New Member Training Timeline

As a volunteer you are under no obligation to complete any training or make any qualification other that Initially Qualified (IQ). However, to become a versatile asset to the Coast Guard, Auxiliary and Boating Public this timeline presents a brisk training regiment that will get you up to speed and thinking about where you're Auxiliary Career is headed. Best of all, much of the training included is available online and thus you hold the reins with regards to when and where you accomplish the training. Taken one step at a time the following does not represent a huge commitment of time with the exclusion of Crew and Coxswain Qualifications, just dive in. It is very helpful to obtain a current member roster with all contact information and positions held in your flotilla (better to have the District 13 Roster).

I.   Within the **first quarter** as a new member or AP (Approval Pending) member, it is largely up to you to take the helm and chart your own Auxiliary destiny. Think about (or talk to fellow members) regarding what you want to do. Then do it. Jumping in with two feet wet is the best method. Gathering a variety of qualifications under your belt will make you an asset and well rounded Auxiliarists. After you have cast your nets far then you can begin to draw them in and see what your catch actually is. It is only by trying on a few different areas of interest that you will find out what best suits you. In the first quarter of membership a new member should:

   A. Take (and pass) a boating safety course or challenge the exam to alter your initial qualification rating from IQ (Initially Qualified) to BQ (Basically Qualified) .
   B. Take and pass Incident Command Systems 100 and 200 (ICS 100, ICS 200).
   C. Take and pass the Administrative Procedures Course (APC).
   D. Open and activate you ediretory account.
   E. Learn the basics of AUXINFO and how to navigate to the information you need.
   F. Learn how to fill out and submit an ANSC 7029 Member Hours Activity Form.
   G. Get your base parking sticker
   H. Review and Complete the New Member Involvement Plan with your mentor (FC, VFC, FSO PS or MT) and/or enroll in the Auxiliary Orientation Workshop

II.   Within the **first semester** of membership members should:
   A. Be ready to submit their completed SF-86 Security Package. If you are following a plan that will necessitate the DO Package (consult your Flotilla Security Specialist).
   B. One (or more) of the Auxiliary disciplines should be a qualified for:

         a. Vessel Examiner
         b. Public Education Instructor
         c. Program Visitor
         d. Aids to Navigation Verifier
         e. On the Water Operations Person (crew and/or coxswain)
         f. US Coast Guard District 13 Direct Support Personnel

III.   Within the **first year** you should be actively engaged in your chosen field(s) and mentoring up and coming Auxiliarists. By stepping up and educating the newer members you will hone your own skill set and further your knowledge of the AOR you are working in. You should also be aligning yourself as staff officer in a specific field or in some other way begin your specialization.

I.

- **Boating Course**
    - o As Auxiliarists you are entitled to _free_ education whether it is training aimed specifically for the Coast Guard and/or Auxiliary, or whether it is Public Boating Classes sponsored and taught by the Auxiliary. You are encouraged to further your maritime education.
        - ▪ Your Flotilla Staff Officer for Public Education) FSO-PE has an active calendar of classes which are available to you to satisfy the advancement to BQ (Basically Qualified, no boating class) from IQ (Initially Qualified, taken and passed a boating course).
        - ▪ If you have a good boating safety background perhaps taking an online course and exam might better suit you. Washington Online Boating Safety Course and Exam can be found at:

            http://www.boat-ed.com/wa/index.htm

            There are course materials pertinent to Federal and Washington State regulations, practice exams, and the real deal online exam for $15. Once you get the congratulatory email upon passing the course, forward it to your Flotilla Commander (FC) so it can be sent up the chain for entry into AUXDATA.
        - ▪ Auxiliarists must be IQ before going on to most other Coast Guard or Auxiliary training, holding a qualification, or assuming an office.
        - ▪ To set a really good example as an Auxiliarist, we should all be carrying the Washington State Boaster Card. With your proof of passing a certified Washington State Boating Course and $10 all you need to do is submit a quick application through this link: http://www.parks.wa.gov/boating/boatered.asp

- **Incident Command System 100 and 200** (ICS-100 & 200)
    - o Familiarizing yourself with ICS methods allows you to become a true asset when responding to a disaster. Most government agencies use an Incident Command Structure for organizing their response to emergencies. When you know the system you can be useful to the command.
        - ▪ These courses are given online through the Auxiliary at:

            http://www.uscg.mil/hq/cg3/cg3pcx/training/ics100.asp

        Left Click on the Incident Command System Course Exam. Take this online test even if you take the FEMA IS100 course. Before you take the Auxiliary test, print out the basic Auxiliary course and keep it for reference during the test (its open book so you are not cheating). Notification to DIRAUX and AUXDATA is automatic when you take the Auxiliary test, but be sure to send your FC and FSO-MT a copy of your test score.

