



August 7, 2014

MEMORANDUM FOR: A.I.S., Inc.,
East West Technical Services,
Fathoms Research LLC, and
MRAG Americas
At-Sea Monitor Program Providers & Observers

FROM: Amy S. Martins 
Branch Chief, Fisheries Sampling Branch (FSB)

SUBJECT: ASM Recertification II Pilot Training Program

This memo outlines the newly developed At-sea Monitor (ASM) Recertification II Pilot Training Program option for current, certified ASM observers, who have been recertified at least once before. This program is designed to provide qualified ASM observers an opportunity to recertify via a one-day training in lieu of the current three-day ASM Recertification training.

ASM Recertification II will run as a one-day, stand alone training, that will be scheduled two times each year for qualified candidates. The first ASM Recertification II Training will be in November 2014. During the training candidates will be evaluated with examinations based on comparable materials found within the current ASM Recertification Training Program. A fully operational ASM Recertification II Training Program has been scheduled for 2015.

Qualified Candidates

Individuals considered for the ASM Recertification II must meet the following criteria by 30 days prior to the start of a scheduled training:

- Prior successful completion of at least one three-day ASM Recertification Training
- Currently not on an absence (Leave of Absence included)
- Actively working in the capacity of an either a NEFOP or ASM observer taking groundfish trips for a total of 20 groundfish sea days over the 6 months prior to the ASM Recertification II training (see additional information below)
- Maintain good data quality and are in good standing per FSB staff
- Achieved an average 85% compliance of the correct identification for the Species Verification Program in two consecutive, complete quarters prior to the ASM Recertification II training

Scheduling Guidelines

Candidate qualification reviews will be conducted 30 days prior to an ASM Recertification II training opportunity. The NEFOP and ASM groundfish sea day count and data quality evaluation will be assessed from six months (180 days) leading up to this 30 days.

FSB will solicit providers with the ASM Recertification II training opportunity 45 days prior to the training. Potentially qualified candidates will be identified by FSB staff 30 days prior to the training. The provider will submit a potential roster at 14 days prior to training and a final list of candidates 7 days prior to training. A class size range will maintain a minimum of four students to a maximum of twenty students per ASM Recertification II training class.

Access to the agenda, study materials, and resources will be provided to the candidate two weeks prior to the training session by either a FSB password protected Website or by mail, TBD. **Qualified students will be required to review and study materials prior to the training as there will be no planned lectures for the required study topics during the training session.** If students have questions or concerns about material, training, or expectations they will have access to the training coordinator, Diana Cowan, Diana.Cowan@noaa.gov, 508-495-2283 during normal business hours.

Observer Evaluation

ASM Recertification II examinations are based on lectures and exams of the current three-day ASM Recertification Training Program. Two exams will be held during the ASM Recertification II training:

- Fish Identification Exam (Closed Book)
- ASM Recertification Exam

During the ASM Recertification II training, if the student receives a grade lower than an 85% on either of the Fish Identification exam or overall Final Grade, the student will no longer be able to work in the capacity of an ASM observer, until the next available standard three-day ASM Recertification training in which they will be required to attend.

All provider questions should be directed to the Groundfish Lead, Katherine McArdle, Katherine.McArdle@noaa.gov, 508-495-2377.

Attachments:

FSB Training and Program Standards: Performance Standards excerpt from Pg. 2
A sample ASM Recertification II Agenda

**Northeast Fisheries Observer Program, Industry Funded Scallop Observer Program, and
At- Sea Monitoring Program Training and Program Standard:
Performance Section (rev. 06/04/14)
Excerpt Pg. 2**

Performance

To successfully pass any FSB training program the trainee must:

