Chapter 8
Member Training and Qualifications

Introduction   Auxiliary applicants must complete the New Member (NM) Course and pass its exam in order to enroll in the Auxiliary (this is not required for re-enrollment). Following this orientation, new Auxiliarists have a wide range of opportunities to gain additional knowledge, skills and qualifications by participating in training programs. Participation in training enhances competence and enables increased professionalism in the performance of Auxiliary service. Auxiliary programs requiring additional qualifications along with related training opportunities are defined in this chapter.

Coast Guard programs may also require special training as identified by the responsible Coast Guard organization overseeing the service opportunity. The opportunity to increase knowledge and skills through training and experience with the Coast Guard and Auxiliary is a primary reason many people join the Auxiliary. Auxiliary training programs range from simple in-flotilla lessons through advanced specialty courses and programs. Most Auxiliary member training (MT) is accomplished at the flotilla level. Although responsibility for ensuring member opportunity and participation in MT rests with the FC, all qualified Auxiliarists are expected to participate in accomplishing MT by sharing their knowledge, experience, expertise, and time in helping other Auxiliarists learn and advance. Auxiliarists entering the operations program should possess a basic knowledge of boating or aviation skills obtained through prior experience or participation in Auxiliary courses.

In this Chapter   This chapter contains the following sections:

Section A.   Authority and Privilege

Introduction	Auxiliary training by the Coast Guard is a statutory requirement of 14 U.S.C. § 831. The following paragraphs in 33 CFR Part 5, charge the Commandant with responsibility for Auxiliary training. The Commandant has delegated the duty and responsibility for all Auxiliary training to the Chief Director, under general advisement of FORCECOM.
A.1. Advancement	33 CFR 23 states: *"The Commandant shall prescribe the circumstances and qualifications under which members of the Auxiliary may be advanced."*
A.2. Training, Qualification, Examination, and Assignment	33 CFR 5.33 states: *"The Commandant will prescribe the type of training, qualifications, and examinations required before a member of the Auxiliary shall be deemed qualified to perform certain duties. The Commandant also will prescribe the circumstances and manner in which certain members of the Auxiliary shall be authorized to perform regular and emergency specific duties."* Auxiliary training, qualification, and examination materials shall strive to maximize development and application of electronic means, including web-based and disk-based tools, for distribution and delivery.
A.3. Privilege of Training and Qualification	As indicated in section D of Chapter 3, a privilege of Auxiliary membership is entitlement to Coast Guard and Auxiliary advanced training and any qualification associated with successful completion of all corresponding training requirements. Such privilege and entitlement, though, may be suspended or revoked for any individual by the Director or the Chief Director pursuant to administrative proceedings, investigations, or disciplinary determinations. This includes any circumstance in which the Director or the Chief Director has appropriate cause to suspend or revoke a qualification based on the physical, mental, or behavioral limitations of an individual to properly and safely perform any or all duties associated with a qualification.

All Auxiliarists are expected to maintain particularly strict adherence to Coast Guard core values whenever involved in Coast Guard or Auxiliary training programs. Specific attention shall be paid to governing policies and procedures for Coast Guard or other service/agency facilities whenever Auxiliarists train at such locations. Auxiliarists are expected to work with lead instructors and training program coordinators to familiarize themselves with common facility policies prior to arrival at the facility for the training (e.g., facility access procedures, parking plans, uniform requirements).

Section B. Training and Qualification Opportunities

Introduction
Auxiliarists can pursue training in MT programs to increase knowledge and skills, and to attain qualifications for participation in various Coast Guard and Auxiliary programs. Special qualifications are available as ITs, VEs, AtoN verifiers, RBS-PVs, boat crew, coxswains, pilots, air crew, and air observers. Auxiliary specialty courses offer advanced training in several fields. Auxiliarists may also enroll in Coast Guard Institute (CGI) correspondence courses and receive continuing education units (CEUs) from self-study paced course completions. Regular in-flotilla training sessions are fundamental to keeping Auxiliarists informed, interested, qualified, and ready to participate fully in Auxiliary activities.

B.1. Status, Training, and Qualifications
The following provides the criteria for administrative status, training, and qualification as an Auxiliarist.

B.1.a. Approval Pending (AP) Status
AP status is the administrative status for all Auxiliarists during the time between acceptance of their enrollment package and receipt of a Favorable PSI determination. In accordance with the provisions of paragraph D.2 of Chapter 3, Auxiliarists in AP status have the privilege of participating in virtually the entire range of Auxiliary training and qualification programs.

B.1.b. Initially Qualified (IQ) Status
When an Auxiliarist in AP status receives a Favorable PSI determination, the Director shall change their administrative status to IQ unless they meet the criteria in paragraphs B.1.c or B.1.d of this chapter, in which case their administrative status shall change accordingly to either Basically Qualified (BQ) or Operational Auxiliarist (AX). Once in IQ status, or BQ or AX status as appropriate, the Director shall issue the Auxiliarist an identification card. Auxiliarists in IQ status are authorized to:

   (1) Participate in all training for which AP Auxiliarists are authorized.
   (2) Attend Coast Guard or Coast Guard Auxiliary C-schools.
   (3) Be qualified by the Director in Auxiliary programs that only require IQ status.

Auxiliarists in IQ status are not authorized to be qualified by the Director in Auxiliary programs that require BQ status until they meet the criteria in paragraph B.1.c below.

B.1.c. Basically Qualified (BQ) Status	To achieve BQ status, an Auxiliarist must have completed all of the requirements for IQ status and must have successfully completed one of the following courses which must be approved by the National Association of State Boating Law Administrators (NASBLA):

    (1) Boating Skills and Seamanship (BS&S)
    (2) America's Boating Course (ABC)
    (3) About Boating Safely (ABS)
    (4) Sailing Fundamentals (SF)
    (5) Sailing Skills and Seamanship (SS&S)
    (6) Boating Safely Circular (BSC)
    (7) U.S. Power Squadrons (USPS) Boating or Boat Smart Course
    (8) A State boating safety course (minimum eight-hour duration and other than child-specific)

If any of these courses expire subsequent to promulgation of this Manual, the Chief Director may designate an NASBLA-approved replacement course as an acceptable alternative for meeting BQ requirements. Any Auxiliarist who has successfully completed any of these courses prior to their expiration shall receive credit for achieving BQ status.

Auxiliarists in BQ status are authorized to:

    (1) Participate in all training for which IQ Auxiliarists are authorized.
    (2) Be qualified, or certified on an interim basis, by the Director in Auxiliary programs that require BQ status. Therefore, achieving BQ status is a pre-requisite for qualification or interim certification in such programs. For example, an Auxiliarist must be in BQ status in order to receive an interim certification as a First Pilot in the aviation program while awaiting the results of their requisite DO PSI for qualification.

Successful completion of BQ requirements is necessary in order to fully qualify and participate in the programs listed in this section. This also holds particularly true for Auxiliarists in AP status in accordance with the provisions of section 3.D.2.f of this Manual.

B.1.d. Operational Auxiliarist (AX)	The requirements for becoming an Operational Auxiliarist (AX) are provided in paragraph C.1 of this chapter.

B.1.e. Other PSI Considerations	Once an AP Auxiliarist has received a favorable OS PSI determination and their administrative status has been changed to IQ (or BQ or AX, as appropriate), the Auxiliarist may submit a DO PSI package and proceed on to qualification in a program that requires a favorable DO PSI determination. By doing so, the Auxiliarist may perform and successfully complete all training tasks and prerequisites and receive an interim certification by the Director or operational commander while the DO PSI package is processed to completion. Granting interim certification shall be made at the discretion of the Director upon favorable review of the member's DO PSI package with no adverse material issues identified.
B.1.f. Re-enrollment Considerations	In accordance with paragraph B.2 of Chapter 3 of this Manual, the Director may re-establish at the previous status an Auxiliarist who has been re-enrolled. However, regarding such an Auxiliarist's qualification and currency in any Auxiliary program, the amount of time that has passed between the Auxiliarist's disenrollment and re-enrollment shall count as though the Auxiliarist had been enrolled throughout that period. This shall be used to determine the actions the Auxiliarist must take in order to re-gain currency or, in the most restrictive case, to re-qualify in any Auxiliary program. The Auxiliarist will also have to meet all current requirements, including new or additional requirements, which may have been implemented during their period of disenrollment.
B.1.g. Workshops, REWK, and REYR Status	Auxiliary National leadership shall identify mandatory program workshops for currency maintenance purposes each year. Regions may strongly encourage workshop attendance among membership whenever a workshop is not identified as mandatory, but they may not mandate workshops in terms of AUXDATA entry, currency maintenance, or as prerequisites for assignment to duty. Conversely, regions may not remove or otherwise negate the program requirement of any workshop that has been duly identified by National leadership as mandatory for any given year.

Workshops that are identified as mandatory must be attended by 30 June of that year. If not attended by that date, then program participants shall be regarded as not current and shall therefore not be authorized to be assigned to duty to perform program activities. The Director shall ensure their placement in Required Workshop Not Met (REWK) status in AUXDATA. Program participants placed in REWK status will have until 31 December to attend the mandatory workshop without further consequence to their currency maintenance. Only the Director has the authority to remove Auxiliarists from REWK status and restore them to current program status if all other currency maintenance requirements are met. Subsequent to such restoration, Auxiliarists may be assigned to duty to perform program activities. |

The Director shall ensure that Auxiliarists who do not complete all annual currency maintenance requirements by 31 December, including mandatory workshops, are placed in Required Yearly Not Met (REYR) status in AUXDATA. Auxiliarists in REYR status must complete all program-specific requirements in order to re-gain program currency and authorization to perform program activities. Only the Director has the authority to remove Auxiliarists from REYR status and restore them to current program status if all other currency maintenance requirements are met.