    - o ICS 700 and 800 are offered through FEMA online. To actually take the following courses, you must register with the FEMA Virtual Campus. The starting page is at:
        - ▪ http://www.training.fema.gov/wrningBanner.html
            when you are asked to chose EMI (Emergency Management Institute) or NFA, choose EMI.
            For the FEMA courses to get into AUXDATA, forward your email notice of passing to your FC, FSO-IS or Charles Claytor at DIRAUX: charles.k.claytor@uscg.mil

            - • ICS 700 at:
                - o http://www.training.fema.gov/EMIWeb/IS/IS700.asp
            - • IS-800at:
                - o http://training.fema.gov/EMIWeb/IS/is800.asp
    - o ICS 300 and 400 are currently still class room presentation only and are offer at various intervals on base and at the Federal Building.

- **Administrative Procedures Course** (APC)
    - o This course is the official indoctrination into the ways of the Auxiliary. It proceeds step by step through the Auxiliary manual and prepares members in the ways of the Auxiliary. APC is also a prerequisite to elected office.
        - ▪ This course is given Division wide on a semi-regular basis or as a self study. The test is open book online at your convenience.
        - ▪ **Administrative Procedures Course - Student Guide** -- The current Auxiliary Procedures Course Student Guide is found at: http://www.auxtdept.org/APCStudentStudyGuideUpdatedMar07.pdf
        - ▪ The online open book exam is found at the etrain website: http://ntc.cgaux.org/

- **ediretory**
  - With this simple electronic directory you can find contact for anyone in the Auxiliary anywhere in the world as well as isolating your various searches (i.e. who is a qualified Vessel examiner in my division or flotilla that I could perform my 5 supervised exams under?) to compile data into groups. Another example would be collecting the email addressed all the in Division Two Staff Officers in the 13th District. In addition you can simply monitor your (and others) qualifications and offices held. Once you **activate your account** in the ediretory it registers you email as active
    - http://www.auxedirectory.org/
- **AUXINFO**
    - AUXINFO is a user friendly database for each member's Auxiliary record. If it has to do with the Auxiliary it is in here. You may view information but not change it. You Flotilla Staff Officer for Information Services (FSO-IS)) can help you in changes that are necessary. But getting the hang of how and where to look for information will prove useful in the future. On the Division Websites (http://www.d13002cgaux.org or you will find a link to "Reports" this take you to a a very simple user interface for general queries: http://www.d13002cgaux.org/default.aspx?p=20
    - Or you can navigate to a slightly more powerful sub page of AUXINFO at: http://www.auxinfo.uscg.gov/

- **ANSC 7029 Member Activity Log Form**
  - The Active Duty Coast Guard as well as the Auxiliary get their funding in part due to the hours that can be shown the Auxiliary has performed. It is a crucial part of your membership to become adept at submitting your hours on a regular cycle (i.e. monthly). The form can be submitted in person (at each flotilla meeting) or snail mail, hand written or electronically via email (preferred-but you must have your browser open when sending). Here is the email version: http://forms.cgaux.org/email/a7029s.pdf
  - The above link is the form used for email submission. Mail you hours at least monthly to:
    - Your FSO-IS (noel.paterson@comcast.net)

- **Base Parking Sticker**
  - Apply in person to the 3rd floor of the Administration Building (South of the Bear Room) Monday through Friday business hours. Out of the elevator turn right and go straight through the door. Present to the desk for each vehicle you wish a sticker for:
    - Your current drivers license
    - Your Auxiliary I.D. card
    - Your current registration
    - Your current proof of insurance

- **New Member Involvement Plan**
  - Download, review and complete your New Member Involvement Plan with the guidance of your mentor or one of the members of your new Member Task Force.
    - http://www.cgaux.org/cgauxweb/manuals/MemberInvolvementPlan.pdf
    - Submit a copy to you Flotilla Staff Officer for Personnel Services (FSO-PS), Member Training (FSO-MT) or Flotilla Commander (FC)

II.

- **SF-86 Package – Security Forms at this level are accepted on a request level only.**
  You will be notified by your controlling authority of there mission set you are attempting to be involved in requires this level of clearance. Otherwise the clearance tat you went through to become Operational Support members will suffice.
  - **ALL FORMS FOUND ON:** http://a130.uscgaux.info/
  - **Under "Members" and "Personnel Security" this link includes instructions for filling out SF-86:**
    http://a130.uscgaux.info/dso-ps/personnel_security.htm
    - 2 fingerprint cards (Contact John Burreson JBurresonUSCGAUX@msn.com or any qualified fingerprint technician in your AOR)
    - 2 copies of the SF-86 form with original black ink signatures and no date filled in
    - 1 DHS 11000-9 form
    - Citizen Verification Form (completed by your Fingerprint Technician or Security Specialist)
    - The PSI checklist attached.

