

CHAPTER 3. MEMBER TRAINING AND QUALIFICATION

A. Basic Qualification (BQ).

1. General. Upon completion of BQ training the Flotilla Commander (FC) will process the application in accordance with instructions contained in Chapter 1 of this guide. Refer to Enclosure (1) for the BQ Course Chart.

B. Vessel Examiner (VE).

1. General. Vessel Examination Qualification tests are administered through the Assistant District Staff Officer for Member Training (ADSO-MT). The Flotilla Commander is accountable for the tests maintained by the flotilla. The FC shall request replacement tests from the ADSO-MT when needed. Refer to the Auxiliary Manual, COMDTINST M16790.1 (series) and the Auxiliary Vessel Examiner Manual, COMDTINST M16796.2 (series) for more information.
2. Administrative Procedure.
 - a. Once the test has been administered to a Vessel Examiner trainee, the FC shall submit the completed Auxiliary Operational Specialty Course Examination Answer Sheet, CG-4886, to the ADSO-MT. The FC shall certify on the reverse side of the answer sheet that the trainee completed the required number of Vessel Safety Checks (VSC) and/or facility inspections under the supervision of a currently qualified VE.
 - b. Forward the Exam Answer Sheet, CG-4886, to the Assistant District Staff Officer – Membership Training (ADSO-MT) for grading. If the trainee(s) failed the exam, the ADSO-MT will notify the FC only. If the trainee(s) have successfully completed all requirements, the ADSO-MT shall:
 - (1) Forward to the member's FC, a Certificate of Advancement and a ribbon for presentation to the member.
 - (2) Notify Director of Auxiliary (DIRAUX) as well as the DSO-MT, respective DCP, FC, and ADSO-CS, via electronic mail, of the name and member number of the Auxiliarist(s) who qualified.

3. Re-Certification

- a. Members who have lost their VE certification for not completing the required number of Vessel Safety Checks (VSC) and/or facility inspections during the previous year, may re-certify by performing two (2) satisfactory Vessel Safety Checks under the supervision of a currently certified VE. If an annual workshop is required, then it must be made up also and properly reported. Procedures are prescribed in paragraph 3.B.2 above with the exception that the certification on the reverse side of the CG-4886 will state "RE-CERTIFICATION."

C. Instructor Qualification.

1. Auxiliary Instructor (IT). BQ and AUXOP members who desire qualification as IT must complete requirements prescribed in the COMDTINST M16790.1 (series). Instructor Qualification tests are administered through the Assistant District Staff Officer for Member Training (ADSO-MT). The Flotilla Commander is accountable for the tests maintained by the flotilla. The FC shall request replacement tests from the ADSO-MT when needed.
 - a. The FC shall certify on the reverse side of the CG-4886 that the trainee has completed the required number of instructional hours under the supervision of a qualified IT. In the event the trainee is Instructor Qualified with the U. S. Power Squadron or a professional educator, the hours of supervised instruction are waived.
 - b. The Exam Answer Sheet, CG-4886, will be forwarded to the ADSO-MT for grading. If the trainee(s) failed the exam, the ADSO-MT will notify the FC only. If the trainee(s) have successfully completed all requirements, the ADSO-MT will:
 - (1) Forward to the member's FC a Certificate of Advancement and the Instructor Ribbon for presentation to the member.
 - (2) Notify DIRAUX as well as the DSO-MT, the respective DCP, FC and ADSO-CS, via electronic mail, of the name and number of the Auxiliarist(s) who qualified.
2. Master Instructor (MI). Guidelines for qualification as MI are prescribed in the COMDTINST M16790.1 (series).
3. Maintain IT or MI Certification. To maintain certification as an IT or MI, must satisfy annual requirements. (i.e. teach two (2) hours or provide four (4) hours of assistance in the classroom in PE/ MT and/or teaching training program.
4. Re-Certification To re-certify for failure to satisfy the requirements contained in paragraph 3.C.3 above, the following must be accomplished:
 - a. Perform the annual certification procedures listed in C.3, under the supervision of a currently certified IT or MI. The certified IT or MI receives the training PE or MT credit for the 2 or 4 hours performed during this re-certification process. The candidate must then complete the annual certification requirements to retrain certification for the following year.
 - b. The ADSO-MT will notify the FC, DCP and the DSO-MT of the re-certification. The ADSO-MT will provide DIRAUX with the member's name, member number and date of successful re-certification for entry into the database.