Unless otherwise specified for a given qualification's currency maintenance scheme, five consecutive years of REYR status shall result in complete loss of the qualification and shall be appropriately reflected in AUXDATA. The only way for an individual in such circumstance to again perform any Auxiliary activity requiring that competency will be to completely requalify. Despite loss of qualification as a result of such circumstance, an Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

B.1.h. Portability of Qualifications	Once an Auxiliarist is qualified in a program, the Auxiliarist may exercise the qualification in any Auxiliary region, subject to proper assignment to duty. Additionally, the Director of a receiving region may specify appropriate tasks that must be completed by a qualified Auxiliarist who has recently transferred from a different region or who periodically visits the receiving region. Completion of such tasks must occur prior to that Auxiliarist's conduct of program activity in their new region in order to ensure familiarity with regional geography, demographics, policies and/or program expectations. It shall be documented by memo from the Director of the receiving region to the Auxiliarist with copy to the Director of the Auxiliarist's home region, if appropriate. The scope of such tasks shall be kept to a minimum with all due regard for the skills, experience, and desire already reflected by the Auxiliarist's qualification.

For example, the Director of one region may require Auxiliary instructors who transfer in or visit from different regions to complete a review with a qualified instructor in that region to ensure familiarity with specific State requirements prior to their conduct of public education. The same may be required of vessel examiners prior to their conduct of vessel safety checks in a new region.

Provisions for inter-regional transfers of qualified Auxiliary boat crew program participants can be found in the section 4.A of the Auxiliary Boat Crew Training Manual, COMDTINST M16794.51 (series). For Auxiliary aviation program participants, the Director of a receiving region, in coordination with the cognizant Air Station command, may specify appropriate tasks that must be completed by them before they are authorized to perform missions for different Air Stations under the squadron concept.

B.2. Auxiliary Instructor

The Auxiliary program qualifies Auxiliarists as ITs for PE and member training (MT) courses. The qualification program is as follows:

B.2.a. Levels of Qualification

There is one level of qualification - IT.

B.2.b. IT Duties

ITs can teach either or both Auxiliary PE and/or MT courses. Additionally, experienced ITs shall serve as prime mentors in qualifying new ITs, improving the skills of current instructors, and assisting in the NM program.

B.2.c. Qualification Requirements

All new ITs will be qualified using the current IT Development Course (IDC) as follows:

(1) For IT qualification, the candidate completes the IDC, passes the open book examination with a three-hour time limit and passing grade of 90 percent, and teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision. The certified IT determines whether or not the instruction was satisfactory and provides specific, instructional feedback to the qualifying Auxiliarist to assist them in gaining qualification. The IT may be in the same flotilla as the candidate. The first presentation should be of ten to thirty minutes in length, and the second presentation should be one to two hours in length.

(2) The supervising IT or an elected leader signs and dates the completed examination form stating IT qualifications have been met.

B.2.d. Waiver Requirements

In some cases, the Director may waive requirements for IT. The Director may delegate this duty to the DSO-MT. The decision to waive requirements will be based on sufficient documentation, but at a minimum, the waiver will include the following criteria:

(1) Submit documentation of two or more years of recent work experience as an instructor such as a certified schoolteacher or as a full time or adjunct instructor in the military, business, academic or professional communities. The number of years' service and recent experience will weigh in the Director's decisions. The FC will review and approve the application before forwarding to the Director.

	(2) USPS members, who have completed the USPS Instructor Qualification course and are graduates of the Coast Guard's Instructor Development Course (IDC), will be certified as ITs upon application.
B.2.e. Ribbons and Medals	An Auxiliarist qualified as an IT is entitled to wear the IT program ribbon and miniature medal.
B.2.f. Maintaining Certification	To remain certified, an IT must teach two hours or serve as an assistant IT for four hours each year or by teaching one hour and assisting for two hours. ITs must also attend approved workshops when required.
B.2.g. Recertification	Failure to satisfy annual requirements will require the Auxiliarist to recertify as an IT. When the hours for teaching/serving as an assistant IT have not been met, the IT must perform the annual certification task(s), as a trainee, under the supervision of a certified IT. The certified IT receives the training (PE or MT) credit for the two or four hours performed during this recertification process. The candidate must then complete the annual certification requirements to retain certification for the following year.
B.3. Boat Crew Program	There are three qualifications in the boat crew program. They are: a. Crew Member b. Coxswain c. Personal Watercraft Operator Auxiliarists who wish to participate in authorized Auxiliary surface operations must be BQ. The specific requirements (minimum standards) for qualification, currency maintenance, certification, and recertification can be found in the Auxiliary Boat Crew Training Manual (COMDTINST M16794.51 (series); Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member, COMDTINST M16794.52 (series); Auxiliary Boat Crew Qualification Guide, Volume II: Coxswain, COMDTINST M16794.53 (series); Auxiliary Boat Crew Qualification Guide, Volume III: PWC Operator, COMDTINST M16794.54 (series).
B.4. Air Operations Program	Aircraft facility owners and Auxiliarists wishing to participate in Auxiliary air operations must be BQ and complete an air operations training course. The Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series), provides the specific requirements and is the principal document for the Auxiliary Aviation program. There are five levels of qualification in air operations program: Aircraft Commander, First Pilot, Second Pilot, Air Crew Member, and Air Observer.

B.5. Other Operational Programs

Training programs are available for those Auxiliarists wishing to take part in other Auxiliary operational programs like the Auxiliary Trident program. Additional details may be found in the Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series). Some of these additional programs include:

a. Qualified watchstanding at Coast Guard active duty units or Auxiliary radio facilities, including Telecommunications Operators.
b. Aids to Navigation verification and AtoN repair.
c. Commercial fishing vessel safety examinations (CFVSE).
d. Augmentation of Coast Guard boats and cutters as qualified in any authorized watchstation.
e. Augmentation of Coast Guard aircraft as qualified air observers.
f. Auxiliary Dive Program (as may be authorized by specific directive).
g. Assistant Barge Inspector (AUX-BI).
h. Assistant Container Inspector (AUX-CI).
i. Assistant Pollution Investigator (AUX-ED).
j. Assistant Maritime Enforcement Investigator (AUX-EO).
k. Assistant Facility Inspector (AUX-EU).
l. Assistant Foreign Freight Vessel Examiner (AUX-FFVE).
m. Assistant Foreign Passenger Vessel Examiner (FPVE).
n. Assistant Suspension and Revocation Investigator (AUX-FN).
o. Assistant Marine Casualty Investigator (AUX-FO).
p. Assistant Hull Inspector (AUX-HI).
q. Assistant K-Boat Inspector (AUX-KI).
r. Assistant Life Raft Inspector (AUX-LR).
s. Assistant Machinery Inspector (AUX-MI).
t. Auxiliary Machinery Inspector (Steam) (AUX-MS).
u. Assistant Port State Control Examiner (AUX-PSCE).
v. Assistant T-Boat Inspector (AUX-TI).
w. Uninspected Passenger Vessel Examiner (AUX-UPV).
x. Uninspected Towing Vessel Examiner (AUX-UTV).

Additional opportunities for training and duty in the operations program may become available from time-to-time depending upon specific Coast Guard needs. Details will be announced in Commandant Notices and Instructions for these programs, and unit opportunities will be monitored and advertised by the AUC.

At Sectors, the AUXLO, in consultation with the ASC, will endeavor to match Auxiliarists' interest with Sector needs. The Auxiliary Trident program is designed foremost to support Sector needs. Thus, some Auxiliary Trident program qualifications may not be available within any given Sector due to lack of need. Additionally, some qualifications at a Sector require significant amounts of dedicated time and effort, and may require a Favorable Direct Operational (DO) Personnel Security Investigation (PSI) at the discretion of the unit commander in order to qualify and remain current. Auxiliarists interested in pursuing such qualifications should have the concurrence of both their Auxiliary chain of leadership and the unit chain of command prior to commencing such qualification.

Cancellation of any such operational program qualifications does not remove their applicability toward Auxiliary election eligibility criteria for Auxiliarists who had earned them prior to cancellation.

B.6. Other Non-Operational and Administrative Programs

Training programs that lead to specific qualifications are available for those Auxiliarists wishing to take part in other Auxiliary non-operations and administrative programs. Some of these additional programs include:

a. Dockwalker
b. Assistant Contingency Planner (AUX-ACP)
c. Assistant Federal On-Scene Coordinator Representative (AUX-ET)
d. Assistant License and Document Evaluator (AUX-LDEV)
e. Assistant License and Document Examiner (AUX-LDEX)
f. Prevention Outreach Specialist (AUX-MEES)
g. Marine Safety Administrative and Management Specialist (AUX-MSAM)
h. Port State Control Dispatcher (AUX-PSC)
i. Assistant Waterways Management Representative (AUX-WM)

B.7. Recreational Boating Safety Visitation Program (RBS-VP)

Auxiliarists may seek qualification as a Program Visitor (PV). To do so, the Auxiliarist must be BQ and be familiar with the contents of the Vessel Safety Check Program, COMDTINST M16796.7 (series), and the Recreational Boating Safety Visitation Program Manual, COMDTINST M16796.3 (series).

