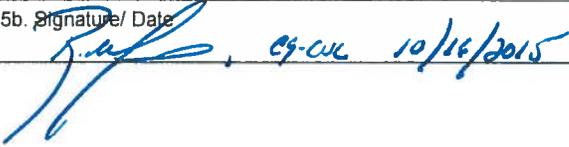
SECTION III. Competency Change Information (Complete if requesting change to an existing competency)

18a. Competency Title	18b. Competency Code
19. Describe Changes Requested (fill out block 9 if modifying the Description and block 10)	
20. If changes require competency to be replaced with a new competency, indicate whether current competency holders should automatically receive the new competency or must qualify/recertify under the new competency requirements <input type="checkbox"/> N/A <input type="checkbox"/> Receive <input type="checkbox"/> Requalify	

SECTION IV. Competency Inactivation Request (Complete if requesting inactivation of existing competency)

21a. Competency Title	21b. Competency Code
22. If competency is being replaced or merged with another competency, indicate whether current positions should receive the replacing competency or the competency removed <input type="checkbox"/> N/A <input type="checkbox"/> Remove <input type="checkbox"/> Replace Replacement Code: _____	
23. If competency is being replaced or merged with another competency, indicate whether current competency holders should automatically receive the replacing competency or must qualify/recertify under the new competency requirements <input type="checkbox"/> N/A <input type="checkbox"/> Requalify <input type="checkbox"/> Receive Replacement Code: _____	

SECTION V. Review and Approval

24a. Area Endorsement (if applicable) <input type="checkbox"/> Approved <input type="checkbox"/> Approved as modified <input type="checkbox"/> Disapproved	24b. Signature/ Date
24c. Area comments and feedback	
25a. Program Sponsor Endorsement <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved as modified <input type="checkbox"/> Disapproved	25b. Signature/ Date 
25c. Program Sponsor comments and feedback	
26a. Force Command Endorsement <input type="checkbox"/> Approved <input type="checkbox"/> Approved as modified <input type="checkbox"/> Disapproved	26b. Signature/ Date
26c. Force Command comments and feedback	

27. Competency Administrator Final Disposition of Request (To be completed by CMSA staff)

a. Competency Code	b. <input type="checkbox"/> Approved <input type="checkbox"/> Approved as modified <input type="checkbox"/> Disapproved	
c. Competency Description (Title)		
d. CMSA comments and feedback		
e. Competency Category	f. Competency Proficiency Rating Scale	
g. Competency Type(s)	h. Competency Verification	i. Competency Sponsor
28. TMT/ALMIS Competency Information (if applicable)		29. Date Entered into Dictionary
30. Date Entered into Direct Access	31. CMSA Signature	

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7. Provide brief explanation of why the competency is being created, changed, or inactivated
 This competency is being created to capture the knowledge, skills, and abilities of mid-level Marine Inspectors in accordance with the new CG-CVC definitions memo. Creating this competency also improves the management, tracking, and analysis of the prevention workforce.

SECTION II. New Competency Information (Complete for creating a new competency only)

8a. Proposed Competency Title (30 character limit) Journeyman Marine Inspector	8b. Competency Type (AVI, LE, etc...) MARSAF	8c. Proposed Competency Code (8 character limit) CVSJMI
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9. Full Competency Description (Carefully describe the competency and what the competency holder is qualified/able to do)
 Conducts safety and security inspections for certification of U.S. commercial vessels and examinations of foreign commercial vessels operating in U.S. waters per authorities of Titles 33, 46, and 49 of the U.S. Codes of Federal Regulations, as well as applicable international treaties adopted by the United States.

 This competency aligns with the requirements of CG-OAP11(J) for officers O-1 and above.

10. Qualification Requirements (What specific steps/qualifications/training courses/etc. must the person complete in order to obtain the competency)
 Must attain 4 PQS based competencies from the following list, at least one domestic competency and one foreign or an advanced qualification as defined in CVSAJMI competency, with a minimum of 3 years working experience in marine inspections as a CVSAMI or Enlisted Assistant Marine Inspector (CVSEAMI).
 Domestic: CVSTI, CVSKI, CVSBI, CVSDI, CVSHI, CVSHT, CVSMI, CVSMS, CVSUT, CVSOI, CVSMU.
 Foreign: CVSFV, CVSTV, CVSML, MARFGCE, MARFPVE.

