

## **D8CR Qualification Job Aid**

# **COAST GUARD AUXILIARY EIGHTH DISTRICT COASTAL REGION**

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# Coast Guard Auxiliary Job Aid for Qualification

## Section I: Introduction and Overview

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**Introduction** This Job Aid (JA), abbreviates the general theories and concepts from various Commandant Instructions and Manuals, which normally guide the Auxiliarist to qualify in the many categories that allow the volunteers to support the Coast Guard. At all times the Commandant's policy supersede this JA and the design of this publication is meant only as a quick reference aid for those leaders assisting the Flotilla to support the missions of the Coast Guard. Details on other specific Auxiliary programs can be found in specialized manuals and guides and should always be referenced as the qualification process is in progress.

The Auxiliary Manual, Commandant Instruction COMDTINST M16790.1 (series) <http://www.uscg.mil/auxiliary/default.asp> serves as the primary policy guide for every Auxiliarist. As such, the Auxiliary Manual outlines the authority and responsibility for Auxiliary administration and governs the conduct, duties, and responsibilities of all Auxiliarists. The Auxiliary Manual applies when an Auxiliarist is assigned to duty, under orders or in uniform, while performing any duty or function directly related to Auxiliary missions. The Auxiliary Manual will be the primary reference.

**Purpose** This JA is designed to provide the user with guidelines for the formal training qualification. It is an Informal tool to aid Flotilla Commanders (FC) and any member that is in need of additional help in obtaining qualifications. The Coast Guard Auxiliary Manual is the source of most of this information; however, the purpose of this JA is to pull together resources that have become readily available through the use of the computer. Always resort to the Auxiliary Manual or specified training manuals for official clarification.

**Audience** Elected officers and appointed staff officers should find this JA to be a useful tool for assisting members wishing to become qualified in any of the many available missions the member wishes to participate in.

**Background** Over years changes have occurred and with these changes lessons are lost or the word not passed on to the future members coming after the change. This JA should help provide consistency as each Elected Leader and Appointed Officer assumes leadership roles. The JA is considered a living document necessary to keep abreast of the fast-moving technology as well as the ever-changing needs associated with evolving Coast Guard missions

## Section II: Different Levels of Membership

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### Approval

**Pending (AP).** (AP): An applicant has completed and submitted all of the application paperwork defined in Chapter 3 of the Auxiliary Manual and is awaiting a favorable personnel security Investigation (PSI) determination.

### Initially

**Qualified (IQ).** (IQ): Once a member has obtained a favorable PSI determination, DIRAUX will change the member's status in AUXDATA from AP to IQ. A member will be listed as IQ only if they have satisfied all the requirements stated above, has received a favorable PSI, but has not successfully completed a recognized Boating Safety Course (see the Auxiliary Manual).

### Basically

**Qualified (BQ).** (BQ): Members who have taken one of the recognized Boating Safety Courses and have received a favorable PSI will be listed as BQ. The Boating Safety Course certificate must be forwarded to the DIRAUX office by the FC on behalf of the member.

### Operational Auxiliarist

**(AXorAX2)** (AX/AX2): A member may also obtain the prestigious level of Operational Auxiliarist (AUXOP) by completing the requirements outlined in the Auxiliary Manual.

### Additional AP (Approval Pending) policy for Auxiliary members

#### **1. Member Status and AUXDATA Entries:**

- a. An Auxiliarist in AP status shall remain in such status, as shown in AUXDATA, until receipt of a Favorable PSI determination. At that point, the Director shall make the change in AUXDATA to reflect the Auxiliarists appropriate member status.
- b. If an Auxiliarist in AP status receives an Unfavorable PSI determination, then the appeal and adjudicative processes described in section 3.C. of the Auxiliary Manual apply. Additionally, the Director may suspend any and all certifications, duties of office (elected and appointed) and/or membership and its privileges for that Auxiliarist throughout the appeal and adjudicative process until their final outcome, consistent with provisions described in sections 3.I.1. thru 3.I.4. of the Auxiliary Manual. No avenue of appeal of such suspensions shall be afforded an Auxiliarist in AP status who is subject to these circumstances.
- c. Auxiliarists in AP status shall be regarded as any other Auxiliarists in IQ, BQ, or AUXOP status in terms of counting on Auxiliary membership rosters at any organizational

level. This includes counting toward Flotilla membership requirements and for the purpose of meeting minimum membership thresholds to establish a new Flotilla or Flotilla Detachment.

- d. AUXDATA entries may be made as they are reported for Auxiliarists in AP status just as they may be made or reported for any other Auxiliarists in IQ, BQ, or AUXOP status.
- e. The base enrollment date for an Auxiliarist in AP status shall coincide with the date of issue of their Member ID Number.

## **2. Organizational Assignments and Authorities:**

- a. Auxiliarists in AP status shall be recognized as employees of the Coast Guard for the purposes of all liability and worker's compensation coverage provisions afforded through the Coast Guard, provided they:
  - (1) Are assigned to duty by appropriate Coast Guard order issuing authority
  - (2) Act within the scope of employment during such assignment; and,
  - (3) Abide by the governing policies established by the Commandant of the Coast Guard.
- b. Auxiliarists in AP status should be strongly encouraged to attend meetings and fellowship events to learn about Auxiliary organization, policies, procedures and programs.
- c. Auxiliarists in AP status may provide direct administrative support to Coast Guard units but must have the concurrence of the command to do so. Auxiliary Unit Liaison Officers are specifically tasked with ensuring that the command and Director are advised in advance of any Auxiliarists in AP status who desire to do so and that appropriate arrangements for recurring access are made.
- d. Auxiliarists in AP status are not authorized to run for, accept nomination for, or hold any elected office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.
- e. Auxiliarists in AP status are not authorized to accept or hold any appointed staff office. However, requests for waiver that are properly routed through the chain of leadership may be granted by the Director or the Chief Director, as appropriate.

- f. Auxiliarists in AP status must pay dues as part of their enrollment. Payment shall be by check which will be held by the Flotilla until the PSI is complete. In the event of an unfavorable PSI determination that leads to disenrollment, the check shall be returned to the individual.
- g. Auxiliarists in AP status may vote in any Flotilla matter.
- h. Auxiliarists in AP status are not authorized access to the Coast Guard's Mutual Assistance program or direct participation in the Coast Guard Morale, Well-being, and Recreation program.

### **3. ID Cards and Member ID Numbers:**

- a. Auxiliarists in AP status shall be issued Member ID Numbers as part of the approval of their enrollment packages by respective Directors.
- b. Auxiliarists in AP status are not authorized to be issued an Auxiliary ID card. They may only receive an Auxiliary ID card upon receipt of a favorable PSI determination.
- c. Auxiliarists in AP status may not be issued a Common Access Card (CAC). By definition of CAC authorization terms, an Auxiliarist must have received a Favorable OS PSI determination and have submitted the appropriate NAC package in order to be authorized CAC issuance.
- d. Auxiliarists in AP status should never be placed in the position of having to attempt to gain access to a Coast Guard facility alone. All due effort shall be made by mentors and Auxiliary leaders to ensure that whenever Auxiliarists in AP status may have need to gain access to a Coast Guard facility, they have an Auxiliarist in IQ, BQ, or AUXOP status to escort them.

### **4. Uniforms, Awards, and Ceremonies:**

- a. Auxiliarists in AP status are authorized to obtain and wear Auxiliary uniform items to the extent that applicable policies allow. Recognizing that Auxiliarists in AP status will not have ID cards, their ability to make purchases at point-of-sale venues like Coast Guard exchanges and DoD uniform shops will be understandably restricted. Online and mail order services that require a Member ID Number should be their principal means of uniform procurement.
- b. Auxiliarists in AP status may be administered the Pledge for New Members and presented with a membership certificate at an appropriate time and venue.
- c. Auxiliarists in AP status may fly the Auxiliary ensign.



- d. Auxiliarists in AP status may earn and wear appropriate Auxiliary and Coast Guard awards if they meet established award criteria. Appropriate AUXDATA entries shall be made to reflect these awards.
- e. Auxiliarists in AP status may participate on Auxiliary committees (e.g. – Flotilla Change of Watch committee or Awards committee).
- f. Auxiliarists in AP status may participate in Auxiliary ceremonial events (e.g. – Change of Watch; member of an Auxiliary color guard).

#### **5. Auxiliary Courses and Test Administration:**

- a. Auxiliarists in AP status are authorized to take any and all Auxiliary courses that Auxiliarists are authorized to take. Flotillas may provide essential course materials to Auxiliarists in AP status in order to facilitate learning as they would for any other Auxiliarists in IQ, BQ, or AUXOP status.
- b. Auxiliarists in AP status are authorized to take any and all end-of-course tests associated with these courses.
- c. Auxiliarists in AP status may be presented the corresponding course completion certificates in appropriate ceremonial venues upon successfully completing all course requirements.
- d. Successful course completions and test results may be entered in AUXDATA for Auxiliarists in AP status as successful course completions and test results are similarly entered for any other Auxiliarists in IQ, BQ, or AUXOP status. Competency entry can be held up until the BQ status is awarded.

#### **6. Training, Qualifications, and Activities:**

- a. Auxiliarists in AP status may train in any program like any other Auxiliarists in IQ, BQ, or AUXOP status. This includes mentor assignments, workshop attendance, and enrollment in Coast Guard or Coast Guard Auxiliary C-schools.
- b. Auxiliarists in AP status must successfully complete BQ status requirements identified in Chapter 8.B.1.c of the Auxiliary Manual in order to qualify in any Auxiliary program authorized for them.
- c. Auxiliarists in AP status may perform and have signed-off all tasks that must be completed to earn qualification in any program.
- d. Auxiliarists in AP status may be qualified by the Director or appropriate qualifying authority in any program except Fingerprint Technician and Citizenship Verifier.

Interim certifications for specific programs must be issued in accordance with Chapter 3.D.2.f.(9). Pursuant to such qualification, Auxiliaries in AP status may engage and participate in Auxiliary programs with the following qualifiers:

- i. Auxiliaries in AP status who qualify as Instructors or as Marine Environmental Education Specialists (AUX-MEES) as part of the Auxiliary Trident program may teach public education courses in Lead status, but they must be in the company of at least one other Auxiliary in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
  - ii. Auxiliaries in AP status who participate in Auxiliary public affairs/outreach events (e.g. – “Coastie” demonstration; public affairs booth) may do so in Lead Status, but they must be in the company of at least one other Auxiliary in IQ, BQ, or AUXOP status or an active duty supervisor while doing so.
- e. An Auxiliary who, for whatever reason, dis-enrolls or retires from the Auxiliary and then attempts to re-enroll without ever having obtained a Favorable PSI determination shall be processed as any other Auxiliary in AP status in terms of PSI processing. Although the re-enrollee may effectively resume certification at the corresponding point of currency maintenance, they must also pursue PSI determination like any other Auxiliary in AP status. If the re-enrollee was certified in a program that requires a Favorable DO PSI determination, then an interim certification may be issued by the Director or operational commander while the DO PSI package is processed to completion.
- f. Auxiliaries in AP status may offer surface and air facilities for use, and have them accepted for use (including designation of authorized operators).
- g. Auxiliaries in AP status may offer personal vehicles for use, and have them accepted for use (including designation of authorized operators), for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliary in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such towing. for the purpose of towing government equipment, but they must be in the company of at least one other Auxiliary in IQ, BQ, or AUXOP status or an active duty supervisor while engaged in such towing. Whenever operating a personal vehicle while assigned to duty, they shall adhere to all prescribed and appropriate government operating requirements and expectations including the prohibition to read, type, or send text messages or email.
- h. Auxiliaries in AP status may be authorized by proper Coast Guard authority to use government vehicles to perform official business, but they must be in the company of at least one other Auxiliary in IQ, BQ, or AUXOP status or an active duty supervisor

while engaged in such use. Whenever operating a government vehicle, they shall adhere to all prescribed and appropriate government operating requirements and expectations, including the prohibition to read, type, or send text messages or email.