B.7.a. Initial Qualification and Currency Maintenance

For initial qualification as a PV, the Auxiliarist must take and pass the current RBS-VP qualification examination. This examination is open book with a three-hour time limit and a passing score of 90 percent. In addition, two practice visits must be conducted with a currently certified PV. To remain certified, PVs must conduct at least four recreation boating safety visits each year.

B.7.b. Regaining Certification	In order to regain certification, a PV must perform and report two practice visits as a trainee under self-supervision. After completing both recertifying visits, the PV must then complete the annual certification procedures to retain certification for the following year.
B.8. Vessel Examiner (VE)	Auxiliary VEs are trained and qualified to perform safety examinations of different types of vessels. There are two distinct VE programs. VEs for recreational boats conduct Vessel Safety Checks (VSCs). VEs for commercial vessels conduct vessel safety examinations. Nothing precludes an Auxiliarist from qualifying and performing activity in both programs.
	The training, qualification, and programmatic oversight for RBS VEs are managed within the Auxiliary's VE Directorate. These VEs are trained and qualified to perform VSCs and Auxiliary surface facility inspections. They must be BQ and become familiar with the Vessel Safety Check Manual, COMDTINST M16796.8 (series) and those portions of the Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series) that deal with inspection and acceptance of Auxiliary facilities.
	The training, qualification, and programmatic oversight for commercial VEs are managed within the Auxiliary's national Prevention Directorate. Commercial VEs are trained and qualified to perform vessel safety examinations on commercial fishing boats and uninspected passenger vessels (UPV). They may also assist on uninspected towing vessel (UTV) exams/inspections. They must be BQ and become familiar with appropriate Auxiliary Trident program Personal Qualification Standards (PQS). Because this program entails significant interaction with local Coast Guard Sectors, commercial VEs must also work closely with those commands to properly qualify and be assigned to mission activities.
B.8.a. RBS VE Qualification	For initial qualification as a VE in the RBS program, Auxiliarists must take and pass the current VE qualification examination. Additionally, they must satisfactorily conduct five VSCs and/or Auxiliary surface facility inspections under the observation of a qualified RBS VE. The VE qualification exam is an open-book exam with a three-hour time limit and the passing score is 90 percent.
B.8.a.(1) Maintaining Certification	To remain certified, RBS VEs must perform at least five VSCs (passing or failing) and/or Auxiliary surface facility inspections each year following initial qualification, including the year in which qualified.

B.8.a.(2) Regaining Certification	In order to regain certification if a qualified RBS VE is unable to meet the annual certification requirements in a program calendar year, the VE must complete two satisfactory VSCs, as a trainee, under the lead of a certified RBS VE. Only the certified RBS VE shall receive the credit for the two recertification VSCs. After completing the two recertifying VSCs, the Auxiliarist must then complete the annual certification procedures to retain certification for the following year.
B.8.b. Commercial VE Qualification	For initial qualification as a commercial VE, Auxiliarists must complete any appropriate Auxiliary Trident program PQS (e.g., to qualify to perform UPV examinations, an Auxiliarist must complete the AUX-UPV PQS). Any other qualification requirements established by the cognizant Coast Guard command must be completed (e.g., if the cognizant Sector requires completion of the Coast Guard commercial fishing vessel safety examination "C" school for qualification, then Auxiliarists must attend and complete that "C" school to gain qualification). General program guidance is provided in the Commandant (CG-543) Policy Letter 06-04 of 19 July 2006.
B.8.b.(1) Maintaining Certification	To remain certified, commercial VEs must perform all currency maintenance requirements as identified by the cognizant Coast Guard command.
B.8.b.(2) Regaining Certification	In order to regain certification if a qualified commercial VE does not meet all currency maintenance requirements, the VE must work closely with the cognizant Coast Guard command to satisfactorily complete them and regain authorization to perform program activities.
B.9. Auxiliary Public Affairs Training Program	A robust public affairs program is essential to the promotion and success of Auxiliary programs and activities. Effective recreational boating safety campaigns, and the educational and outreach efforts upon which they are founded, are instrumental to improved boating safety awareness and the achievement of the Coast Guard's boating safety goals.
	The Auxiliary Public Affairs training program combines formal and on-the-job training with structured mentoring into a three-tiered professional development program. It is designed to develop Auxiliarists into skilled public affairs specialists, support specialists, and program managers (i.e., an Auxiliarist does not have to serve as a public affairs program staff officer in order to train, complete, and qualify in this program).

B.9.a. Auxiliary Public Affairs Specialist I

This is the basic competency level for any Auxiliary Public Affairs Specialist. At this level, an Auxiliarist shall have enough experience in a wide variety of public affairs skills to readily carry out Auxiliary public affairs program tasks. This experience level is commensurate with that expected of a Flotilla Staff Officer for Public Affairs (FSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include:

(1) Introduction to Auxiliary Public Affairs
(2) Coast Guard Public Affairs Specialist 2nd Class
(3) Journalism Basic
(4) Introduction to Digital Photography
(5) ICS-100, Introduction to Incident Command System
(6) Oral board review

Successful completion of the Auxiliary Public Affairs and Marketing (AUX-12) C-school (including homework assignments) satisfies all requirements identified above with the exception of Introduction to Auxiliary Public Affairs and ICS-100.

Successful completion of all qualification requirements shall be recognized by award of the Auxiliary Public Affairs Specialty Program ribbon.

B.9.b. Auxiliary Public Affairs Specialist II

This competency level requires a higher level of public affairs program expertise, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist I program. At this level, an Auxiliarist shall have additional ability to assist others in developing and utilizing basic public affairs program skills. This experience level is commensurate with that expected of a Division or District Staff Officer for Public Affairs (SO-PA or DSO-PA). Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include:

(1) Coast Guard Public Affairs Policy
(2) Journalism Advanced
(3) ICS-200, ICS for Single Resources and Initial Action Incidents
(4) Oral board review

Successful completion of all qualification requirements shall be recognized by award of a $^{3}/_{16}$-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.

B.9.c. Auxiliary Public Affairs Specialist III	This is an advanced competency level for an Auxiliarist to assist a Coast Guard unit with its public affairs program, and it cannot be earned without successfully completing the Auxiliary Public Affairs Specialist II program. At this level, an Auxiliarist shall be able to practically apply Coast Guard public affairs practices and procedures, internal organizational communications, media and community relations, Joint Information Center (JIC) operation, and related matters. Required elements for successful achievement of this competency are as described on the national Auxiliary Public Affairs web site (www.auxpa.org) and include:

(1) IS-250, Emergency Support Function 15 (ESF-15), External Affairs
(2) IS-702, National Incident Management System Public Information
(3) IS-800, Introduction to National Response Plan
(4) Oral board review

Successful completion of all qualification requirements shall be recognized by award of a $^3/_{16}$-inch bronze star for placement on the Auxiliary Public Affairs Specialty Program ribbon.

B.9.d. Maintaining Certification	To remain certified, an Auxiliary Public Affairs Specialist at any level must perform at least 16 hours of public affairs mission activity each year following initial qualification.
B.9.e. Regaining Certification	In order to regain certification if a qualified Auxiliary Public Affairs Specialist at any level does not meet currency maintenance requirements, the Auxiliary Public Affairs Specialist must perform 32 total hours of prescribed public affairs activity the following year. If an Auxiliary Public Affairs Specialist goes five consecutive years without maintaining or regaining currency, then that individual must re-qualify in order to perform Public Affairs Specialist activities.
B.10. Auxiliary Interpreter Corps Program	The Auxiliary interpreter corps program is a component of the Auxiliary International Affairs Directorate. The Auxiliary Interpreter Corps was established in 1997 to provide interpreter support to Coast Guard operational, administrative, and public affairs missions. Members of the Coast Guard Auxiliary, whether or not they are also Coast Guard active duty, reserve, or civilian employees, may join the Auxiliary Interpreter Corps based on their linguistic skills.
B.10.a. Interpreter Levels of Proficiency	(1) Level "A" is applied to a person who fluently reads, writes, speaks, and understands a foreign language in addition to English. (2) Level "B" is applied to a person who speaks and understands a foreign language in addition to English, but does not necessarily read or write fluently in any language.

B.10.b.
Applications and
Requirements

Auxiliarists may submit an Interpreter Application Form directly on line or via mail to the Division Chief for Interpreter Qualifications (DVC-ICI). Applications will be reviewed for completeness, linguistic competency level(s), verification of EMPLID number, PSI completion, verification of security clearance (if claimed), applicable ICS course completion requirements, and other useful qualifications.

  (1) Auxiliary interpreters are required to have a Favorable OS PSI on file. They are not required to have a Favorable DO level PSI nor a security clearance in order to be accepted into the program. However, having such may be advantageous depending upon the nature of a request for interpreter service by a Coast Guard order issuing authority. As with Auxiliary support to many other programs, the responsibility for processing an Auxiliary interpreter for a DO PSI and/or a security clearance rests with the order issuing authority that desires the support.

  (2) Only applications with Level "A" competency will be accepted.

  (3) Applications with Level "B" competency will not be accepted unless Level "A" in another language is claimed as a primary competency.

  (4) Only Level "A" applicants are subject to extensive verbal and written linguistic assessment. Applicants' contact information will be sent by DVC-ICI to one or more designated Language Qualification Examiners (LQE) for each Level "A" language stated in the application form. Considering the potential deployment capabilities, it may be necessary to assign two or more LQE's to assess each Level "A" language stated in the application form. In the event that one LQE determines Level "A" and the other LQE determines Level "B", a third LQE shall be engaged to assist in making a majority determination. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the DoD Foreign Language Institute will be considered. The LQE(s) and DVC-ICI shall discuss and make the final determination on an applicant's linguistic competency. The following factors shall also be considered in making such determination:

    (a) Native speakers with knowledge of their country's culture and traditions may have a favorable consideration, provided that their English competency level meets assessment criteria.