D. Boat Crew Qualification.

1. General. BQ and AUXOP members who desire to participate in surface operations must complete the requirements as prescribed in the COMDTINST M16790.1 (series) and the Auxiliary Boat Crew Training and Qualification Guide/Crewman and Coxswain, COMDTINST M16798.28. The later will be replaced COMDTINST 16794.51, and COMDTINST M16794.52 Volumes 1 {Crew}, 2 {Coxn}, & 3 {PWC} which will be published in the near future.
2. Navigation Rules Examination (NAVRULES). The NAVRULES exam is required for each Auxiliarist who desire to be a Coxswain or Personal Watercraft (PWC) operator. Administrative procedures for the NAVRULES exam are as follows:
 - a. The NAVRULES exam is **maintained by and ordered from** DIRAUX.
 - b. Exams **must** be proctored by a Qualifications Examiner (QE), or a Coast Guard Officer or Petty Officer, who is responsible for the security of the exams while in their possession.
 - c. QE's **or the FC/FSO-MT (specify QE that will proctor exam)** should request the NAVRULES exam from DIRAUX on Auxiliary Operational Specialty Course Examination Request/Transmittal form, CG-4887, at least 30 days prior to the scheduled exam date. Request may be made via e-mail or fax also. The request must specify the exam type, **i.e. qualification, currency maintenance or re-certification, and, the date to be administered as well as the QE, Coast Guard Officer or Petty Officer who will administer the exam.** DIRAUX shall forward the examinations to the designated QE, Coast Guard Officer, or Petty Officer for administration. Upon receipt of the materials, **that individual** will inventory the exams against the list provided by DIRAUX.
 - d. Examinations shall be given on or as close to the scheduled date as possible, but in no case will the exams be held more than 14 days past the scheduled date without prior approval from DIRAUX.
 - e. Upon completion of testing, the QE, Coast Guard Officer or Petty Officer who administered the exam will endorse form CG-4887 and return all materials to DIRAUX. DIRAUX will grade the exam(s) and provide the test results to the **member and the FC** as well as advise the Webmaster to post to the web site successful exam completions. **Non-passing scores will only be sent to the member.**
 - f. Items listed below, if current, will be accepted in lieu of the NAVRULES exam:
 - (1) Motorboat Operators License (six or less passengers)
 - (2) Inland Operator's License
 - (3) Ocean Operator's License
 - (4) Inland Towboat Operator (to 200 gross tons)
 - (5) Ocean Towboat Operator (to 200 gross tons)
 - (6) Master and Mate (to 500 gross tons)
 - (7) Pilot Second Class

- (8) Pilot First Class
- (9) Third Mate through Master (over 500 gross tons)
- (10) Coast Guard Institute Navigation Rules Course
- (11) Coast Guard Institute Deck Watch Officer NAVRULES Course
- (12) Coast Guard Deck Watch Officer Exam

Holders of any of the above items may submit one copy to DIRAUX for entry into the member's record and database.

- g. The NAVRULES Currency Maintenance exam must be taken before 31 December of the fifth anniversary year since the last qualification date in order to maintain qualification as a coxswain or PWC operator, e.g. Passed NAVRULS on January 1, 1995 must successfully pass currency maintenance exam by December 31, 2000.
3. QE Administrative Procedures. Members desiring to become a QE may submit a request to their Division Captain (DCP). The DCP shall consider such requests during their biannual board convened in accordance with subparagraph e. below. If an urgent need exists then the DCP may process the request through their review board at that time.
- a. For initial crewmember and coxswain qualification sessions the division QEC may assign a QE to conduct sessions for members of their own flotillas.
 - b. All QEC's and QE's must maintain their annual currency, biannual TCT requirement, fifth year currency, and Coxswain certification including the required annual underway hours to retain their designation. QE's who are also a Senior Auxiliary office holder may be placed in an inactive QE status while performing the duties of that office. They may resume their QE status at the completion of those duties provided they are current in their Coxswain and the biannual TCT requirement.
 - c. Division QE's shall use the "U. S. Coast Guard Auxiliary QE Field Manual" as their standard guide for candidate qualification sessions. Each QE will receive the field manual with their appointment letter.
 - d. Division QEC's shall annually review with each QE within their division their performance and provide the QE with guidance, as needed, to ensure program standards are being met. The review session provides a good opportunity for QE's to make suggestions for improving the qualifications program.
 - e. Each Division Captain shall convene a board within their division every odd numbered year to determine the number of QE's required to meet their need as well as recommend qualified candidates to become QE's. The Division's QEC shall be a member of that board. DIRAUX makes the final decision on QE appointments after consultation with the District QEC and the cognizant Division QEC and based upon the needs of the region.
4. Request for QE Services.

- a. Requests for QE check-ride services for initial crewmember or coxswain qualifications or fifth year currency shall be submitted to the Division's QEC once all check-off items have been completed by the mentor/training officer. Once a QE has been assigned the QE may then perform the check-ride session. The QEC shall request travel orders for assigned QE's from DIRAUX to meet mission requirements. Refer to Enclosure (2) for the Request for QE Services form.
- b. The FC or Flotilla Staff Officer – Member Training (FSO-MT) shall submit their request using the U. S. Coast Guard Auxiliary Request for QE Services form to the QEC at least 30 days prior to the desired date of services. Requests with less than 30 days notice may preclude obtaining QE services on the desired date(s).
- c. Prior to the actual check-ride session, the FC or FSO-MT for each candidate for initial crewmember or coxswain qualification must verify to the QEC that all training tasks were accomplished. QE services may not be provided if the training has not been completed. The training officer's or mentor's initials as well as the date for each task in which training was accomplished must appear on the check-off sheet. If during the QE check-ride session, the QE determines that the candidate is not physically able to perform the tasks, or, is not prepared to qualify, the QE shall terminate the session. The QE may then continue with a training mission, however, tasks covered during the training shall NOT be signed off as completed. The QE shall always return the check-off sheet to the candidate to retain for their records.