- i. Allowance for interim certifications remains in place. Interim certifications are required for the following circumstances:
  - i. Auxiliarists in AP status who successfully complete all tasks for Coxswain and Personal Watercraft Operator (PWO) may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable OS PSI determination (i.e., an Auxiliarist may not be fully qualified as a Coxswain or PWO until he/she has at least a favorable OS PSI determination).
  - ii. Auxiliarists in AP status who have submitted the requisite DO PSI package and have completed all training requirements for qualification in any of the aviation program competencies may be granted interim certification for such by the Director or appropriate qualifying authority pending receipt of a Favorable DO PSI determination.

## **7. Training Status**

Finally, any Auxiliarist (regardless of status) beginning a new training program is considered a trainee and is not authorized to operate as qualified until a letter of certification is delivered to the member. Thus, no trainee shall operate as a Vessel Examiner, Boat Crew, Program Visitor, Coxswain, and so on, until certification is official. Continued training, accompanied by a qualified member, may occur, and is encouraged, while awaiting certification. One final caution is necessary; keep copies of all forms and paperwork you submit, including test results, letters and certification.

## **8. Materials for members**

Training material for study is dependent on the specific course and may include texts, Student Study Guide, and Instructor Guides. Material for each course is available from the Auxiliary national Supply Center (ANSC) through your Flotilla FSO-MA Officer and is listed in the ANSC Catalog. The material is available in hard copy form and can be ordered on a CD-ROM. Occasionally the paper material will not be in stock and CD-ROM will be the only format available. Additionally, there are numerous Coast Guard/Coast Guard Auxiliary online locations for accessing training materials. Refer to your FSO-MT officer for guidance as necessary.

## Section III: Auxiliary Administrative Procedures Course (APC)

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**APC** This online course is a valuable introduction to the Auxiliary and can be completed while in AP status. The Auxiliary Administrative Procedures Course (APC) is an overview of the Auxiliary Manual, COMDTINST M16790.1 (series) that will serve as a foundation for the information needed by all new members and the elected officers at flotilla and division levels. The Auxiliary Manual is the sole text for the course. It is not the intent of this course to have the student memorize the material in this course, nor is it to be a detailed examination of all the topics within the Auxiliary Manual. By the end of the course the student should have a general understanding of the material and where it can be found. Successful completion of an APC exam is a prerequisite for any elected office, except for members who have held elected office in the past and have completed the Flotilla Leadership Course (FLC). APC study materials are no longer available at ANSC.

<b>Requirement/Task for APC Certification</b>
Successfully pass (90%) the open book APC on-line exam. Exam result will be immediately provided following submission by NTC. Result is recorded in AUXDATA by NTC <a href="http://ntc.cgaux.org/">http://ntc.cgaux.org/</a>
Normally NTC enters this test within a week; however, there have been some situations where the entry was inadvertently not performed. It is up to the student member to occasionally review the Individual Training Records in AuxData to assure that training records are complete and up-to-date.
APC Procedures -This course focuses on the Auxiliary Manual and provides a foundation for information needed for elected officers at the Flotilla and Division levels.
Successful completion of the APC course is a prerequisite for any elected office.
The Auxiliary Manual is the sole text for the course. The test is open book and taken online at <a href="http://ntc.cgaux.org/">http://ntc.cgaux.org/</a> . A passing grade of 90% is required. The current version of the APC supersedes previous versions and was issued on 24 Jun 2013
<b>Note:</b> While the exam is taken on line as an open book exam, teaching this as a short course provides an opportunity to orient new members to the organization and to initiate the camaraderie which is so important to the team work needed in the Auxiliary. Alternatively, the on-line experience should be supplemented by a question and answer session for new members during flotilla business meetings – This course is meant to provide the new members, as well as seasoned members, ideas of how to find materials so they can move forward in supporting the Coast Guard.

## Section IV: Qualification – Auxiliary Instructor (IT)

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**Instructor (IT)** Completing the Instructor Development Course (IDC) allows Auxiliarists to participate in another of the primary missions of the Coast Guard Auxiliary. The Auxiliary IT program qualifies Auxiliarists as ITs for PE and member training (MT) courses. IDC course is conducted by a currently certified IT mentor working with the Auxiliarist to pass an open book exam and successfully complete the Performance Qualification Standard (PQS) tasks. Following completion of PQS tasks, the Auxiliarist will be required to conduct training events in accordance with the IDC. A certified mentor instructor will evaluate the event presentations. Course material is available from ANSC or can be downloaded by visiting the National Testing Center website <http://ntc.cgaux.org>

Refer to Auxiliary Manual Ch 8.B.2 for more details

<b>Instructor Development Course</b>	
<b>IDC Mentor Guide</b> – Refer to Appendix C in IDC <a href="http://ntc.cgaux.org/TrainingCourses.php">http://ntc.cgaux.org/TrainingCourses.php</a>	
<b>IDC Student Study Guide</b> - Refer to Appendix A in IDC <a href="http://ntc.cgaux.org/TrainingCourses.php">http://ntc.cgaux.org/TrainingCourses.php</a>	
<b>IDC Student Workbook</b> - Refer to Appendix B in IDC <a href="http://ntc.cgaux.org/TrainingCourses.php">http://ntc.cgaux.org/TrainingCourses.php</a>	
<b>Student Course book</b> – The Student Course Book download does not include the three appendices above, which may be separately downloaded as needed. <a href="http://ntc.cgaux.org/TrainingCourses.php">http://ntc.cgaux.org/TrainingCourses.php</a>	
<b>Record of Completion</b>	
<b>Process</b>	<b>Dates confirmed</b>
Auxiliarist completes the IDC including all PQS tasks, which must be signed by the certified mentor IT.	
Auxiliarist passes the 3-hour time limit open book examination with a minimum passing grade of 90%. Successful completion of the online exam is automatically entered into AuxData	
Auxiliarist teaches a minimum of two classes of satisfactory instruction under a certified IT's supervision (one 10-30 minute training event and one 1-2 hour training event).	

<p>The certified IT reports the completed instructor hours on ANSC Form 7030-xx to FSO-IS listing certified IT as LEAD and the Auxiliarist as TRAINEE. The certified IT will also notify FSO-IT, FSO-MT, and FC of successful completion of PQS.</p>	
<p>FSO-IS enters reported hours into AuxData. FSO-IS reports completed AuxData entry to FC.</p>	
<p>Following a successful evaluation by the mentor Certified IT, the certified IT will endorse and recommend the Auxiliarist to the FC as having successfully completed all requirements in the IDC. The certified IT will also notify FSO-IT, FSO-MT, and FC of successful completion of PQS.</p>	
<p>FC verifies AuxData entry. FC sends an instructor certification request listing Auxiliarist's full name, member ID number, and PQS completion date via email to ADSO-MT-Q.</p> <p>The completed IDC Student Workbook Appendix B-6 must be completed, signed by the Auxiliarist and FC, and attached to certification request email.</p> <p><b>NOTE:</b> The dates identified in Appendix B-6 for teaching the classes <b>MUST</b> match the mission dates entered into AuxData. Failure to verify/validate that the dates listed on Appendix B-6 correspond with AuxData entry will assuredly cause delay in certifying the Auxiliarist.</p>	
<p>ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AuxData. ADSO-MT-Q prepares an instructor certificate and DIRAUX memo for signature by DIRAUX. ADSO-MT-Q submits a certification request to DIRAUX (OTO).</p> <p>The recommendation and associated documentation will allow OTO to complete the certification process (signature and AuxData entries). Certification will be signed and forwarded, along with the IT program ribbon and corresponding miniature medal, to the Auxiliarist's DCDR. DCDR forwards the package to the FC promptly for presentation at an appropriate venue.</p>	

## Section V: Instructions for Instructors

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### **Maintaining Certification**

To remain certified, 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.

### **Removal from REWK Status (Required Workshop Not Met):**

Mandatory workshops must be attended or completed by 30 June of that year. If not attended by 30 June, Auxiliarist will be placed into REWK status. Auxiliarist is no longer authorized to teach as LEAD. Completion of workshop between 1 July and 31 December will remove the REWK status and the Auxiliarist will be placed in current program status.

Online completion of workshop will be automatically entered into AuxData. Classroom attended workshop must be reported to FSO-IS for entry into AuxData. FSO-IS reports AuxData entry to FC. FC verifies AuxData entry. FC emails removal from REWK request listing Auxiliarist's full name, member ID number, and workshop completion date directly to DIRAUX (OTO).

### **Removal from REYR Status (Required Yearly Not Met):**

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 certified IT completes ANSC Form 7030 showing the certified IT as LEAD and the Auxiliarist as TRAINEE and sends report to FSO-IS for entry into AuxData. FSO-IS reports AuxData entry to FC who will verify the entry. FC emails a removal from REYR request listing the Auxiliarist's full name, Member ID Number, and completion date of the teaching sessions directly to DIRAUX (OTO). The recertified IT must then complete the annual certification requirements to retain certification for the following year.

Five consecutive years of REYR status results in complete loss of qualification and shall be appropriately reflected in AuxData. Auxiliarist must complete all qualification requirements again to regain IT certification.

Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

## Section VI: Qualifications - RBS Program Visitor

**RBS Program Visitor (PV)** While the RBS PV is a separate qualification, this function is enhanced if the member has also completed Vessel Examiner training. A qualified PV promotes recreational boating safety by installing and maintaining boating safety displays in businesses or in public areas where such displays are permitted. PVs are responsible for maintaining and stocking the displays throughout the year but especially during boating months. In addition to the course material, PVs must perform two program visits under the guidance of any currently certified PV.