    (b) Knowledge of Coast Guard operations procedures and practices.

    (c) Knowledge of Coast Guard radio communication skills and/or Coast Guard communications watchstander qualification.

    (d) Knowledge of nautical terms in English and foreign language.

	(5) If a Level "A" applicant is determined to be Level "B", then the applicant shall be given an opportunity to improve and be re-assessed after a six month period. Interpreter assessment records shall be maintained by DVC-ICI.
B.10.c. AUXDATA Entry	After successful completion of LQE assessment, DVC-ICI shall notify Commandant (CG-54211) AUXDATA Executive Assistant to make appropriate AUXDATA entries for the Auxiliary interpreter, including entry of the "INT" designation.
B.10.d. Auxiliary Interpreter Corps Database and Web Site	The Auxiliary interpreter corps database shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate. DVC-ICI shall enter pertinent profile information for Auxiliary interpreters into the database and shall make appropriate updates when necessary. Only the Deputy Director of Auxiliary International Affairs and DVC-ICI shall be authorized to make such entries.

(1) Coast Guard units may directly access and search the database any time from a Coast Guard Standard Work Station (SWS) without the need of a password. However, access from any other computer (e.g., home computer) shall require issuance of a user name and password to get in. Requests for such may be submitted online at the Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/). Requests shall be subject to screening by the Deputy Director of Auxiliary International Affairs and/or DVC-ICI.

(2) Members of the Auxiliary Interpreter Corps may request a password to access the database to review their own profile as well as the profiles of fellow interpreters along with contact information for the purpose of exchanging experience, knowledge, and expertise.

(3) Members of the National Executive Committee (NEXCOM) may request a password to access the database for any reason.

(4) Federal and State government agencies may request and be issued a username and password in order to access the database. Username and password issuance shall be coordinated by the Deputy Director of Auxiliary International Affairs. Federal and State government agency requests for Auxiliary interpreter support shall be processed like any other requests for Coast Guard assistance by other agencies.

(5) The Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/) shall be maintained by the Auxiliary International Affairs and Interpreter Support Directorate to keep members of the Coast Guard informed about interpreter availabilities, capabilities, and services.

B.10.e. Auxiliary Interpreter Assignments to Duty	Auxiliary interpreters are most commonly used to support Coast Guard operations ranging from translations of simple documents to long shipboard deployments, and including:

(1) Cutter deployments.
(2) Navy ship deployments.
(3) Foreign visitor escort specialist program.
(4) Foreign VIP tours.
(5) Foreign SAR Subject Matter Expert Exchange (SMEE) events.
(6) Foreign border guard events.
(7) Foreign conferences.
(8) Foreign marine safety and prevention training events.
(9) Foreign language instruction at Coast Guard training centers.
(10) Communications watch standing.
(11) Translations of incident investigating documents.
(12) Translations of maritime safety, port security, and prevention guidelines, correspondence, and other related documents.
(13) Other missions, as authorized by the Commandant.

Coast Guard units may search the Auxiliary Interpreter Corps website (http://cgwebs.net/interpreter/) at any time. Except as described below for shipboard deployments, units may interview one or more Auxiliary interpreters for suitability in meeting mission requirements and work directly with them to arrange such support.

All Auxiliary interpreter travel requires issuance of Coast Guard orders, reimbursable or non-reimbursable, by the appropriate Coast Guard order issuing authority. This includes Auxiliary interpreter deployments in support of other federal or State agencies in order to ensure the Auxiliary interpreter is properly covered in terms of insurance and liability.

B.10.f. Shipboard Deployments	Only a Level "A" rated interpreter may be nominated/selected for shipboard deployment, provided that the interpreters meets the following criteria:

(1) Be in good health with no major medical conditions, and be physically/mentally fit for deployments that typically last from 5-15 days up to 90-120 days in duration.
(2) Demonstrated willingness and preparedness.

(a) To volunteer for the planned duration of deployment, understanding there may be unplanned extensions.
(b) To take paid or unpaid vacation time from regular employment, as may be required.
(c) To ensure complete preparedness including all uniforms (e.g., two sets of Tropical Blue and two sets of ODUs).
(d) To take additional training courses, as may be required.

(e) To adapt to new challenges.

(3) Review and assignment.

(a) DVC-ICI shall nominate Auxiliary interpreters to meet mission requests, provide appropriate background, and answer any questions about the nominee. The Director must be informed of and approve the interpreter as part of this process.

(b) The requesting Coast Guard unit shall determine acceptability based upon information obtained from the database, program leadership, and past interpreter experience.

(c) The appropriate Coast Guard Area Office of External/International Affairs shall serve as the final approval authority for cutter and overseas interpreter deployments in their respective areas of responsibility.

(4) Qualification requirements.

(a) Successfully complete Anti-Terrorism (AT) Level 1 and Survival, Evasion, Resistance, Escape (SERE) 100 courses.

(b) Successfully complete all ICS courses, as required for operational missions.

(c) Hold a valid U.S. official or tourist passport.

(d) Complete all vaccinations and immunizations as required by the requesting unit.

(e) Complete all prescribed pre-deployment requirements.

(f) Read and understand the Auxiliary Interpreter Corps Shipboard Deployment Guidelines.

(g) Hold required Visas for countries listed on orders.

(h) Hold NATO orders or other country clearance, as applicable.

B.10.g. Regional Interpreter Coordinator	The District Commodore (DCO) may appoint an Interpreter Coordinator as an Assistant District Staff Officer under the operations program (ADSO-OP-I) to effectively promote awareness of the interpreter program, its resources, and recruitment of Auxiliary interpreters in the District.
B.10.h. After-action reporting	All units that use Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs a brief evaluation of the interpreter(s) within two weeks of mission completion.

Auxiliary interpreters shall submit to the Deputy Director of Auxiliary International Affairs an after-action report within two weeks of mission completion. They will also ensure proper claims are submitted for their activity according to the following guidelines:

(1) Mission activity (ANSC-7030 form, category 60A).

(a) Claim entire day (24 hours) for every day of the duration of shipboard deployments (i.e., the time from initially reporting aboard for interpreter duty until final departure from the unit).

(b) Claim actual hours for all other interpreter or translation assists not to exceed 18 hours per day to take into consideration a minimum of six hours for sleep/rest. This includes translations of presentation materials used for deployments.

(c) Claim actual LQE preparation and assessment hours.

(2) Other activities (ANSC-7029 form).

(a) Travel time to and from deployment.

(b) Travel time to and from other interpreter assistance missions.

(c) Travel time for medical check-up, vaccinations, and immunizations.

(d) Preparation time for interpreter missions.

B.11. Auxiliary Team Coordination Training (TCT) Facilitators	Auxiliarists may train and qualify as TCT Facilitators in order to deliver TCT to fellow Auxiliarists as well as Coast Guard active duty, Reserve, and civilian personnel. The overall administration, coordination, support, and management of Auxiliarists who are TCT Facilitators, as is true for their active duty and Reserve counterparts, are the responsibility of the District TCT Coordinator. Auxiliary regions may establish their own TCT organizations to assist the District TCT Coordinator to carry out these functions. The Director, in concert with the regional TCT organization, should periodically review with the District TCT Coordinator the needs for Auxiliarists to serve as TCT Facilitators as well as overall program effectiveness.

In order to qualify as a TCT Facilitator, an Auxiliarist must successfully complete the following:

a. The TCT correspondence course.

b. The Coast Guard Instructor Development resident school.

c. Qualification as coxswain or crewman in the Auxiliary boat crew program, or in any pilot position or air crew member in the Auxiliary aviation program.

Positive recommendation of the regional Qualification Examiner Coordinator (QEC) and the Director if involved in the boat crew program, or the District Flight Safety Officer (DFSO) and the Director if involved in the aviation program.

B.12. Auxiliary Administrative Procedures Course (APC)	The APC was designed to provide Auxiliarists with a better understanding of administrative procedures required at the flotilla level. Texts for this course are this Manual and the Auxiliary Flotilla Procedures Manual, COMDTINST M16791.5 (series). The course is designed to educate Auxiliarists on flotilla administration. Preparation for the administrative procedures tests can be self-study, however, MT officers are encouraged to offer Auxiliarists a formal, classroom course. Successful completion of an APC test is a prerequisite for any elected office. The test is open-book, with a three-hour time limit and a 90 percent passing score.
B.13. Auxiliary Leadership Courses	A leadership training continuum is designed and available for Auxiliarists to develop and improve their ability to administer, manage, and execute programs, personnel, and resources. The continuum begins with the Flotilla Leadership Course (FLC). It is designed to provide FCs and VFCs with a comprehensive leadership framework as well as resources and concepts to successfully manage their flotillas. The course can be performed in a classroom setting or it can be taken online through the Auxiliary Training Directorate web site (www.cgaux.org/training/FlotillaCommander.html). The continuum then continues with Auxiliary leadership courses that can be attended through resident or exportable "C" schools.
	"C" schools are designed to offer focused training experiences. Their schedules are issued and maintained each fiscal year by the Chief Director. There are three principal Auxiliary leadership "C" schools. The Auxiliary Leadership and Management (AUXLAM) school is designed for Flotilla-level leadership development, and it can be either exported to local areas (i.e., road shows) or attended as a resident "C" school at a designated Coast Guard training facility. The Auxiliary Mid-Level Officer Course (AMLOC) is designed for leadership development mainly at Division and certain national staff levels, and it can also be exported as well as attended as a resident "C" school. The Auxiliary Senior Officer Course (ASOC) is designed for leadership development at senior regional and national levels, and it is only offered biennially as a resident "C" school normally at the Coast Guard Academy.
B.14. In-Flotilla Training	Most Auxiliarists attend several flotilla training sessions while becoming qualified as an IT or VE. Increasingly, more Auxiliarists are studying diligently to achieve AUXOP status through the completion of all designated specialty courses with associated closed book testing.
	Flotillas are strongly encouraged to conduct annual workshops in the VSC, OPS, PE and other programs with materials provided by the National Staff. These workshops serve to sharpen skills, grow knowledge, and better prepare Auxiliarists to serve the public and Coast Guard in primary mission areas.