5. Processing Paperwork. To eliminate excessive paperwork and place responsibilities properly upon the member and their chain of responsibility, the following procedures shall be followed to schedule QE Check-ride sessions and certification of the member:

- a. The Member shall:
 - (1) Complete the NAVRULES (if required) and show their letter of completion to QE during the Check-ride session.
 - (2) Complete the required hours and ensures they properly entered into the database by the information system officer.
 - (3) Completes all tasks/sign-off by Mentor/Training Officer.
 - (4) Retains sign-off sheets/booklet for verification by FC/QE/DIRAUX whenever requested. Failure to maintain and present may result in loss of certification.
- b. Qualifications Examiner (QE) shall:
 - (1) Conduct the Check-ride with the member.
 - (2) Upon satisfactory completion of the check-ride, send an E-mail to DIRAUX/OTO, and their Division QEC indicating the Member's name, member number, level of certification check-ride performed, e.g. Crewmember, Coxswain, and, a statement that the member completed all tasks and test requirements in a satisfactory manner.
- c. DIRAUX/OTO shall:
 - (1) Certify member in the database for the level qualification achieved.

- (2) Send E-mail to ADSO-OP/BCM who will issue the appropriate certificate, ribbon, and/or device to the member's FC for presentation. The applicable FC will be copied on the E-mail to the ADSO-OP/BCM by DIRAUX/OTO.
 - (3) File a copy of the QE's verification E-mail in the member's official record.
6. Qualification Maintenance. Procedures to maintain boat crew qualifications/certifications are prescribed in the Auxiliary Boat Crew Training Manual, COMDTINST M16798.28, and should be submitted to DIRAUX/OTO. Annual certification requirements, not requiring the services of a QE, may be submitted to DIRAUX. The Mentor/Coxswain who verified their accomplishment may use E-mail, fax or regular mail to forward the annual certification for filing in the member's official file.

E. Task Performance within D8CR.

1. Candidates must be able to perform the following tasks:
 - a. Crewmembers must possess the knowledge required to use a kicker skiff hook even though it is an optional item for an Auxiliary facility to have onboard.
 - b. Crewmembers must be able to determine the depth of the water by sounding pole and leadline.
 - c. Coxswains must physically demonstrate a short and a prolong blast using a vessel's horn. Once that is demonstrated, follow-on sound signal questions may be answered verbally to questions posed by the QE.
 - d. **TEAM COORDINATION TRAINING (TCT):** If TCT is not completed prior to Certification the member must complete the 8 hour TCT course at the earliest opportunity after certification.
 - e. Coxswain candidates must have the owner's written permission to operate their facility during check rides, or, the owner must be onboard during the session.
2. QE's must complete the following tasks:
 - a. Maintain Coxswain currency.
 - b. Complete the TCT workshop every two years.

3. Division QEC's must perform the following tasks:
 - a. Screen all prospective QE's prior to division selection board.
 - b. Evaluate division QE's annually and counsel.
 - c. Maintain liaison with the District QEC at least quarterly.
 - d. Process all requests for QE services in a timely manner.
 - e. Coordinate travel request for QE orders as needed.

F. Auxiliary Pilot, Air Crew and Observer

1. Observer General. BQ and AUXOP members who wish to participate in the Auxiliary air operations program as an Aircrew or Observer should:
 - a. State this to a First Pilot or Command Pilot. If the pilot will recommend member, then proceed to 3.E.1.b. If not, the member may bring this to the attention of the DSO-AV for resolution.
 - b. The member shall request his FSO-MT obtain a copy of Auxiliary Operations Policy Manual, COMDTINST M16798.3 (series) and a copy of Auxiliary Air Operations Training Text, COMDTINST 16798.5A for the member to study.
 - c. After due preparation, the member requests the FSO-MT to obtain a copy of the air observer test from District Staff Officer – Aviation (DSO-AV) and proceed as outlined in COMDTINST 16798.5A.
 - d. Under the instruction of a qualified pilot, the observer will complete the remaining requirements in COMDTINST M16798.3 (series).
 - e. Once a member has completed all requirements the pilot will present the member with the completed USCG Auxiliary Air Observer Qualifications form (DIRAUX Form 16798 (5-97)) to be mailed to the DSO-AV. The DSO-AV will review the form and, if complete, mail a letter of certification to DIRAUX with one copy to the ADSO-MT, one copy to the member's FC and one copy to the member. See Enclosure (3) to reference the DIRAUX Form 16798 (5-97).
 - f. After approving the member as an Observer, DIRAUX will mail a letter of appointment to the member and notify the DSO-AV, ADSO-MT, member's DCP and FC via electronic mail.
 - g. A certificate will be mailed from the DSO-AV to the member's DCP. The DCP or suitable alternate will present the certificate and Operations Program Ribbon to the new observer at a suitable gathering.