Program Visitor Course	
Any Auxiliarist may seek qualification as a Program Visitor (PV). Refer to Auxiliary Manual (AuxMan) Ch 8.B.7. The Auxiliarist must 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). Auxiliarist in AP status must have successfully completed one of the safe boating courses cited in AuxMan Ch 8.B.1.c. Course material may be ordered from ANSC or downloaded from the National Testing Center (NTC) website at: <a href="http://ntc.cgaux.org">http://ntc.cgaux.org</a>	
Record of Completion	
Process	Dates confirmed
Auxiliarist passes the 3-hour time limit open book exam with a passing score of 90%. Successful completion of the online test is automatically entered into AuxData.	
Auxiliarist conducts 2 practice visits with a currently certified PV (mentor). Mentor reports the completed visits to the FSO-IS on ANSC Form 7046 listing the mentor as LEAD and the Auxiliarist as TRAINEE. The mentor will also notify FSO-PV, FSO-MT, and FC of successful completion of PQS.	
FSO-IS enters reported visits into AuxData. FSO-IS reports completed AuxData entry to FC. FC verifies AuxData entry and sends a program certification request listing Auxiliarist's full name, Member ID Number, and PQS completion date via email to ADSO-MT-Q. Failure by the FC to confirm the AuxData entry may unnecessarily cause delay in certifying the Auxiliarist.	
ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AuxData. ADSO-MT-Q prepares and submits a program certificate, authorization letter, and memo for signature by DIRAUX (OTO).	
The request and any associated documentation will enable the OTO to complete the certification. DIRAUX sends program certificate, authorization letter, memo, examiner program ribbon and corresponding miniature medal to the Auxiliarist's DCDR. DCDR forwards the package to the FC promptly for presentation at an appropriate venue.	



## **Section VII: Instructions for RBS-PVs To Maintain Certification Or To Regain Certification If In REWK Or REYR Status**

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### **Maintain Certification**

To remain certified PVs must perform at least four program visits each year beginning with the year they become initially certified.

### **Removal from REWK (Required Workshop Not Taken)**

Mandatory workshops must be attended or completed by 30 June of the designated year. If not attended or completed by 30 June, the Auxiliarist will be placed into REWK status. The Auxiliarist is no longer authorized to conduct PVs. Completion of workshop between 1 July and 31 December will allow removal of the Auxiliarist from REWK status and returned into current program status. If the required workshop is not completed by 1 Jan of the following year, the Auxiliarist's status will be changed from REWK to REYR.

Online completion of workshop will be automatically entered into AuxData. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 for entry into AuxData. FSO-IS reports AuxData entry to FC. FC verifies AuxData entry. FC emails removal from REWK request listing Auxiliarist's full name, Member ID Number and workshop completion date directly to DIRAUX (OTO).

### **Removal from REYR (Required Yearly Not Met)**

If the cause for the Auxiliarist being in REYR status is because of a failure to complete the required workshop by 1 Jan, then the Auxiliarist must complete the workshop in order to be returned to current program status. Online completion of workshop will be automatically entered into AuxData. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 for entry into AuxData. FSO-IS reports AuxData entry to FC. FC verifies AuxData entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number and PQS completion date directly to DIRAUX (OTO).

If the cause for the Auxiliarist being in REYR status was for the Auxiliarist's failure to perform the required four program visits during the previous year then, to regain certification, the Auxiliarist must perform two practice visits as a TRAINEE (under self-supervision). After completing both practice visits, the Auxiliarist reports the completion to the FSO-IS on ANSC

Form 7046 for AuxData entry. FSO-IS reports AuxData entry to FC who will verify the entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number and completion date of the practice visits directly to DIRAUX (OTO).

Once the Auxiliarist is recertified, the PV must then complete the required four annual program visits to retain certification for the following year.

Five consecutive years of REYR status results in complete loss of the qualification and shall be noted in AuxData. Auxiliarist must be completely requalified to regain PV certification.

Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

## Section VIII: Qualification - RBS Program – Vessel Examiner

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### Vessel Examiner

**(VE)** Auxiliary VEs are trained and qualified to perform safety examinations on different types of vessels. There are two distinct VE Programs: VEs for recreational boats conduct Vessel Safety Checks (VSCs), while VEs for commercial vessels conduct vessel safety examinations. Nothing precludes an Auxiliarist from qualifying and performing activity in both programs.

This Section focuses only on recreational boat VEs.

Completing the Vessel Examination Course allows members to participate in one of the primary and important missions of the Coast Guard Auxiliary. That is the promotion of recreational boating safety through on-board vessel safety checks.

<b>Vessel Examiner Course</b>	
Auxiliarists may seek qualification as a Vessel Examiner (VE). Refer to Auxiliary Manual Chapter 8.B.8. Auxiliarist must 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 Operational Facilities.	
<b>Record of Completion</b>	
<b>Process</b>	<b>Dates confirmed</b>
Auxiliarist passes the 3-hour time limit open book exam with a passing score of 90%. Successful completion of the online test is automatically entered into AuxData.	
Auxiliarist conducts 5 VSCs and/or Auxiliary surface facility inspections with a currently certified VE. Certified VE reports the completed VSCs to the FSO-IS on ANSC Form 7038 listing the certified VE as LEAD and the Auxiliarist as TRAINEE. The VE will also notify FSO-VE, FSO-MT, and FC of successful completion of the PQS.	
FSO-IS enters reported VSCs into AuxData. FSO-IS reports completed AuxData entry to FC.	

<p>FC verifies AuxData entry. FC sends a vessel examiner certification request listing Auxiliarist's full name, Member ID Number and PQS completion date via email to ADSO-MT-Q. Failure by the FC to confirm the AuxData entry may unnecessarily cause delay in certifying the Auxiliarist.</p>	
<p>ADSO-MT-Q, upon validating submitted information and in the absence of conflicting data, processes the request, and enters task completion into AuxData. ADSO-MT-Q prepares and submits to DIRAUX (OTO) a certification request, vessel examiner certificate, and memo for signature.</p>	
<p>The request and any associated documentation will enable the OTO to complete the certification. DIRAUX sends vessel examiner certificate, memo, examiner program ribbon and corresponding miniature medal to the Auxiliarist's DCDR. DCDR forwards the package to the FC promptly for presentation at an appropriate venue.</p>	

## **Section IX: Instructions for RBS-VEs To Maintain Certification Or To Regain Certification If In REWK Or REYR Status**

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### **Maintaining Certification**

To remain certified, VEs must perform at least five VSCs (passing or failing) and /or Auxiliary surface facility inspections each year following initial qualification.

### **Removal from REWK (Required Workshop Not Met)**

Mandatory workshops must be attended or completed by 30 June of the designated year. If not attended by 30 June, the Auxiliarist will be placed into REWK status. The Auxiliarist is no longer authorized to conduct VSCs. Completion of workshop between 1 July and 31 December will allow removal of the Auxiliarist from REWK status and placed in current program status. If the required workshop is not completed by 1 Jan of the following year, the Auxiliarist's status will be changed from REWK to REYR.

Online completion of workshop will be automatically entered into AuxData. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 for entry into AuxData. FSO-IS reports AuxData entry to FC. FC verifies AuxData entry. FC emails removal from REWK request listing Auxiliarist's full name, Member ID Number and workshop completion date directly to DIRAUX (OTO).

### **Removal from REYR**

If the cause for the Auxiliarist being in REYR status is because of a failure to complete the required workshop by 1 Jan of the year following the year that the workshop was to be completed, then the Auxiliarist must complete the workshop in order to be removed from REYR status and returned to current program status. Online completion of workshop will be automatically entered into AuxData. Classroom attended workshop must be reported to FSO-IS on ANSC Form 7039 for entry into AuxData. FSO-IS reports AuxData entry to FC. FC verifies AuxData entry. FC emails a removal from REYR request listing Auxiliarist's full name, Member ID Number and workshop completion date directly to DIRAUX (OTO).

If the cause for the Auxiliarist being in REYR status was for the Auxiliarist's failure to perform the minimum required five VSCs during the previous year then, to regain certification, the Auxiliarist must perform two satisfactory VSCs as a TRAINEE under the LEAD of a certified VE. The certified VE reports the completion to the FSO-IS for AuxData entry listing the Certified VE as LEAD and the Auxiliarist as TRAINEE. FSO-IS reports AuxData entry to FC who will verify the entry. FC sends email requesting Auxiliarist's removal from REYR to DIRAUX (OTO).

Once recertified, the VE must then complete the annual required five VSCs to retain certification for the following year.

Five consecutive years of being in REYR status results in complete loss of the qualification and shall be noted in AuxData. Auxiliarist must be completely requalified to regain VE certification.



Auxiliarist shall remain authorized to wear or display an award or ribbon/medal that was earned for that program while qualified and certified.

## Section X: Qualifications - Boat Crew – Crewmember

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### Boat Crew-

**Crewmember:** A popular, exciting, and gratifying Auxiliary operations program, "boat crew", is also physically demanding and requires an ongoing time commitment. Passing the course requires successful completion of a dockside oral exam and demonstration of on-the-water skills before a Qualification Examiner.

Boat Crew Crewmember	
Requirement/Task	
Course Specifics	
Process	Dates confirmed
Complete a Boating Safety Class to become Basically Qualified (BQ). Boat Crew Qualification Vol I: Crew Member COMDTINST M16794.52A	
Complete the 4/8 hour TCT	
Complete ICS (Incident Command System) tests ICS 100	
Complete ICS (Incident Command System) tests NIMS 700.	
Complete Crew Qualification Tasks	
QE (Qualification Examiner) Must perform Dockside Oral and Underway Check Ride Certification.	
QE completes his requirements and forwards to Area Qualification Examiner (AQEC) who then forwards to OTO for action.	
Once Qualified, Boat Crew-Crewmembers may wear the Operational Program Award ribbon  or this medal,  depending on uniform.	

## Section XI: Qualifications Process - QE check for Boat Crew - Crewmember

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### Guidelines for

**QE Checks:** Requirements before request for QE check ride for qualification in the Boat Crew- Crewmember program

Requirements before request for QE check ride for Boat Crew-Crewmember Qualification	
INITIAL BOAT CREW-CREWMEMBER QE PREPARATION CHECK LIST	
<b>No Waivers for any of the below</b>	
Process	Dates confirmed
Complete and have recorded ICS 100, and 700	
Complete the 4/8 hour TCT course	
Copy of all tasks MUST be signed off and dated – submit with the package	
From COMDTINST M16794.52A page B1, B2, B3, B4, and B5 signed and presented to QE	
Provide no less than 3 request dates for QE	
Additional Actions	
Candidate requesting QE check must provide everything to the FSO-MT/SO-MT in order for that Staff Officer to verify its currency and completeness	
The FSO-MT/SO-MT completes the review and submits to the FC for final review	
FC submits package to AQEC who assigns a QE to conduct the qualification session	
Upon completion of qualification session, the assigned QE sends completed paperwork via email or USPS to AQEC who, in turn, sends the package to OTO with copy to FC	



## Section XII: Qualifications - Boat Crew – Coxswain

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### Boat Crew

**Coxswain:** An extension of the Boat Crew program involves the more extensive Coxswain training regimen which qualifies an Auxiliarist to lead Auxiliary patrols and other events. Members considering Coxswain training must first be qualified as Boat Crew-Crewmember.