Flotillas are also strongly encouraged to conduct some form of member training in conjunction with each regular meeting. In-Flotilla training helps promote the professional development, proficiency, and interest of members. It may address a wide variety of topics and draw upon the professional skills, background, and experience of membership. Guest speakers from other agencies, communities, and services should be considered as a means to promote professional exchanges while exposing Auxiliary membership to the functions and interactions of such organizations. Particularly, soliciting guest speakers from local Coast Guard commands is highly encouraged whenever opportunities exist.

Auxiliarists may activate and use current government-issue or commercially available marine pyrotechnics for training purposes in their member training programs. All appropriate advance notifications and authorizations to do so must be obtained.

B.14.a. E-Training Commitment and Expectations	The Coast Guard is committed to the continued and concerted development of electronic training tools, materials, courses, and testing services for all elements of its work force, including the Auxiliary. Such development is essential to effectively manage the need to train and qualify Auxiliarists across the entire spectrum of program disciplines vis-à-vis limited resources available to support all programs. Design and delivery of Auxiliary training tools, materials, courses, and testing services will therefore be based on electronic methods with web-based applications as the primary avenue followed by secondary CD/DVD-based media.

Accordingly, Auxiliarists are expected to possess their own home-based computer and web-based capabilities or utilize such as available through local public services (e.g., public library account). Coordination with and utilization of the Auxiliary CS network is another method by which Auxiliarists can monitor and participate in web-based training as well as other Auxiliary program developments.

If an Auxiliary unit desires to conduct a member training course, orders for supporting material submitted to the ANSC will normally be filled with paper copies for instructors only and CD/DVDs for students.

B.14.b. Auxiliary Training Development Cycle	Auxiliary training tools, materials, and courses are subject to constant review to identify ways to improve their quality and effectiveness. In order to more effectively manage the issuance of new tools, materials, and courses and ensure the coincidental availability of such in both web-based and CD/DVD venues, such training products will be formally launched during either one of two semi-annual periods, February or August. Auxiliary program managers who develop new or revised training tools, materials, and courses shall work closely with DIR-T and the CG-5421 training coordinator to ensure timely awareness of their efforts and full understanding of which semi-annual period will be most appropriate for launch.
	Electronic training products shall be reviewed and approved by CG-5421 in conjunction with FORCECOM and in accordance with the Volume 6 Curricula Outline and Volume 7 Advanced Distributed Learning (e-learning) Standard Operating Procedures (SOPs) for compliance with policies, standards, and styles required by the Coast Guard training system. All electronic instructional media shall be coordinated with developmental documentation through CG-5421 in conjunction with FORCECOM for compliance testing prior to release. Testing shall comply with procedures described in the Volume 7 SOP in order to ensure interoperability with the Coast Guard training system's instructional Methods of Delivery (MOD).
	Prior to development of a course, a curricula outline must be submitted through CG-5421 for review and approval with FORCECOM. Subsequent development shall conform with Coast Guard training system SOPs.
B.15. "C" Schools Managed by Commandant (CG-5421)	"C" Schools are short-term resident schools that are funded by Coast Guard Allotment Fund Code (AFC) 56. "C" Schools are focused on the development of administrative, leadership, information service, and specific mission-related training. Auxiliarists are authorized to attend "C" Schools including those offered primarily for active duty personnel, as long as candidates meet prescribed school pre-requisites. Some are "road shows" where instructors are funded through AFC-56 to travel to local regions. They are usually conducted at Coast Guard Training Centers. Funding levels vary from year to year. Curricula outlines for all Auxiliary "C" School courses shall be updated and submitted to CG-5421 for review and approval in conjunction with FORCECOM at least once every five years.
B.15.a. "C" School Schedule	The schedule is normally posted on the Auxiliary training web site (http://cschool.auxservices.org) as well as the Chief Director's web site. It is subject to frequent updates. Flotilla Commanders should review training course availability quarterly with flotilla members, and follow their district's procedures for members' applications.

| B.15.b. "C" Schools | The following are Auxiliary "C" schools that are managed by the Chief Director's Office: |

(1) **AUX-01 – Management Training, Senior Director of Auxiliary.** This course is for Directors of Auxiliary.
(2) **AUX 02 – Auxiliary Leadership and Management Course (AUXLAM, Resident).**
(3) **AUX-02A – Auxiliary Leadership and Management (AUXLAM) Roadshow, Part A.** This course is the equivalent of the Coast Guard Leadership Development Center's (LDC) Leadership and Management, Part A course.
(4) **AUX 02B – Auxiliary Leadership and Management (AUXLAM) Roadshow, Part B.** This school is the equivalent of the Coast Guard LDC's Leadership and Management, Part B course.
(5) **AUX 04 – Distance Education Technical Training, Basic.**
(6) **AUX 05 – Auxiliary Mid-Level Officers Course (AMLOC).** There are two versions of this course. One is for DCDR, VCDR, and DVC. The other is for DCAPT and DIRd.
(7) **AUX 06 – Auxiliary Aids to Navigation (AtoN) and Chart Updating Course.**
(8) **AUX 07 – Auxiliary Senior Officer Course (ASOC).** This course is primarily intended for DCOSs and select national staff.
(9) **AUX 09 – Operations Training Officer (OTO) Course.**
(10) **AUX 10 – Information Systems (AUXDATA/AUXINFO) Training.**
(11) **AUX 11 – Management Training for DIRAUX staff.** This course is for Director of Auxiliary staff members.
(12) **AUX 12 – Auxiliary Public Affairs and Marketing Training.**
(13) **AUX 14 – District Flight Safety Officer Training.**
(14) **AUX 15 – Air Coordinator Training.**
(15) **AUX 18 – Spatial Disorientation Training.** This course must only be completed once by Auxiliary pilots.

**B.16.
Validating
Auxiliary
Training and
Qualification
Requirements**

Due to the dynamic nature of training program development and qualification requirements, tasks associated with the successful completion of competencies and the achievement of qualifications often change more frequently than can be reflected by changes to this Manual. Therefore, Auxiliarists should also refer to their Auxiliary program managers and respective national Auxiliary program web sites to validate training and qualification requirements. For example, an Auxiliarist who is interested in pursuing qualifications in disciplines that lead to the Auxiliary Marine Safety insignia should consult their Flotilla Staff Officer for Marine Safety (FSO-MS) as well as the national Auxiliary Marine Safety web site (www.auxmdept.org) to validate which Personal Qualification Standards (PQS) are effective. Any questions or concerns that require resolution should be referred to the Director.

Section C.   Advanced Level Training

Introduction   This section describes the Auxiliary's requirements for completion of the AUXOP program and Coast Guard "C" school attendance.

C.1. Operational Auxiliarist (AUXOP) Program

In order to give variety to Auxiliarists, increase practical AUXOP relevance to Coast Guard missions, and better assist the Coast Guard to fulfill needed skill sets, the AUXOP program consists of three tiers: core courses, leadership courses, and elective credit elements. Under this program, Auxiliarists must successfully complete a minimum of seven credits from three categories of courses detailed in the following sections to receive the AUXOP designation. It also provides Auxiliarists more choices to meet program requirements, allow the pursuit of preferred focus areas, and apply credit for ICS training and expertise. Successful completion of one credit in the AUXOP program shall earn an Auxiliarist the Specialty Training ribbon. Achievement of AUXOP designation shall be recognized by award of a certificate signed by the District Commander and presentation of the AUXOP device for uniform wear.

