



United States Coast Guard Auxiliary
U.S. Department of Homeland Security

**America's
Volunteer
Guardians**
Since 1939

AUXILIARY LEADERSHIP AND MANAGEMENT SCHOOL

HOST POC CHECKLIST

Use of this checklist by the District POC is mandatory. The Lead Instructor and the District POC shall jointly review the completed checklist prior to the class convening and address any applicable outstanding items. Timely and frequent communication between the District POC and the Lead Instructor are essential to ensure a successful and productive training event.

Training Location _____ **Class Convening Dates:** _____

Lead Instructor information will be provided by the BC-TLA once course dates and location are established.

Ensure that the DSO-MT is aware of the training being scheduled to avoid training conflicts !!!

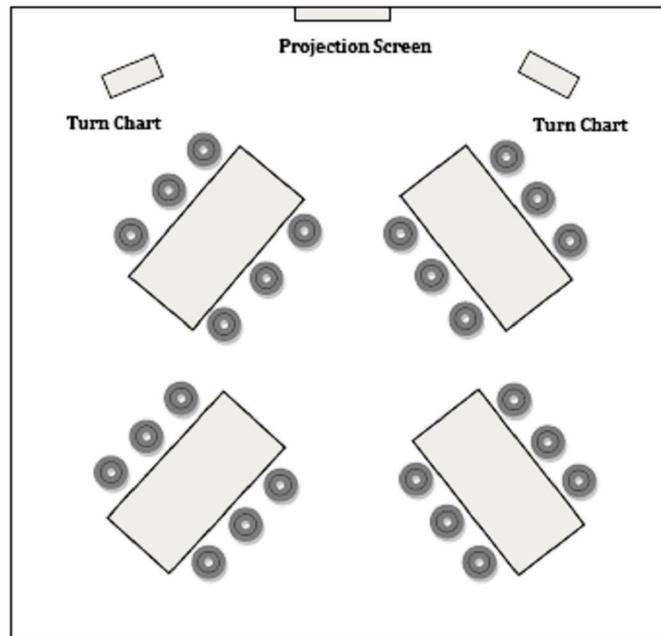
The following items are required to be completed by the District POC prior to the class convening date or as otherwise specified:

- Training location information provided to the AUXLAMs Branch Chief
 - District and Local POC Name
 - Local POC Location / Office (*if one training facility*)
 - District and Local POC Office Telephone Number
 - District and Local POC Cellular Telephone Number
 - Alternate POC Name
 - Alternate POC Location / Office
 - Alternate POC Office Telephone Number
 - Alternate POC Cellular Telephone Number
 - Unit OOD/CDO/Security Telephone Number
 - Main Classroom Location (full address with building # , city, state, zip code)
- Solicitation of prospective students from District Flotillas via normal member communication NLT **eight (8) weeks** prior the class convening date (see page 5 for sample email)
- Prospective students identified / Initial class roster completed - **Between 25 to 35 students**. *Note: minimum class size is 20, build the roster 25 to 40 students some will drop out.*
- Provide roster with EMPLIDs and email addresses to the DIRAUX so that no-cost (non-reimbursable) orders to be issued for all students, as required by Headquarters.
- Initial class roster provided to Lead Instructor NLT **21 days** prior to class convening date
- Prospective students notified via chair of leadership NLT **14 days** prior to the class convening of their selection to attend AUXLAMs (see page 6 for sample message)