<b>Boat Crew – Coxswain</b>	
Requirement/Task	
Course Specifics	
<b>Process</b>	<b>Dates confirmed</b>
Complete Coxswain Qualification Tasks - Boat Crew Qualification Vol II: Coxswain COMDTINST M16794.53A	
Complete requirements for Boat Crewman.	
Complete the 4/8 hour TCT (must be current with 5-year currency)	
Complete ICS 200	
Complete ICS 800.	
Complete ICS 210 or ICS 300	
Complete NAVRUL Closed book within last 5 years	
Complete operations policy exam.	
Coxswain trainee must have 28-hours u/w before going to QE check	
FC makes requests for QE to AQEC after all tasks are signed.	
QE completes his requirements and forwards to AQEC who then forwards to OTO for action	
Auxiliary Coxswains wear the Coxswain Device	



**The CG Auxiliary Coxswain's pin**

**The member is also authorized to add a bronze star to the operational program ribbon**

## Section XIII: Qualifications - Boat Crew – Personal Watercraft Operator (PWO)

**PWC Operator:** An extension of the Boat Crew program involves the extensive PWC operations and training regimen to qualify as PWC operator which will be referred to as PWO. As a PWO, one can participate in many missions similar to those of Coxswain’s operations, such as lead in Auxiliary Patrols or Regattas. Members considering PWO training (PWO-IT) must be qualified as Boat Crew-Crewmember and meet similar requirements of a coxswain. A member desiring Personal Watercraft Operator training sends letter to FC. The letter must contain trainee member’s name, member Flotilla and Member ID Number. The assigned mentor for a PWO must also be included on request to OTO. The mentor must be currently qualified as a PWO. FC sends request to the OTO. After the OTO approves the (trainee in PWO) known as PWO-IT, that PWO-IT will be entered into AUXDATA and can begin qualification.

Boat Crew – Personal Watercraft Operator	
Course Specifics	
Requirement/Task	Dates confirmed
If trainee is not coxswain qualified, trainee will also need to pass Navigation Rules of Road 70 “Closed Book” Proctored Exam	
Complete all tasks in Boat Crew Qualification Vol 3: PWC Operator COMDTINST M16794.54A	
Complete operations policy exam	
Complete the 4/8 hour TCT (must be current with 5 year currency)	
Complete ICS 200, and 800 (ICS-100 and -700 will have already been completed in order to become Boat Crew-Crewmember qualified)	
Complete ICS 210 or ICS 300	
FC makes request to AQEC after all PQSs are signed off	
The AQEC-assigned QE completes his requirements and forwards documentation to AQEC who then forwards to OTO for action	
OTO makes entry in AUXDATA showing the newly qualified PWO is certified so orders may now be issued	
The qualified and newly-certified PWO is eligible to wear the Personal Watercraft Operators pin. The member is also authorized to add a bronze star to the operational program ribbon	



## Section XIV: Qualifications Process - QE check – Coxswain and Personal Watercraft Operations (PWC-IT)

**Guidelines for** Requirements before request for QE check ride qualification in the Boat

**QE Checks:** Crew - Coxswain and PWO program

Requirements before request for QE check ride for boat Qualification	
INITIAL COXSWAIN QE PREPARATION CHECK LIST	
No Waivers for any below	
Process	Dates confirmed
Perform 28 hours underway as a crewmember	
Complete and have recorded ICS 100, 200, 700, and 800	
Complete and have recorded ICS 210 or CG 300	
Pass Navigation Rules of Road 70 “Closed Book” Proctored Exam	
Pass Operations Policy Exam (successful completion may be found in Aux/Officer’s Directory on line)	
Copy of all tasks MUST be signed off and dated – submit with this package	
From COMDTINST M16794.53A page B1, B2, B3, B4, B5, and B6 signed and presented to QE	
Provide no less than 3 request dates for QE	
Additional Procedures	
Candidate requesting QE check must provide everything to the FSO-MT/SO-MT in order for that Staff Officer to verify its currency and completeness	
The FSO-MT/SO-MT completes the review and submits to the FC for final review	
FC submits package to AQEC who assigns a QE to conduct the qualification session	
Upon completion of qualification session, the assigned QE sends completed paperwork via email or USPS to AQEC who, in turn, sends the package to OTO with copy to FC	
INITIAL PERSONAL WATERCRAFT OPERATOR QE PREPARATION CHECK LIST	
No Waivers for any below	
The PWO qualification process is the same as that of a Coxswain (above)	

## Section XV: Qualifications Process - QE Guidelines

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### Guidelines For

**Becoming a QE:** Prerequisites to be completed prior to requesting an appointment as a Qualification Examiner In-Training (QE-IT)

QE Guidelines
QEs may not perform QE checks for members of their own Flotilla. A one-time waiver can be granted by the OTO on a case by case basis depending on the situation.
A QE who signs off any item while acting as a Boat Crew candidate's mentor cannot be assigned as QE for that candidate's qualification session.
Although a QE cannot perform a QE check ride within the Flotilla it is encouraged that the local QE take the initiative to train and sign off members that desire to be in the operational program. The QE, as an expert, has a duty to help members become better and safer on the water. The AQEC will find a suitable QE outside your Flotilla to perform the QE process.
Members wishing to become a QE-IT must have at least 1- year experience as Coxswain and completed the 4/8 hour TCT course within the previous 2-years.
Additionally, members wishing to become a QE-IT must: be a certified Auxiliary Instructor (IT), have successfully completed the Auxiliary Patrols Specialty Course (AUXPAT); and have accumulated 240 underway hours, a minimum of which must be 120 coxswain hours (30 hours may have been served as a PWO). There is no time limit on obtaining underway hours, however, the emphasis is on the recentness and proficiency.
It is the responsibility of the AQEC to ensure QE-IT candidates meet these requirements prior to submitting QE-IT applications to the Chief QE Coordinator (CQEC).
Waivers to any of these prerequisites will be entertained at the discretion of the OTO and regional Director of the Auxiliary.
A QE, currently or previously appointed, is authorized to wear the "E" device on the Auxiliary Operations Program ribbon.

# Section XVI: Qualifications Process - ATON Verifier - Navigation Program

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## Guidelines

**ATON Verifier:** ATON Verifier Performance Qualification Standard found in the latest publication:  
[http://pdept.cgaux.org/Documents/Active/NS/Master\\_NS%20Aid\\_Verifier\\_PQS\\_14JULY2011.pdf](http://pdept.cgaux.org/Documents/Active/NS/Master_NS%20Aid_Verifier_PQS_14JULY2011.pdf)

<b>Navigation Program</b>	
<b>ATON VERIFIER PERFORMANCE QUALIFICATION STANDARD</b>	
<b>PQS – Qualification manual after 2011</b>	
Process	Dates confirmed
Complete PQS under Mentor’s supervision – this can be signed by Qualified NS/ATON Verification Auxiliary member, or any Active Duty member	
FC submits a message to SO-NS with documentation and a favorable endorsement for recommend placing member in Navigation program	
SO-NS verifies the training has been completed and submits to DSO-NS for review of accuracy. Part of the SO-NS duty will to make sure the member wanting to be in the verification program understands and knows how to process the paperwork	
DSO-NS submits recommendation to DIRAUX for action	
Program award will be mailed and competency entered in AUXDATA. A certificate, Operations Program Award ribbon and corresponding miniature medal (or a star to be added to the Operations Program Award ribbon if previously earned) will be processed by DIRAUX and forwarded to FC for presentation	

## Section XVII: ATON Verifier - Navigation Program

The Auxiliary Aids to Navigation (ATON) Verifier is awarded to qualified Auxiliarists who are authorized assignment to duty to support and augment the Coast Guard's Aids to Navigation program. This includes verifying the location and characteristics of private aids to navigation (PATONs). Auxiliarists who become qualified as AVs (Aid Verifier) may assist and support Coast Guard units in servicing Federal aids. Auxiliarists may also help the National Oceanic and Atmospheric Administration (NOAA) and the US Army Corps of Engineers in updating nautical charts and publications. Training is available in all four Auxiliary Navigation Systems Programs – ATONs, PATONs, Bridges, and Chart Updating.

### References

- a. USCG Aux Manual
- b. ATON Verifier Performance Qualification Standard (PQS)

### Qualification Requirements

To be certified, the member must have completed the requirements for obtaining BQ status and, additionally, must complete the following Auxiliary training requirements:

- (1) 8 hour Team Coordination Training (TCT)
- (2) ICS 100
- (3) ICS 700
- (4) The member completes the PQSs. The verifying officer can be Qualified NS/ATON Verification Auxiliary member or any Active Duty member
- (5) Successful completion of any District/Sector specific requirements
- (6) FC submits a message to SO-NS with documentation and a favorable endorsement to place the member in the Navigation program
- (7) SO-NS verifies the training has been completed and submits to DSO-NS for accuracy review. The SO-NS will ensure the member understands and knows how to process applicable paperwork
- (8) DSO-NS processes and then submits to DIRAUX for action. Program award will be entered in AUXDATA and a certificate, Operations Program Award ribbon and corresponding miniature medal (or a star to be added to the Operations Program Award ribbon if previously earned) will be forwarded to FC for presentation to the member

### Maintaining ATON Certification

- A minimum of three verifications per year is required to maintain certification.
- Recertification is required on a triennial basis for all Aid Verifiers

## Section XVIII: Qualifications Process - Watchstander

**Guidelines** The Communications Watchstander is a Coast Guard qualification. All training activities must be performed in a unit (station) communications center. The Communications Watchstander Guide is an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the trainee and signed off by designated unit personnel. In addition, it contains a set of reading assignments that provide policy and background information for the tasks. [http://www.uscg.mil/directives/cim/16000-16999/CIM\\_16120\\_7A.pdf](http://www.uscg.mil/directives/cim/16000-16999/CIM_16120_7A.pdf) Most units will print a hard copy for the W/S candidate.

PERFORMANCE QUALIFICATION WATCHSTANDER	
Process	Dates confirmed
Complete requirement to satisfy BQ status	
Complete ICS 100 and 700 - results must be entered into AUXDATA	
Member is an active member of the CG Auxiliary for more than 6 months. (This can be waived by FC after interview or when Station Command approves.)	
AUXCOM (Auxiliary Specialty Course Communications) –or TCO (Telecommunications Operator) course are strongly recommended to provide necessary background information.	
Member has a complete and correct ODU or other authorized uniform-standard at CG Station is ODU	
Member has completed 4/8 hour TCT course and is within the 5 year period – must have 6 or more months before next 4/8 hour TCT course is due	
Member has scheduled days and time periods when available for training – Watchstanding periods are four (4) hour increments - i.e., 0800 – 1200; 2000 – 2400	
Member completes and has signed off all tasks in the Communication Watchstander Qualifications Guide (PQS) and any unit specific tasks	
Interview by Coast Guard unit designated Communications/Operations personnel for approval to participate	
Commanding Officer/Officer in Charge issues a Watchstander Qualification Letter to the member and sends a copy to DIRAUX	
Application for Operations Program Award for W/S is to be forward by the FC on behalf of the member or the Active Duty Station to OTO. The W/S qualification is entered into AUXDATA and the Operations Program Award ribbon and certificate are mailed to FC for presentation	

## Section XIX: Qualifications Process - Telecommunications Program (TCO)

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**Guidelines** Personal Qualification Standards(PQSs) for Auxiliary Telecommunications  
**TCO** have been developed and approved by the Auxiliary and CG-5421. This PQS is a task-oriented qualification guide, designed to provide the members with focused training and enhanced skills to deal with both internal and external radio communications. Successful completion of the PQS will qualify the candidate as a Telecommunications Operator (TCO).