2. Air Crew. Air Observer members who wish to participate in the Auxiliary Air Crew Qualifications Program:
 - a. Refer to COMDTINST 16798.2, Auxiliary Air Crew Qualification Program, for specific guidance and communicate your desires to the DSO-AV Officer.
3. Pilot General. BQ and AUXOP members who wish to participate in the Auxiliary air operations program as a Pilot will have to complete the following qualifications:
 - a. General qualifications for Pilot-In-Command, Co-Pilot, First Pilot and Aircraft Commander are found in COMDTINST M16798.3 (series).
4. Aircrew Annual Currency Requirements. General annual currency requirements for aircrew are:
 - a. Observers, Air Crew and Pilots:
 - (1) Emergency egress training annually
 - (2) Water Survival training
 - b. All Pilots:
 - (1) Fly a minimum of 12 hours as Pilot-In-Command each semiannual period (1 Jan - 30 Jun and 1 Jul - 31 Dec)
 - (2) Satisfy the requirements of FAR 61.57.
 - (3) Annually attend any one of the following workshops or clinic:
 - (a) Air safety workshop conducted by a U. S. Coast Guard Air Station or Commandant Representative.
5. Specific Pilot Currency Requirements. Specific currency requirements for pilots are:
 - a. Co-Pilots must meet the requirements for all pilots.
 - b. First Pilot must fly 3 missions totaling 6 hours under U. S. Coast Guard orders each semiannual period.
 - c. Have a current SAR procedures flight check - Biennial.
 - d. Aircraft Commanders must maintain a current instrument rating in accordance with the FARs.

G. Specialty Courses.

1. General - BQ Auxiliarist who desire to further their professional Auxiliary education in operations and administration may pursue the AUXOP program as outlined in the Auxiliary Manual. Course material, workbooks, answer sheets and study guides are available from Auxiliary National Supply Center (ANSC) through the FC or FSO-MT. Although these courses may be accomplished on an individual basis, flotillas are encouraged to schedule member training classes for specialty courses each year. Specialty course exams may be proctored by a Coast Guard Officer or Chief Petty Officer or by an AUXOP member that has been designated as a proctor by DIRAUX. The FC or FSO-MT may request examinations from the DSO-MT. Such requests must specify the proctor to whom the examinations will be sent.
2. Practical Knowledge. Some courses require a degree of practical knowledge. Instructors should ensure that this knowledge requirement is covered during the course. Further, instructors should ensure that the students are proficient in, and can demonstrate, any required practical knowledge in the classroom before taking the examination.
3. Administrative Procedures. Refer to Enclosure (1) for the Specialty Course Guide Chart. Procedures for requesting exams and testing are as follows:
 - a. Requests for exams shall be submitted using the Auxiliary Specialty Examination Request/Transmittal form, CG-4887 to the DSO-MT 30 days in advance of the exam date. This form must be properly completed and all copies legible. The date the exam is to be proctored must be exact and prearranged with the proctor. Multiple exams per member may be requested on this Request/Transmittal form. In the blank space above the signature of the FC or FSO-MT insert the name and address of the designated Auxiliary proctor or Coast Guard Officer to whom the exams are to be sent.
 - b. The individual assigned as proctor is responsible for the custody, security and integrity of exams in their possession. All exams must be returned to DSO-MT within 14 days of the scheduled exam date, whether given or not, unless prior approval by DSO-MT has been authorized.
 - c. Upon grading the exam, the DSO-MT shall notify DIRAUX, the member's DCP, FC, ADSO-CS, and the member the results of the exam. If not notified by the end of four weeks, address inquires to the DSO-MT. The DSO-MT shall send the Certificate of Completion for successful members to their FC for presentation. NOTE: Only the member is notified of a non-qualifying score.
4. Records. The DSO-MT will maintain records of accomplishments for each Auxiliarist participating in the AUXOP program and notify DIRAUX of course completions. When the member meets AUXOP qualifications, by completing all seven specialty courses, DIRAUX will issue a certificate and pin and forward to the member's DCP for presentation.

H. AUXAPC/AUXLEA.

1. General. The Administrative procedures course is designed to assist elected and appointed officers in improving the day to day administration, leadership and management in the Coast Guard Auxiliary. This course must be completed prior to the assumption of elected office.
2. Auxiliary Administrative Procedures Course (AUXAPC). The AUXAPC course may be taken by an Auxiliarist at any time. The completed and graded CG-4886 will be sent to the DSO-MT who will record the information and forward to DIRAUX for entry into the member's record and database. The AUXAPC is required to qualify for elected office within the Auxiliary.
3. Auxiliary Leadership Course (AUXLEA). The AUXLEA Course is an eight-hour program designed to be given, in one or two days by specially trained Auxiliary instructors, to elected and appointed officers at the flotilla and division level. Administrative procedures for the AUXLEA Course are as follows:
 - a. DCP's will schedule the AUXLEA course using the Division AUXLEA Instructor or contacting DSO-MT 60 days in advance of the presentation date to arrange for an Out-of-Division AUXLEA Instructor if necessary.
 - b. The DSO-MT will coordinate with the AUXLEA instructors to determine which one will make the presentation. Once the instructor and date of presentation are established, the DSO-MT will notify DIRAUX.
 - c. The designated instructor will coordinate with the DCP to ensure the proper classroom and training equipment are available.
 - d. Upon completion of the AUXLEA course, the instructor will have each student fill out the end of course critique located in the back of the student workbook. The instructor will send the critiques, along with the member's name and member number through the DSO-MT to DIRAUX for recording in the member's record.

