



**USCG Office of Commercial Vessel Compliance (CG-CVC)  
Mission Management System (MMS) Procedure (PR)**



Category	Commercial Vessel Compliance Personnel Proficiency			
Title	Foreign Passenger Vessel Examiner Capstone Training Program			
Serial	CVC-PR-036	Orig. Date	18Oct2022	Rev. Date N/A
Disclaimer:	This procedure documents the internal deliberative process; therefore, internet release of this procedure is not authorized.			

- A. Purpose. This procedure (PR) formalizes the implementation of the Foreign Passenger Vessel Examiner (FPVE) Capstone Training Program
- B. Action. Cruise Ship National Center of Expertise (CSNCOE), Marine Inspection Training Officers (MITO), Unit Training Officers (TO), and Port State Control Officers (PSCO) should reference this guidance when participating in FPVE Capstone training.
- C. Directives Affected. This procedure replaces CG-543 Policy Letter 11-13.
- D. Background. CSNCOE has managed the Passenger Ship Survey Certification (PSSC) survey training program in accordance with CG-543 Policy Letter 11-13. This Procedure incorporates best practices observed during past participation of PSSC survey training and new training objectives of the Marine Inspector Performance Support Architecture (MIPSA) project to build a learning continuum for FPVEs. The FPVE Capstone Training Program standardizes CSNCOE training support for Journeyman Marine Inspectors (JMI) and Advanced Journeyman Marine Inspectors (AJMI) who are certified FPVEs and currently assigned to positions where they conduct Certificate of Compliance exams on foreign passenger vessels.
- E. Responsibilities. The CSNCOE is responsible for coordinating with operators and recognized organizations (RO) to build a schedule of PSSC surveys taking place in U.S. waters at the beginning of each calendar year. An updated PSSC survey schedule will be maintained on the CSNCOE CGPortal page. MITOs and unit training officers are responsible for reviewing the schedule for available training opportunities in their ports and coordinating with CSNCOE for JMI/AJMI participation. CSNCOE will issue a certificate of completion to all participants who complete the FPVE Capstone Training Program in accordance with this Procedure.
- F. Training Procedures.
  1. CSNCOE shall maintain mutual training agreements (MTA)<sup>1</sup> with the operators and ROs, and coordinate all the communications with the relevant parties.
  2. Upon receipt of a request for FPVE Capstone Training Program participation from a MITO or unit training officer, CSNCOE will contact the relevant operator and RO to request attendance.

<sup>1</sup> The Coast Guard has the authority to make specialized training and courses of instruction available to personnel pursuant to 14 U.S.C. § 504(a)(7) and to assign personnel to private entities to further the institutional interests of the Coast Guard with regard to marine safety, including for the purpose of providing training to personnel, pursuant to 14 U.S.C. § 314. Training between the Coast Guard and the operator is mutually beneficial because mutual training allows: (1) the Coast Guard to become more aware of the impact of its rules, regulations, policies and procedures on the operator; and (2) the operator to become more aware of the existence and execution of Coast Guard mandates.

3. If granted by the operator and RO, CSNCOE will notify the FPVE via email with procedures to arrange participation on the ship.
4. The FPVE shall attend the opening and closing survey meetings, in addition to other scheduled meetings between the attending RO surveyor and ship's leadership team.
5. While onboard, the FPVE is not serving in a capacity as a port state control officer. The attending FPVE will shadow RO surveyor(s) during the course of the survey. Notes may be taken and shared with the surveyor, but the attending FPVE shall not intervene with the survey.
6. Upon completion of the PSSC survey, the FPVE shall complete the PSSC Survey Performance Guide, which must be submitted thru the MITO or unit training officer to CSNCOE within 30 days of survey completion.
7. Upon receipt of the PSSC Survey Performance Guide, CSNCOE will issue the Certificate of Completion. The FPVE may enter the certificate in their Record of Professional Development (CG-4082).
8. CSNCOE shall submit a summary report of FPVE Capstone Training Program participation to CG-CVC at the end of each fiscal year.

G. Administrative Procedures.

1. The training conducted under this PR must be pursuant to an MTA as described in paragraph F.1.
2. The operator is permitted, but is not required, to provide lodging and meal arrangements for the FPVE.<sup>2</sup> Providing such lodging and meal arrangements does not constitute a gift from the operator to the FPVE or to the Coast Guard because the MTA, under which this training program is conducted, is non-quantifiable, mutually beneficial Agreement that is based upon a fundamental quid pro quo concept.<sup>3</sup>
3. Prior to embarkation, the FPVE shall provide their name, ship name, and itinerary to the Sector Command Center and District Command Center.
4. The FPVE shall not wear a USCG uniform or coveralls during the survey, but may wear business casual attire or coveralls provided by the operator or RO.
5. Each FPVE Capstone Training Program participant is on temporary duty status. The participating FPVE's unit is responsible for issuing orders and bearing any associated travel costs. If, as part of PSSC survey attendance, the FPVE is scheduled to embark or disembark the ship in a foreign country, all foreign travel requirements are to be followed per the Department of Defense Foreign Clearance Guide.

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<sup>2</sup> Surveyors are typically provided with a passenger cabin but it is not uncommon to be moved several times during the survey. Attending FPVEs should expect similar treatment. All other onboard expenses are the responsibility of the participant (phone calls, purchases, etc.).

<sup>3</sup> The operator will not provide any compensation to an FPVE and will not provide reimbursement of salary and benefits to the FPVE. All gifts provided by the operator must be less than \$20.00 per instance and less than \$50.00 per year unless an exception applies (*see* 5 C.F.R. § 2635.204). The FPVE or sponsoring unit should contact their servicing legal office with any questions regarding gift acceptance.

6. Coincidental travel of participant family or friends is not authorized. Fraternization with passenger, crew, or other ship staff is not permitted. Shore excursions are not permitted.
7. Medical care may be obtained onboard if needed. The FPVE shall notify the chain of command in these situations to facilitate any associated costs.
8. Due to the potential financial burden on the operator, cancellations or substitutions are not authorized. If an emergency arises, the participating FPVE shall notify CSNCOE immediately.

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By direction