The Auxiliary Telecommunications Qualification Guide is designed to be an integral part of the qualification process. It contains a collection of tasks that must be learned, practiced, and performed by the candidate. In addition, it contains a set of reading and practical assignments that provide policy and background information for the tasks.

<http://www.uscg.mil/hq/cg3/cg3pcx/missions/TC-PQS.pdf>

<b>Qualification process for Auxiliary Telecommunications</b>	
<b>No Waivers for any below</b>	
<b>Process</b>	<b>Dates confirmed</b>
Complete requirements necessary for become BQ qualified	
Complete ICS 100 and 700	
A mentor is assigned by the flotilla FSO-CM, FSO-MT, or FC as the trainee's primary instructor. Mentors must be qualified in telecommunications, preferably with at least two years' experience as a station operator.	
Complete PQS under qualified supervision (Mentor) - Mentor Tracking Form (Appendix G) the designated instructor (mentor) must print his/her name, sign and date this line attesting that the trainee successfully performed the task in accordance with the prescribed standards	
FC forwards to SO-CM with favorable endorsement	
SO-CM forwards to DSO-CM with favorable endorsement	
DSO-CM forwards recommendation to DIRAUX for action and data entry. Competency entered into AUXDATA	
Operations Program Award ribbon and certificate mailed to FC for presentation	



## Section XX: Marine Safety Training

The Marine Safety Training Ribbon (MSTR) was created in recognition of the considerably long-term and sustained effort that Auxiliarists must put forward in order to earn the Auxiliary Marine Safety (Trident) insignia. The ribbon recognizes achievement in the marine safety, security, and environmental protection mission area as a precursor to achievement of the Auxiliary Marine Safety (Trident) insignia.

As successful completion of subsequent MS program PQSs are completed, a 3/16-inch bronze star is added to the ribbon. After earning the Auxiliary Marine Safety (Trident) insignia, Auxiliarists shall remove this ribbon from wear.

### References

- a. USCG Auxiliary Manual, COMDTINST M16790.1G

### Qualification Requirements

To be awarded the MSTR, the member must have completed the requirements to be classified as BQ status.

Auxiliarists who successfully complete the following tasks are entitled to wear the MSTR (there is no time limit in which these tasks must be completed):

- (1) Introduction to Marine Safety and Environmental Protection (IMSEP) course. If completed prior to 01 Oct 2010, the Auxiliarist must also have completed Initial Introduction to Marine Safety (IIMS). NOTE: IIMS was an active duty course which has since been discontinued. If IIMS has not been completed and IMSEP was earned prior to 01 Oct 2010, the new version of IMSEP must be completed.
- (2) Good Mate course.
- (3) Incident Command System (ICS) courses 100 / 200 / 700 / 800.
- (4) ICS course 210 (online) or ISC 300 (taught by FEMA, Coast Guard or any NIMS-qualified agency).
- (5) At least one Auxiliary marine safety program PQS. See "Marine Safety PQS" page on the Prevention Directorate web site for acceptable PQSs.

When the above requirements have been met, the Auxiliarist shall complete the "Marine Safety Training Ribbon Application and Check-off Sheet" found on the Prevention Directorate website under MSTR in the "Members Only" section. The completed form with applicable documentation is sent to the DSO-MS for processing and entry into AUXDATA.

Successful completion of subsequent MS PQSs shall be denoted by adding 3/16-inch bronze stars.

## Section XXI: Qualification Process - Marine Safety Training

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**Guidelines** The MS Ribbon form is to be completed by the member and is a part of the Application to be turned in to FC. FC will forward on behalf of the member. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX for action.

**MS**

Introduction to Marine Safety and Environmental Protection (IMSEP)

<http://pdept.cgaux.org/Documents/Active/Prevention/Training/IMSEP.pdf>

This course is designed to provide an extensive background in the history, policies, laws and regulations pertaining to the Marine Safety and Environmental Protection missions. It is the Auxiliary equivalent of the 12-week Coast Guard Marine Science Technician A-School. The course is available on this website by clicking on the link above. The exam is available on the National Testing Center website.

Qualification process for Marine Safety Training	
Process	Dates confirmed
Course Date Completed w/attached copies of course completion documents	
Complete Introduction to Marine Safety (IMSEP)	
Complete Good Mate Manual and Course	
Complete Incident Command System ICS 100, 200, 700 and 800	
Complete Incident Command System ICS 210 or 300	
Initial Indoctrination to Marine Safety (IIMS)	
FC (with help of FSO-IS) verifies member training - send facts to SO-MS	
SO-MS verifies member training - send to DSO-MS	
<b>(IIMS is not required if IMSEP test completed after Oct 1st 2010)</b>	
Application for Marine Safety Training Ribbon (MSTR) is to be forward by the FC on behalf of the member.	

## Section XXII: Trident Program

The Auxiliary Marine Safety insignia (Trident) recognizes the culmination of Auxiliary training and qualification based on the needs of the cognizant Coast Guard Sector command.

Auxiliarists must have the approval of the cognizant Sector command in order to commence program qualifications and work toward the Auxiliary Trident insignia. The Sector command, working through the Auxiliary Sector Coordinator (ASC) and appropriate Auxiliary Unit Coordinators (AUCs), shall keep local Auxiliary units apprised of its Marine Safety program needs so as to properly guide Auxiliarists who desire to participate in marine safety programs and work towards the Auxiliary Trident insignia.

### References

- a. USCG Auxiliary Manual, COMDTINST M16790.1G

### Qualification Requirements

To be awarded the Trident, the member must be in BQ status.

Auxiliarists who successfully complete the following tasks are entitled to wear the Trident (there is no time limit in which these tasks must be completed):

- (1) Introduction to Marine Safety and Environmental Protection (IMSEP) course. If completed prior to 01 Oct 2010, the Auxiliarist must also have completed Initial Introduction to Marine Safety (IIMS). NOTE: IIMS was an active duty course which has since been discontinued. If IIMS has not been completed and IMSEP was earned prior to 01 Oct 2010, the new version of IMSEP must be completed.
- (2) Good Mate course.
- (3) Incident Command System (ICS) courses 100 / 200 / 700 / 800.
- (4) ICS course 210 (Coast Guard taught) or ISC 300 (FEMA or Coast Guard taught).
- (5) At least four Auxiliary marine safety program PQS. See "Marine Safety PQS" page on the Prevention Directorate web site for acceptable PQSs.

When the above requirements have been met, the Auxiliarist shall complete the "U.S. Coast Guard Auxiliary Marine Safety (Trident) Device Application and Check-off Sheet found on the Prevention Directorate website under Trident in the "Members Only" section. The completed form with applicable documentation is sent to the DSO-MS for processing and entry into AUXDATA.

After earning the Trident device, the Auxiliarist shall remove the MSTR from wear.

## Section XXIII: Qualification Process - Trident Program

**Guidelines** The MS Ribbon form is to be completed by the member and is a part of the Application to be turned in to FC. FC will forward on the behalf of the member

U.S.C.G. Aux Marine Safety (Trident) Device			
Documentation of completion of Trident training program			
Process	Dates confirmed		
Course Date Completed			
Introduction to Marine Safety (IMSEP)			
Good Mate Manual and Course			
Incident Command System ICS 100, 200, 700 and 800			
Incident Command System ICS210 or ICS300			
Initial Indoctrination to Marine Safety (IIMS)			
AUXDATA copy of member training record sent to DSO-MS			
IIMS is not required if IMSEP test is completed after Oct 2010			
Completion of at least four marine safety qualifications/PQs (attach copy of Letter of Designation for each professional area):			
Marine Safety Qualifications/PQs 1 <sup>st</sup> completed date			
Marine Safety Qualifications/PQs 2 <sup>nd</sup> completed date			
Marine Safety Qualifications/PQs 3 <sup>rd</sup> completed date			
Marine Safety Qualifications/PQs 4 <sup>th</sup> completed date			
Service in support of marine safety and environmental protection program (Minimum 96 hours per calendar year for 5 years):			
Year date	MS&MSP Hours as Recorded in AUXMIS/AUXDATA		
1.			
2.			
3.			
4.			
5.			
Personal Information:			
Last Name	First	MI	
Employee Number			
Member District	Division	Flotilla	
Recommendation for Conditional award from COTP (attach copy of letter)			
INSTRUCTIONS: This form is to be completed by the member and is a part of the Application. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX			
Name of DSO-MS (print):			
Signature		Date	

**Part 1 of 2**

<b>Personal Information:</b>		
APPROVAL by DIRAUX: "I have reviewed the information presented and concur that it is complete and accurate. I hereby approve this Award and have instructed that this award be entered into the member's record"		
<b>Last Name</b>	<b>First</b>	<b>MI</b>
<b>Employee Number</b>		
<b>Member District</b>	<b>Division</b>	<b>Flotilla</b>
<b>Recommendation for Conditional award from COTP (attach copy of letter)</b>		
INSTRUCTIONS: This form is to be completed by the member and is a part of the Application. DSO-MS shall review and endorse and, if found satisfactory, forward to DIRAUX		
APPROVAL by DIRAUX: "I have reviewed the information presented and concur that it is complete and accurate. I hereby approve this Award and have instructed that this award be entered into the member's record".		
<b>Name, rank and District of DIRAUX:</b>		
<b>DIRAUX signature and Date:</b>		
Application for MS Training/Trident Award is sent by FC on behalf of the member.		