No time limit applies to successful completion of AUXOP eligibility requirements. No course substitutions for those identified below may be applied.

   a. Auxiliarists must successfully complete the following three required core courses, each worth one credit:

   (1) Auxiliary Weather Specialty Course (AUXWEA).
   (2) Auxiliary Seamanship Specialty Course (AUXSEA).
   (3) Auxiliary Communications Specialty Course (AUXCOM).

   b. Auxiliarists must successfully complete one of the following leadership courses, each worth one credit (AUXOP credit is not applied for more than one course from this category). These courses include:

   (1) Flotilla Leadership Course (FLC, online and classroom versions acceptable).
   (2) Auxiliary Leadership and Management (AUXLAMS) – note: both AUXLAMS-A and AUXLAMS-B of the exportable course version must be completed for the credit.
   (3) Auxiliary Mid-Level Officers Course (AMLOC-A for DCDR/VCDR/ DVC).
   (4) Auxiliary Mid-Level Officers Course (AMLOC-B for DCAPT/DIRd).
   (5) Auxiliary Senior Officers Course (ASOC).

c. Auxiliarists must successfully complete a combination of the following elective courses, totaling three or more credits:

(1) Auxiliary Search Coordination and Execution Specialty Course (AUXSC&E). The Auxiliary Navigation (AUXNAV) Specialty Course is a pre-requisite for AUXSC&E - 2 credits.
(2) Auxiliary Navigation (AUXNAV) Specialty Course - 2 credits.
(3) Introduction to Marine Safety and Environmental Protection (IMSEP) - 2 credits.
(4) Auxiliary Patrol Specialty Course (AUXPAT) - 1 credit.
(5) Auxiliary Aids-to-Navigation (ATON) and Chart Updating C-school (AUX-06) - 1 credit.
(6) Coast Guard Incident Command System (ICS) 300 & 400 (ICS-210 cannot be used as a substitute) - 1 credit.
(7) Auxiliary Air Coordinator C-school (AUX-15) - 1 credit.
(8) Certain Coast Guard specialty ICS courses count as one credit for completion of the in-class course and one credit for completion of the corresponding PQS, for a possible total of two credits. If an in-class course is not available, then the corresponding PQS may be completed for one credit. Acceptable Coast Guard specialty ICS courses, each having its own corresponding PQS, are:

   (a) ICS-346 (Situation Unit Leader).
   (b) ICS-347 (Demobilization Unit Leader).
   (c) ICS-348 (Resource Unit Leader).
   (d) ICS-351 (Finance Section Chief).
   (e) ICS-430 (Operations Section Chief).
   (f) ICS-440 (Planning Section Chief).

d. Previously canceled editions of the Auxiliary Search-and-Rescue Specialty Course (AUXSAR) and Auxiliary Administration Specialty Course (AUXMIN) are acceptable if already completed. They are worth 1 credit each and may be used on a one-for-one basis in lieu of course options listed in paragraph C.1.c above. Similarly, the past Auxiliary Navigation (AUXNAV) Specialty Course is acceptable if already completed. It is worth 2 credits and may be used in lieu of course options in paragraph C.1.c above.

e. Additional elective courses may be added at the discretion of the Chief Director.

C.2. Specialty Courses as Part of the AUXOP Program

Successful completion of a specialty course signifies an Auxiliarist has gained considerable knowledge in that field. The six specialty areas with associated closed-book testing are:

a. Seamanship (AUXSEA)
b. Auxiliary Navigation (AUXNAV) Specialty Course

c. Communications (AUXCOM)
d. Search Coordination and Execution (AUXSC&E)
e. Patrols (AUXPAT)
f. Weather (AUXWEA)

There is no time limit to complete any of the specialty courses.

C.2.a. Practical Knowledge	Besides theoretical knowledge, the courses require a degree of practical knowledge. ITs should make sure to cover these practical knowledge requirements during the conduct of the course.
C.2.b. Administration of Exams	The Chief Director controls and administers specialty course examinations via the Director's office, CGI, and on-line testing. A commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam.
C.2.c. Requests for Exams	Requests for specialty course examinations must be submitted by a SO/FSO-MT or by the DCDR or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be recorded on the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet Form (CG-4886).
C.2.d. Pass/Fail Requirements	All specialty course examinations except AUXSC&E are closed book with a minimum passing grade of 75 percent (see paragraph 8.C.2.g for AUXSC&E details). These examinations have no time limits, but must be taken in one sitting without breaks. If a student fails to attend the scheduled examination, the proctor shall return the examination envelope unopened to the Director. The student must then request the examination again.

A student failing a specialty course examination may retake the examination after notification of failure of the previous examination. Procedures for ordering retake examinations are the same as for the original examination. |
| C.2.e. Exercises | Other than those exercises completed during classroom work, there are no separate practical demonstrations required for specialty courses. |
| C.2.f. AUXACN Course Completion | Successful completion of the CGI course in piloting may be substituted for the Navigation-A examination. An Auxiliarist must also pass the ACN-Part 2 examination to complete the ACN course or have previously completed AUXNAV. |

C.2.g. Auxiliary Search Coordination and Execution (AUXSC&E)	This section provides policy and guidance concerning the Auxiliary Search Coordination and Execution (AUXSC&E) specialty course and the Train-the-Trainer element for this course. They were developed jointly by the Chief Director, the U.S. Coast Guard National Search and Rescue (SAR) School, and the DIR-T. It effectively sets potentially standard constructs for future Auxiliary course development.
	For many years, the Auxiliary Search and Rescue (AUXSAR) specialty course had outdated information and extraneous material (e.g., search planning elements) that were much more pertinent for active duty Coast Guard members (e.g., command center controllers) instead of Auxiliary operators. With this in mind, the National SAR School re-designed the course and arranged to train an initial cadre of Auxiliary instructors. The new course was subsequently re-titled AUXSC&E. It is the first Auxiliary specialty course designed and intended to be delivered by specially trained instructors who are specifically knowledgeable of the material, the method of its instruction, and the operations that it supports.
	Until otherwise directed, successful completion of the AUXSC&E course shall be entered in AUXDATA under the SEARCH AND RESCUE SPECIALTY (AUXSAR) COURSE task as a requirement for the AUXOP device.
C.2.g.(1) Qualification to Teach AUXSC&E	Only Auxiliarists who meet certain criteria may serve as qualified instructors and teach the AUXSC&E course (i.e., serve as AUXSC&E Instructors). An AUXSC&E Instructor competency, distinct from the Auxiliary Instructor (IT) competency, is predicated on tasks that reflect criteria below. Auxiliarists who meet the criteria shall be recognized in AUXDATA as SEARCH COORD & EXECUTION TRAIN-THE-TRAINER.
	In order to teach the AUXSC&E and the AUXSC&E Train-the-Trainer (TTT) course, Auxiliarists must meet the following criteria (i.e., have them reflected in AUXDATA as completed tasks for the AUXSC&E Instructor competency):
	(a) Successfully complete the AUXSC&E TTT course or complete both the AUXSC&E specialty course (locally convened) and the TTT course taught by an Auxiliarist who at the time of the courses was qualified as an AUXSC&E instructor.
	(b) Is current in their qualification as an Auxiliary instructor (IT).

(c) Is current in their qualification as an Auxiliary coxswain, boat crew member, pilot (at any level), or air crew member. This criterion may be waived by the DIRAUX, in consultation with the DCO, but the member must have been current in the last five years if they are to serve as the lead instructor.

Additionally, any current member of the National SAR School may teach this course as requested by the Auxiliary.

C.2.g.(2) Teaching AUXSC&E	The AUXSC&E course is designed to be taught over a period of five full days or the equivalent thereof. AUXSC&E requires the 13218 chart for proper instruction and practical exercises. This chart is available through the Auxiliary National Supply Center (ANSC). No other charts may be substituted. Other course materials (e.g., Student Guide/Instructor Guide CDROMs, manuals and exams) will also be stocked or printed to order at ANSC. No other materials may be substituted for this course. Failure to use prescribed course materials shall constitute grounds for nullification of successful course completion. Minimum paper-based material required for each course is the Student Guide, the abbreviated Coast Guard Addendum to the U.S. National SAR Supplement (available through ANSC), and chart. All other material may be on a CD-ROM. Orders for materials must be placed only for those students who are truly committed to successfully passing this course. Auxiliary instructors for this course must order course materials through their FC or FSO-MA. Each student's name and EMPLID must be submitted for each order submitted to ANSC, and approval shall be made by the CG-5421 Training Coordinator.

This is an intensive course of study and practice in navigation, and a strong background in navigation is necessary for successful completion. Prospective students shall complete the AUXSC&E Registration Form and submit it with the Short-Term Training Request if they desire to take the AUXSC&E TTT course, or submit it directly to the AUXSC&E instructor as part of their registration for the course. This form is necessary to convey a prospective student's navigational background, degree of completion of course prerequisites, and commitment to course completion. Successful completion of the AUXNAV Specialty Course is required before undertaking this course. Notwithstanding this requirement, the AUXSC&E instructor, upon close review and assessment of the strength of a prospective student's navigational skills (including, as necessary, direct communication with the prospective student), may authorize the prospective student to take the AUXSC&E course without prior successful completion of the AUXNAV Specialty Course. The validity and reliability of these student assessments by AUXSC&E instructors shall be monitored by the AUXSC&E Program Administrator at the National SAR School through review of all AUXSC&E exam materials.

C.2.g.(3) Successfully Completing AUXSC&E

In order to successfully complete the AUXSC&E or the AUXSC&E TTT course, a student must pass an administered two-part end-of-course exam (i.e., knowledge section and performance skills/charting section). Both parts do not have to be administered on the same day, but no more than one week should separate their completion. Additionally, since the active duty Coast Guard SC&E exam is open book, so are the AUXSC&E and AUXSC&E TTT exams.

A student may directly challenge the end-of-course exams. If a student receives passing scores, the student will receive credit for successful course completion. Attempts to pass these courses are limited to not more than seven times in a 30-day period. Attempts to pass the exams are at the discretion of the test administrator. Only one written exam and one performance skill/charting exam are permitted per student per class, regional or C-school. A student must fail the written exam prior to re-taking it.

The knowledge section written exam shall be taken prior to the performance skills/charting section. It shall be administered in the same manner as all AUXOP course exams. An AUXOP proctor or an AUXSC&E qualified instructor may order the exam from their respective Director, proctor the exam, and return the exam to the Director. The Director shall make a copy and send the original written exam via express mail to the AUXSC&E Program Administrator at Coast Guard Training Center Yorktown for grading. The designated mailing address is:

Commanding Officer
ATTN: AUXSC&E Program Administrator
National SAR School, Room 229 Canfield Hall
1 U.S. Coast Guard Training Center
Yorktown, VA 23690-5001

The performance skills/charting exam shall be proctored by an AUXSC&E qualified instructor. The instructor shall send all exam materials, including answer sheets and charts, directly to the AUXSC&E Program Administrator at the above address upon course completion.