- o When have YOUR packet ready and they have been reviewed/checked, send the complete packet of duplicates with original signatures with the checklist via snail mail to:
  - § Emerson E "JR" Addington
    US Coast Guard Auxiliary 13th Dist
    29813 N. Dalton Rd
    Deer Park 99006-9729
    jraddington@mindspring.com

- **Vessel Examiner** (VE)
  - o Your FSO-VE will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
  - o Vessel Examiners Manual: http://safetyseal.net/manuals/VSC_Manual.pdf
    - § The exam (open-book) is available on the e-train website.
      - http://ntc.cgaux.org
    - § Addition requirements before your qualification for Vessel Examiner (VE) is complete are:
      - Perform 5 Vessel Exams under the supervision of a mentor (member w/ a VE qualification)
      - Only 2 of your five exams may be facility exams
      - Value added website: http://www.vesselsafetycheck.org/training.asp
- **Recreation Boating Safety Visitation Program (RBSVP)** previously known as **Program Visitor** (PV) or Marine Dealer Visitor (MDV)
  - o Your FSO-PV will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
  - o The course material is found at: http://safetyseal.net/manuals/RBSVP_ManualWeb.pdf
  - o The exam (open-book) is available on the e-train website at:
    - http://ntc.cgaux.org
    - § Addition requirements before your qualification for Program Visitor (PV) is complete are:
      - Perform 2 scheduled visits to marine dealer under the supervision of a qualified mentor (member w/ a PV qualification)

- **Instructor Training** (IT)
  - o Your FSO-PE will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
    Instructor Development Course:
    The all new Instructor Development Course (IDC) has been approved for use and can be downloaded from the Education Department's web site: http://www.cgauxed.org/elib/idc.htm IDC replaces Part A and Part B of the Instructor Qualification Course. New instructor candidates will need to complete a series of tasks, utilizing a mentor, and pass a short exam. Paper copies of IDC and the exam can be ordered from ANSC, use ANSC item # 5502 (IDC Student Course Book) #5503 (Mentor Guide) and # 5534 (Exam). The online IDC exam is available at www.ntc.cgaux.org.
    - § Addition requirements before your qualification for Public Education (PE) is complete are:
      - Assist/teach under the supervision of a mentor (member w/ a PE qualification)
        - o 10 - 30 minute segment
        - o 60 - 120 minute segment

- **Aids to Navigation (ATON) Verifier**
  - o Your FSO-AN or SO-AN will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
  - o Here is a link to an Aton Manual:
    http://www.uscg.mil/hq/cg3/cg3pcx/publications/auxmanuals/ATON2003StudyGuide.pdf

- **Boat Crew Qualification** (Boat Crew)
  - o You FSO-OP will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
  - o The qualification for Boat Crew is longer (but very rewarding) qualification period
    - § Here are links for the following Boat Crew Manuals - ABCTM, Crew Guide, CXN Guide, and PWC Guide. These manuals are in Adobe Acrobat™ format:
      http://www.uscg.mil/hq/cg3/cg3pcx/publications/comdtinst/
  - o Boat Crew Seamanship Manual
    - § M16114.5C
  - o Auxiliary Boat Crew Training Manual with CH-1 M16794.51
    - § M16794.51A .

- o Auxiliary Boat Crew Qualification Guide Vol I Crewmember, with CH-1 M16794.52:
    - ▪ M16794.52A
        - Read and complete the study question in the Boat Crew Qualification Guide
        - Spend time with a chosen mentor achieving all the sign-offs in the Training Manual. Anyone Crew or Coxswain Qualified may mentor you through the sign-offs.
        - The final step is and oral interview with a Qualified Examiner (QE) and a check ride on the water w/QE

- **Coxswain Qualification**
    - o A candidate must first be Crew Qualified.
    - o Auxiliary Boat Crew Qualification Guide Vol II Coxswain with CH-1 M16794.53:
        - ▪ M16794.53A (The Manual is the same as for Crew.   )

- **US Coast Guard District 13 Direct Support**
    - o **Marine Safety Office** (MSO)
        - ▪ Your FSO-MS and/or Augmentation Liaison will be happy to guide you through the qualification process, ask you FC, VFC or consult the edirectory for who this person is.
        - ▪ Begin your work in the field of Maritime Domain Awareness by completing the online questionnaire and availability matrix for Direct Support and Force Multiplication of the Gold-side (active duty and reservist Coast Guard located at:
        - ▪ http://www.auxd13nasupport.org/
            - In the left hand column under Auxiliarists click "sign up for direct support"
            - located at the same site above you will find training links for the various jobs and qualifications in MSO Puget Sound