**Part 2 of 2**



## Section XXIV: Qualifications – Public Affairs Specialist

### Public Affairs

#### Resources for PA (and PB Officers)

[PA - Introduction \(AUX-20\) Introduction to Auxiliary Public Affairs \(AUX-20\)](#)  
[PA - USCG 2ND CLASS \(AUX-22\) USCG Public Affairs 2nd Class exam \(AUX-22\)](#)  
[PA Policy \(AUX-21\) Public Affairs Policy exam \(AUX-21\)](#)

Upon successful completion of a qualification, a person will have achieved minimum competencies necessary to become a competent Public Affairs Specialist. This person's job duties include dissemination of information to local media outlets concerning Auxiliary Public Education Courses, Coast Guard public affairs policy, and Recreational Boating Safety information. Directions for Process to receive data entry

<http://www.training.auxpa.org/specialist.php>

<b>USCG Auxiliary Public Affairs Specialist – PQS There are three PA courses, I, II, &amp; III</b>		
At this level, you should have experience in writing for the media, public appearances, static displays, digital photography, the National Safe Boating campaign and Coast Guard ranks and rates. These are the minimum skills expected of a flotilla public affairs officer.		
<b>Process</b>		<b>Dates confirmed</b>
Complete PQS Workbook		
Completion, PQS tasks – Each PQS for the Public Affairs follow the same format, however they are specific for each leave and use of the PQS manual will show the process. Tasks must be signed off by local FSO-PA or SO-PA if they have the qualification. If not the FC can obtain permission from DSO-PA for the FC to sign off the requirements found on National web page: <a href="http://www.auxpa.org/">http://www.auxpa.org/</a>		
Oral Board Documentation Package submitted		
Last Name	First name	MI
District	Flotilla	Member Number
<b>Documentation Packet</b> When you complete all courses and tasks, submit a documentation packet via e-mail (all files in PDF format) to Branch Chief for Professional Standards		
Scan all your course certificates and every PQS sign-off page. Save each file as a PDF and submit with a request for an oral board. You will be scheduled for a board following review and validation of your documentation		
<b>Oral Board</b> A conference call via appropriate computer software		
Once you complete the board, you'll receive (through your DIRAUX) a letter of designation from the Public Affairs Director, along with a PA Specialist certificate		
Your DIRAUX will make the appropriate AUXDATA entry and you'll be authorized to wear the distinctive Public Affairs Specialist ribbon.		

## Section XXV: Qualifications - Air Crew Program

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**Air Crew** AUXAIR is an Auxiliary District Operational program. AUXAIR aviators have varied aviation backgrounds and many have prior military experience.

AUXAIR aviators volunteer their aircraft for use as facilities, just as surface operators volunteer their vessels.

Auxiliary Air Qualifications	
First Level – Air Observer (Prerequisites)	
Required Task	Completed date
Achieve BQ status	
Pass ICS 100 and 700 – AUXDATA entry must be made	
Submit DO Security package	
Submit 7015 as required – (this is an annual requirement)	
Complete Aviation exam A for Observer	
Complete Aviation Flight physical	
Complete annual swim, Safety Seminar, and Egress work shop	
Obtain a copy of AV-06-1 Observer Training Syllabus	
Submit a 7015 along with your medical exam to ADSO-AAC for submission to DSO-AV	
Air Observer Requirements	
Under Orders, participate in 10 or more hours as observer trainee	
Successfully complete all tasks in AV-06-1	
Submit all completed documentation to the ADSO-AAC for submission to DSO-AV	

## Section XXV: Qualifications - Air Crew Program (continued)

<b>Second Level: Air Crew Requirements</b>	
Complete Aviation exam B to advance to Air-crew.	
Be a current Observer	
Complete ICS 200 and 800 – AUXDATA entry must be made	
Hold a current FAA 3 <sup>rd</sup> Class Medical or Physician equivalent	
Possess a current FAA Airman's Certificate (Note: Automatic Advancement if Current Pilot)	
If you are not a current holder of FAA Airman's Certificate yo must complete the AIRCREW syllabus	
Attend Aviation Spatial Disorientation/CRM training	
<b>Air Crew – Requirements</b>	
<b>All Air Crew Must Complete Annually Emergency Egress Training</b>	
Under Orders, participate in 5 or more hours as Trainee	
Successfully complete all tasks in the AIRCREW training syllabus or hold a current FAA Airman's Certificate	
Submit all completed documentation including an updated 7015 to the ADSO-AAC for Submission to DSO-AV	



<b>CHECKLIST AND PROCEDURES FOR AVIATION TRAINEES</b>
<input type="checkbox"/> Attend Aviation Spatial Disorientation/CRM training (AUX-18)
<input type="checkbox"/> Attend Safety Training provided by the ADSO-AV(T) as set forth by the FDSO.
<b>YOU MUST ALSO MAKE ARRANGEMENTS WITH A NEARBY FIRST PILOT OR AIRCRAFT COMMANDER TO PROVIDE ACTUAL PRATICAL AVIATION TRAINING FLIGHT HOURS AS REQUIRED.</b>



## Section XXVI: Qualifications – Cutterman

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**Auxiliary Cutterman** Auxiliary Cutterman's PQS will be reviewed and everything else that MUST be required by the Ship's Command will be forwarded to DIRAUX for review.

Eligibility requirements for the officer and enlisted Cutterman Insignia are contained in the Cutter Training and Qualification Manual, COMDTINST M3502.4 (series). Entitlement to wear the Insignia will now represent an individual's desire to pursue a seagoing career and is based on the successful completion of specific Personnel Qualification Standards (PQS), or unit Job Qualification Requirements (JQR) where no fleet PQS exists.

Auxiliary Cutterman's PQS will be reviewed and everything else that MUST be required by the Ship's Command will be forwarded to DIRAUX for review.

Application for Cutter's Pin is  
to be forward by the  
Commanding Officer/Officer in Charge on  
behalf of the member to DIRAUX



The Auxiliary Cutter man insignia is intended to identify and recognize the commitment of Coast Guard Auxiliary members currently working in the cutter fleet who have regularly dedicated their efforts in support of the cutter community. This insignia will distinguish those Auxiliarists who have achieved the requisite level of qualification, knowledge, and experience that includes both practical and proven understanding and appreciation for cutter force command, management, and operations.

[http://www.uscg.mil/directives/ci/1000-1999/CI\\_1650\\_9.pdf](http://www.uscg.mil/directives/ci/1000-1999/CI_1650_9.pdf)

[http://www.annapoliscgaux.org/Manuals/CIM\\_16798\\_3E/Ops\\_Man\\_Ch04\\_Operations.pdf](http://www.annapoliscgaux.org/Manuals/CIM_16798_3E/Ops_Man_Ch04_Operations.pdf)

## Section XXVII: Specialty Courses

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

1. Communications (AUXCOM) – closed book exam
2. Navigation (AUXNAV) - Part A, a closed book exam and Part B, a performance skills/chart plotting exam
3. Patrols (AUXPAT) – closed book exam
4. Seamanship (AUXSEA) – closed book exam
5. Search, Coordination, and Execution (AUXSC&E) – two-part end-of-course exam (open book knowledge exam and a performance skills/chart plotting exam)
6. Weather (AUXWEA)- closed book exam

### References

- a. T-Directorate website for study materials (<http://wow.uscgaux.info/content.php?unit=T-DEPT>)
- b. National Testing Center (<http://ntc.cgaux.org>) for the following online exams: AUXCOM; AUXPAT; AUXWEA; AUXSEA, and AUXNAV Exam Part A
- c. USCG Auxiliary Manual, COMDTINST M16790.1G
- d. Auxiliary Policy Directive ADM-12-01A, “Proctor Program”

### Specialty Courses Leading to AUXOP Status

Taking various combinations of these courses will provide a maximum of six credits towards the seven credits required for attaining AUXOP status. The specialty courses AUXCOM, AUXSEA, and AUXWEA are required core courses and are worth one credit each. The specialty courses AUXNAV (two credits), AUXSC&E (two credits), and AUXPAT (one credit) are considered elective courses. Additionally, the discontinued specialty courses Search and Rescue (AUXSAR) and Administration (AUXMIN) are recognized in lieu of other elective courses (for those members who may have taken them prior to their discontinuance) and are each worth one credit.

### Course/Test/Documentation Requirements

Courses may be taken either online or in classroom settings. For either format see Ref a. for study materials. Accessing the study materials requires a user ID and password. If you have not yet registered, the login page will provide instructions for the use of a user ID and password.

Upon completion of the study materials, the member may either take a timed, closed-book “hardcopy” exam or access the associated timed, closed-book exam at the National Testing Center (see Ref b.) EXCEPT for the AUXNAV Part B and AUXSC&E exams which are hardcopy only. Regardless of which option is used for taking an exam, a proctor appointed by the DIRAUX office (see Ref d.) must administer the exam. For the “hardcopy” exam version a proctor must maintain overall control of the exams and answer sheets upon receipt, administering, and return of the exams and answer sheets to the Chief Proctor (ADSO-MT-S). For the online version of the exam, the proctor must be available to login prior to the student’s login and must oversee the taking of the exam.

The AUXNAV Part B timed exam (performance skills/chart plotting exam) and the AUXSC&E timed exams (two-part end-of-course exam, including an open book knowledge exam and a performance skills/chart plotting exam) are not provided for in an online application. The AUXNAV Part B exam must be administered by a proctor. The AUXSC&E course and exams must be administered in accordance with AUXMAN Chapter 8, Section C.2.g.(3)

#### Required Documentation Flow Paths

If the specialty course exams are taken via the online option, successful completion of the exam is entered into AUXDATA by NTC (Ref b.).

If the specialty course exams are the “hardcopy” option, the proctor is responsible for returning the completed exams to the Chief Proctor for grading and, if successful, entering the results into AUXDATA. Additionally, the Chief Proctor will create the applicable certificate for forwarding with notification to the DIRAUX office of the member’s successful completion of the specialty course.

The documentation flow paths for the AUXSC&E course and exams are to be in accordance with the provisions of AUXMAN Chapter 8, Section C.2.g.(3).

## Section XXVIII: Qualification – AUXOP Award Process

### AUXOP

#### AX-2      AUXOP (AX or AX-2) Award Process

Technically AX has no further qualification possibilities. The objective is to earn the new code AX-2. The AX remains listed here so future members will understand why some members have AX and newer members have the new code AX-2.

<b>APPLICATION FOR SPECIALTY RIBBON ENTRIES OR AUXOP PIN TO BE FORWARDED BY THE FC ON BEHALF OF THE MEMBER.</b>
<p><b>Specialty Training Ribbon</b></p> <p>This recognition is presented to an Auxiliarist who has satisfactorily completed any of the specialty courses. Auxiliarists add a 3/16-inch bronze or silver stars to show completion of additional courses. This designation recognizes the satisfactory completion of specialty courses. Auxiliarists will wear the AUXOP device after meeting the new AUXOP requirements. No medal is presented with this award. The specialty training ribbon is removed upon successful completion of AUXOP requirements.</p>
<p>New AUXOP certification procedures - The AUXOP identification feature in AUXDATA is now on line and operational. The AUXDATA eligibility and progress reports will enable DIRAUX to identify and certify members meeting the new criteria for AUXOP. The AUXOP progress report allows members to quickly check their progress toward AUXOP. If you do not have AUXDATA access, the DSO-MT will provide this information upon request. The DSO-MT remains the point of contact for AUXOP questions and concerns.</p> <p>Application for Specialty Ribbon or AUXOP Pin is forwarded to OTO by the FC on behalf of member.</p>

## Section XXIX: Qualifications – AUXOP Progress Check

### Discussion

Members may check their progress towards achieving AUXOP Status by entering AuxData and selecting the “Reports” link. When this opens, select the “AUXOP Progress” link. When it opens, enter your member number and click on “submit.”