1. Receive an overall grade of at least 85%. Grading will be calculated using the following breakdown:

	NEFOP (Core)	NEFOP & ASM Specialized	ASM (Core)	ASM Recertification	ASM Recertification II	IFS (Core)	IFS Specialized	Safety II
Fish ID Exams: Open Book and Closed Book Practical	30%	NA	30%	30%	30%	30%	NA	NA
Incidental Take ID Exam	15%	NA	15%	55%	65%	15%	NA	NA
Course Exam(s)	Exam 1: 15% Exam 2: 15%	90%	30%			30%	90%	NA
Safety Written Exam	10%	NA	10%	NA	NA	10%	NA	95%
Homework and Quizzes	10%	5%	10%	10%	NA	10%	5%	NA
Performance, Attitude, and Participation	5%	5%	5%	5%	5%	5%	5%	5%

2. Receive an individual minimum score on the following exams:

- Incidental Take ID Exam: $\geq 85\%$
- Safety Exam & Practical
 - Part 1: Safety Written Exam: $\geq 85\%$
 - Part 2: Safety Practical: Pass
- Fish ID Exam:
 - Open Book Practical: $\geq 80\%$
 - Closed Book Practical: $\geq 80\%$
 - Combined Open Book & Closed Book Average: $\geq 85\%$

ASM Recertification II Pilot Training Sample Agenda

TIME DAY 1	PRESENTATION/ACTIVITY	FACILITATOR 2014	DESCRIPTION Tech Park: Training Room
HOMEWORK	Reg. Compliance and Gear Request Form		
0800	Welcome to Training Manual Check-In	Training Staff	Students bring in to the training room <u>all</u> mandatory gear and material listed on first page of the agenda. Training staff will check all required manuals for presence, in good working condition, and the most current revision.
	Gear Check-In Gear Certification Program: Gear Drop Off	Debra Duarte	Certifiable gear will be dropped off by students in warehouse. Gear Certification Staff: Calipers and Scales. Safety Staff: PFD's, Survival Suits, and PLB's. Incidental Take Staff: Marine Mammal Kits. Electronic Gear (IT) Staff: Toughbooks/iPAQs/Tablets and digital cameras.
0810	Recertification Training Standards & Training Objectives	Diana Cowan	General housekeeping and emergency procedures. Recertification Program Standards.
0840	Updates to the ASM Program	KB McArdle	Updates within the Groundfish Fisheries; Sectors; Sector Monitoring. Provide feedback to observers about specific data quality, common errors, and trends to advise the group on important issues.
0915	Session 1: Recertification Exam Fish Identification Exam <i>Exam requires a minimum of 85%</i>	Proctor/Training Staff	Fish ID Exam <u>Closed Book</u> : No materials may be used for this portion of the exam.
1015	Session 2: ASM Recertification Exam Written and Practical Exam <ul style="list-style-type: none"> • All fisheries & protocols • All logs & tabs 	Proctor/Training Staff	ASM Recertification Exam <u>Open Book</u> : Observers will be able to utilize all materials provided before and during training to complete this exam. The exam will include: multiple choice, true/false, short answer, and fill in blank.
1315		LUNCH (30 min)	
1345	Regulatory Compliance Program & Incident Report Review	Sara Weeks	Regulatory Compliance program review; inform new protocols and review any issues. Review how to report appropriate issues that may occur on an individual trip with the Incident Report.
1400	Conflict Resolution III	Kit Van Meter	Students are presented with situations that have occurred while performing job duties. Advanced conflict scenarios are covered in lecture and role playing. Support: Sara Weeks and Mike Tork
1500	Lessons Learned	Sara Weeks Katherine McArdle	Feedback to students about current industry issues and the FSB response to these issues for observers.
1545	Certified Gear Review	Debra Duarte Gear Staff	Return certified gear, provide feedback on results and students sign the Gear Certification Program checklist.
	Updates to the Safety Program	Mike Tork	Provide feedback on Safety Gear results and any notices for safety protocols.
1600	Exam Reviews	Diana Cowan Fish ID Exam Staff	Review exam results
1645	Conclusion of Training	Staff	Issue Letters of Introduction. Issue requested gear and paper logs.