- District POC arranges to meet with Lead Instructor on day prior to class convening (for Resident course) or morning of class convening (for AUXLAM A & B) to inspect classroom and review completed checklist
- Main Classroom reserved
 - Main Classroom will be utilized the entire class
- Main Classroom tables and seating arrangement
 - Main Classroom shall be equipped with four (4) large tables capable of comfortably seating 7 or 8 students per table and 7 or 8 chairs per table, plus an additional table and two chairs for instructor use. A diagram of the Main Classroom layout is included on page 3 of this checklist.
- Additional Break-Out rooms reserved (in addition to Main Classroom)
 - Resident Course - Two (2) break-out rooms are required on Tuesday afternoon. The Tuesday break-out rooms shall be furnished with a table and eight (8) chairs each. One (1) breakout is required for Wednesday afternoon and Friday morning. The break-out room shall be furnished with a table and 15 chairs.
 - AUXLAM A ó Two (2) break-out rooms are required on Saturday and Sunday only. The break-out room shall be furnished with a table and 15 chairs.
 - AUXLAM B - Break-out rooms are not required.
- Two (2) Easels (for turn chart paper)
- Four (4) Pads Turn Chart Paper; 27ö X 34ö; not adhesive backed
- PowerPoint Projector
- DVD Player (*optional – check with Lead Instructor*)
- Coffee Mess (*optional*) (District POC or Training Location POC check policies regarding coffee messes apply)
- Lead Instructor notified by District POC upon receipt of course materials
- Class roster finalized and provided to Lead Instructor NLT **one (1) week** prior to class convening
- District POC prints the Certificates of Completion or Letters of Attendance, as appropriate, so the instructors can sign and handout in class. The Lead Instructor will provide the template for both.
- All students notified via email of their selection to attend AUXLAM NLT **one (1) week** prior to class convening. Email should include pertinent information (location, class convening time, uniform, etc.) contained in initial notification message. The Lead Instructor may also provide pre-class reading information and assignments.

- Suitable Speakers that can be interfaced with computer and VHS / DVD player
- Extension Cords for all required electrical equipment
- Laptop Computer in case of Instructor Laptop Failure

Main Classroom Layout



Standard Schedule:

AUXLAMs A & B Course will begin at 1800 Friday and 0800 Saturday and Sunday. On Friday, students should expect to finish by 2200. Students can expect to finish Saturday by 1900 and Sunday by 1530. The classroom should be opened by 1500 on Friday for instructor set-up and by 0700 on Saturday and Sunday.

AUXLAMs Residence Course will begin at 0800 on Monday through Friday and students should expect to finish by 1530 Monday through Friday. The classroom should be opened on Sunday at a time arranged between the Lead Instructor and the District POC for instructor set-up and at 0700 on Monday through Friday.

The standard scheduled can be modified to meet local requirements. The required student contact hours must still be met if times in the standard schedule are modified.

Attendance Criteria:

Elected leaders at all levels of the organization should take this course and will be given top priority. However, Auxiliary personnel currently active in any leadership position are eligible for this course. Other Auxiliary members interested in becoming leaders may also attend as long as the class size does not exceed 35 students.

Solicitation of Prospective Students:

The District POC should solicit prospective students from District Flotillas via normal member communication (District Web-site, etc.) NLT **eight (8) weeks** prior the class convening dates (see page 5 for sample solicitation). Please copy the Lead Instructor.

Notification of Students Selected to Attend AUXLAMs:

Prospective students notified via chain of leadership NLT **14 days** prior to the class convening of their selection to attend AUXLAMs (see page 6 for sample message). Please copy the Lead Instructor.

Information provided to the student should include, at a minimum, the following:

- Inclusive dates of training
- Training location (include building & room number / directions as applicable)
- Reporting time
- Uniform of the Day (Civilian clothes are no longer authorized per Auxiliary National School policy)
- Mandatory homework requirements

- Pre-class reading assignments and pre-class work
- Expectation that member will be in attendance for the duration of the course

Class Roster Format:

The class roster should be in an electronic format; either email text, an Excel spreadsheet, or a word table. The roster should contain the following required information:

- Student name as it is to appear on the completion certificate and /or letter of completion
- Student EMPLID
- Student's District, Division, and Flotilla
- Verified (by District POC) student email address
- If certificates and / or letters are not to be given at end of class. Name and address of individual to receive all the completion certificates and/or letters of completion for distribution. (*If there is a need to mail certificates or letters.*)

Optional information may include:

- Student mailing address
- Student day, evening, and/or cell phone number

Receipt of Course Materials:

Course materials are shipped from the ANSC and should arrive at the Training Location approximately 3-5 days prior to the class convening date. The materials are shipped to the attention of the Training Location POC or other designated person. The District POC shall ensure the shipping containers are maintained in a secure location until otherwise directed by the Lead Instructor. In most cases, the Lead Instructor will arrange with the District POC to have the containers delivered to the Main Classroom 1 day prior to class convening. If the containers arrive damaged or it is apparent some of the course materials are missing, notify the Lead Instructor immediately. The materials are often shipped in 1 large container that weighs approximately 125 lbs. If this is going to present a problem please notify the BC-TLA immediately so the materials can be shipped in multiple small containers.