1	<b>Required Core Courses (3 credits required)</b>	<b>Credits</b>	<b>Date Completed</b>
	Weather Specialty (AUXWEA) Course	1 Credit	
	Seamanship Specialty (AUXSEA) Course	1 Credit	
	Communication Specialty (AUXCOM) Course	1 Credit	
2	<b>Required Leadership Courses (1 credit required)</b>	<b>Credits</b>	<b>Date Completed</b>
	Flotilla Leadership Course (Online)	1 Credit	
	Flotilla Leadership Course (Residential)	1 Credit	
	AUXLAMs A&B – Auxiliary Leadership & Management Resident	1 Credit	
	AUXLAMs A&B – Auxiliary Leadership & Management Roadshow	1 Credit	
	Auxiliary Mid-Level Officer Course – AMLOC (DCDR/VCDR)	1 Credit	
	Auxiliary Mid-Level Officer Course – AMLOC (DACPT)	1 Credit	
	Auxiliary Senior Officer Resident Course (VCO/NADCO)	1 Credit	
3	<b>Elective Courses (3 credits required)</b>	<b>Credits</b>	<b>Date Completed</b>
	Search Coordination and Execution Course (AUXSCE)	2 Credits	
	Navigation Specialty Course (AUXNAV A & AUXNAV B)	2 Credits	
	Introduction to Marine Safety and Environmental Protection	2 Credits	
	Patrols Specialty (AUXPAT) Course	1 Credit	
	Auxiliary ATON and Chart Updating (AUX-06)	1 Credit	
	ICS 300 and 400	1 Credit	
	Air Coordinator Training (AUX-15)	1 Credit	
	ICS 346 – Situation Unit Leader – Classroom	1 Credit	
	Complete ISC 346 PQS – Part A & Part B	1 Credit	
	ICS 347 – Demobilization Unit Leader Classroom	1 Credit	
	Completed ICS 347 PQS Part A & Part B	1 Credit	
	ICS 348 – Resources Unit Leader Classroom	1 Credit	
	Completed ICS 348 PQS Part A & Part B	1 Credit	
	ICS 430 – Operations Section Chief Classroom	1 Credit	
	Completed ICS 430 PQS	1 Credit	
	ICS 440 – Planning section Chief Classroom	1 Credit	
	Completed ICS 440 PQS	1 Credit	

ICS 351 – Logistics & Finance Section Classroom	1 Credit	
Completed ICS 351 PQS	1 Credit	
Completed ICT3, Incident CDR, PQS and Oral Board	2 Credits	
Completed LNO3, Liaison Officer, PQS and Oral Board	2 Credits	
Completed SOF3, Safety Officer, PQS and Oral Board	2 Credits	
Completed P103, Public Info Officer, PQS and Oral Board	2 Credits	
Completed OPS3, OPS Section Chief, PQS and Oral Board	2 Credits	
Completed AOBD, Air OPS Branch Dir, PQS and Oral Board	2 Credits	
Completed DIVS, Div/Group Supervisor, PQS and Oral Board	2 Credits	
Completed OPBD, OPS Branch Dir, PQS and Oral Board	2 Credits	
Completed STAM, Staging Area Mgr, PQS and Oral Board	2 Credits	
Completed DMOB3, Demobilization Unit Ldr, PQS and Oral Board	2 Credits	
Completed DOCL3, Document Unit Ldr, PQS and Oral Board	2 Credits	
Completed ENVL3, Environment Unit Ldr, PQS and Oral Board	2 Credits	
Completed MTSL, Marine Transportation System Recover Unit Ldr, PQS and Oral Board	2 Credits	
Completed PSC3, Plan Sec Chief, PQS and Oral Board	2 Credits	
Completed RESL3, Resource Unit Ldr, PQS and Oral Board	2 Credits	
Completed SITL3, Situation Unit Ldr, PQS and Oral Board	2 Credits	
Completed LSC3, Logistics Sec Chief, PQS and Oral Board	2 Credits	
Completed BCMG, Base/Camp Mgr, PQS and Oral Board	2 Credits	
Completed COML3, Comms Unit Ldr, PQS and Oral Board	2 Credits	
Completed FACL3, Facilities Unit Ldr, PQS and Oral Board	2 Credits	
Completed FDUL3, Food Unit Ldr, PQS and Oral Board	2 Credits	
Completed GSUL3, Ground Support Unit Ldr, PQS and Oral Board	2 Credits	
Completed VSUL3, Vessel Support Unit Ldr, PQS and Oral Board	2 Credits	
Completed MEDL3, Medical Unit Ldr, PQS and Oral Board	2 Credits	
Completed FSC3, Finance/Admin Sec Chief, PQS and Oral Board	2 Credits	
Completed COST3, Cost Unit Ldr, PQS and Oral Board	2 Credits	
Completed PROC3, Procure Unit Ldr, PQS and Oral Board	2 Credits	
Completed COMP, Comp/Claims Unit Ldr, PQS and Oral Board	2 Credits	
Completed TIME3, Time Unit Ldr, PQS and Oral Board	2 Credits	
<b>4 Discontinued Courses Recognized in Lieu of Electives</b>	<b>Credits</b>	<b>Date Completed</b>
Search and Rescue Specialty (AUXSAR) (discontinued)	1 Credit	
Administration Specialty (AUXMIN) Course (discontinued)	1 Credit	

## Section XXX: Qualifications – AUX Culinary Assistance (CA)

Qualification process for AUXCA	
Process	Dates confirmed
Become BQ qualified	
Contact FC or DCDR to determine when/where an AUXCA class will be offered. (They will be informed by the AUXCA chairman or AUXCA instructor.)	
Send an e-mail to the instructor indicating desire to take the AUXCA training. The instructor will send you a variety of forms.	
Complete: Member information form, Record of Medical Care, PQS form, Hepatitis A and B vaccination form.	
Complete The 18 hour AUXCA class which will be held in a station galley.	
Complete AUXCA PQS sheet with all requirements signed off by an AUXCA instructor or by an FS Petty Officer.	
Send all materials and records to the District AUXCA chairman.	
District AUXCA Chairman will review the package and submit it to the OTO.	
OTO makes entry into AUXDATA	

## Section XXXI: Qualifications – Fingerprint Technician

Qualification process for Fingerprint Technician/Citizenship Verifier	
Process	Dates confirmed
Become BQ qualified	
Complete ICS 100 and 700. Completions must be in AUXDATA	
Study the online FP technician/Citizenship Verifier training guide. <a href="http://www.cgaux.org/training/PDF/FingerprintStudyGuide.pdf">http://www.cgaux.org/training/PDF/FingerprintStudyGuide.pdf</a>	
Go to the national testing center and take the FPTECHEXAM <a href="http://ntc2.cgaux.org/NTC/instructionPage.php">http://ntc2.cgaux.org/NTC/instructionPage.php</a> Print a copy of the exam certificate.	
Complete three sets of fingerprints on the approved FP cards. Cards and the requisite fingerprint kit may be available from the FSO-HR of your flotilla or an adjacent flotilla. If not the Fingerprint kit (6000) and cards (6000a) can be ordered from the ANSC by the FSO-MA or FC.	
FC sends a letter to the OTO requesting that the member be qualified as a Fingerprint Technician/Citizenship Verifier accompanied by the FPTECH exam certificate and the three FP cards.	
OTO makes appropriate entries in AUXDATA	



## Section XXXII: Qualifications – Interpreter Corps Program - Interpreter

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### Interpreter (INT)

The U.S. Coast Guard Auxiliary Interpreter Corps (IC) program is a component of the Auxiliary's International Affairs and Interpreter Support 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 may join the Auxiliary Interpreter Corps based on their linguistic skills. Interpreter Competency Levels are as follows:

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.

Only applications with Level "A" competency will be accepted and certified.

### **Process**

Complete ICS 100.

Complete ICS 700.

Member must be in either IQ or BQ status.

Submit application form found on IC website at [www.icdept.cgaux.org](http://www.icdept.cgaux.org). Members login using their emplid # and password.

Level "A" applicants are subject to extensive verbal and written linguistic assessment by one or more Language Qualification Examiners (LQE) for assessment of each Level "A" language stated on the application form. Any and all linguistic professional credentials, including academic proficiency tests or proficiency tests from the Defense Language Institute will be considered.

After successful completion of LQE assessment, the appropriate AUXDATA entry for the Auxiliary interpreter "INT" will be entered and a certificate and ribbon (Auxiliary Operations) issued by the member's local DIRAUX.

The certified interpreter will be entered in the IC database which is maintained and available at [www.icdept.cgaux.org](http://www.icdept.cgaux.org).



**The CG Auxiliary Operations Program Ribbon**

## Section XXXIII: Clarification of Incident Command System (ICS) For USCG Auxiliary Members

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### Administrative Procedures – Certification

Data entry of all ISC courses work is to be forwarded by the FC on behalf of the member to DSO-MT.

Directions	Tasks
ICS courses that have been completed by the member MUST be forwarded as directed from the FC (This course can be sent by direction from the FSO-MT/VFC) to DSO-MT for correct entry in AUXDATA. Some of the newer courses may have to be placed in a paper record held at DIRAUX	100, 200, 210, 300, 400, 700, and 800 as well as other additional ICS/FEMA courses

Find all Course information at this link: [FEMA Independent Study Programs](#)

- FEMA - [IS-100.a Introduction to Incident Command System, ICS-100](#)
- **Include your member number in the box titled (Jr., Sr., PhD., III, etc.):**
- FEMA - [IS-200.a ICS for Single Resources and Initial Action Incidents](#)
- **Include your member number in the box titled (Jr., Sr., PhD., III, etc.):**
- FEMA - [IS-700.a NIMS An Introduction](#) in pdf format
- **Include your member number in the box titled (Jr., Sr., PhD., III, etc.):**
- FEMA - [IS-800.B National Response Framework, An Introduction](#)
- **Include your member number in the box titled (Jr., Sr., PhD., III, etc.):**

1. Members who provide operational support to the Coast Guard need to complete IS 100 and 700. Participants in:
  - a. Surface Operations
  - b. Air Operations
  - c. Operations Planning
  - d. CMDCEN
  - e. OPCEN
  - f. Comms-TCO
  - g. Watchstanding
  - h. Fixed/mobile radio facility operators
  - i. Port Security or Marine Safety programs
  - j. Auxiliary leaders
    - i. Unit leaders

- ii. Staff officers in operations
  - iii. Staff officers in telecommunications
  - iv. Staff Officers in aviation
  - v. Staff Officers in Marine Safety
2. Members in higher leadership positions (Division Captain, Vice Captain and Division Staff Officers as outlined above) or single resource leaders (Auxiliary coxswains, pilots, any member qualifying in the trident program or any other team/task force leader) should have completed IS 200 and 800.
3. Other members identified by a CG unit commander as a critical resource in incident response should complete coursework as their situation dictates.
4. If the member has not completed the required coursework, they should not participate in any Coast Guard exercise, drill or response event. Members seeking to qualify in an operational program must complete courses appropriate to the position prior to certification by DIRAUX.
5. All members must be fully compliant from this date forward. Failure to complete the requisite coursework will preclude their participation in the program for which the coursework was required. Operational Members who are not compliant with coursework requirements will be placed in "REYR" and will not be issued patrol orders. Eligibility for elected or staff officer positions will require completion of ICS coursework as described above.
6. ICS-210, Initial Incident Commander, is an online course designed for single resource leaders and type 5/type 4 incident commanders. This 4-hour course will be required for Auxiliary coxswains, pilots, any member qualifying in the trident program or any other team/task force leader. This course is available online at the Auxiliary Learning Management System (AUXLMS) and is automatically entered into AuxData. If the Auxiliarist has an ICS-210 certificate showing that the ICS-210 course was successfully completed but the course was not entered into AuxData, please forward to DSO-MT with a request to capture the task in AuxData.
7. USCG Auxiliary members are valued members of response operations. The Auxiliary operational support and leadership components must be ready to respond as needed to an incident and this training is vital to achieving operational readiness.