I. Marine Dealer Visitor (MDV).

1. General. General information, procedures and reporting shall follow the guidelines prescribed in the COMDTINST M16790.1 (series) and the Marine Dealer Visitor Manual, COMDTINST M16796.3 (series) with the following additions and deletions:
 - a. BQ and AUXOP members, who desire qualification as Auxiliary MDV, must pass the MDV examination and complete the requirements listed in COMDTINST M16796.3 (series). Refer to Enclosure (4) for the Request for Appointment as MDV Representative form.
2. Administrative Procedures. Marine Dealer Qualification tests are administered through the Assistant District Staff Officer for Member Training (ADSO-MT). The Flotilla Commander is accountable for the tests maintained by the flotilla. The FC shall request

replacement tests from the ADSO-MT when needed. Administrative procedures for training and testing are as follows:

- a. The FSO-MT will schedule the training of prospective MDV's.
- b. The CG-4886 sheet will be forwarded to the ADSO-MT for grading. The District Staff Officer – Marine Visitor (DSO-MV), DSO-MT, DCP, DIRAUX, FC and the member will be notified of the test results by the ADSO-MT, for those trainees who pass the written exam and have completed all requirements.
- c. DIRAUX shall issue a Letter of Introduction for each newly qualified MDV.

3. Materials.

- a. Decals will be sent by the DSO-MV to Division Staff Officer – Marine Visitor (SO-MV) for distribution to the appointed and active MDV's as they become available each year. Additional decals will be sent upon request.
- b. U. S. Coast Guard Auxiliary Marine Dealer Visitation Program Visit Record, ANSC 7046 and the Manufacturer ID Code System (MIC)/Mailing Label System (MLS) form, CG-5093 will be sent with decals.

4. Reports.

- a. Complete the ANSC 7046 for each visit and forward to DSO-MV, SO-MV and FSO-MV.
- b. Forward the CG-5093 to the DSO-MV.
- c. Complete the Activity Report – Missions, ANSC 7030. This form is used to report hours, not visits, and should be forwarded to the FSO-IS.

5. Requirements. Requirements to maintain qualifications are prescribed in COMDTINST M16790.1 (series).

J. Advanced Level Training.

1. Auxiliary National "C" Schools. The National "C" schools Vision Statement views training as a three-tiered educational process and delivery system. These three tiers are: (1) flotilla training and certification, (2) district/division training (including the annual National Training Conference) and (3) National "C" schools.

- a. National Schools. National schools are conducted at CG training facilities in different parts of the country. Auxiliarists, active in their mission area, who meet course prerequisites and who agree to further train members in their own district/division upon return, are eligible to apply. Application is made to the Training Quota Center (TQC) using the Short-Term Resident Training Request form CG-5223. See TQC

website: <http://www.uscg.mil/HQ/TOC/15BP.HTM> for current listing of available schools. All national schools have course prerequisites and are now classified as Coast Guard "C" school training for purposes of messing, berthing, classroom, and logistics. Due to limited quotas available to these schools, Auxiliarists are not eligible to attend if previously enrolled in any Auxiliary national school within the past thirty-six (36) months. Refer to Enclosure (5) for the form CG-5223.

- b. Short Term Training Request Process. The Short-Term Training Request (STTR), Form CG-5223, shall be mailed or faxed to:

Director of Auxiliary, Eighth Coastal Region
ATTN: Operations Training Officer
Hale Boggs Federal Building, Room 1333
501 Magazine Street
New Orleans, LA 70130-3396

Fax number is (504) 589-3653.

2. Distance Learning Educational Opportunities. Distance education is defined as non-classroom based programs and members can receive such services through the Coast Guard Institute's Distance Learning Center or the Auxiliary Homepage on the Internet World Wide Web. The Web has enormous potential for expanding Auxiliary training and testing opportunities at the flotilla level. The FC, FSO-CS and FSO-PS should coordinate efforts to take full advantage of this resource as more Auxiliary training programs are developed "online" with computer support. Enormous savings of time, travel, postage, mailings and paperwork have been realized at progressive educational institutions which the Auxiliary are now studying for prototype operations for the year 2000 and beyond.

K. Coast Guard Institute Correspondence Course.

1. General. All Coast Guard Institute correspondence courses, with the exception of those containing classified material, are now available to Auxiliary members. A listing of all courses offered can be obtained from the FSO-MT or DIRAUX. [NOTE: Most courses that are of general interest to the Auxiliary contain the same material as in the seven specialty courses.]
2. Application. Interested members should apply by letter to their nearest Coast Guard unit stating the course desired. The Coast Guard unit will forward two CGI-2100 (08/89) forms with instructions, to the member. Upon receipt, the member shall complete one CGI-2100 and return it to the Coast Guard unit. Be sure to include your complete member number and Social Security Account Number (SSAN). The second CGI-2100 shall be used to request the final exam.
3. Course Materials. Course materials are furnished to each student by the Institute. If non-expendable materials are included, do not write or mark on them.

4. Testing. Thirty days before the desired date of testing, the student must send the second form to the same Coast Guard unit. Be sure to include the date and place of the exam plus the name and address of the proctor. Only Coast Guard officers may proctor Coast Guard Institute course exams.
5. Non-Expendable Material. Non-expendable material must be returned to the Coast Guard unit upon successful completion of the course. Auxiliarist may be enrolled in only three Institute courses at one time.
6. Notification of Results. Upon notification of the examination results from the Institute that an Auxiliarist has successfully completed an authorized course, DSO-MT shall forward the appropriate certificate to the member's FC for presentation to the member.

