

TO: ALAUX  
From: CHDIRAUX  
SUBJ: AUXILIARY MANDATED TRAINING (AUXMT) - NEW DELIVERY METHODS  
AND POLICY CHANGES -010/15

1. In October 2014, ALAUX 022/14 announced an extension for members to complete their Auxiliary Mandated Training (AUXMT) requirements. This ALAUX provides an update to the National Training Directorate's efforts in developing alternative ways for members to complete their AUXMT requirements, and announces a series of policy changes designed to achieve AUXMT completion throughout the Auxiliary. AUXMT remains comprised of the following courses:

- a. To be successfully completed by the end of the first full year of enrollment and then once every five years thereafter:
  - (1) Building Resilience and Preventing Suicide in the CG - course 502379
  - (2) Security Fundamentals - course code 810030
  - (3) Privacy at DHS: Protecting Personal Information – course 810015
  - (4) Sexual Harassment Prevention - course 81000
  - (5) Sexual Assault Prevention / Response - course 810045
  - (6) Civil Rights Awareness - course 502319
- b. To be successfully completed only once (new enrollees must complete them by the end of the first full year of enrollment):
  - (1) Ethics 1 / Personal Gifts - course 502306
  - (2) Influenza Training - course 502290
- c. To be successfully completed only once (new enrollees must complete them by the end of the first full year of enrollment - they can only be taken on the FEMA website, <https://training.fema.gov/is/nims.aspx>, and they require registration on the site for a FEMA Student Identification Number (SID) in order to take the associated end-of-course exam):
  - (1) Intro to the Incident Command System, ICS-100 - course IS-100.b
  - (2) Intro to National Incident Management System - course IS-700.a

2. AUXMT prepares individuals to effectively serve as members of a volunteer organization that is in frequent contact with the American public and which augments and supports a military organization. The AUXMT requirements provide a basic understanding of critical human relations policies, personal safety and organizational security topics, and the National Incident Management System. Completion of AUXMT requirements places Auxiliarists on the same footing as other members of the Coast Guard workforce and allows seamless integration with their active duty, reserve and civilian employee counterparts. AUXMT drills down to the Coast Guard's core values. AUXMT ensures all members of the Coast Guard workforce stand ready to provide Service to Nation, fulfill our commitment to Duty to People, and reflects our Commitment to Excellence. To be considered ready to serve and in good standing with one of our nation's premiere volunteer organizations, members must conform to these training requirements. All Auxiliarists are strongly encouraged to embrace these training requirements and assist their Auxiliary shipmates to successfully complete them whenever needed.

3. The Auxiliary Training Directorate Mandated Training portal

(<http://wow.uscgaux.info/content.php?unit=T-DEPT&category=mandated-training>)

provides all Auxiliarists convenient opportunities and multiple options to complete their AUXMT requirements. Here are the options for completing the eight (8) non-FEMA AUXMT training courses:

- a. AUXLMS online courses with automatic AUXDATA recording (direct link to AUXLMS website: <https://auxlearning.uscg.mil/>). This is the fastest and easiest option for an individual to complete the training.
- b. Classroom training (e.g., at flotilla meetings). There are three ways an instructor may present the class (the instructor remains responsible for completing the requisite ANSC-7039 Workshop Mission and Attendance Report form at the conclusion of the class):

- (1) AUXLMS: The instructor logs into AUXLMS with their own account and projects the online course on a screen.
  - (2) PowerPoint Slide Presentation: The instructor downloads PowerPoint presentations for each course and then projects the slides to the class as with any other course.
  - (3) Video: The Auxiliary Training Directorate is developing voice-over PowerPoint videos that will be completed for all eight (8) non-FEMA courses. These videos will be made available on the Mandated Training portal as they are completed. This option may be used for both classroom and individual training situations.
- c. Self-Certification. This form of training is meant for the exceptional case where neither online nor classroom training is readily available. A member may self-certify AUXMT completion by filling out a self-attestation form ([http://tdept.cgaux.org/documents/Mandated\\_Self\\_Training\\_Attestation\\_reh\\_2-9-15.pdf](http://tdept.cgaux.org/documents/Mandated_Self_Training_Attestation_reh_2-9-15.pdf)). Self-certification may be achieved in one of two ways:
- (1) The member views the aforementioned voice-over PowerPoint training videos once they are available. After viewing the video(s), the member completes the self-attestation form and mails it to their FSO-IS for AUXDATA entry.
  - (2) The member studies a hard copy of the aforementioned annotated PowerPoint PDF obtained from their flotilla leadership. Upon completion, the member completes the self-attestation form and mails it to their FSO-IS for AUXDATA entry.

To reiterate, at the completion of each course the member must complete the self-attestation form affirming that they have completely read and understood the contents of the training course(s), and then mail it to their FSO-IS for AUXDATA entry. One form may be used to self-certify multiple AUXMT courses if completed on the same date.