11. For competencies requiring the completion of formal training, indicate USCG course code or outside training source and title
 501869, Marine Inspector Course, or
 501864, Port State Control Officer Course

12. For competencies requiring the completion of formal education, list degree or course requirements, why the education is required, and supporting Adv Ed program
 N/A

13. Target Audience (Explain which enlisted rating, officer specialty/sub-specialty, or civilian grade/series the competency applies to)
 CG officers (Rank CWO2 & above), CG civilians, assigned to an operational unit and performing the duties of a marine inspector.

14. Competency Expiration Information (Once earned, is the competency permanent or does it expire after period of non-use?)
 Permanent

15. Currency Requirements (Explain the requalification/recertification requirements to maintain currency in the competency)
 None

16. Awarding Official (Indicate the title of the person authorized to certify the completion of requirements and grant the competency to individuals)
 Sector Commander, MSU/Activities Commanding Officer, or NCOE Chief.

17. Data Entry Information (Explain how the competency data will be entered into Direct Access; i.e., Unit admin office, PERSRU, TMT, etc...)
 Unit admin office into Direct Access, and unit training officer into TMT.

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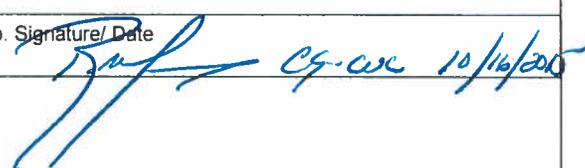
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Create New Competency (Complete Section II)
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7. Provide brief explanation of why the competency is being created, changed, or inactivated

This competency is being created to capture the knowledge, skills, and abilities of advanced level Marine Inspectors in accordance with the new CG-CVC definitions memo. Creating this competency also improves the management, tracking, and analysis of the prevention workforce.

SECTION II. New Competency Information (Complete for creating a new competency only)

8a. Proposed Competency Title (30 character limit) Adv Journeyman Marine Insp	8b. Competency Type (AVI, LE, etc...) MARSAF	8c. Proposed Competency Code (8 character limit) CVSAJMI
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9. Full Competency Description (Carefully describe the competency and what the competency holder is qualified/able to do)

Conducts safety and security inspections for certification of U.S. commercial vessels and examinations of foreign commercial vessels operating in U.S. waters per authorities of Titles 33, 46, and 49 of the U.S. Codes of Federal Regulations, as well as applicable international treaties adopted by the United States.

This competency aligns with the requirements of CG-OAP11(M) for officers O-1 and above.

10. Qualification Requirements (What specific steps/qualifications/training courses/etc. must the person complete in order to obtain the competency)

1. Must obtain the Journeyman Marine Inspector competency (CVSJMI)
2. Must obtain five marine inspection competencies including one of the following:
Domestic: CVSDI, CVSHI, CVSHT, CVSMI, CVSMS, CVSOI, CVSMU.
Foreign: CVSML, MARFGCE, MARFPVE.
3. Must have a minimum of 3 years experience as a Journeyman Marine Inspector.

11. For competencies requiring the completion of formal training, indicate USCG course code or outside training source and title

None

12. For competencies requiring the completion of formal education, list degree or course requirements, why the education is required, and supporting Adv Ed program

None

13. Target Audience (Explain which enlisted rating, officer specialty/sub-specialty, or civilian grade/series the competency applies to)

Coast Guard officers (O3-above) Chief Warrant Officers (CW03-4) and Coast Guard civilians assigned to an operational unit and performing the duties of a marine inspector.

14. Competency Expiration Information (Once earned, is the competency permanent or does it expire after period of non-use?)

Permanent

15. Currency Requirements (Explain the requalification/recertification requirements to maintain currency in the competency)

None

16. Awarding Official (Indicate the title of the person authorized to certify the completion of requirements and grant the competency to individuals)

Sector Commander, MSU/Activities Commanding Officer, or NCOE Chief.

17. Data Entry Information (Explain how the competency data will be entered into Direct Access; i.e., Unit admin office, PERSRU, TMT, etc...)

Unit admin office into Direct Access, and unit training officer into TMT.

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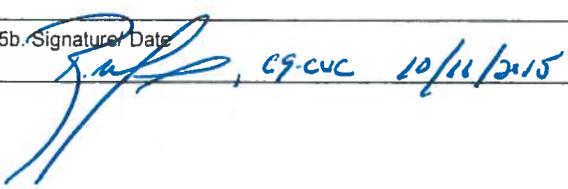
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