L. Examination Results and Feedback.

1. Examiner Feedback. For qualification exams graded on the spot, the administrator is encouraged to provide feedback to the examinee in a manner that would not compromise the exam.
2. Examiner Notes. With the exception of the seven advanced specialty course examinations and the NAVRULES exams, all qualification examinations are "open book" requiring a passing grade of 90%. Some examinations have time limits.
 - a. The initial qualification NAVRULES exam is "closed book" requiring a passing grade of 90%. The Currency Maintenance (5 Year) NAVRULES exam is "open book" requiring a passing grade of 90%.
 - b. The seven advanced courses leading to the designation of AUXOP are "closed book" examinations requiring a passing grade of 75%. The use of reference material during "closed book" examinations is prohibited.
 - c. Some courses require students to actively demonstrate their ability to perform certain skills. Successful completion of practical demonstrations is necessary to complete the training program if so specified in the course outline.

BASIC QUALIFICATION

| COURSE Title | GET COURSE MATERIAL FROM | EXAM ORDERED BY: | EXAM ORDERED FROM: | EXAM PROCTORED BY: | EXAM GRADED BY: | AFTER TESTING | | REMARKS |
|---------------------|--------------------------|------------------|--------------------|--------------------|-----------------|---------------|--------------------------------------|--|
| | | | | | | EXAM TO: | ANSWER SHEET TO: | |
| Basic Qualification | FC or Designate FSO-MT) | Member | FC | FC or Designate | FC or Designate | FC | Graded by FC and Forwarded to DIRAUX | 3 hour limit for Passing Grade of 90% (see note 6) |

SPECIAL TRAINING AND QUALIFICATIONS

| COURSE Title | GET COURSE MATERIAL FROM | EXAM ORDERED BY: | EXAM ORDERED FROM: | EXAM PROCTORED BY: | EXAM GRADED BY: | AFTER TESTING | | REMARKS |
|---|-------------------------------------|---|-----------------------------|---|-----------------|-------------------------|---|--|
| | | | | | | EXAM TO: | ANSWER SHEET TO: | |
| Vessel Examiner | ANSC By FSO-MA | MEMBER | Flotilla inventory (note 1) | FC or Designate | ADSO-MT | ADSO-MT | ADSO-MT | 3 Hour time limit for each exam Passing Grade of 90% |
| Instructor | ANSC By FSO-MA | FSO-MT | Flotilla inventory (note 1) | FC or Designate | ADSO-MT | ADSO- MT | ADSO-MT | ADSO-MT Notifies FC And Member If Passed |
| Marine Dealer Visitor | ANSC By FSO-MA | FSO-MT | Flotilla inventory (note 1) | FC or Designate | ADSO-MT | ADSO- MT | ADSO-MT | |
| Administrative Procedures Course (APC) | ANSC By FSO-MA | FSO-MT | Flotilla inventory (note 1) | FC or Designate | ADSO-MT | ADSO-MT | ADSO-MT | |
| Auxiliary Leadership (AUXLEA) | Instructor Gets from DSO-MT | | | | | | DIRAUX | DCP schedules course with instructor. Instructor sends attendee list to DIRAUX with attitude questionnaire. |
| NAV RULES | In BCM | FSO-MT, FC QE, CG Petty Officer or CG Officer | DIRAUX | Designated QE or CG Petty Officer or CG Officer | DIRAUX | DIRAUX | DIRAUX | 3 hour closed book for init qualifying 90% required for passing. Open book For currency maintenance 90% required for passing |
| Boat Crew Program | FSO-MA orders for members from ANSC | Member | QE Co-ordinator | Designate QE | Designa QE | | ORIG. & 1 cc 2 ADSO OP; 2cc 2 MBR-1 of these to FSO-op; 1 cc to QEC | If more QE's are needed DCP request From DIV QEC |
| Various Coast Guard Institute (CGI) Courses | Nearest CG Unit | FSO-MT | CGI via Nearest CG UNIT | Coast Guard Officer | CGI | CGI via Nearest CG UNIT | CGI via Nearest CG Unit | |

ADVANCED TRAINING-SPECIALITY COURSES

| COURSE Title | GET COURSE MATERIAL FROM: | EXAM ORDERED BY: | EXAM ORDERED FROM: | EXAM PROCTORED BY: | EXAM GRADED BY: | AFTER EXAM TO: | TESTING ANSWER SHEET TO: | REMARKS |
|-------------------------|---------------------------|--|--------------------|---|-----------------|----------------|--------------------------|------------|
| Seamanship (See Note 2) | ANSC via FSO-MA | PROCTOR, FC, FSO-MT (sent only to proctor) | DSO-MT | COAST GUARD OFFICER OR PETTY OFFICER OR PROCTOR | DSO-MT | DSO-MT | DSO-MT | See note 4 |
| Communications | | | | DESIGNATED IN WRITTING BY DIRAUX | | | | |
| Search & Rescue | | | | | | | | |
| Piloting A & B | | | | | | | | |
| Patrols | | | | | | | | |
| Weather | | | | | | | | |
| Administration | | | | | | | | |