4. With the rollout of these additional AUXMT delivery options, a series of policy incentives and consequences related to AUXMT have been approved by Auxiliary national leadership and the Chief Director of Auxiliary, and shall be effective on January 1, 2016. Appropriate AUXDATA changes will be made.

- a. The following general policies apply:
  - (1) All Auxiliarists who have a Base Enrollment Date (BED) prior to 01 January 2016 must complete AUXMT by 31 December 2016 to qualify, re-certify, and avoid REYR status, as applicable, in any competency.
  - (2) All Auxiliarists who have a BED after 31 December 2015 must complete AUXMT by the end of the first full calendar year after their BED to qualify in any competency.
  - (3) For all Auxiliarists, events occurring after 01 January 2016 such as eligibility for certain awards, elections, Auxiliary ID cards, C-Schools, and augmenting the Coast Guard will require AUXMT to be completed prior to those events regardless of their BED.
- b. The following specific policies apply:
  - (1) Eligibility Status: Starting on 01 January 2016 for all Auxiliarists regardless of BED, all AUXMT courses must be completed and current in order to be eligible for the following:
    - (a) Auxiliary Member Service Award: An Auxiliarist must successfully complete all initial and recurring AUXMT requirements to be eligible to receive any iteration of the Auxiliary Member Service Award. Subsequent awards will only be issued if an Auxiliarist is current in all recurring AUXMT requirements. Section 11.A.15.C. of the Auxiliary Manual will be amended accordingly.
    - (b) National Commodore's Three Star Unit Award for Training Excellence: The National Training Directorate is developing criteria for a new National Commodore's Three Star Unit Award for Training Excellence to recognize positive unit-level leadership initiatives to inspire and achieve completion of AUXMT. Details about how Auxiliarists will collectively contribute to this new unit award will be made available during the summer of 2015.
    - (c) Auxiliarist of the Year and Greanoff Inspirational Leadership Awards: AUXMT completion and currency maintenance will be an eligibility requirement for all

Auxiliarist of the Year and Greanoff Inspirational Leadership Award nominees. Sections 11.A.16.e and f of the Auxiliary Manual will be amended accordingly. Auxiliary regions are encouraged to adopt a similar requirement for Auxiliarist of the Year recognition among their Auxiliary units.

- (d) Auxiliary Identification (ID) Card: Auxiliarists must successfully complete all AUXMT courses in order to receive their initial identification card. Initial AUXMT completion will become a requirement for new Auxiliarists to have their membership status changed from Approval Pending (AP) status to any other status. AUXMT currency will also be required in order to be issued an ID card renewal or replacement. Appropriate sections of Chapter 3 of the Auxiliary Manual will be amended accordingly.
  - (e) Elected or Appointed Office: Initial AUXMT completion and currency maintenance will be required as eligibility criteria for any elected or appointed office. This requirement may not be waived for Auxiliarists in AP status. Sections 4.F. and 4.G. of the Auxiliary Manual will be amended accordingly.
  - (f) Attendance at CG-funded C-Schools and Travel: Initial AUXMT completion and currency maintenance will be required to receive orders for Coast Guard-funded C-schools or any Coast Guard-funded travel including travel to national and regional conferences.
  - (g) Limited Coast Guard Augmentation and Participation in Coast Guard Public Affairs Events: A proper and professional command climate at any Coast Guard unit is directly shaped by the crew's completion of its mandated training requirements. Initial AUXMT completion and currency maintenance will therefore be required to be eligible for augmentation positions at Coast Guard units or to participate in public affairs activities with other-than Auxiliary personnel (e.g., active duty, reserve, civilian, other agency).
- (2) Qualifications, Re-certifications, and REYR Status:
- (a) All Auxiliarists regardless of BED: Initial AUXMT completion and currency maintenance will be required to qualify, re-certify, and avoid REYR status in any Auxiliary competency. This means AUXMT completion will be recognized as a task like any other required for qualification and currency maintenance for any competency, including for those Auxiliarists in AP status. Appropriate sections of Chapter 3 and Chapter 8 of the Auxiliary Manual will be amended accordingly.
  - (b) Auxiliarists with Base Enrollment Date (BED) prior to 01 January 2016: If AUXMT is not completed and current by 31 December 2016, then Auxiliarists shall be placed in REYR status in their respective competencies, and shall not be authorized to qualify in any other competencies. For example, a current Auxiliary Vessel Examiner (VE) who has a BED of 14 May 2009 will be placed in REYR status on 01 January 2017 if they have not completed AUXMT by 31 December 2016 and even if all other currency maintenance tasks have been completed (e.g., 5 annual vessel safety checks; mandatory VE workshop).
  - (c) Auxiliarists with BED after 31 December 2015: Auxiliarists must complete AUXMT by the end of the first full calendar year after their BED to qualify in any competency. For example, an Auxiliarist who has a BED of 12 November 2016 will have until 31 December 2017 to complete AUXMT in order to then qualify as a Vessel Examiner, Instructor, etc.

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

6. Internet Release and Distribution is Authorized.