In cooperation with the review and support provided by the course instructor, the AUXSC&E Program Administrator shall provide the Director with an ANSC-7039 Workshop Mission and Attendance Report form that lists the students who successfully completed the AUXSC&E course. The Director shall make the appropriate AUXDATA competency entries and issue the appropriate course completion certificates.

Additional detailed guidance concerning AUXSC&E course and test administration is available on the Auxiliary Training Directorate web site, http://www.cgaux.org/training/AUXOP.html, and shall be reviewed by AUXSC&E instructors and students prior to commencement of each course.

C.3. Coast Guard "C" Schools for the Auxiliary	"C" schools are normally conducted at Coast Guard training facilities in different parts of the country. These schools are conventionally referred to as resident courses. "C" schools that are conducted by instructors who travel to remote sites that are more local and accessible by students are conventionally referred to as road shows. The Coast Guard Training Quota Management Center (TQC) is the order issuing authority for Auxiliary "C" schools.
	All "C" schools have course prerequisites. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train Auxiliarists in their own district/division upon completion of training are eligible to apply.

The Chief Director brokers the overall arrangement and support of Auxiliary "C" schools, including all associated planning, budgeting, scheduling, and execution. The Coast Guard resources that are garnered each fiscal year (e.g., funding, quotas) are focused on Auxiliary "C" schools as they are defined by corresponding course descriptions and schedules. The Auxiliary Division's Training Program Manager works hand-in-glove with the Auxiliary Training Directorate Chief (DIR-T) to coordinate and deliver Auxiliary "C" school training in an ongoing, dynamic year-round process. In the event that a Coast Guard program manager desires specific Auxiliary support or involvement in a Coast Guard "C" school program (i.e., schools other than those in the Auxiliary "C" school inventory), then requests for such shall be directed to and coordinated with the Auxiliary Division's Training Program Manager who will work with DIR-T to best address them. If an Auxiliarist is initially approached with such a request by a Coast Guard program manager, then the Auxiliarist shall immediately refer them to the Auxiliary Division's Training Program Manager.

As supported by DIR-T, Directors' and the Chief Director's offices, quotas for all resident and road show "C" schools are handled by TQC. TQC has extremely limited resources to handle over 50,000 annual Coast Guard and Auxiliary "C" school quotas. Further, the ability to preserve and grow Auxiliary "C" school training opportunities is critically dependent upon the conscientious efforts of all prospective Auxiliary students to ensure they attend such schools as requested. It is therefore imperative that established training policies and procedures are closely adhered to in order to maximize the training experience for all students while minimizing confusion, unnecessary staff work, and lost training quotas in the future.

C.3.a. "C" School Policies and Procedures

"C" School schedules are normally published at the start of the fiscal year and are periodically updated throughout the year as courses are added and dropped. School schedules, descriptions, pre-requisites, and other detailed information can be found on the Auxiliary "C" school portal site, http://cschool.auxservices.org/. Key "C" school considerations and requirements follow.

C.3.a.(1) "C" School Applications	To apply for a "C" school, Auxiliarists must submit a Short-Term Training Request Form (CG-5223), an easy-to-use, self-editing, electronic version of which is available on the Auxiliary "C" school portal site, http://cschool.auxservices.org/) to the Director via their FC. The STTR must arrive at the Director's office at least eight weeks prior to the course convening date. Auxiliarists must meet all "C" school eligibility criteria in order to attend and participate in such. Without exception, only those students who have submitted STTRs and who have been subsequently issued appropriate "C" school orders shall be permitted to attend and participate in such. No Auxiliarist shall be authorized to independently observe or audit any "C" school, nor shall an Auxiliarist who desires to attend and participate in a "C" school at their own expense be authorized to do so.

The Director, working in conjunction with regional program leadership, is responsible for screening prospective students prior to registering them in the Direct Access system which the Coast Guard uses to process "C" school requests and issue travel orders. Any special circumstances or considerations must be addressed at this time. The Director will register prospective students in Direct Access no later than six weeks prior to the course convening date.

If a prospective student has any special needs or requests (e.g., physical accessibility, unusual travel arrangements, etc), a separate sheet describing these needs must be attached to the STTR form. Prospective students are responsible for researching special circumstances prior to the issuance of orders to reduce the need for amendments to orders at a later date.

The Director will determine which STTRs will be approved for the issuance of "C" school orders. Auxiliarists are ineligible to attend if previously enrolled in any Auxiliary "C" school within the past 36 months (enrollment in any other Coast Guard "C" school does not count toward this criterion). Waivers of this policy must be submitted to the Auxiliary Division's Training Specialist.

STTRs shall be processed through the Director's office and into Direct Access on a first-come, first-served basis, provided all course pre-requisites are met. The course's lead instructor may work directly with the Director to ensure that the right students are attending the right schools at the right times. This includes reconciling any pre-requisites and student scheduling considerations.

If an STTR approved by the Director has been entered in Direct Access, and a reason to remove that Auxiliarist from the class roster is discovered, then the Director will notify the Auxiliary Division's Training Specialist who will take action to remove the student from the class. If orders have already been issued, then TQC will remove the Auxiliarist from the class roster and cancel their orders.

C.3.a.(2) Travel

Travel dates for a resident course will normally be the date before the class begins and the last day of class, if the student can arrive home by midnight. If that is not possible, proof that an airline, ferry or train schedule precludes them from being home by midnight (and why) must be sent via e-mail to the lead instructor and the Director. The Director shall also determine whether or not a student lives close enough to the school site to be able to attend under terms of local travel. If so, then the Director shall advise the Auxiliary Division's Training Specialist and the student of such determination no later than six weeks prior to class convening.

TQC will issue "C" school orders via the Director approximately six weeks prior to class convening. TQC must enforce the Joint Federal Travel Regulations which notably require:

(a) If a course ends in the afternoon, then students and instructors are expected to travel home immediately after class if they can be home by midnight (i.e., the last day of class is also the return travel day).
(b) Students not be authorized airfare or lodging but only local mileage if their proximity to the "C" school site is:
  1. Within the duty station limits (permanent or temporary) and the metropolitan area around that station ordinarily served by local common carriers.
  2. Within a local commuting area of the duty station, the boundaries of which are determined by the official directing travel or as prescribed by local Service/Defense Agency directives.
  3. Within separate cities, towns, or installations adjacent to or close to each other, within which the commuting public travels during normal business hours on a daily basis.

Students shall submit their travel claims to their respective Director. Directors are responsible for reviewing students' travel claims prior to submission to the Coast Guard Personnel Service Center (PSC) for liquidation. Any amendments to orders at that point must be requested and justified by the student and submitted to the Director (e-mail is authorized). The Director shall review and endorse the request (in memo format) and forward it to the Auxiliary Division's Training Specialist who shall review, endorse, and forward it to TQC for approval and appropriate amendment of orders.

The authorized Government per diem rate (normal rate or reduced – as stated on the orders) for meals and lodging are fixed and non-negotiable. Incurring more expensive lodging or meals is the personal responsibility of the student. If students do not understand reduced rates for lodging or meals stated on their orders, then they should seek clarification from their Director as soon as they receive their orders. If students prefer to upgrade their accommodations, they should discuss such desire with the order issuing authority with the understanding that any cost in excess of the authorized lodging rate will not be reimbursed by the Coast Guard.

Extra travel days must be requested of the order issuing authority well in advance of any "C" School. The order issuing authority will contact the Chief Director. When an earlier flight is available and would preclude a traveler from needing an extra day on either end, utilizing the earlier flight is mandatory unless the traveler wishes to personally incur an extra day's expenses. This applies to Out-CONUS travel as well as In-CONUS travel. Extra travel days will not be authorized for shopping, sight-seeing, personal visits, etc.

Lodging will not be authorized for any students who live 50 miles or less from the school. If there are extenuating circumstances, those circumstances must be communicated to the order issuing authority and a waiver requested from the Chief Director. A student who wishes to drive a personal vehicle to a class must obtain authorization from the order issuing authority in writing (e-mail is authorized). They must also submit a Government Travel Request (GTR) form. This form clearly indicates how much someone will be reimbursed if they choose to drive their own vehicle. All tolls are reimbursable, but lodging and additional per diem are specifically prohibited for reimbursement per the Federal Travel Regulations (FTR).

C.3.a.(3) Changes to Orders	Once orders have been issued prior to the class convening date, any requests for information or changes to those orders must be resolved through the office of the student's Director and notification of such forwarded to the Auxiliary Division's Training Specialist. If the Director cannot resolve the problem, then the next step is for the student to contact the lead instructor.
	If any changes need to be made to a student's orders once a "C" school is in session, then the student must notify the lead instructor who will contact the Auxiliary Division's Training Specialist for resolution.
C.3.a.(4) Role of Lead Instructor	The lead instructor for any "C" school shall serve as spokesperson for all instructors associated with the school. Only the lead instructor shall communicate and coordinate school issues and concerns with the Auxiliary Division's Training Specialist. At no time should a lead instructor contact TQC directly. Only in clearly emergent circumstances should a student contact the Auxiliary Division's Training Specialist directly.

C.3.a.(5) Expectations of Students	"C" schools are intended to properly train Auxiliarists to perform the Auxiliary duty for which they have volunteered. Since each set of orders to a "C" school is a substantial Coast Guard expense, each student is expected to adhere to the rules for every "C" school they attend. Regardless of an Auxiliarist's status or office, these expectations apply to everyone.

