
AN ACHIEVEMENT GUIDE TO THE USCG AUXILIARY

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NOTE FOR TRAINEES: For the member trainee in these programs (with the exception of the AUXOP Program, the MS Training Ribbon and the FPRINTTECH qualification) an assigned mentor is necessary for certification of performance qualification standard (PQS) tasks. For the member trainee in the AUXOP Program, and in the additional training for the TCO qualification, a proctor is necessary to take the courses with the AUX*** prefix in the National Testing Center (NTC) exams. Contact your flotilla leadership, and your Flotilla Staff Officer for Member Training (FSO-MT), to arrange for the mentors and proctors needed for these programs.

BECOMING AN AIR OBSERVER (AUXAIR)

Future opportunities: *Air Crew (AUXAIR), Pilot – all levels of certification (AUXAIR)*

[COMING SOON]

BECOMING BOAT CREW QUALIFIED

Future opportunities: *Coxswain, Personal Watercraft (PWC) Operator*

Becoming qualified as a crewman for Auxiliary operations is a gratifying accomplishment which allows a member to participate in operations which directly aid recreational boater safety. The training requirements for the boat crew program are rigorous, and require yearly currency maintenance tasks. However, many members will tell you that one of the most rewarding experiences as an Auxiliarist is to be supporting the Coast Guard and the Auxiliary while on the water. As well, becoming boat crew qualified entitles the member to wear the Operations Program Ribbon.

The requirements to become a boat crewmember, in regards to regulation, competency, and possible member disability, are as follows:

- Complete and pass the Personal Security Investigation (PSI)
- Be in Basically Qualified (BQ) or Operational Auxiliarist (AX or AX2) status

- Find a willing mentor to help train you and aid in arranging time underway on facilities
- Be able to successfully perform each task of the training requirements personally, without assistance
- Be able to successfully perform each task with little hesitation
- Be able to successfully perform each task with confidence
- Be able to successfully perform each task safely
- Finish qualification tasks for the boat crew program within 2 years of the start of training

The [Auxiliary Boat Crew Training Manual](#) is the guide to the requirements and regulations of the boat crew program, as well as best practices for boat crew program mentors.

QUALIFICATION TASKS

Becoming certified in the Auxiliary boat crew program requires completing all tasks listed in the [Auxiliary Boat Crew Qualification Guide, Volume I: Crew Member](#). In addition to the training required to complete each task, candidates for crewmember must complete the IS-100 and IS-700 courses (now part of member mandated training and available at the [mandated training website](#)), have completed a Safe Boating Course (which a list of options is available on the [Auxiliary website](#)), and complete the [Team Coordination Training](#) (TCT) course.

In addition to the Boat Crew Qualification Guide and the Boat Crew Training Manual, the following resources are also part of the training required to complete qualification tasks:

1. [Auxiliary Manual \(AUXMAN\)](#): chapter 1
2. [Boat Crew Seamanship Manual](#): chapters 1, 3, 5 - 7, 10 - 11, 13 - 14, and 16 - 18
3. [Navigation Rules International-Inland](#): parts C - D, and annex IV
4. [Operational Risk Management Matrix](#)
5. [Operations Policy Manual](#): chapters 1 - 2, and 4
6. [Radiotelephone Handbook](#)
7. [Rescue and Survival Systems Manual](#): chapter 3

CURRENCY MAINTENANCE TASKS

In order for an Auxiliarist to maintain boat crew certification without having to repeat initial qualification tasks, the member must complete the following:

1. Between January 1 and December 31 of each year after certification, log 12 hours of underway time as a crew member, under orders
2. As decided yearly by the U.S. Coast Guard and the Auxiliary, complete the required Operational Workshops
3. Every 3 years, complete the Underway Currency Maintenance tasks
4. Every 5 years, repeat the Team Coordination Training (TCT) course

BECOMING A FINGERPRINT TECHNICIAN (FPRINTTECH)

Becoming qualified as a Fingerprint Technician (FPRINTTECH) is an important position in the Auxiliary for completing new member enrollment applications and processing prospective members. A Fingerprint Technician not only completes the fingerprint cards required for enrollment applications, but also verifies the proof of citizenship documents required to be presented by prospective members for their applications.

In order for a member to become a Fingerprint Technician, they must study the [Fingerprint Technician manual](#) and take a non-proctored and open book "FPRINTTECH" exam at the [National Testing Center](#) (NTC). Furthermore,

qualification as a Fingerprint Technician requires completion of the Incident Command System (ICS) courses ICS-100 and IS-700. The ICS courses are taught through the online [Auxiliary Learning Management System](#) (AUXLMS) and are completed by finishing the courses as instructed by the website.

