To: ALAUX
From: CHDIRAUX
Subj: AUXILIARY LEARNING MANAGEMENT SYSTEM (AUXLMS) - BENEFITS,
REQUIREMENTS, AND IMPACTS ON AUXILIARY MANDATED TRAINING -001/13

1. Purpose: To announce implementation of the Auxiliary Learning
Management System (AUXLMS) and associated benefits, requirements, and
impacts on Auxiliary Mandated Training (MT).

2. Background: The Coast Guard is committed to supporting the Coast Guard
Auxiliary by providing training materials, courses, and tools to impart the
skills and knowledge needed to achieve mission excellence. As part of this
commitment, the Coast Guard has launched an enterprise-wide Auxiliary
Learning Management System (AUXLMS) to automate the delivery and, in turn,
improve the efficiency of training processes for Auxiliarists. This rollout
of AUXLMS is a result of an extensive and comprehensive analysis performed
by the Coast Guard Office of Training, Workforce Performance, and
Development (CG-132), FORCECOM Training (FC-TADL), OSC Martinsburg,
Auxiliary national training and information technology programs, and the
Chief Director's office (CG-BSX-1). Relevant references include ALAUX
008/11, ALAUX 011/11, and the Coast Guard Auxiliary Manual (COMDTINST
M16790.1 (series), section 8.E.).

3. Benefits:

a. The AUXLMS provides the flexibility for Auxiliarists to access
training material anywhere and anytime on a personal computer. For example,
with AUXLMS, you can fulfill your Auxiliary MT requirements from the comfort
of your home. Although the current inventory of Auxiliary training material
on the AUXLMS is relatively small, it will grow as more training materials
are developed for online availability.

b. Through the AUXLMS, Auxiliarists also have the opportunity
to access active duty "Gold Side" training courses and materials, such as
content on Coast Guard boat and cutter operations.

c. Each course has a 6-digit code numbers which can be used to
quickly search-and-find.

d. ICS-210 is now available online through the AUXLMS (use
course code 502325).

e. Successful course completion is automatically recorded in
AUXDATA without manual intervention of an Information Services (IS) staff
officer. Data uploads from the AUXLMS to AUXDATA occur on a weekly basis
each Monday.

4. Requirements: Though the need to have a special card is not required to
access the AUXLMS, you must have a unique e-mail address that is not shared
with any other Auxiliarist and that is listed as your primary e-mail address
within AUXDATA. This is a mandatory requirement to ensure course completion
data is properly transferred into AUXDATA and correctly credited to you.

If you have not yet provided your unique e-mail address to the Auxiliary
(i.e., - an e-mail address that is not shared with another Auxiliarist), or
if you need to update your personal e-mail address, you should do so as soon

as possible by completing the ANSC-7028 form with the unique e-mail address in the "EMAIL 1" field and submitting it to your FSO-IS. The form is available online at: http://forms.cgaux.org/archive/a7028.pdf. You may also logon to http://auxofficer.cgaux.org, check what is currently in your AUXDATA record, and submit an online ANSC-7028 form to make the change.

5. Accessing AUXLMS and Password Set-up:

a. Access to AUXLMS is through the following site: https://auxlearning.uscg.mil/

b. How do I get my password in AUXLMS?

(1) Click on the "I forgot my password" link under the Login button.

(2) Fill in the Username field with your individual primary e-mail address currently in AUXDATA. This is your username for AUXLMS. Click on the Submit button.

(3) An e-mail will be sent to your AUXDATA e-mail address that contains your login and password. Check this email account for a message from osc-dg-ms-sa-admin@uscg.mil

(4) Return to https://auxlearning.uscg.mil and use the credentials provided in the e-mail to log in.

(5) You will then be asked to change your password.

c. Where can I find additional information about using the AUXLMS? The Auxiliary Knowledgebase (AUXKB) will be filled with a comprehensive listing of AUXLMS Q&As by February 1, 2013. The AUXKB can be found at: http://help.cgaux.org. Once there, click on "Knowledgebase" link at the top of the site, then the "AUXLMS" link, and type your query.

6. AUXLMS Impact on Auxiliary Mandated Training (MT) Requirements: The purpose of MT is to build awareness and enhance the knowledge, skills, abilities, and attitudes of the Coast Guard's workforce. All other elements of the Coast Guard workforce have MT requirements, generally more extensive than those for Auxiliarists. MT cannot be taken lightly, and it is not unreasonable to expect in the future that Coast Guard Order Issuing Authorities will expect Auxiliarists to be current in MT requirements before making assignments to duty. With the advent of the AUXLMS, the bridge that allows automatic recording of successful MT course completion into AUXDATA has been built. The Auxiliary MT requirements established in section 8.E. of the Coast Guard Auxiliary Manual (COMDTINST M16790.1 series) are now in effect. Notably:

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

(1) DHS Together - Resilience Training - course code 502379
(2) Security Education and Training Awareness (SETA) - course code 810030
(3) Privacy at DHS / Protecting Personal Information - course code 810015
(4) Sexual Harassment Prevention - course code 810000
(5) Sexual Assault Prevention and Response - course code

(6) Civil Rights Awareness - course code 502319

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

(1) Ethics 1 / Personal Gifts - course code 502306
(2) Influenza Training - course code 502290

c. Enrolled Auxiliarists now have until 31 December 2016 to complete all eight of the MT courses listed above. As each of the first six courses listed above 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 2013, then he/she will have to complete it again by 31 December 2018.

(1) If a course has already been successfully completed within the past five years, and written proof of successful completion (e.g., course completion certificate or screen shot; transcript) can be provided by the Auxiliarist, then that course shall be recognized as already in its five-year cycle. This includes credit for comparable courses that were successfully completed under different course titles in the past. Such written proof must be presented to the IS officer responsible for the Auxiliarist's AUXDATA entries.

(2) For example, the current Sexual Harassment Prevention course used to be titled Prevention of Sexual Harassment (POSH). Credit is granted to Auxiliarists who provide proof of successful POSH course completion during the past five years. The following table reflects known course title changes that have occurred in the past two years since being listed in the Auxiliary Manual:

Old Course Title	Current Course Title
Suicide Prevention DHS	Together - Resilience Training
Privacy Awareness	Privacy at DHS / Protecting Personal Information
Prevention of Sexual Harassment	Sexual Harassment Prevention
Sexual Assault Prevention	Sexual Assault Prevention and Response
Ethics Training	Ethics 1 / Personal Gifts

d. New enrollees must complete all eight of the Auxiliary MT courses listed in 6.a. and 6.b. within their first year of enrollment. 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 2013, then that individual will have until 31 December 2014 to complete all mandated training. The subsequent five-year cycle for each of the courses listed in 6.a. will start after each respective course completion as described above for enrolled Auxiliarists.

e. Auxiliarists with certain types of access (e.g., security clearance; standard work station account) must still 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).

7. These changes will be reflected in the next update of the Coast Guard Auxiliary Manual (COMDTINST M16790.1 (series)).

8. The purpose of this list is to keep Auxiliarists as well as all other interested parties abreast of current developments, policies, manuals, etc. All information contained herein and linked is OFFICIAL policy and information.

9. Internet Release and Distribution is Authorized.

10. CG-BSX-1 sends