These are the Chief Director's expectations for every Auxiliarist who attends any "C" school. Failure to properly abide by them may result in a wide range of consequences including lost credit for the school, non-reimbursement of travel expense claims, expulsion, and in the most severe of cases, disenrollment from the Auxiliary. These expectations are:

(a) Follow the instructions on "C" school orders. Any deviation from the orders must be communicated in advance to the order issuing authority (usually the Director).

(b) Students are expected to attend each day of a "C" school and be on time each day. They are also expected to stay until the end of class each day. Lateness and/or absence may result in no credit for the school, cancellation of orders, denial of travel claim, and/or disciplinary action.

(c) "C" schools require pre-class assignments, in-class assignments, and/or post-class assignments. Students are expected to complete all assignments issued by the instructor(s), in the timeframe given by the instructor(s).

(d) Students are expected to demonstrate the Coast Guard's core values of Honor, Respect, and Devotion to Duty at every step of the "C" school process. This includes adherence to proper Coast Guard courtesies and protocols, proper wear of the uniform, non-cohabitation of unmarried couples on any base, and respect of military base rules whether a Coast Guard base, a DoD base, or any other type of military installation. Students who display fraudulent, belligerent, argumentative, or aggressive behavior will not be tolerated. If rental cars are assigned for a class, the authorized drivers are expected to transport their fellow students. Additionally, authorized drivers are responsible for ensuring the timely and proper return of any rental cars in accordance with the rental company's agreement.

C.3.a.(6) Penalties	Coast Guard "C" School programs represent formal and valuable learning opportunities that are subject to stringent resource constraints. School quotas that are not used as requested effectively jeopardize the availability of similar quotas in the future. Student commitment to successful completion is therefore held to a commensurately high level.

"C" School program penalties may be imposed whenever a student receives orders to a "C" School and then fails to attend and successfully complete the school for any reason other than one that is of an emergent nature related to own health (e.g., severe illness), family (e.g., death in the family), or work (e.g., short-notice, extended travel assignment). This includes the instructor's termination of a student's attendance once at a "C" School for reasons such as:

(a) Being disruptive.
(b) Failure to perform class assignments.
(c) Failure to wear the proper uniform.
(d) Failure to abide by Coast Guard or facility regulations, policies, or procedures.

Penalties stemming from "C" School matters shall normally entail revocation of "C" School orders and/or ineligibility to attend future "C" Schools. This includes denial of reimbursement of any or all aspects of associated travel claims. Revocation of "C" School orders and associated privileges may be imposed for periods of one, two, or three years. Such penalties shall be determined through consultation between the Director, Chief Director's Training Specialist, and DIR-T with the following factors taken into consideration:

(e) The student's history of previous cancellations from other Auxiliary "C" Schools.
(f) The student's ability to have advised of their need to cancel in a more timely fashion.

(g) The validity of the student's reason for cancellation.
(h) The student's overall standing in the Auxiliary.

Notwithstanding the above, nothing precludes the Director from taking additional administrative disciplinary action pursuant to Chapter 3 of this Manual depending upon the severity of a student's actions.

The Director shall notify the student in writing (e-mail is acceptable, copy to the DCO, DCDR, and FC) of any penalty assessment, as well as their right to appeal, within 30 calendar days. Any additional administrative disciplinary action shall be processed in accordance with Chapter 3 of this Manual.

A student may appeal a "C" School penalty in writing (e-mail is acceptable) to the Deputy Chief Director (CG-5421). Any appeal must be filed within 30 days of the penalty's date of issuance. The standard of review shall be limited to whether the provisions of this section had been followed. The Deputy Chief Director (CG-5421) decision shall be final (e-mail is acceptable).

Section D.   Other Available Coast Guard Education

Introduction	This section describes several other courses available to Coast Guard Auxiliarists.
D.1. Coast Guard Correspondence Courses	With the exception of classified courses, all CGI correspondence courses are offered to Auxiliarists. Of special interest is the CGI NAVRULES course with color flash cards and excellent study tools to assist in requalification for Auxiliarists. Details can be obtained from MT staff officers or the Director. The CGI also maintains an Internet web site (see Appendix I).
D.2. Distance Learning Educational Opportunities	Distance education is defined as a non-classroom based program. Auxiliarists can receive such services through CGI's Distance Learning Center or the Auxiliary web site. The Internet has enormous potential for expanding Auxiliary training and testing opportunities at all levels. The FSO-HR, FSO-IS, and FC should coordinate efforts to take full advantage of this resource as more Auxiliary training programs are developed online with computer support.
D.3. E-Learning Opportunities	As defined in the Coast Guard's Advanced Distributed Learning (e-learning) SOP, e-learning covers a wide set of applications and processes such as web-based learning, computer-based learning, virtual classrooms, and digital collaboration. It includes the delivery of content via internet, intranet/extranet (Local Area Network (LAN)/ Wide Area Network (WAN)), audio and video recordings, satellite broadcasts, interactive television, CD-ROM, and more. E-learning can take place individually (guided or instructed by a computer) or as part of a class. Online courses meet either synchronously (i.e., at the same time) or asynchronously (i.e., at different times), or some combination of the two. Auxiliarists may register for the more than 1,500 Coast Guard courses online through any internet connection after verification of Auxiliary membership.

Section E. Auxiliary Mandated Training

Introduction

The purpose of Mandated Training (MT) is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce required to perform Coast Guard missions. MT is established only when explicitly required by an official mandate such as Presidential Directive, public law, Department of Homeland Security or Coast Guard policy requirements, or when MT is determined by the Force Readiness Command (FORCECOM) as the most efficient means of delivery for a valid training requirement. Responsibility for the management and administration of all MT resides under the singular authority of FORCECOM. The Chief Director shall administer MT for the Auxiliary on FORCECOM's behalf.

E.1. Auxiliary Mandated Training (MT) Design and Definitions

Auxiliary MT course information and online applications are normally available through the Coast Guard Learning Portal (http://learning.uscg.mil). A subsidiary Auxiliary Learning Management System (LMS), directly accessible from home computers as well as Coast Guard standard work stations, will also normally serve as the primary online system through which Auxiliarists can complete their MT requirements and have them recorded in AUXDATA. AUXDATA's Mandated Training competency will be composed of all Auxiliary MT courses, and will be assigned to all Auxiliarists. Their MT status will be reflected in the AUXDATA Training Management Report for ease of monitoring the status of each mandated training course that has been completed by any Auxiliarist.

Auxiliary units may conduct MT through methods other than online training (e.g., member training sessions). In such situations, the Auxiliary unit leader shall ensure that appropriate AUXDATA entries are made to recognize successful member completion. The Chief Director shall oversee development of alternative methods of MT delivery (e.g., CD/DVD).

Auxiliary LMS functionality shall be similar to that of the Coast Guard Learning Portal in that course completion certificates will only be available for printing upon first-time course completion. Subsequent completions of the same course will not yield a certificate. However, a summary report of personal course completions for any given individual will be available through the Auxiliary LMS. Auxiliary LMS Help Desk support provided through OSC Martinsburg should be contacted for resolution of any issues with the Auxiliary LMS.

The Auxiliary LMS allows Auxiliarists to use it from their personal computers without any special access card or tool. However, in order for it to properly synch with AUXDATA and feed the right information to the right Auxiliarist's record, each Auxiliarist who uses the Auxiliary LMS must have their own unique e-mail address. That unique e-mail address must be recorded as the primary e-mail address in their AUXDATA profile in order to serve as the Auxiliarist's username for Auxiliary LMS login purposes. Auxiliarists must ensure that they do not have any e-mail addresses in AUXDATA that are the same as those of any family members or friends who also happen to be Auxiliarists. Without a unique individual e-mail address, an Auxiliarist will be prevented from having the Auxiliary LMS directly load their training results into AUXDATA.

E.2. Auxiliary MT Requirements

Auxiliarists must successfully complete the following MT during their first year of enrollment and then once every five years thereafter:

  a. Suicide Prevention
  b. Security Education and Training Awareness (SETA)
  c. Privacy Awareness
  d. Prevention of Sexual Harassment (POSH)
  e. Sexual Assault Prevention
  f. Civil Rights Awareness

Auxiliarists must successfully complete the following MT only once (new members shall complete them during their first year of enrollment):

  a. Ethics Training
  b. Influenza Training

Subsequent to Auxiliary LMS establishment, enrolled Auxiliarists will have until 31 December 2016 to complete all eight of the MT courses listed above. As each of the first six courses listed above, (a)-(f), is completed, its own five-year cycle will start. Each cycle will extend to 31 December of the fifth year regardless of the date the course was completed during the year, and so on. For example, if an Auxiliarist completes the Civil Rights Awareness course on 15 November 2012, then they will have to complete it again by 31 December 2017.

New enrollees must complete all eight of the MT courses listed above within their first year of enrollment. By definition for this purpose, the first year of enrollment will extend to 31 December of the year following their Base Enrollment Date. For example, if a new enrollee has a Base Enrollment Date of 15 November 2011, then that individual will have until 31 December 2012 to complete all mandated training. The subsequent five-year cycle for each of the first six courses listed above will start after each respective course completion, as described above for enrolled Auxiliarists.

Auxiliarists with certain types of access (e.g., security clearance; standard work station account) shall comply with any other associated Coast Guard MT requirements established by FORCECOM (e.g., annual Information Systems Security (ISS) training for those with standard work station accounts).