After completing the training, the Performance Qualification Standard (PQS) to become a Fingerprint Technician is to satisfactorily complete 3 example fingerprint cards. To submit the example cards, email the district Auxiliary Affairs Specialist and inquire for the requested mailing address. There are no listed currency requirements for Fingerprint Technicians.

BECOMING AN INSTRUCTOR (IT)

Future opportunities: *Prevention Outreach Specialist (AUX MEES)*

Becoming qualified as an Instructor (IT) allows a member to become involved with the Auxiliary's boating safety public education programs. An Instructor teaches courses relating to public education for boaters and/or member training for Auxiliarists, which advances the knowledge of safe boating practices, Auxiliary services and programs, and Coast Guard missions. As well, becoming an Instructor entitles the member to wear the Instructor Program Ribbon.

In order for a member to become an Instructor, they must study the [Instructor Development manual](#), the [Instructor Development manual: Appendix A](#), and take a non-proctored and open book "IT" exam at the [National Testing Center](#) (NTC). After completing the training, a trainee must complete the [Instructor Development Performance Qualification Standard: Appendix B](#) (PQS) to become an Instructor. Currency requirements for Instructors are to teach 2 hours as an instructor or teach 4 hours as an assistant yearly.

EARNING THE MARINE SAFETY (MS) TRAINING RIBBON

Future opportunities: *Trident Device Program, various additional Marine Safety (MS) qualifications*

The Marine Safety Training Ribbon is the first recognition earned on a member's journey to earning the Marine Safety Device, often referred to as the "Trident" Device. The ribbon is awarded after an Auxiliarist completes the primary training requirements for the Trident Device. As well, while the Trident Device requires the completion of 4 Marine Safety (MS) Performance Qualification Standards (PQS) and 5 years of MS activities, the Training Ribbon only requires the completion of 1 MS PQS, and may be awarded as soon as training is completed.

Once the requirements for the Marine Safety Training Ribbon are met, the member must complete a [Marine Safety Training Ribbon Application and Check-off Sheet](#), attach documents certifying the completion of each requirement, and submit the application to the District Staff Officer for Marine Safety (DSO-MS). There are no currency requirements for the ribbon.

1. MANDATORY COURSES

The following courses, and their accompanying manuals (if applicable), are required to be completed in order to qualify for the Marine Safety Training Ribbon. Courses self-studied through manuals (IMSEP and GMATE) are completed by taking and passing the accompanying exam at the [National Testing Center](#) (NTC). The Incident Command System (ICS) courses taught through the online [Auxiliary Learning Management System](#) (AUXLMS) (ICS-100, ICS-210 and IS-700) are completed by finishing the courses as instructed by the website. The remaining ICS

courses (ICS-200 and IS-800) are completed online through the Federal Emergency Management Agency’s (FEMA) [Emergency Management Institute](#) (EMI).

1. Introduction to Marine Safety and Environmental Protection (IMSEP), the NTC course is listed as “MSEP”
[Click here for the IMSEP manual](#)
[Click here for the optional online IMSEP course](#)
2. Good Mate course (GMATE), the NTC course is listed as “GMATE”
[Click here for the GMATE manual](#)
[Click here for the optional online GMATE course](#)
3. Incident Command System (ICS-100)
4. Incident Command System (ICS-200)
[Click here for a link to ICS-200](#)
5. Incident Command System (ICS-210)
6. National Incident Management System (IS-700)
7. Introduction to the National Response Plan (IS-800)
[Click here for a link to IS-800](#)

2. PERFORMANCE QUALIFICATION STANDARD (PQS)

The Marine Safety Training Ribbon requires the completion of the first of 4 MS PQSes necessary to qualify for the Trident Device. The complete list of qualifying standards for the Marine Safety Training Ribbon can be found on the [Prevention Directorate website](#).

Both the [Auxiliary Administrative and Management Specialist PQS](#) (AUX MSAM) and the [Auxiliary Prevention Outreach Specialist PQS](#) (AUX MEES) do not require working with a Coast Guard unit in order to complete. As well, it is suggested that an Auxiliarist complete the AUX MSAM PQS first, as the training will be an advantage to completing the 3 other PQSes required for the Trident Device. However, the AUX MSAM program requires the trainee to have completed 2 years as an Auxiliary appointed or elected officer, and the AUX MEES program requires the trainee to hold an Instructor Training (IT) qualification and to complete the [FEMA EMI course IS-5](#).

There is a [study guide for AUX MSAM](#) and a [study guide for AUX MEES](#) which will be extremely useful for the trainee to study from.