Return of Unused Course Materials:

Arrangements should be made to return the unused course materials to the ANSC via FedEx Ground as soon as possible after the course is completed. A shipping label will be attached to the container(s) by the lead instructor. If in the event a label is not available please return any unused course materials via FedEx Ground (account # 367833106) to:

Randy J. Ernst
USCG Auxiliary National Supply Center
1301 First Street, Suite E, River's Edge
Granite City, IL 62040-1803
Phone: (618) 452-4309

Please email tracking number(s) to:

Randy.J.Ernst@uscg.mil

Additional Points of Contact in Addition to Lead Instructor:

BC-TLA Michael J. Brzezicki, Ph.D. ó michaelbrzezicki@sbcglobal.net
BA-TLA George D. Bond, II ó george.bond@cgauxnet.us

Sample AUXLAMs Solicitation

From: **{District POC name}**

To: **{chain of leadership}**

Subject: Auxiliary Leadership and Management School (AUXLAMs)

1. **{host name}** will be hosting an Auxiliary Leadership and Management (AUXLAMs . **{A or B or Resident}**) class on **{date}**. AUXLAMs is a unique 5-day course which develops leadership and management skills for Auxiliary leaders through experience-based curriculum. Lesson topics include communication, ethical decision making, motivation, strategic leadership, volunteer leadership and problem solving. This course addresses 8 of the 28 Coast Guard leadership competencies:

- A. Self-awareness and learning
- B. Effective communications
- C. Influencing others
- D. Mentoring
- E. Team building
- F. Decision making and problem solving
- G. Conflict management
- H. Human resource management

2. Target audience: Elected leaders at all levels of the organization should take this course and will be given top priority. However, Auxiliary personnel currently active in any leadership position are eligible for this course. Other Auxiliary members interested in becoming leaders may also attend as long as the class size does not exceed 35 students.

3. Members interested in attending must meet all of the following criteria:

- a. The member must be present for the entire course. Students who cannot commit to the entire course should not submit training requests. A student who does not complete the entire course will not graduate.
- b. Homework and reading assignments will be given each night and there may be pre-class assignments.
- c. Members should not have completed AUXLAMs training (AUX-02A + AUX-02B or AUX-02) within the past 3 years.

4. Class will convene **{day & date}** promptly at **{time}**. The training will be held at **{training location and training location specifics}**. Graduation will be approximately 1400, **{date}**.

5. Uniform will be Tropical Blue Long as per the Auxiliary National %G+School Policy.

6. Submission deadline is **{date}**, or until seats are filled. Class size is limited to 35 students.

7. POC: **{District POC name}**, **{(###) ###-####}** or e-mail at **{fff.m.llll@kgk.xzt}**.

Sample AUXLAMs Student Notification

From: **{District POC name}**

To: **{chain of leadership}**

Subject: Auxiliary Leadership and Management School (AUXLAMs)

Reference: . my **{solicitation email of date}**

1. Per reference (a), the following members have been selected to attend the Auxiliary Leadership and Management School hosted by **{District name}** from **{inclusive course dates}**:

a. name emplid district,dicision,flotilla

{member information}

{additional lines as needed}

2a. Training will be held at **{location including training site, building, room, etc.}** **{provide directions as needed}** class will begin at **{time}** and end at **{time and dates as appropriate}** uniform will be **{tropical blue long}**.

b. **{Any hotel or billeting information would be provided here.}**

3. Must be committed to this training and must attend the entire course to graduate.

4. POC: **{District POC name}**, **{(###) ###-####}** or e-mail at **{ffff.m.llll@kgk.xzt}**.