MENTORED VSCs – VERIFICATION AND TRACKING

Background.

Completion of mentored Vessel Safety Checks (VSCs) is part of the process required to become a qualified Vessel Examiner (VE) by both prospective VEs who are learning the trade and REYR, previously qualified, VEs who are returning to a qualified VE status. Mentored VSCs are reported on ANSC Form 7038 by the mentoring VE. The trainee's name is entered on name line two of the form, the "Trainee" block on the same line is checked, and an appropriate note is added in the remarks section of the form.

As with all submitted 7038s, the data on these 7038s is entered into AUXDATA, and subsequently inserted into AUXINFO. When reviewing mentored VSC data in AUXINFO it is important that the user know how to separate the VSC data credited to the qualified VE who provided the mentoring services from the mentored VSC data credited to the trainee.

There are multiple reasons the AUXINFO user must be aware of these two types of data, and how to separate them:

- Both the mentor and the trainee are credited with the labor hours and the number of VSCs reported. The trainee's VSC numbers are credited as TRAINEE VSCs. Unless these TRAINEE VSCs are parsed out from the overall AUXINFO VSC number data, the number of VSCs credited to a Flotilla will be inflated by a number equal to the number of mentored VSCs accomplished during the period of time under review.
- Unless the numbers of TRAINEE VSCs are separated from the totals credited to an individual VE, the number of VSCs apparently credited to a VE for a calendar year will be inflated by the number of TRAINEE VSCs accomplished by the individual prior to qualification during that calendar year.
- Lastly, the processing of qualification/re-qualification forms for trainees requires that the chain of leadership verify that the requisite number of TRAINEE VSCs have been accomplished and credited to the member who is to be qualified/re-qualified as a VE.

AUXINFO procedural steps.

As with any data extracted from AUXINFO, there is the possibility of data transfer errors between AUXDATA and AUXINFO. Experience has shown however, that data concerning numbers of VSCs and VSC hours appears to transfer between the two systems accurately.

Use the procedures delineated in the Data Requirements and Sources guidance paper to open the AUXDATA Cubes page. Then:
1. Click on AUXDATA Member Activities
2. Click on VSC . (91) Vessel Safety Check (bottom entry in the left column of the matrix)

3. Click on the drop down menu in the upper left corner of the displayed data matrix (default upon opening AUXINFO to this point is <u>Mission Hours</u>). The fourth from the bottom selection in this drop down menu is <u>Vessel Safety Checks Count</u> . select this entry to display a count of VSCs accomplished.

Next, "drill down" to the unit or individual of interest by clicking on:
1. <u>United States Coast Guard</u> (top of middle matrix column of the matrix)
2. <u>PACAREA</u> (top of third matrix column from left)
3. <u>PACAREA</u> (top of middle matrix column)
4. <u>District 11</u> (top of second matrix column from left)
5. <u>11SR . Eleventh Southern</u> (top of third matrix column from left)
6. <u>Sector Los Angeles-Long Beach</u> (top of second matrix column from left)
7. <u>11SR . Div nn</u> (nn represents the Division of interest along the top line of the matrix)
8. <u>Select the Flotilla of interest</u> (along the top line of the matrix)
9. Flotilla and individual member data is now in view.

The displayed data must be further parsed using drop down menus across the top of the display (above the displayed matrix):
1. Select the "All Years" drop down menu (6th from the left), and click on the year of interest; e.g., CY 2017. Sequential selections from this drop down menu will allow data displays for quarters within a year, months within a quarter, weeks within a month, and days within a week.
2. Select the "All Positions" drop down menu (8th from the left), and click on the position of interest;
   a. <u>Blank</u> . displayed data is all data, lumped together; in terms of numbers of VSCs accomplished, VSCs passed, etc., this is a useless number.
   b. <u>LEAD</u> . displayed data is associated with qualified VEs (reported on the first name line on the 7038) only . this is the setting used when examining VSCs done by a unit, and unsupervised VSCs accomplished by individuals.
   c. <u>NON-LEAD</u> . displayed data is all zeros (this selection is never used when working with VSC data)
   d. <u>TRAINEE</u> . displayed data is associated with mentored exams accomplished by trainees (reported on the second name line on the 7038) only – *this is the setting used when verifying the requisite number of mentored VSCs have been accomplished prior to recommending a member's qualification up the chain of leadership.*