EARNING THE OPERATIONAL AUXILIARIST DEVICE (AUXOP)

Future opportunities: *Auxiliary University Programs (AUP) – applicable only to members in universities*

Becoming an Operational Auxiliarist, commonly referred to as the AUXOP Program, is amongst the highest achievements an Auxiliarist can obtain. Sometimes referred to as the “PhD of the Auxiliary”, completing the AUXOP program and earning the AUXOP Device certifies the member as being committed to supporting the Coast Guard and the Auxiliary in their missions. Earning the AUXOP Device can be a long process of study and training, but those who complete the AUXOP Program can be proud of their accomplishments, and their ability to serve as role models to fellow members of the U.S. Coast Guard Auxiliary.

Completing the AUXOP Program requires the completion of 7 credits of courses, including: 3 credits of mandatory courses, 1 credit of a leadership course, and 3 credits of elective courses. These courses will require self-study of manuals and proctored exams, but some credits allow for completion through live classroom sessions.

The completion of any Auxiliary specialty course (courses with names designated as AUX***) entitles a member to wear the Auxiliary Specialty Ribbon, with stars indicating the completion of additional courses. Completion of all 7 required credits of the AUXOP Program entitles a member to wear the prestigious AUXOP Device, and their status will be changed from IQ or BQ to AX2 (AX refers to Auxiliarists who completed the AUXOP Program before 2011 and have their status grandfathered in). There is no restriction on completing courses beyond the required credits for the AUXOP Device, and there are no currency requirements to maintain either AX or AX2 status.

1. MANDATORY COURSES

There are 3 mandatory courses, for 1 credit each, which must be completed by every candidate for Operational Auxiliarist. Once you finish studying a course manual, you must take the proctored exam for the course at the [National Testing Center](#). There is also a [website with practice questions](#) you may use to study for AUXOP courses.

1. Study the Auxiliary Seamanship Specialty Course (AUXSEA) and pass the proctored “SEA” exam at NTC
[Click here for the AUXSEA manual](#)
2. Study the Auxiliary Communications Specialty Course (AUXCOM) and pass the proctored “COM” exam at NTC
[Click here for the AUXCOM manual](#)
3. Study the Auxiliary Weather Specialty Course (AUXWEA) and pass the proctored “WEA” exam at NTC
[Click here for the AUXWEA manual](#)

2. LEADERSHIP COURSE

Candidates for Operational Auxiliarist must complete an Auxiliary leadership course for 1 credit. A full list of options is available on the [Training Directorate website](#). Only 1 credit of leadership courses will count towards AUXOP.

Amongst the leadership course options is the [online Flotilla Leadership Course](#) (FLC-O) from the Auxiliary website classroom. The course requires the candidate to complete the online training linked above, and to take a non-proctored and open book “FLC-O” exam at the [National Testing Center](#).

3. ELECTIVE COURSES

Candidates for Operational Auxiliarist must complete 3 credits of elective courses. A full list of options is available on the [Training Directorate website](#). Only 3 credits of elective courses will count towards AUXOP, and the available courses range from 1 to 2 credits each.

Amongst the elective course options are the Auxiliary Patrols Specialty Course (AUXPAT) at 1 credit, and the Introduction to Marine Safety and Environmental Protection course (IMSEP) at 2 credits. The AUXPAT course is identical to the mandatory courses, with the [AUXPAT manual available here to study](#), and the proctored “PAT” exam at the [National Testing Center](#). The IMSEP course is similar to the mandatory courses, with the [IMSEP manual available here to study](#) and an [optional online course here to take](#), but the “MSEP” exam at NTC is non-proctored and open book instead.

BECOMING A PROGRAM VISITOR (PV)

Becoming qualified as a Program Visitor (PV), previously known as a Marine Dealer Visitor (MDV), is one of the common methods the Auxiliary engages with the public on boating safety and member solicitation. A Program Visitor visits marinas and other marine dealer establishments, constructs a Program Visitation (PV) information booth, and talks to recreational boaters and other patrons who visit the establishment. As well, becoming a Program Visitor entitles the member to wear the Examiner Program Ribbon.

In order for a member to become a Program Visitor, they must study the [Visitation Program manual](#), become familiar with the [Vessel Safety Check manual](#), and take a non-proctored and open book “MDV” exam at the [National Testing Center](#) (NTC). After completing the training, the Performance Qualification Standard (PQS) to become a Program Visitor is to satisfactorily complete 2 PVs under the supervision of a qualified Program Visitor. Currency requirements for Program Visitors are to complete 4 unsupervised PVs yearly, and to complete yearly workshop requirements, as designed by the Coast Guard Auxiliary.

A trainee for Program Visitor may use the [optional online PV course](#) to aid in their training.