AVIATION TRAINING

| COURSE Title | GET COURSE MATERIAL FROM: | EXAM ORDERED BY: | EXAM ORDERED FROM: | EXAM PROCTORED BY: | EXAM GRADED BY: | AFTER EXAM TO: | TESTING ANSWER SHEET TO: | REMARKS |
|-----------------------------|---------------------------|------------------|--------------------|---------------------------|-----------------|----------------|--------------------------|---|
| Air OPS Training (Observer) | ANSC via FSO-MA | FC or FSO-MT | DSO-AV | FC or FSO-MT | ADSO-MT | ADSO-MT | DSO-AV via ADSO-MT | ADSO-MT Notifies FC if member passed and requested certification of 10 HRS requirements (see Note5) |
| | | | | | | | | [FOR AIRCREW MEMBER see COMDTINST 16798.2] |
| Air OPS Training (Pilot) | ANSC via FSO-MA | FC or FSO-MT | ADSO-MT | FC or FSO-MT See Note (3) | ADSO-MT | ADSO-MT | DSO-AV via ADSO-MT | (See Note 5) |

NOTES:

1. FC gets initial supply of qualification exams from DSO-MT.
2. Current student workbook introduction requires Piloting, Seamanship and Small Boat Handling by Charles Chapman. Purchase locally.
3. Only DIRAUX has the authority to designate a member as a qualified Aviation Inspector or Senior Pilot designation.
4. All Auxiliary Specialty Courses are "closed book", and the passing grade is 75%.
5. Auxiliary Aviation Course Tests are "open book", 3 hour time limit and the passing grade is 90%.
6. If this course is taken "closed book" the passing grade is 75%.

U. S. Coast Guard Auxiliary Request for QE Services

From: FSO-MT or FC _____, Flotilla _____.
Print name & Office Flotilla number

To: QEC Division _____, Date: _____.
Division Number Date request submitted

Address: _____, _____.
Print or type Zip Code

Phone Number: _____, FAX: _____, E-Mail: _____.
(area code) and number (area code) and number print or type

Date QE Services Required: _____, Alternate Date: _____.
must be at least 30 days after the date of request

| | |
|--|----------------------------------|
| TYPE OF SERVICES REQUESTED: (check appropriate box below) | |
| Initial Crew Qualifications | Initial Coxswain Examination |
| Fifth Year Currency for Crew | Fifth Year Currency for Coxswain |
| NAVRULES Examination | QE Services, Division Exercise |
| Special Training by QE Division staff, Specify Special training requested below: | |

Name of Auxiliarist Candidate: _____
Print or Type Name

Member Number _____

| |
|---|
| <p>Please check the appropriate boxes for this candidate</p> <p>Initial Crew or Coxswain Check off: Candidate has had all tasks signed off and dated by the Training officer for the tasks being checked on appropriate sheets of Appendix A for this Candidate and attached to this Request. (Do not submit request unless completed.)</p> <p>For fifth year currency, the candidate has evidence of completing the required underway hours under orders. (16 hours underway are required during the fourth and fifth year of which 8 hours must be during the fifth year for currency check-off. A letter from the FSO-IS would be sufficient evidence.) This applies to crew and coxswain.</p> |
|---|

NOTE: Complete one form for each Candidate needing QE service. Mail or FAX to Division QEC.

SIGNED: _____

Signature of Requesting Officer
Reference: Auxiliary Boat Crew Training and Qualification Guide COMDTINDT M16798.23

USCG AUXILIARY AIR OBSERVER QUALIFICATIONS

NAME _____ MEMBER NUMBER _____
 EVENT _____ DATE COMPLETE _____ CERTIFYING PILOT _____

- 1. Current member of the Auxiliary _____.
- 2. Recommended by a First Pilot
or a Command Pilot _____.
- 3. Complete Air Operations (Observer)
test with a 90% or better. _____.
- 4. Demonstrate understandings and
proficiency using Sectional chart _____.
- 5. Demonstrate Radio Communications
using USCG procedures _____.
- 6. Complete 10 Mission Flight hours
(See Log Below)

| DATE | A/C No. | A/C Type | Mission | From / To: | Night | PIC Certification |
|------|---------|----------|---------|------------|-------|-------------------|
| | | | | | | |
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| | | | | | | |

I certify that _____ has met all requirements to qualify as USCG Auxiliary Air Observer.

1st Pilot or Command Pilot _____ Date _____

DIRAUX Form 16798 (5-97)

REQUEST FOR APPOINTMENT AS MDV REPRESENTATIVE

Member Name: _____ . Member Number:
.

Address:
.

City: _____ . State:
.

I hereby request authorization to participate in the Marine Dealer Visitation Program. I have been a member of the U.S. Coast Guard Auxiliary for _____ years and am familiar with most Coast Guard and Auxiliary programs. I am not a marine law enforcement officer, marine dealer or engaged in selling marine products or services.

Signature: _____ . Date: _____ .
Requesting Auxiliarist

Endorsement (1) _____ . Date: _____ .
(Flotilla Commander)
[Recommended] [Not recommended] for appointment as a MDV.

Endorsement (2) _____ . Date: _____ .
(Division Captain)
[Recommended] [Not recommended] for appointment as a MDV.