# ACRONYMS AND OR ABBREVIATIONS

86C	Questionnaire for National Security Positions, created by the U.S. Office of Personnel Management - Continuation Form
A Department	National Public Affairs Department
ABC	American Boating Course for public education (Power Squadron)
ABS	About Boating Safety for public Education (Coast Guard Auxiliary)
ADM	Admiral (4 Star) - In the Coast Guard, there is only 1 ADM, who is the Commandant.
ADSO	Assistant District Staff Officer - [Program]
ADSO-AV-T	Assistant District Staff Officer – Aviation – Training
ADSO-MT	Assistant District Staff Officer – Member Training
ADSO-MT-Q	Assistant District Staff Officer – Member Training-Qualifications
ADSO-MT-S	Assistant District Staff Officer – Member Training-Specialty Courses
AFAM	Area Familiarization
ANSC	Auxiliary National Supply Center
AOR	Area of Responsibility
AP	Approval Pending – membership is pending
APC	Auxiliary Administrative Procedures Course
AQE	Area Qualification Examiner
ARCO	National Area Commodore-[Area]
ATON	Aids to navigation or navigations services
AUXAIR	Auxiliary District Operational program
AUXCOM	Specialized Course for Communications
AUXDATA	The Auxiliary Database which holds information pertaining to Qualifications, Awards, Tasks completed, Courses taken, etc.
Aux/Officer Directory	Auxiliary Electronic Directory of members with e-mail addresses
AUXLAM	Auxiliary Leadership courses taken as a class a weekend format
AUXLO	Auxiliary Liaison Officers
AUXMAN	Auxiliary manual
AUX-MEES	Auxiliary Marine Environmental Education Specialists
AUXNAV	Specialized Course part A and part B for Navigation
AUXNET	Auxiliary Communications Network - series of radio freqs. allocated to the Auxiliary for official use.
AUXOP	Auxiliary Operational - An Auxiliarist who passes 6 specialized courses
AUXPAT	Specialized Course for Patrols
AUXSAR	Specialized Course Search and Rescue (obsolete course)
AUXSCE	Specialized Course in Search and Rescue (New Course)
AUXSEA	Specialized Course for Seamanship
AV	Aviation
AX – 2	Auxiliary Operations Program AUXOP-2 (new program)
AX	Auxiliary Operations Program AUXOP (prior to 2011)
B Department	National Boating Department
BA	Branch Assistant - [Department][Branch][Program]
BC	Branch Chief - [Department][Branch][Program]
BQ	Basically Qualified

CAC	Common Access Card
CAP	Civil Air Patrol - the US Air Force Auxiliary
CC	Crew Currency
CFV	Commercial Fishing Vessel
CG Aux	Coast Guard Auxiliary
CG	Coast Guard
CG-3PCX	CG office designation for the Office of Chief Director Auxiliary
CGAUX/CRC	Coast Guard Auxiliary Civil Rights Counselor
CGAuxA	Coast Guard Auxiliary Association, Inc. see <a href="http://www.cgauxa.org">www.cgauxa.org</a>
CHDIRAUX	Chief Director of the Auxiliary
CIB	Combat Infantry Badge
CM	Communications
CO	Commanding Officer
Coastie	Coast Guard Robotic Boat used for Public Safety awareness
COL	Chain of Leadership & Management
COMDTINST	Commandant Instruction
COPT	Captain of the Port
COS	Chief of Staff
CQEC	Chief Qualificaton Examiner Coordinator
CS	Computer Services
-d	Deputy Department Chief [Department]
D-AA	Administrative Assistant to DCO
D-AD	Aide to the DCO
DC	Deputy Department Chief - [Department]
DCO	District Commodore
DCP	Division Captain
DDO	District Directorate Officer - [Area]
DHS	Department of Homeland Security
DIRAUX	Director of Auxiliary
DO PSI	High level of security following Personnel Security Investigation
DoD	Department of Defense
DSO	District Staff Officer See
DSO-AV	District Staff Officer – Aviation
DSO-CM	District Staff Officer – Communications
DSO-MS	District Staff Officer – Marine Safety
DSO-MT	District Staff Officer – Member Training
DSO-NS	District Staff Officer – Navigation Services
DVC	Division Chief - [Department][Division]
E Department	National Public Education Department
EDirectory	Auxiliary Electronic Directory of members with e-mail addresses
EMPLID	Employee Identification Number
EOC	Elected Officers Course (old APC)
EPIRB	Emergency Position Indicating Radio Beacon
Facility	A Boat, Aircraft or Radio that is offered for use, and accepted by the CC. Facilities, when under orders, become US Government operated property.
FC	Flotilla Commander
FEMA	Federal Emergency Management Agency

Fin Cen	USCG Financial Center
FN	Finance
FSO	Flotilla Staff Officer - [Program]
FSO-CM	Flotilla Staff Officer – Communications
FSO-IS	Flotilla Staff Officer – Information System (AuxData entry)
FSO-MA	Flotilla Staff Officer – Materials
FSO-MS	Flotilla Staff Officer – marine safety
FSO-MT	Flotilla Staff Officer – Member Training
FSO-NS	Flotilla Staff Officer – Navigation Services
FSO-PV	Flotilla Staff Officer – Program Visitor
FSO-VE	Flotilla Staff Officer – Bessel Examiner
G-	G- is the prefix to Coast Guard Headquarter Departments and Divisions/Units
G-P	USCG Prevention Department
G-R	USCG Response Department
HAM	Amateur Radio Operator
HARPAT	Harbor Patrol
I Department	National Information Technology Department
IAD	International Affairs Directorate
ICS	Incident Command System
ID	Identification
IDC	Instructor Development Course
IFR	Instrument Flight Rules
IIMS	Initial Indoctrination to Marine Safety
IMSEP	Marine Safety and Environmental Protection
IPNACO	Immediate Past National Commodore
IQ	Initially qualified - member has attained favorable check
IT	Instructor
JA	Job Aid
L Department	National Legal Department
LAMS	A weeklong Active Duty classis LAMS
LCDR	Lt Commander
M Department	Marine Safety & Environmental Protection Department
MA	Materials
Mailing List	A server based program that allows one email, sent to a specific address, to be distributed to a list of other email addresses.
MDA	Maritime Domain Awareness
MDV	Marine Dealer Visitor (old Program Visitor)
MLC	Maintenance and Logistics Command
MS	Marine safety
MS	Marine Safety
MSD	Marine Sanitation Device
MSO	Marine Safety Office
MT	Member Training
NACO	National Commodore
NACON	National Auxiliary Conference
NACOS	National Chief of Staff
NADCO	National Directorate Commodore - [Program]
NAVCO	National Vice Commodore

NAVRUL	Navigational Rules of the Road
NCOS	National Chief of Staff
NS	Navigation Services
NSBW	National Safe Boating Week
NTC	National Testing Center
N-Train	National Training Conference
O Department	Operations Department
OBS	Operation Boat Smart
ODU	Operational Dress Uniform - CG version of the BDU (Battle Dress Uniform)
OMS	Operations & Marine Safety
OP	Operations
OPR	Operation Patriot Readiness
OS PSI	Medium security following Personnel Security Investigation Operational Support
OTO	Operations Training Officer - Typically a Chief Warrant Officer.
P Department	Personnel Department
PA	Public Affairs
PAO	Public Affairs Officer
PATON	Private Aids to Navigation
PB	Publications
PCOMO	Past Commodore
PCX	Office of the Chief Director of the Auxiliary
PDF	Personal Data File
PE	Public Education
POMS	Patrol Order Management System
PQS	Performance Qualification System
PRCO	Past Rear Commodore
PS	Personnel Services (PS)
PSC	Personnel Service Center
PSI	Personnel Security Investigation
PV	Program Visitor
PWC	Personal water Craft (Jet Ski)
PWO	Personal Watercraft Operator
PWO-IT	Personal Watercraft Operator – Initial Trainee
QE	Qualification Examiner
RADM	Rear Admiral, Upper Half (2 Star)
RBS	Recreational Boating Safety
RCO	Rear Commodore - [Area]
RDML	Rear Admiral, Lower Half (1 Star)
REWK	Certification lapsed because of failure to complete a required workshop (AUXDATA is updated in early July and those not listed as having completed required workshops are set automatically to REWK). If you are in REWK, you only need to complete the task you are deficient in and notify DIRAUX that the task has been completed and entered in AUXDATA. DIRAUX will re-certify you at that time without additional requirements
REYR	Certification lapsed because of failure to complete required currency maintenance (AUXDATA is updated in early Jan and those not listed as having completed required currency maintenance tasks are set automatically to REYR) REYR indicates that you did not complete your Currency Maintenance, Underway Hours, or Checks (i.e., Vessel Exams), depending on the Competency Certified for the previous or previous years.

SAR	Search and Rescue
SDB	Service Dress Blue Uniform
SF-86	Questionnaire for National Security Positions, created by the U.S. Office of Personnel Management
SF-86C	Questionnaire for National Security Positions, created by the U.S. Office of Personnel Management - Continuation Form
SITREP	A procedural word, short for "Situation Report";
SO	Division Staff Officer
SO-CM	Division Staff Officer – Communications
SO-MS	Division Staff Officer – Marine Safety
SO-MT	Division Staff Officer – Member Training
SO-NS	Division Staff Officer – Navigation Services
SOP	Standard Operational procedure
T Department	Training Department
TCO	Telecommunications Operator
TCT	Team Coordination Training (risk assessment – risk awareness)
USCG	United States Coast Guard
USCGA	United States Coast Guard Academy
USCGAux	United States Coast Guard Auxiliary
USCGR	United States Coast Guard Reserve
V Department	Vessel Examination & Recreational Boating Safety Visitation Program
VADM	Vice Admiral (3 Star) - in the Coast Guard there are four (4) VADM's. LANTAREA, PACAREA, Chief of Staff and the Vice Commandant.
VCO	Vice Commodore
VCP	Vice Division Captain
VE	Vessel Examiner
VFC	Vice Flotilla Commander
VFR	Visual Flight Rules
VSC	Vessel Safety Checks
W/S	Radio Watchstander
XO	Executive Officer
XPO	Executive Petty Officer
YIC	Your In Command - Office of Boating Safety safe boating program