BECOMING A PUBLIC AFFAIRS SPECIALIST 3 (AUXPA3)

Future opportunities: *Public Affairs Specialist 2 (AUXPA2), Public Affairs Specialist 1 (AUXPA1)*

[NOTE: This guide discusses achieving the Public Affairs Specialist 3 (AUXPA3) qualification and above without the use of the AUX-12 Public Affairs C-School. If you are interested in attending C-school and wish to attain part of your AUXPA3 qualification in residence, contact your flotilla leadership and your Flotilla Staff Officer for Member Training (FSO-MT).]

[COMING SOON]

BECOMING A TELECOMMUNICATIONS OPERATOR (TCO)

Future opportunities: *High Frequency (HF) Program, Communications Watchstander*

Becoming qualified as a Telecommunications Operator (TCO) allows an Auxiliarist to operate Auxiliary fixed land, land mobile and portable radio facilities under orders for operations. This qualification does not apply to the operation of Auxiliary radios as part of aviation (AUXAIR) or boat crew, which are trained for and certified under their own separate programs. As well, after August 1, 2008, the Auxiliary Communications Specialty Course (AUXCOM) no longer qualifies a member to be TCO certified, though completion of AUXCOM before this date grandfathers an Auxiliarist into the qualification.

In order for a member to become a Telecommunications Operator, they must first be in Basically Qualified (BQ) or Operational Auxiliarist (AX or AX2) status, and then complete the [Auxiliary Telecommunications Performance Qualification Standard](#) (PQS). Additionally, they must complete the Incident Command System (ICS) courses ICS-100 and IS-700 taught through the online [Auxiliary Learning Management System](#) (AUXLMS), which are completed by finishing the courses as instructed by the website.

READINGS AND TRAINING AIDS

In addition to the Telecommunications Performance Qualification Standard, the following resources are also part of the training required to complete qualification tasks:

1. [Auxiliary Communications Specialty Course \(AUXCOM\) manual](#)
2. [Auxiliary Telecommunications PQS](#): appendices A - G
3. [Auxiliary Aviation Training Manual \(AUXAIR\)](#): chapter 6
4. [Boat Crew Seamanship Manual](#): chapter 11
5. [Communications Watchstander Qualification Guide](#)
6. [Light List, Volumes 1 - 7](#): for the local area
7. [National Search and Rescue \(SAR\) Manual](#): chapter 2

8. National weather forecast
9. [NOAA Nautical Chart Symbols and Abbreviations](#): chart 1
10. NOAA or Corps of Engineers charts: for the local area
11. NOAA Tide Tables: for the local area
12. [Operations Policy Manual](#)
13. Operator’s manual: for the specific radio being used
14. [Radiotelephone Handbook](#)
15. Telephone Directory: for the local area
16. [Telecommunications Manual \(TCM\)](#): chapters 14 - 15
17. [U.S. Coast Guard Addendum to the United States National Search and Rescue Supplement](#)
18. [United States Coast Pilot, Volumes 1 - 9](#): for the local area

A trainee for Telecommunications Operator may use the optional Auxiliary Communications Specialty Course (AUXCOM) and pass the proctored “COM” exam at the [National Testing Center](#) (NTC), after studying the [AUXCOM manual](#), to aid in their training.

BECOMING A VESSEL EXAMINER (VE)

Future opportunities: *Commercial Fishing Vessel Examiner (CFVE), Uninspected Passenger Vessel (UPV) Examiner, other Marine Safety (MS) vessel inspection qualifications*

Becoming qualified as a Vessel Examiner (VE) is one of the most common, and one of the most effective, ways for an Auxiliarist to engage in boating safety with the public. A Vessel Examiner ensures that recreational vessels meet legal requirements for safety through Vessel Safety Checks (VSC), and awards the boater a VSC decal if they pass all the mandated requirements. As well, becoming a Vessel Examiner entitles the member to wear the Examiner Program Ribbon.

In order for a member to become a Vessel Examiner, they must study the [Vessel Safety Check manual](#) and take a non-proctored and open book “VE” exam at the [National Testing Center](#) (NTC). After completing the training, the Performance Qualification Standard (PQS) to become a Vessel Examiner is to satisfactorily complete 5 VSCs under the supervision of a qualified Vessel Examiner. Currency requirements for Vessel Examiners are to complete 5 unsupervised VSCs yearly, and to complete the Vessel Examiner workshop, currently taught through the [Auxiliary Learning Management System](#) (AUXLMS), yearly.

A trainee for Vessel Examiner may use the [optional online VE course](#) and the [optional online Virtual Vessel Examiner tool](#) to aid in their training.