Endorsement (3) _____ . Dates: _____ .
(DSO-MV)
[Recommended] [Not recommended] for appointment as a MDV.

| DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5223 (Rev. 6-84) | | SHORT-TERM RESIDENT TRAINING REQUEST <i>(Information on this form are Privacy Act Protected, 5USC 522(a))</i> (When filling in items 1. thru 22. NOTE (M) MANDATORY or (O) OPTIONAL | | | 1. DATE (M) | | |
|---|-------|---|--|--|--------------------------------------|---|--------------------------|
| | | | | | 2. REQUEST STATUS <i>(Check one)</i> | | |
| 3. SERVICE NUMBER (M) | | 4. NAME <i>(Last, Initials)</i> (M) | | 5. RANK/RATE (M) | | A. (M) INITIAL | C. (M) CORRECTED |
| | | | | | | B. RESUB- MISSION (M) | D. CANCEL- LATION (M) |
| 7. COURSE TITLE/NUMBER (M) | | 8. UNIT (M) | | 9. OPFAC NUMBER (M) | | 6. ROTATION DATE <i>(Estimate)</i> (M) | |
| | | | | | | YEAR | MONTH |
| 12. TRAINING SOURCE/LOCATION (O) | | 10. POINT OF CONTACT <i>(Name)</i> (O) | | 11. TELEPHONE NUMBER (M) | | AREA CODE | NUMBER |
| | | | | | | | EXT |
| 13. TUITION AND FEES <i>(When applicable)</i> (O) | | 14. BILLING ADDRESS <i>(When applicable)</i> (O) | | 15. PRIORITY <i>(Code)</i> (M) | | 16. COURSE DURATION (O) | |
| | | | | | | WEEKS | DAYS |
| 17. COURSE CONVENING PREFERENCE (M) | | | | | | | |
| A. FIRST CHOICE (M) | | | B. SECOND CHOICE (M) | | | C. THIRD CHOICE (M) | |
| YEAR | MONTH | DAY | YEAR | MONTH | DAY | YEAR | MONTH |
| | | | | | | | |
| 18. QUALIFICATION CODES OF APPLICANT (O) | | | 19. MEETS COURSE PREREQUISITES (M) <i>(e.g Prior courses/rate)</i> <i>(Check applicable box)</i> | | | 20. EXPIRATION OF ENLISTMENT DATE (M) | |
| | | | <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A | | | | |
| 21. TRAINING NEEDS ANALYSIS (M) | | | | | | | |
| A. NO. PERSONNEL UNIT (M) REQUIRED TRAINED IN COURSE | | B. NO. PERSONNEL WITH TRAINING O/B (M) | | C. NO. PERSONNEL "ORDERED IN" WITH TRAINING (M) | | D. NO. PERSONNEL "ORDERED OUT" WITH TRAINING (M) | |
| | | | | | | | |
| 22. SUPPORTING REMARKS AND COURSE DESCRIPTION <i>(Attach course literature; for commercial sources)</i> (O) | | | | | | | |
| | | | | | | | |
| 23. FIRST ENDORSEMENT FORWARDED <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(Remarks required)</i> | | UNIT/ACTIVITY | | | | DATE | |
| | | C. REMARKS | | | | | |
| | | D. TITLE | | | | E. SIGNATURE | |
| 24. SECOND ENDORSEMENT FORWARDED <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <i>(Remarks required)</i> | | DIST/HQ UNIT | | | | DATE | |
| | | C. REMARKS | | | | | |
| | | D. TITLE | | | | E. SIGNATURE | |
| 25. QUOTA STATUS <i>(Action office use only)</i> | | | | | | | |
| A. QUOTA REQUIRED | | B. QUOTA REQUESTED | | C. QUOTA GRANTED | | REASON NOT GRANTED | |
| <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | <input type="checkbox"/> YES <input type="checkbox"/> NO | | | |

PREVIOUS EDITION IS OBSOLETE

PART 1. ACTION COPY

CG-5223 SHORT TERM TRAINING REQUEST FORM INSTRUCTIONS

1. Block 1. Enter the date the request prepared.
2. Block 2. Check appropriate request status block. Usually initial block A.
3. Block 3. Enter the member's social security number **not the member number**.
4. Block 4. Enter the name of the individual requesting training.
5. Block 5. Enter **CIV / AUX**.
6. Block 6. Enter N/A.
7. Block 7. Provide complete course title and number (i. e. Advanced AUX Distance Learning/AUX08), commonly used abbreviations are acceptable.
8. Block 8. **Enter Flotilla number and name (i.e. Flotilla 18 Niceville, FL.)**
9. Block 9. **Enter Auxiliary Member Number.**
10. Block 10. **Enter : CWO Bob Barr**
11. Block 11. Enter (504) 589-2972.
12. Block 12. Enter Command/Agency/Commercial source where training is desired, (i.e. Oklahoma State University, Stillwater, OK).
13. Block 13. **Enter N/A.**
14. Block 14. **Enter N/A.**
15. Block 15. DIRAUX will complete this block with the applicable priority code.
16. Block 16. **List duration of course.**
17. Block 17. Complete choices as indicated. Desired class convening dates must be included. See <http://www.uscg.mil/HQ/TQC/15BP.HTM> or contact DIRAUX training officer.

18. Block 18. List current staff offices held.
19. Block 19. Complete as indicated.
20. Block 20. Enter Length of Auxiliary service.
21. Block 21. Enter N/A.
22. Block 22. This block is used to provide any pertinent information affecting the training request. List the following;
GENDER:
Address:
E-Mail:
23. Block 23. Flotilla Commander signs, endorses.
24. Block 24. Leave Blank – DIRAUX will complete.
25. Block 25. Leave Blank.